



*Board of Directors Meeting Minutes*

*July 27, 2012 at 3:00 p.m.*

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**Location:** Teleconference

**Members Present:** Molly Willenbring, Cynthia Lermond, Jane Lovelle, Munir Sewani, and Douglas Smith.

**Members Absent:** Jocelyn Markowicz and Dave Meyer

**Opening:** A meeting of the FMHAC Board of Directors was called to order at 3:10 p.m. on July 27, 2012 by Munir Sewani.

**A. Approval of Agenda**

The agenda was sent to the members via email prior to the meeting. The board reviewed and approved the agenda for today's meeting.

**B. Approval of Minutes**

The board reviewed and approved the minutes for the Board of Directors meeting dated June 15, 2012.

### C. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<ul style="list-style-type: none"> <li>○ <i>Board Meeting in October 2012 at Hyatt Hotel &amp; Spa</i> The Board reviewed dates for the meeting and agreed to October 18-19, 2012.</li> </ul>		Molly will arrange the Board Retreat at the Hyatt Hotel & Spa on October 18-19, 2012.
<ul style="list-style-type: none"> <li>○ <i>Revised FY 2012-2013 Budget</i> Molly reviewed a calculation error in the expenses of the FY 2012-2013 budget. She proposed reducing in Sales Tax (\$282) and Public Relations (\$88) to balance the budget.  <u>Motion:</u> Doug moved to amend the budget accordingly. Munir seconded the motion.</li> </ul>	The Board voted to approve the motion.	Molly will amend the budget accordingly.
<ul style="list-style-type: none"> <li>○ <i>Community Enterprises Software: Listserve and Blog; Consulting Costs</i> Molly is gathering information on this matter and will present the information at the next meeting.</li> </ul>		Tabled for next meeting.
<ul style="list-style-type: none"> <li>○ <i>Update on Words to Deeds</i> Molly reported that we were awarded a \$20K grant from Eli Lily. Molly and Kit Wall set up sponsorship levels and will be looking for more sponsors. They are hopeful about getting more sponsors.  Molly discussed the Kit Wall Productions Project Proposal. A focus of the Board's discussion was the need for a signed written agreement indicating that only money raised by Kit Wall Productions will be spent on the event and FMHAC will not be responsible for costs incurred in putting on the event or any other associated costs. None of FMHAC's</li> </ul>		Molly will follow up with Kit Wall Productions to amend the project proposal to include the financial conditions discussed. The Board will review the amended proposal and vote upon receipt.

<p>general fund will be used to pay for this event.</p>		
<p>○ <i>Update on COMIO</i> Molly reported on the most recent COMIO meeting which addressed the matter of COMIO and FMHAC reaching an administrative agreement. It appears CDCR and COMIO are in favor of the agreement conceptually, and the stumbling blocks have been finding people to uphold their end of the agreement (i.e. staff time for grant writing). It appears they might have found staff resources and it is possible they will have a vote and approve the agreement.</p>		<p>Molly will keep the Board updated on COMIO and the administrative agreement. The next COMIO meeting is September 20, 2012.</p>
<p>○ <i>Update on One-Day Training</i> Molly and Munir have been working on the one-day training scheduled for January 31, 2013. The presenters will be John Phillipsborn (PC 1368 expert witness testimony) and Marjorie Graham-Howard (PC 1368 evaluations and report writing guidelines developed by the AOC). Attendees will be primarily alienists and lawyers.</p> <p>Letters have been sent to Executive Court Directors and Bar Associations in Southern California counties. Molly and Munir will be following up with various entities to generate interest and attendance.</p> <p>The venue is the Mission Inn &amp; Spa in Riverside, CA. They are hoping for 100 attendees to balance the cost of putting on the training.</p>		<p>Molly and Munir will continue to plan for the training and update the Board regarding their progress.</p>
<p>○ <i>Update on Jocelyn</i> Munir reported that Jocelyn is on maternity leave and will be unable to actively participate in Board activities until October 2012.</p> <p>Molly reported that Jocelyn's pending/upcoming responsibilities include CE applications which can be resumed in October.</p>		<p>Jocelyn will resume her responsibilities upon return from maternity leave in October 2012.</p>

<p>○ <i>Planning Committee Report</i> Jane reported that the Planning Committee proposed a theme for the 2013 Conference: <i>Forensic Mental Health Across the Spectrum of Vulnerable Populations</i>. The Board agreed to amend it to <i>Forensic Mental Health Across the Spectrum of the Criminal Justice System</i>.</p> <p>Jane reviewed the status of the planned presenters for each track of the conference, including the opening and keynote speakers. There are 3 slots set aside for paper presentations.</p> <p>Jane asked the Board for ideas on a presenter regarding juvenile justice and geriatric forensics. Munir suggested Jim Tealander and Jane will follow up with him. Doug offered to give Jane contact information for people in juvenile and geriatric forensics in San Diego.</p> <p>Munir reported on plans to have speakers for the Public Policy Committee 3-hour presentation.</p>		<p>The theme for the 2013 conference will be as discussed/approved by the Board.</p> <p>The Planning Committee will continue to explore and plan presentations for the 2013 conference. It is anticipated that most presenters will be confirmed by the October Board Retreat.</p> <p>Munir will follow up with Dave regarding the Public Policy Committee panel presentation.</p>
<p>○ <i>ED Evaluation Policy and Procedure</i> <u>Motion:</u> Doug put forth a motion to accept the Executive Director Evaluation Policy and Procedure as written. Munir seconded the motion.</p>	<p>The Board voted to approve the motion.</p>	<p>The ED Evaluation Policy and Procedure will be implemented as approved.</p>

<ul style="list-style-type: none"> <li>○ <i>Investment Account</i> Doug and Molly consulted with the investment manager and reported that some funds were moved around to take advantage of current fiscal opportunities. The investments are currently getting a return of about 5%.</li> </ul>		Doug and Molly will continue to monitor the investments and update the Board.
<ul style="list-style-type: none"> <li>○ <i>Mission Statement</i> This matter was not addressed during the meeting.</li> </ul>		Tabled for Board Retreat in October 2012.
<ul style="list-style-type: none"> <li>○ <i>Fundraiser Position</i> This matter was not addressed during the meeting.</li> </ul>		Tabled for Board Retreat in October 2012.
<ul style="list-style-type: none"> <li>○ <i>Retirement Plan</i> Doug shared his findings that the simple IRA likely is the easiest plan to implement with the lowest fees. Given the Association's size, this appears to be the most feasible option.</li> </ul>		Doug will explore this matter further and present it to the Board at the Board Retreat in October 2012 with the plan to implement this benefit on January 1, 2013.
<ul style="list-style-type: none"> <li>○ <i>Membership Committee</i> This matter was not addressed during the meeting.</li> </ul>		Tabled for Board Retreat in October 2012.

**D. Next Meeting**

The next Board of Directors meeting is scheduled on September 14, 2012 at 3:00 p.m.

**E. Adjournment**

The meeting was adjourned by Munir Sewani at 4:26 p.m.

*Minutes submitted by Cynthia Lermond on July 27, 2012.*