



**FORENSIC  
MENTAL HEALTH**  
Association of California

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*Board of Directors Meeting Minutes*

*August 10, 2011 at 3:30 p.m.*

**Location:** Teleconference

**Members Present:** Dave Meyer, Molly Willenbring, Cynthia Lermond, Mark Grabau, Munir Sewani, and Douglas Smith

**Members Absent::** Alison Stanley and Jane Lovelle

**Opening:** A meeting of the FMHAC Board of Directors was called to order at 3:34 p.m. on August 10, 2011 by Mark Grabau.

**A. Approval of Agenda**

There was no agenda sent to the Board prior to the meeting. The purpose of the meeting was to address the agenda items not completed or discussed during the August 2, 2011 meeting.

**B. Approval of Minutes**

There were no minutes approved at this meeting. The minutes from the August 2, 2011 meeting will be approved at the Board's next meeting.

### C. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<p>○ 2012 Conference</p> <p><u>Friday Schedule: Break-out vs. General Sessions</u> Molly discussed the results of the Board vote via email regarding whether to have two or four sessions on Friday at the conference. She indicated that the Board voted to have two sessions at a time on Friday rather than four.</p> <p><u>Motion:</u> Doug put forth a motion to table any further discussion regarding the conference until Alison and Jane are present.</p> <p><u>AV Budget</u> Molly explained that the AV budget does not need to be changed as the Board has voted to keep the sessions on Friday to two.</p>	<p>The Board voted to table any further discussion regarding the conference until Alison and Jane are present.</p>	
<p>○ By-Laws Amendments</p> <p>Dave reported that he had reviewed the By-Laws and made some revisions for the Board to consider, although he noted that the changes weren't critical. Dave indicated that the most compelling revision for the Board to review was the language regarding the Executive Director's (ED) role as a voting member of the Board. The proposed language for consideration is as follows:</p> <p><i>"The Executive Director, during the period in which he or she holds the position, shall serve as an ex officio member of the Board of Directors and of each standing committee of the FMHAC. Except that the Executive Director shall not participate in any Board of Directors discussions or deliberations concerning the employment status, compensation or discipline for that position."</i></p> <p>This language essentially makes the ED a voting member of the Board by virtue</p>		

<p>of the office s/he holds.</p> <p>Munir shared his concerns regarding how the ED's vote might be influenced by financial concerns and recommended that the Board not amend the By-Laws to provide the ED with voting rights regarding financial matters related to the conference.</p> <p>Dave discussed the difficulties parsing out financial vs. non-financial decisions and reviewed the Board's options in this matter. Doug echoed Dave's sentiments regarding parsing out what the ED can and cannot vote on.</p> <p><u>Motion:</u> Doug put forth the motion to table the discussion regarding ED voting rights until the Board does further research on the matter.</p>	<p>The Board voted to table the discussion regarding the ED's voting role until further information is available.</p>	<p>Doug will research how other non-profit organizations address the issue of the ED's voting role and will provide said information to the Board.</p> <p>Dave will re-send out the proposed By-Law changes for the Board's consideration and further discussion at the next meeting.</p>
<p>o Update on Executive Director Evaluation Process</p> <p>Molly shared with the Board the information she received from her consultations with the California Psychological Association regarding how they conduct their ED performance evaluation. She explained that CPA sends out questionnaires to each board member as well as mutually agreed upon other individuals who have working relationships with ED. The executive committee of the board, lead by the past president, reviews the findings and makes recommendation to board. Molly indicated that she is awaiting templates for CPA's evaluations.</p>		<p>Molly will continue to gather information on this matter and provide the Board with templates to consider for use in evaluating the work of the ED.</p>
<p>o COMIO Update</p> <p>Molly, Mark and Dave attended the last COMIO meeting. Mark reported that the idea of FMHAC assuming administrative oversight of COMIO was well received by COMIO and DMH. Discussions with Charles Walters indicated that he is going to work on developing a memorandum of understanding regarding how things would proceed in this project. No time frame was</p>		<p>Molly, Mark and Dave will continue to follow-up with COMIO and Charles Walters on this matter.</p>

<p>established for the MOU to be completed, as Charles is undergoing medical procedures.</p> <p>Mark reported that he has not yet heard back from Matt Cate to discuss this project.</p> <p>Molly reported that the CDCR will likely not provide funding for this project. She explained that she and Charles discussed fundraising ideas to generate start up funds, likely in the form of grants.</p>		<p>Mark will make efforts to discuss the matter with Matt Cate.</p>
<p>o Newsletter Committee Update</p> <p>Cynthia updated the Board on the Newsletter Committee's efforts. She explained that she, Molly, Tom Granucci, and Anna Kafka met via telephone to discuss ideas regarding the newsletter. The Committee is proceeding with the plan to have articles in line with the four tracks identified for the conference and individuals were identified who will be contacted to request articles. The plan is to have the newsletter ready for distribution in January and the next meeting of the Newsletter Committee is scheduled for August 12, 2011.</p> <p>Cynthia encouraged Board members to let her know of any individuals they believe would be interested in providing articles for the newsletter. She also indicated that Mark and Dave will continue to submit their articles as has been the process.</p>		<p>Cynthia will follow-up with Mark and Dave regarding their articles for the newsletter.</p> <p>Cynthia will keep the Board updated on the Newsletter Committee's progress.</p>

**D. Next Meeting**

The next meeting is scheduled for September 12, 2011 at 1:00 p.m.

**E. Adjournment**

The meeting was adjourned by Mark Grabau at 4:17 p.m.

*Minutes submitted by Cynthia Lermond on August 26, 2011.*