



**FORENSIC
MENTAL HEALTH**

Association of California

Board of Directors Retreat Minutes

June 4-5, 2017

Location: Pismo Beach, CA

Members Present: Molly Willenbring, Cynthia Lermond, Jane Lovelle, Sam Knudsen, Anna Kafka, Morgan Grabau Dosskey, and Tom Granucci.

Members Absent: Carrie Gustafson; Jane Lovelle was not in attendance for the June 5, 2017 session.

Opening: A retreat of the FMHAC Board of Directors was called to order at 1:44 p.m. by Jane Lovelle.

A. Approval of Agenda and Minutes

The agenda was sent to the members via email prior to the retreat. Sam put forth a motion to approve the agenda. Anna seconded the motion. The Board voted to approve the agenda for today's retreat.

B. Approval of Minutes

Cynthia did not provide minutes to the Board for review; minutes will be reviewed at the next Board meeting.

C. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/ Outcome</i>	<i>Follow-up</i>
<p><i>Executive Director Annual Evaluation</i> (Note: Molly and Morgan not present for the review of Molly’s performance.)</p> <ul style="list-style-type: none"> Jane provided a written compilation of the board’s Executive Director Annual Evaluation results. The Board reviewed the results and discussed Molly’s performance over the past year, as well as goals for the upcoming year. Overall, the Board agreed that Molly is performing at or above expectations in most areas and works independently. Areas for growth are marketing (website, member services) and fundraising. These assessments are in line with Molly’s own assessment of her performance. <p><i>Motion:</i> Sam put forth a motion to grant Molly a 3% pay increase and a one-time bonus of \$1000. Anna seconded the motion.</p>	<p>The Board voted to approve a 3% raise for Molly and a one-time bonus of \$1000 prior to the end of this fiscal year.</p>	<p>The approved raise will go into effect as of July 1, 2017. The bonus will be implemented prior to June 30, 2017.</p>
<p><i>Bylaws Review</i> The Board reviewed the Bylaws. There were no amendments to the Bylaws.</p>		
<p><i>Policy Review</i> The Board reviewed the Policy and Procedure Manual.</p> <ul style="list-style-type: none"> <u>Policy 100, Section I, C</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “Each new or revised Policy and Procedure must have <i>approval of the Board</i> and the approving signature of the President...” Tom seconded the motion. <u>Policy 100, Section II, C</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “Upon receipt of an <i>approved</i> new or revised Policy and Procedure, it shall be reviewed <i>and confirmed as accurate</i> by the Board of Directors, then filed...” Tom seconded the motion. 	<p>The Board voted to approve the motions.</p>	<p>Molly will update the Policy and Procedure Manual to reflect the approved amendments.</p>

- Policy 101, Section I, C
Motion: Sam put forth a motion to amend the language to reflect: “Each new or revised Job Description must have *approval of the Board* and the approving signature of the President...” Tom seconded the motion.
- Policy 101, Section II, C
Motion: Sam put forth a motion to amend the language to reflect: “Upon receipt of an *approved* new or revised Job Description, it shall be reviewed *and confirmed as accurate* by the Board of Directors, then filed...” Tom seconded the motion.
- Policy 102, Section VII
Motion: Sam put forth a motion to amend the language to reflect: “Any mileage incurred will be reimbursed at the California State rate, currently at ~~\$54~~ \$535, to be reviewed and renewed annually.” Tom seconded the motion.
- Policy 102, Section VIII
Motion: Sam put forth a motion to amend the language to reflect: “Expenses in addition to mileage, referenced in section VII, incurred by ~~the Executive Director~~ *any staff member*, will be reimbursed as incurred, ...” Tom seconded the motion.
- Policy 104, Section II
Motion: Sam put forth a motion to amend the language to reflect: “Advocacy of a piece of legislation must be ~~agreed upon by consensus~~ *approved by* the Board of Directors.” Tom seconded the motion.
- Policy 104, Section IV
Motion: Sam put forth a motion to amend the language to reflect: “~~Advocacy letters~~ *Position statements* are signed by the Board of Directors President and Public Policy Committee Chairperson.” Tom seconded the motion.
- Policy 104, Section VI
Motion: Sam put forth a motion to amend the language to reflect: “*Section VI: After approval by the Board of Directors, support of position statements drafted by outside agencies may be indicated by Association logo or Association name.*” Tom seconded the motion.
- Policy 104, Section VII
Motion: Sam put forth a motion to amend the language to reflect:

“Section VII: The Association may distribute information for educational purposes, which shall not constitute advocacy.” Tom seconded the motion.

- Policy 105, Policy Section

Motion: Sam put forth a motion to amend the language to reflect: “The Executive Director shall be evaluated annually, *in the 90 days prior to the completion of the fiscal year*, on his or her job performance...” Tom seconded the motion.

- Policy 105, Section II

Motion: Sam put forth a motion to amend the language to reflect: “~~Prior to the Board of Director’s annual retreat, m~~*Members...*” Tom seconded the motion.

- Policy 105, Section III

Motion: Sam put forth a motion to amend the language to reflect: “The President of the Board of Directors shall gather the evaluations and compile a single written evaluation report to be presented to the Executive Director in a meeting of the President and Executive Director ~~held prior to the annual Board of Directors retreat.~~” Tom seconded the motion.

- Policy 105, Section IV

Motion: Sam put forth the motion to amend the language to reflect: “The Executive Director shall complete a self-assessment survey and present it to the Board for consideration of their surveys ~~in advance of the annual retreat.~~” Tom seconded the motion.

- Policy 105, Section V

Motion: Sam put forth the motion to amend the language to reflect: “The Executive Director shall be given space to comment and sign the Board of ~~Director’s~~*Directors’* evaluation report.” Tom seconded the motion.

- Policy 200, Section I, G

Motion: Sam put forth the motion to amend the language to reflect: “A progress report shall be given by the Chairperson to the Board of Directors at ~~the Board retreats~~ *least annually.*” Tom seconded the motion.

- Policy 200, Section III, B, 4

Motion: Sam put forth the motion to amend the language to reflect: “Update the Board of Directors on the committee’s activities at ~~the~~”

<p>Board retreats least annually.” Tom seconded the motion.</p> <ul style="list-style-type: none"> • <u>Policy 200, Section III, B, 5</u> <i>Motion:</i> Sam put forth the motion to amend the language to reflect: “Maintain files of all committee data and correspondence relating to all committee business.” Tom seconded the motion. • <u>Policy 200, Section III, B, 8</u> <i>Motion:</i> Sam put forth the motion to amend the language to reflect: “Ensure that the Executive Director has an up-to-date list of the names, titles, and addresses <i>contact information</i> of committee members.” Tom seconded the motion. • <u>Policy 202, Section V</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “A progress report shall be given by the Chairperson to the Board of Directors at the Board retreats least annually.” Tom seconded the motion. • <u>Policy 204, Section V</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “A progress report shall be given by the Chairperson to the Board of Directors at the Board retreats least annually.” Tom seconded the motion. • <u>Policy 204, Policy</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “The Public Policy Committee addresses the needs of the Association members and forensic mental health stakeholders by assessing pending legislation for its impact on services within the field of forensic mental health.” Tom seconded the motion. • <u>Policy 204, Section I</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “The committee shall also coordinate legislative or public testimony for initiatives proposed approved by the Board of Directors.” Tom seconded the motion. • <u>Policy 204, Section II, A, 1 & 2</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “A Review of pending legislation likely to impact members and forensic mental health stakeholders; and recommendations for FMHAC’s response to pending legislation 1. Written analysis of legislation. 2. 		
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<p>Recommends FMHAC response to pending legislation (see C).” Tom seconded the motion.</p> <ul style="list-style-type: none"> • <u>Policy 204, Section II, B</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “Provide articles for publication in the FMHAC newsletter <i>by the Newsroom Committee</i> on subjects relating to public policy and pending legislation.” Tom seconded the motion. • <u>Policy 204, Section II, C</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “Formulation of Formulate public policy statements and a plan to provide...” Tom seconded the motion. • <u>Policy 204, Section III</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “The members shall <i>should</i> reflect the diversity of the Association’s membership.” Tom seconded the motion. • <u>Policy 204, Section IV</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “Meetings may be held by in person or by conference call.” Tom seconded the motion. • <u>Policy 204, Section V</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “A progress report shall be given by the Chairperson to the Board of Directors at the Board retreats <i>least annually</i>.” Tom seconded the motion. • <u>Policy 205, Policy</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “The Newsroom Committee <i>identifies, develops and distributes items of interest to</i> the FMHAC newsletters in accordance with the goals and direction established by the Board of Directors.” Tom seconded the motion. • <u>Policy 205, Section I</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “Based on the conceptual plan outlined by the Board of Directors at the first meeting of the fiscal year, the Newsroom Committee shall solicit writers, review papers submitted, and develop other content for distribution to FMHAC members and other stakeholders. All selections are subject to approval of the Board of Directors. The 		
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<p>Newsroom Committee shall also provide social media messages on a regular basis. Tom seconded the motion.</p> <ul style="list-style-type: none"> • <u>Policy 205, Section III</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “The members shall<i>should</i> reflect the diversity of the Association’s membership.” Tom seconded the motion. • <u>Policy 205, Section IV</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “Meetings may be held by in person or by conference call.” Tom seconded the motion. • <u>Policy 205, Section V</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “A progress report shall be given by the Chairperson to the Board of Directors at the Board retreats <i>least annually.</i>” Tom seconded the motion. • <u>Proposed Policy 106, Document Retention</u> Molly provided a draft of a Documentation Retention policy and procedure, which was reviewed by the Board. <i>Motion:</i> Sam put forth a motion to approved and adopt the Document Retention policy and procedure as amended. Tom seconded this motion. 		
<p><i>Job Description Review</i> The Board reviewed the Job Descriptions.</p> <ul style="list-style-type: none"> • <u>Director of Conference</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “Work with the Executive Director <i>and/ or designee</i>, to ensure that the Call for Papers...” Tom seconded the motion. <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “Meet with the Executive Director <i>and/ or designee</i>, and the Planning Committee”. Tom seconded the motion. <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “Assist the Director of Education and Executive Director <i>and/ or designee</i>, to secure...” Tom seconded the motion. • <u>Director of Education</u> <i>Motion:</i> Sam put forth a motion to amend the language to reflect: “Obtain and maintain <i>Oversee the acquisition and maintenance of</i> continuing 	<p>The Board voted to approve the motions.</p>	<p>Molly will update the Job Descriptions to reflect the approved amendments.</p> <p>Additional Job Descriptions will be reviewed in upcoming Board meetings.</p>

educational units for appropriate professional disciplines.” Tom seconded the motion.

Motion: Sam put forth a motion to amend the language to reflect: “Work with the Executive Director *and/ or designee* in selecting students to receive...” Tom seconded the motion.

Motion: Sam put forth a motion to amend the language to reflect: “With the Executive Director *and/ or designee*, ~~establish and develop~~ promote and facilitate student chapters, subject to approval of the ~~Board of Directors~~ *involvement in the Association.*” Tom seconded the motion.

- Executive Director

Motion: Sam put forth a motion to amend the job description to reflect “~~Minimum of two years working~~ *Experience with event planning preferred.*” And “*Familiarity with the field of forensic mental health preferred.*” Tom seconded the motion.

Motion: Sam put forth a motion to amend the job description to reflect: “Familiar with Adobe suite ~~and Wordpress.~~” Tom seconded the motion.

Motion: Sam put forth a motion to amend the job description to reflect: “~~Oversee~~ *Event planning and follow-up for the FMHAC annual conference and all trainings...*” Tom seconded the motion.

Motion: Sam put forth a motion to amend the job description to reflect: “~~Schedule, promote, and oversee other training events throughout the year.~~” Tom seconded the motion.

Motion: Sam put forth a motion to amend the job description to reflect: “Actively recruit new members and corporate members.” Tom seconded the motion.

Motion: Sam put forth a motion to amend the job description to reflect: “~~Work with~~ *Orient* new board members to ~~guide them in~~ their duties *and the Association’s history and mission.*” Tom seconded the motion.

- Program Manager

Motion: Sam put forth a motion to amend the job description to reflect: “Assist Executive Director in the planning and implementation of the annual conference and other trainings...” Tom seconded the motion.

<ul style="list-style-type: none"> • <u>All Board of Directors Job Descriptions</u> <i>Motion:</i> Sam put forth a motion to amend the language in all Job descriptions to reflect the following so as to be consistent: “Prepare a report for the annual membership business meeting, if requested.” Tom seconded the motion. <i>Motion:</i> Sam put forth a motion to amend the language in all Job descriptions to reflect the following so as to be consistent: “Actively promote Association, conference, and trainings.” Tom seconded the motion. 		
<p><i>Association Name Change</i></p> <p>With regard to changing the Association’s name to the Forensic Mental Health Association, Molly facilitated a discussion of factors to consider in this process, including how the name change would impact interest in the Association. To do this, the Association would need a vote with a majority of members or file a name change with an attorney.</p>		<p>Sam will follow up with his attorney colleague to see if he would be willing to assist the Association in filing the Certificate of Amendment of Articles of Incorporation and to learn more about the process.</p>
<p><i>Operating Budget</i></p> <ul style="list-style-type: none"> • <u>2016-2017</u> Molly reviewed the FY 2016-2017 estimated actuals and budget with the Board. Overall, the estimated actuals show approximately \$27K in Net Income, which is quite positive. • <u>2017-2018</u> Molly reviewed the proposed FY 2017-2018 budget with the Board. 	<p>The Board agrees with the budget but will put off formally approving the budget until the Treasurer is present.</p>	<p>The Board will vote on the budget in an upcoming Board meeting.</p>
<p><i>2018 Conference Planning</i></p> <ul style="list-style-type: none"> • <u>2017 Conference Review</u> Tom and Morgan facilitated a review and discussion of the conference feedback from attendees. • <u>Planning Committee Update</u> Tom provided the Board with a list of Planning Committee Members: Jim Rokop, Danny Sciacqua, Dick Conklin, Mike Abacherli, and Anna Kafka. 	<p>The Board voted to approve the motion.</p>	<p>Tom, Molly and Morgan will explore potential Planning Committee members who could plan</p>

<p><u>Motion:</u> Tom put forth the motion to approve the above listed Planning Committee members. Sam seconded the motion.</p> <ul style="list-style-type: none"> • <u>Presentation Update/Keynote Speakers</u> Tom reviewed potential Keynote and Opening Speakers with the Board and welcomed feedback. At the top of the list are James Fallon, the Treatment Advocacy Center, Mendota Program, and Mindy Schweitzer (Deputy Director of the Corrections Institute at the University of Cincinnati). • <u>Conference Schedule</u> This matter was not discussed and is tabled for an upcoming Board meeting. • <u>Pre-Conferences</u> This matter was not discussed and is tabled for an upcoming Board meeting. • <u>Student Scholarship Feedback</u> This matter was not discussed and is tabled for an upcoming Board meeting. • <u>Marketing</u> <ul style="list-style-type: none"> ○ Jane put forth that marketing is a priority for the board this year. With regard to outreach, Anna stated that she will contact Washington jails/prisons. Cynthia will contact Oregon jails/prisons. Sam will contact Nevada jails/prisons. Tom will contact Arizona jails/prisons. Jane will contact Utah jails/prisons. Molly will reach out to Ken Carabello regarding Colorado outreach. The calls will begin in late June and be done by late November. ○ Anna discussed reaching out to students throughout the state by visiting schools with this year's lead student in September through November. ○ With regard to mailers, 2.5% listed the mailer as the way they learned about the conference. Given the low cost, this will continue to be a means of marketing. • <u>2019-2020 Conference Location</u> <ul style="list-style-type: none"> ○ Morgan provided the Board with drafts of the proposed conference and an overview of the most salient points. The Board agreed to continue to host the conference at the Hyatt for those 		<p>the juvenile track.</p> <p>The Board Members will reach out to the designated institutions. Jane will provide a synopsis of talking points for the Board Members. Molly and Morgan will create an electronic Save the Date and/or flyer to be used as an adjunct for the calls.</p> <p>Molly will sign the 2019 and 2020 contracts with the Hyatt.</p>
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<p>years.</p> <p><i>One-Day Training Planning</i></p> <ul style="list-style-type: none"> • <u>2016-2017 Review</u> This matter was not directly addressed during the retreat. • <u>Topic Ideas 2017-2018</u> Per Sam’s recommendation, Anna proposed a training on California Proposition 57, which states that there now has to be a Fitness Hearing for a juvenile to be tried as a youth or adult. People v. Franklin states that juveniles, age 23 and under, cannot be sentenced to life in prison without parole. Those prisoners who were sentenced to life when they were under 23 years old are now eligible for psychosocial assessments regarding their history and current functioning so as to inform parole decisions. The panel would involve a defense attorney, district attorney, judge, and psychologist and would address what to expect in these hearings and what should be included in such reports. There would also need to be a moderator. Proposed dates in the north: October 9th at Berkeley. Proposed dates in the south: October 30th in Long Beach. <i>Motion:</i> Anna put forth a motion to approve the proposed One-Day Training subject. Sam seconded the motion. 	<p>The Board voted to approve the motion.</p>	
<p><i>Board Member Annual Goals</i></p> <p>The Board put forth goals for the upcoming year:</p> <ul style="list-style-type: none"> • <u>Jane</u> Monthly contact with board members; plan board meetings; meet with Molly twice a month to once a week. • <u>Sam</u> Proactive outreach to legislators; development of an active Public Policy Committee; and attend more public policy meetings (including via phone). • <u>Anna</u> Enhance of student and educator outreach. • <u>Tom</u> Development of excellent presenter line-up. • <u>Cynthia</u> Development of routine newsroom updates and a newsroom 		<p>Board members will initiate steps to work toward their stated goals and update the Board.</p>

<p>committee. Development of a list of motions/board votes and catalog of agendas and minutes in an electronic format. Consolidation and development of a narrative of the Association's history.</p> <ul style="list-style-type: none"> • <u>Goal Progress</u> Molly proposed having Board members update the Board on their goals as part of the board meeting agendas. 		
<p><i>Review of Financial Investment Portfolio</i></p> <ul style="list-style-type: none"> • Stephen Tetmeir of Ameriprise Financial joined the discussion in person to provide an overview of the Association's investment portfolio and answered the Board's questions. • The Board agreed to move the small cap investments to the balanced fund to create a more conservative portfolio, which is in line with the Association's investment policy. • Molly explained that her address must be added to the investment account. <p><i>Motion:</i> Cynthia put forth the motion to add 1396 South Van Ness Avenue, San Francisco, CA 94110 to the investment account and use it as a mailing address. This address will be listed on the account in addition to 77 Van Ness Avenue, #101-1316, San Francisco, CA 94102. The Executive Director, Molly Willenbring, and the Treasurer, Carrie Gustafson, are authorized to make changes to the account. Carrie Gustafson is authorized to access the records online. Anna seconded the motion.</p>	<p>The Board voted to approve the motion</p>	<p>Molly will change the documents to reflect the change.</p>
<p><i>Committee Updates</i> This matter was not discussed and is tabled for an upcoming Board meeting.</p>		
<p><i>Distance Learning</i> This matter was not discussed and is tabled for an upcoming Board meeting.</p>		
<p><i>2017-2018 Words to Deeds</i> This matter was not discussed and is tabled for an upcoming Board meeting.</p>		
<p><i>Website Update</i> This matter was not discussed and is tabled for an upcoming Board meeting.</p>		

Five Year Vision

This matter was not discussed and is tabled for an upcoming Board meeting.

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D. Next Meeting

The next Board of Directors meeting will be a teleconference to be scheduled via Doodle.

E. Adjournment

The meeting was adjourned by Sam Knudsen on June 5, 2017 at 3:26 p.m.

Minutes submitted by Cynthia Lermond on June 5, 2017.