



*Board of Directors Retreat Minutes*

*October 18-19, 2012*

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**Location:** Hyatt Regency Hotel and Spa

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

**Members Absent:** Jocelyn Markowicz

**Opening:** A meeting of the FMHAC Board of Directors was called to order at 1:00 p.m. on October 18, 2012 by Munir Sewani.

**A. Approval of Agenda**

The agenda was sent to the members via email prior to the meeting. The board reviewed the agenda and added the following items: Investment Policy, Attendee List, Financial Review, and Combined Giving.

**B. Approval of Minutes**

The board reviewed and approved the minutes for the Board of Directors meeting dated September 14, 2012.

## C. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<p><b>Mission Statement</b></p> <p>The following mission statement was reviewed: “To advance the provision of mental health services to persons involved in the criminal justice system and to provide educational opportunities to the professionals involved in the delivery of these services.”</p> <p><u>Motion:</u> Dave put forth the motion to adopt the above mission statement. Jane seconded the motion.</p>	<p>The Board voted unanimously to adopt the motion.</p>	<p>Molly will incorporate the new mission statement in the Association’s printed material.</p>
<p><b>Review ED Evaluation Policy</b></p> <p>The Board reviewed the final draft of the policy and procedure for evaluating the Executive Director.</p> <p>Molly also made available the Table of Contents of the Association’s Policies and Procedures. She is also planning to have the manual available on the Board’s section of the website.</p>	<p>The Board agreed to implement the policy and procedure as it currently stands.</p>	<p>The Board will follow the procedure for evaluating the ED in the coming year.</p>
<p><b>Public Policy Committee Goals</b></p> <p>Dave proposed the idea of the Board asking members to participate on the Public Policy Committee based upon their expertise. That group would define issues based on an agenda provided by the Board, much like a “think tank”, then opine to the Board recommendations regarding how to proceed on these issues. The Board would review the issues and recommendations, and act upon them accordingly. It would create an interplay between the committee and the Board.</p> <p>Molly and Munir proposed inviting professionals to participate in the committee who are involved in policy-making positions already. They also suggested that a representative from the committee could attend the MH</p>	<p>The Board agreed that these ideas are worth pursuing.</p>	<p>Board members will reach out to prospective professionals for the Public Policy Committee.</p>

Irregulars monthly meeting and provide monthly blog postings of public policy issues.		
<p><b>2013 Conference Planning</b></p> <ul style="list-style-type: none"> <li>○ <i>Planning Committee Update</i> Munir and Dave discussed plans to combine the COMIO presentation with the Public Policy panel presentation. The topic will be AB 109 and will be a 3-hour presentation on Thursday. Options for scheduling the state, county, and legislative updates were discussed.</li> <li>○ <i>Conference Marketing and Budget</i> Jane reported that all presenters have been confirmed. The Board reviewed the list of presenters and costs. At this time, the cost for presenters is \$3,375 over budget. Ideas for managing presenter costs were brainstormed, including having budgets for each track.</li> <li>○ <i>CE Application/Approval Update</i> Molly used the advertising funds for the CPA newsletter (\$550), a display add in the NASW newsletter (\$300), the Santa Clara CAMFT newsletter (\$100), and Monterey CAMFT newsletter (\$80).  Molly proposed putting an ad in the San Francisco CAMFT newsletter, noting that it would be \$200, and over the advertising budget. <u>Motion:</u> Doug put forth the motion to increase the advertising budget \$200 to be used to advertise in the San Francisco CAMFT newsletter. Munir seconded the motion.  The Board also brainstormed other marketing ideas and ways of reaching out to professionals throughout the state.</li> <li>○ <i>CE Application/Approval Update</i> Molly reported that there is a new procedure for Psychologist CEU's. She submitted an application and changes were recommended,</li> </ul>	<p>The Board members will follow up with panel presenters as indicated.</p> <p>Managing presenter costs will continue to be a focus of the Planning Committee.</p> <p>The conference announcement and registration will go out in 2 weeks.</p> <p>The Board voted to approve the motion.</p>	<p>The conference announcement and registration will go out in 2 weeks.</p> <p>Molly will advertise in the San Francisco CAMFT newsletter and amend the budget accordingly.</p> <p>The Board will continue efforts in reaching out to professionals to market the 2013 conference.</p>

<p>including regarding the evaluation form. Molly stated she will work with Jane to develop an evaluation form that meets the requirements and is not too cumbersome for attendees. She is continuing to navigate this new procedure.</p> <p>Molly reported that the CME CEU application process is complicated and the instructions are vague, making this process challenging. However, she is hopeful that we will be able to get CME approval.</p> <ul style="list-style-type: none"> <li>○ <i>CME Advertising Costs</i> Molly is looking into CME advertising costs, but is prioritizing the CME application at this time.</li> <li>○ <i>Awards</i> David Pollack was nominated for the West Award. The Board will brainstorm other nominees for the West and Rossiter Awards.</li> <li>○ <i>Impact of CONREP at Alternate Venue</i> CONREP conducting their training at another hotel presents challenges with Board members who are part of CONREP assisting with conference preparation. It was agreed that the Board members will participate in the meeting with the hotel on Monday. Board member availability will be taken into account when planning conference preparation that week.</li> <li>○ <i>Attendee List</i> There was a discussion of whether to provide a member list at the conference. It was agreed that this would be a member benefit. In discussing how to do this, it was agreed that the option of being included in the list and what information would be made available would be options for members.</li> <li>○ <i>Walk Through Hotel/Determine Placement of Conference Elements</i> The Board walked through the hotel and brainstormed ways to set up</li> </ul>		<p>Molly will discuss further with Jane ways to meet the Psychologist CEU application requirements.</p> <p>Munir will follow-up with his contact at PSH who completes the CME process for PSH. Molly will follow up with other contacts who can assist in this process.</p> <p>Molly will continue with the CME application and advertising.</p> <p>Award nominations will be opened up to the membership and the Board will continue consider nominees.</p> <p>Molly will include the attendee list option in the conference registration.</p>
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various elements of the conference.		
<p><b>IST Training Update and Advertising</b></p> <p>The training will be January 31, 2013 in Riverside. It will be a 1-day training with 3 presenters. Molly reported that all arrangements for the training have been made.</p> <p>Munir reported that John Philipsborn will present for 2 hours on expert witness testimony on IST matters. Lisa Hazelwood will present for an hour on restoration to competency treatment. In the afternoon, Marjorie Graham Howard will discuss IST assessments and report writing, incorporating guidelines from the AOC.</p> <p>We will need 80-100 attendees to break even on the costs of the training. The Board discussed contacts to reach out to for marketing the training.</p>		Arrangements will continue to be put in place for the training.
<p><b>Words to Deeds Update</b></p> <p>Molly reported that they have not yet secured additional funding, but she is comfortable with “Plan B” of not doing a full day of curriculum. The venue, catering, graphics, and award plaques are all ready to go. It will be held at CSAC in Sacramento on January 24 or 25, 2013. Kit and Molly are planning a workgroup meeting by phone next month.</p> <p>Molly reported that California Forward is considering sponsoring the event through a 3-year arrangement of \$50K per year. Molly is really hopeful about this collaboration.</p> <p>Molly reported that discussing the event with sponsors has sparked interest in sponsoring the conference.</p>		Molly will continue working with Kit in planning the Words to Deeds event and seeking sponsorships.
<p><b>IACFP Dual Membership</b></p> <p>Molly reported that IACFP contacted her regarding re-establishing the dual membership. The benefits and costs of this arrangement were reviewed, as well as how to proceed with such an arrangement. The</p>	<p>It was agreed that we will propose re-establishing a dual membership with</p>	Molly will generate a proposal for the IACFP dual membership and

<p>importance of putting an agreement in writing reflecting the parameters of the agreement for a time period of 3 years was emphasized. Whether this arrangement will occur this year will need to be determined prior to our conference announcement.</p>	IACFP.	review it with the Board.
<p><b>CE Software Costs</b>  Molly reviewed the benefits and costs of the CE Software package. The cost of set up would be approximately \$2K. It would be \$75/month for hosting.   Questions remaining include: how long we would be linked to this company; who owns the data; how is confidentiality/security maintained; what is the cost of transferring to another provider; and what is the financial/legal history of this company?   <i>Motion:</i> Doug put forth a motion to allocate up to \$3K for set-up and implementation of Community Enterprise Software. Dave seconded the motion.</p>	The Board voted to approve the motion.	Molly will research the questions posed and, pending her findings, and proceed with the contract once Dave has looked it over and approved it.
<p><b>Newsletter Committee Update</b>  Cynthia provided a report on the status of the next newsletter, noting challenges in getting submissions and ideas to develop the newsletter.</p>		<p>The Newsletter Committee will proceed in developing the next newsletter.</p> <p>Munir will ask San Bernardino County to provide an article on their AB109 program.</p>
<p><b>Investment Policy</b>  Molly put forth the question of whether to have a policy and procedure for managing investments. The Board agreed that such a policy and</p>		Molly will draft a proposed investment

procedure is in the best interest of the Association.		policy and procedure. She will present this draft to the Board for review.
<p><b>Financial Review</b></p> <p>Molly reported on the current financial situation, noting that there hasn't been much activity.</p> <p>She noted that the simple retirement plan has been implemented, it just needs to be started and incorporated into payroll.</p> <p>In regard to cash, Molly reported that our spending has been at the expected rate and we are in good financial shape. Currently there is \$62K on hand.</p> <p>Molly reported that the Ameriprise account is at \$250K and moving in the right direction.</p>		
<p><b>Combine Giving</b></p> <p>Munir explained that FMHAC is now set up as an option for the combined giving program for the state through United Way. This year the Association is a "write-in" but will be on the list next year. The Board discussed ways to expand this option to other employers.</p>		

#### D. Next Meeting

The next Board of Directors meeting is scheduled on December 7, 2012 at 3:00 p.m. as a teleconference.

#### E. Adjournment

The meeting was adjourned by Munir Sewani at **11:00 a.m.**

*Minutes submitted by Cynthia Lermond on October 19, 2012.*