

**Location:** Napa Valley Marriott Hotel

**Members Present:** Molly Willenbring, Mark Grabau, Jane Lovelle, Munir Sewani, Douglas Smith, Cynthia Lermond, and Jocelyn Markowicz

**Members Absent:** Dave Meyer

**Opening:** A meeting of the FMHAC Board of Directors was called to order at 2:02 p.m. on May 9, 2012 by Mark Grabau.

**A. Approval of Agenda**

The agenda was sent to the Board 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 March 2<sup>nd</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup>, 2012.

**C. Open Issues**

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<p><i>Executive Director Evaluation/Review</i></p> <p>(Molly not present for part of discussion)</p> <ul style="list-style-type: none"> <li>○ <u>Performance Review</u> The Board discussed each item on the review of Molly’s performance. Based upon the content of this discussion, the Board considered whether to increase Molly’s salary for the fiscal year 2012-2013.</li> </ul> <p>The Board discussed creating a personnel folder for the Executive Director.</p> <p>There was also consideration of incorporating a retirement plan into the Executive Director position.</p> <p><i>Motion:</i> Doug put forth a motion to increase Molly’s salary 5% as of July 1, 2012. Mark seconded the motion.</p> <p>The Board discussed the need for documentation of the tasks and responsibilities of the Executive Director as part of succession planning.</p> <p>The following goals were identified for Molly in the coming year:</p> <ul style="list-style-type: none"> <li>● Two 1-day trainings for professionals, one in the north and one in the south, which provides CEU’s.</li> <li>● Move the conference to the Hyatt Resort and Spa.</li> <li>● Implement and populate the new software for member database, bulk emails, document storage, etc.</li> <li>● Increase interface and collaboration with other associations and sponsors in the field.</li> </ul>	<p>The Board reviewed feedback with the Executive Director regarding her performance.</p> <p>It was agreed that the President should establish and maintain a personnel record for the Executive Director. The Board provided Munir with their evaluations to be included in the Executive Director’s file.</p> <p>The Board determined that the matter of a retirement plan warrants further investigation and information gathering, as a policy is not in place for this type of benefit.</p> <p>The Board voted to approve this motion to increase Molly’s salary.</p>	<p>Munir will create and obtain a personnel file for Molly as the Executive Director.</p> <p>The Board will obtain legal and financial consultation and determine whether and how to proceed regarding a retirement plan by December 31, 2012.</p>

<ul style="list-style-type: none"> <li>○ <u>Review of Evaluation Procedure/Criteria</u> The Executive Director pilot and self-evaluation were reviewed. There was discussion of reducing the pilot evaluation to Section VII, the Open-Ended Questions, and Comments. The rating scale will be: Did not Meet, Partially Met, Met, Exceeded, and Not Applicable. The Board also talked of amendments to the self-evaluation, which Molly will revise further.</li> </ul>	<p>The Board requested that Molly provide documentation of the duties/tasks associated with the Executive Director. Molly indicated that she has already created this document.</p> <p>The Board and Molly agreed to the goals described for the coming year.</p>	<p>Molly will provide Munir and the Board with the document outlining the tasks and responsibilities of the Executive Director position. Munir will put it in Molly's personnel file.</p> <p>The Board will evaluate Molly's performance at the 2013 Board Retreat.</p> <p>Molly will amend the ED evaluations and present them to the Board for approval at a future meeting.</p>
<p><i>Fundraising</i></p> <ul style="list-style-type: none"> <li>○ <u>Fundraiser Position</u> Munir discussed the Association's revenue source primarily being the conference and suggested looking into fundraising options. There was much discussion about creating a fundraising committee or board member position of Fundraiser.</li> <li>○ <u>Training Sessions</u> Munir also discussed creating a 1-day training sessions during the year, This would reach out to potential new members such as members of local bar associations, state hospitals, and alienists, or to those who need certification for sex offender treatment.</li> </ul> <p>There was discussion of how these training sessions would be in line</p>	<p>It was agreed that this venture would require considerable discussion and planning. It would also require a person with expertise in this area.</p>	<p>This matter will continue to be discussed among the Board members.</p>

<p>with the Association's mission.</p> <p><i>Motion:</i> Doug put forth the motion that the Association proceed in exploring avenues to put on two 1-day educational trainings for professionals in forensic mental health. Mark seconded the motion.</p>	<p>The Board voted to approve this motion for exploring training sessions.</p>	<p>Jocelyn, as the Director of Education, will proceed in exploring this option.</p>
<p><i>Annual Financial Review Fiscal Year 2011-2012</i></p> <p>The Board reviewed the finances for FY 2011-2012. It was noted that there was a profit of ~\$17K for the year. Molly noted unexpected losses/gains in the finances and the considerations they call for in budgeting the next fiscal year.</p> <p>Molly reviewed the Association's financial portfolio and balance sheet. There have been losses and gains, but overall the balance sheet shows modest and steady gains.</p>		
<p><i>Budget Planning Fiscal Year 2012-2013</i></p> <p>Molly presented last year's asset balance \$324,373.93. This year the asset balance is ~\$325,000.00. This represents gains in the investment account.</p> <p>The following budget items were reviewed by the Board:</p> <p>Income</p> <ul style="list-style-type: none"> <li>• Conference Tuition                    \$135K</li> <li>• Membership                                \$35K</li> <li>• Merchandise                                \$3.5K</li> <li>• Miscellaneous                               \$3.5K</li> <li>• Vendor Tables                               \$2K</li> <li>• Interest Income                             \$50</li> <li>• Total Projected Income                   \$179,050.00</li> </ul>		<p>Doug and Molly will research the best options for managing the financial assets and present that proposal to the Board.</p>

<p>Expenses</p> <ul style="list-style-type: none"> <li>• Salary \$61,267.00</li> <li>• Tax \$5,040.00</li> <li>• Accounting/CPA Consult \$1K</li> <li>• Worker's Comp \$850.00</li> <li>• Board of Directors \$13K</li> <li>• Audio Visual \$11K</li> <li>• Entertainment \$20K</li> <li>• Faculty \$21K</li> <li>• Public Policy Committee \$100.00</li> <li>• Planning Committee \$5K</li> <li>• Meeting Rooms \$0</li> <li>• Total Expenses \$179,039.00</li> </ul> <p><i>Motion:</i> Munir put forth the motion to adopt the FY 2012-2013 budget as presented. Mark seconded the motion.</p>	<p>The Board voted to approve the motion to adopt the budget.</p>	
<p><i>2012 Conference Review</i></p> <ul style="list-style-type: none"> <li>○ <u>Presenters</u> Molly noted that overall the presenter evaluations were positive. Loftus and Salter got high reviews. However, surprisingly Prentky didn't receive favorable feedback and was described as not dynamic, too focused on statistics, soft spoken, and informative yet boring.</li> <li>○ <u>Demographics</u> Molly reviewed the conference evaluation demographics with the Board.</li> <li>○ <u>Accommodations</u> There was varied feedback on accommodations, ranging from</li> </ul>		<p>Molly will email the Board a summary of the presenter feedback.</p>

<p>excellent to run-down.</p> <ul style="list-style-type: none"> <li>○ <u>Other Considerations</u> Molly noted that there weren't a lot of general comments. The Board noted that they received considerable verbal feedback that the overall quality of the conference was excellent.</li> </ul> <p>All in all, it was agreed that the conference was a success and the Association received a great deal of positive feedback.</p>		
<p><i>2013 Conference Planning</i></p> <ul style="list-style-type: none"> <li>○ <u>Planning Committee Report</u> <ul style="list-style-type: none"> <li>● <i>Theme</i> The Board discussed whether to identify a theme at this point or at a later date.</li> <li>● <i>Potential Presenters</i> There was a discussion of the importance of obtaining high quality and robust presentations while also staying within budget. Accomplishing this task is within the realm of the Planning Committee.</li> </ul> <p>Jane proposed having Richard Walter of the Vidocq Society or Glen Close for the Keynote Speech.</p> <p>There was a discussion of various Opening/Closing Speakers, with Kent Kiehl, Grant Morris, David Thornton, Joel Devoskin, Jeff Roe, David Naimark, and Stephen Stahl being possible options for these or other presentations.</p> <p>There was also a discussion of possible presenters for break-out sessions, including a panel of experts on AB 109, Darryl Bullens, and Mack Jenkins.</p> </li> </ul>	<p>The Board agreed to identify a theme at a later date based upon the presentations.</p>	<p>The Board will discuss themes as the presenters are identified.</p> <p>Jane and the Planning Committee will continue to look into Keynote and Opening Speakers.</p> <p>The Planning Committee will meet in June to discuss possible presenters.</p>

<ul style="list-style-type: none"> <li>• <i>Members</i> Jane discussed the benefits of having someone on the Planning Committee from the state hospitals. She has contacted Shoko Kokubun from Napa State Hospital to fulfill this role.  Jane discussed her ideas about adding another member to the Planning Committee from the area of juvenile mental health (see Conference Tracks below).</li> <li>○ <u>Conference Tracks</u> There was discussion about adding a forensic juvenile track and adding another member to the planning committee who could plan for this track.  <i>Motion:</i> Jane put forth a motion to develop a juvenile track within the 20 presentations offered on Thursday and to add a member to the Planning Committee to focus on this track. Doug seconded the motion.</li> <li>○ <u>Structure/Schedule</u> There was a discussion of the benefits of having 90-minute break-out sessions, whether to do the full-day on Friday, the length of lunch and breaks, and how to schedule law &amp; ethics.  The following schedule was discussed:  <i>Wednesday (4 CEU's)</i> 2:00-5:00    Opening Session 7:00-7:30    Welcome/Awards 7:30-8:30    Keynote 8:30         Reception</li> </ul>	<p>The Board voted to approve this motion.</p> <p>It was agreed that Thursday's break out sessions will all be 90 minutes, breaks will be 15 minutes, law &amp; ethics will be Thursday afternoon (3) and Friday morning (3).</p> <p>The schedule discussed was reviewed and agreed to by the Board. Friday will have 1 full-day track and 2 half-day tracks.</p>	<p>Jane will keep the Board informed regarding any new members to the Planning Committee.</p> <p>Jane will proceed in developing a juvenile track and getting an additional member for the Planning Committee. As noted above, the Planning Committee will meet in June to discuss presenters.</p>
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<p><i>Thursday (6 CEU's)</i>  9:00-10:30 Session  10:30-10:45 Break  10:45-12:15 Session  12:15-2:00 Lunch  2:00-3:30 Session  3:30-3:45 Break  3:45-5:15 Session  5:30 Business Meeting</p> <p><i>Friday (6 CEU's)</i>  9:00-10:30 Session  10:30-10:45 Break  10:45-12:15 Session  12:15-2:00 Lunch  2:00-3:30 Session  3:30-3:45 Break  3:45-5:15 Session</p> <ul style="list-style-type: none"> <li>○ <u>Save the Date</u>  The 2012 Conference will be held on March 13<sup>th</sup>-15<sup>th</sup>. When to send out the Save the Date notice was discussed.</li> <li>○ <u>Call for Papers</u>  There was a discussion of the importance of having high quality presentations, which can come in part from a Call for Papers. The Board discussed when to do the Call for Papers and when to have the presenters confirmed.</li> <li>○ <u>Venue: Hyatt Proposal vs. Embassy Suites</u>  Molly reviewed the accommodations, services, and prices at the Hyatt. The Hyatt is available for the 2<sup>nd</sup> week of March in 2013 and there are</li> </ul>		<p>Molly will send out the Save the Date.</p> <p>The Call for Papers will go out by June 1<sup>st</sup> with a deadline for submission being August 1<sup>st</sup>.</p> <p>The Planning Committee will meet by August 15<sup>th</sup> to review the submissions.</p> <p>Tentative line-up will be</p>
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<p>benefits to signing a 2 or 3-year contract. The Hyatt would have lower attendee costs. Attendees would have free parking and internet. Continental breakfast could be provided in the conference rooms as part of the conference cost. There's more room and grounds available at the Hyatt. It has opportunities for outdoor events and offers amenities such as outdoor pools, golf, spa, and gym.</p> <p>The two hotels have different costs structures, which were reviewed and compared.</p> <p>The Board discussed the timing of changing venues, noting that this is a good time based upon our expanding conference. This switch would also allow for putting money toward attendee benefits rather than hotels costs.</p> <p>Mark suggested having a Board meeting this year at the Hyatt if the Board is strongly considering this venue.</p> <p><i>Motion:</i> Doug put forth a motion for Molly to enter into negotiations with the Hyatt Hotel in Monterey for the 2013 Conference. Mark seconded the motion.</p>	<p>The Board voted to approve Molly's entering into negotiations with the Hyatt Hotel.</p>	<p>presented to the Board by September 15<sup>th</sup> and a confirmed line-up by October 30<sup>th</sup>.</p> <p>Molly will enter into negotiations with the Hyatt and provide the Board with updates.</p>
<p><i>COMIO Project</i></p> <p>Molly updated the Board on the status of COMIO. It appears that COMIO is struggling with leadership and momentum to move forward as an organization. This being the case, it does not appear that FMHAC collaborating with COMIO is a viable option. However, the Association will continue to be open to exploring this option.</p>		<p>Molly will follow up with COMIO to see if the FMHAC/COMIO agreement is on the agenda of the next COMIO meeting. She will keep the Board updated.</p>
<p><i>Individual Board Member Meetings</i></p>		

<p>Jocelyn and Jane agreed to talk outside of the retreat regarding the role of the Director of Education.</p> <p>Mark and Munir have been meeting on an ongoing basis throughout the year as a means of educating Munir on the roles and responsibilities of the President.</p>		<p>Jocelyn and Jane will discuss the role of Director of Education.</p> <p>Mark will be available to Munir for consultation as needed.</p>
<p><i>Review of Association Bylaws, etc.</i></p> <ul style="list-style-type: none"> <li>○ <u>Mission Statement</u> The Mission Statement was reviewed and discussed.</li> <li>○ <u>Job Description</u> The Board reviewed and amended the job descriptions for each member of the Board and the Executive Director to ensure that duties and responsibilities are reflected accurately.</li> <li>○ <u>Policies</u> The Board preliminarily reviewed the policies and discussed amendments. There was discussion of the importance of having a copy of the policies prior to the meeting/retreat so that the Board can give the policies their due attention prior to the discussion.</li> <li>○ <u>Public Policy Committee</u> A brief discussion ensued regarding the role of the Public Policy Committee. In addition to positions on legislation and public policy, it is a critical role of the Public Policy Committee to disseminate information to the members regarding public policies and pending legislation.</li> </ul>		<p>The Board will independently review the Mission Statement and submit suggestions prior to the next Board meeting, which will be further discussed with the goal of generating a revised mission statement.</p> <p>Molly will amend the job descriptions of the Board to reflect the changes discussed and will provide them to the Board. Once approved, Munir will sign them as President.</p> <p>Molly and Munir will further review the Executive Director job description and present it to the Board for approval.</p>

		<p>Prior to the next retreat, the Secretary will provide the Board with copies of the policies to review in preparation for the retreat.</p> <p>The role of the Public Policy Committee will continue to be a discussion among the Board. Molly will contact Dave to discuss further.</p>
<p><i>Membership Expansion/Committee</i></p> <ul style="list-style-type: none"> <li>○ <u>Establishing Membership Committee</u> There was discussion of whether to re-establish a Membership Committee.</li> </ul> <p><i>Motion:</i> Cynthia put forth a motion to re-establish the Membership Committee. Munir seconded the motion.</p> <ul style="list-style-type: none"> <li>○ <u>Enhance Membership Benefits</u> There was a discussion of various ways to enhance the benefits for membership.</li> </ul>	<p>The Board voted to approve the motion of re-establishing the Membership Committee.</p>	<p>Molly will send out a survey to the members of the Association to inquire about interest in participating in a Membership Committee and about their ideas for member benefits.</p>
<p><i>Administrative Office of the Courts</i></p> <p>Molly received an email this morning from Judge Wong inquiring whether there are training needs for our members throughout the state that could be met by the Education Task Force of the Administrative Office of the Courts.</p>	<p>It was agreed that more information on this matter is needed.</p>	<p>Molly will follow-up with Judge Wong to gather more information regarding his inquiry and</p>

		will present this information to the Board.
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**D. Next Meeting**

The next meeting of the Board is to be scheduled.

**E. Adjournment**

The meeting was adjourned by Mark Grabau at 11:02 a.m. on May 11, 2012.

*Minutes submitted by Cynthia Lermond on June 11, 2012.*

Draft