

**MONTANA CHILDREN'S TRUST FUND
BOARD MEETING
MARCH 1, 2012**

**CHILD AND FAMILY SERVICES DIVISION
5TH FLOOR CONFERENCE ROOM
301 S. PARK AVENUE
HELENA, MT**

MINUTES

Members in Attendance: Betty Hidalgo, Chair; Rosie Buzzas, Vice Chair, Mary Gallagher, Jo Ann Eder, Roberta Kipp, Debora Hansen. There remains one vacancy on the board which should be filled by the next Board meeting.

Staff Present: Robin Suzor, MT CTF Grant Administrator; Melisa Synness, Executive Director, HMHB-Montana, MT CTF Contractor; Bette Hall-Munger, Technical Assistance Subcontractor

Child and Family Services Division Staff Present: Sarah Corbally, Division Administrator

Call to Order for Strategic Plan Work Session: Betty Hidalgo, Chair, called the meeting to order at 8:00 a.m.

Opening Discussion:

The discussion centered around the upcoming RFP schedule to secure grant funding at the local level for the upcoming sfy, July 1, 2012-June 30, 2013. The RFP will be on the department's web site. Betty Hidalgo discussed the Letter of Intent for the Montana PURPLE Project, the new project for the MT CTF. The MT CTF requested \$110,000 through the Letter of Intent. It looks positive for the MT CTF to receive these funds in the next couple of months. Rosie suggested that the Board provide the PURPLE DVD's to all legislators at the proper time.

The discussion turned to the subject of a special RFP going out for Community Capacity Building. There were several ideas about working with the Best Beginnings Councils and other local service providers to build capacity in selected communities. Betty Hidalgo envisions building mentoring communities through coalition building. The Board closed the discussion with the challenge of how can get on board with local coalitions, other service providers, etc. to build collaborations and not to reinvent the wheel.

Strategic Plan Work Session with Judy Garrity, Subcontractor. Judy Garrity, led the Board through a Swat Analysis, Objective 2F of the Strategic Plan. It was a participatory exercise that included all Board members. There were several categories that Board members addressed: Strengths, Weaknesses, Opportunities,

Threats. Judy worked with Board members to gather comments within each Area. The comments were compiled and grouped into similar areas. Judy will discuss the SWAT Analysis with the Board at a future point. She is compiling all of the materials, goals and outcomes from the Strategic Planning meeting and this work session.

OFFICIAL BOARD MEETING CALL TO ORDER. Betty Hidalgo, Chair, called the meeting to order at 10:00 a.m. She introduced the new board member, Debora Hansen, Early Childhood System Coordinator, DPHHS Human and Community Services Division.

Special Announcement. Sarah Corbally announced that the Letter of Intent had been approved by the Director and others in the department. The department is now committed to giving the requested amount of \$110,000 to the MT CTF, along with the spending authority to continue the work on the Montana PURPLE Project. Sarah mentioned that if this amount is approved to become a part of the Governor's budget going into the Legislative Session in 2013, Board members and other advocates, plus our funded programs, need to be ready to testify before Legislative committees.

Minutes, Betty Hidalgo. Betty asked that the Minutes from the December 12, 2011 meeting be approved. Jo Ann Eder moved that the Minutes be approved, and Rosie Buzzas seconded the motion. The motion passed unanimously.

Financial Report, Robin Suzor. Robin distributed and presented the State Financial Report. The report was current through January 31, 2012 showing status of federal grants and State Special Revenue. Jo Ann Eder moved to accept the report, and Debora Hansen seconded the motion. The motion passed unanimously.

State Report, Robin Suzor. Robin distributed and presented the State Report. This report covers her collaborative activities for part of December 2011 through February 2012. Robin highlighted the comprehensive list of all services that affect early childhood and families. This list is being finalized. This is a part of the Best Beginnings Communication Strategies Committee work. This committee meets the 4th Thursday of every month. Jo Ann Eder mentioned the HRDC's in Red Lodge. Robin also highlighted the Infrastructure Development Grant as described on page 9 of the report.

HMHB Report, Melisa Synness. Melisa distributed the HMHB Strategic Plan for 2012-2014 and reviewed the plan with the Board. A lot of work went into this Strategic Plan to set new directions for the agency. Melisa discussed these strategic directions.

SJR 30: Childhood Trauma Draft Study Plan, Robin distributed the Study Plan and encouraged the Board to study it, paying close attention to the attached chart that shows committee activities, dates, times, etc.

TA Report, Bette Hall-Munger. Bette distributed and presented her

TA Report. The report highlighted activities for January through February 2012.

Best Beginnings Report, Debora Hansen. Debora distributed and presented a comprehensive overview of the Montana Best Beginnings Early Childhood System for Children 0-8. The report included their Mission Statement, goals, objectives and other system components. The report also included highlights of the Best Beginnings Advisory Council meetings, the MIECHV ID overview, and a copy of a Power Point Presentation.

OLD BUSINESS

Grantees Report, Robin Suzor. Robin distributed and presented a Grantee's Report targeted to our programs that are struggling. The reports reflect their original objectives and their accomplishments through the 2nd quarter.

Board Comments:

Havre: Jo Ann Eder wants the program to continue. Robin needs to do a site visit and send them a letter. Debora Hansen said that she could make the local council aware of the program to increase local collaboration. Jo Ann Eder moved that Robin visit the program and write a letter of concern. Rosie Buzzas seconded the motion, and it passed unanimously.

St. Peter's Hospital: Rosie Buzzas made a motion to cancel their contract. Robin will make contact with the Director of Nursing. A letter will be written to the Director of Nursing with a copy of the Hospital Administrator. Roberta Kipp seconded the motion, and it passed unanimously.

Plentywood: Robin will make a site visit. They are having difficulty getting participation in their Nurturing Parenting classes. Robin will discuss reframing and better marketing/messaging with them. Because of this, the program submitted an Amended Scope of Work and Budget. Rosie moved that Robin send a letter and make a site visit. The Amended Scope of Work and new Budget is to be approved. The motion passed unanimously.

Executive Session of the Board, 12:30 – 2:30 p.m.

OLD BUSINESS CONTINUES

National Alliance Recap, Betty Hidalgo. Betty distributed the notes taken from a conference call with Tom Birch, a DC Lobbyist. He has worked with CAPTA and CBCAP from its inception. He is retiring and will be greatly missed. Betty reported on the national meeting where the PEW Foundation reported on their activities. They are engaged in developing state Home Visiting pilot projects. The idea being that once these pilots are perfected, other states can develop their own models without reinventing the wheel. Deb Daro has been hired by the Federal Government to evaluate Home Visiting Programs. Betty stated that South Carolina has a good model. The State of Washington has put a lot of effort into evaluation and has a state team devoted to research and analysis – a “think tank”. It is costly. There is a lot of good

work being done around the country. She said that the Appropriation Bills in Congress are going through slowly. There is a lot of emphasis on strong collaborations between the National, State & Local level in order to keep CBCAP/CAPTA funded. It's going to be touchy in this economic environment. The report notes that Home Visiting would not have become a reality without President Obama's support from the beginning. Betty announced that the National Alliance will meet during the CBCAP meeting, April 15-20, 2012.

Executive Session Discussion. The Board's upcoming Grant Evaluation process/procedure was discussed. The Program RFP calls for an Evaluation Committee to be established. The Board members will act as the Evaluation Committee. The Grant Applications are due back to CFSD on April 27th. The review of this year's program grants will be as follows:

- Robin Suzor will receive the grant applications at CFSD
- She will organize the grants such that all Board members will receive all of the grants either by mail or in person.
- Betty Hidalgo will assign 2 or 3 grants per Board member for their in-depth review and scoring. Each Board member will be prepared to discuss and/or defend their 2 or 3 assigned grant applications.
- Each Board member must be familiar with all of the grants in order to have a full discussion at the evaluation committee meeting.
- Robin Suzor will read and be familiar with each grant application, making sure that each grant application is complete. She will not be scoring each application other than for completeness.

It was decided that there will be a two-day Board meeting to follow late in May. The first day will be devoted to grant evaluation and selection. The second day will be the regular board meeting.

The Board discussed the Montana PURPLE Project. Ideally, a work plan should be ready to take to Anna Whiting Sorrell by the end of March. A lot of this will depend upon the outcome of the pending funding. A Board committee was assigned to this new project: Roberta Kipp, Mary Gallagher and Betty Hidalgo. Betty Hidalgo will chair this committee. **Betty, is this correct?**

The Board has been considering a Capacity-Building Special Project as well. A committee of the Board was assigned to look into this: Rosie Buzzas, Chair, Betty Hidalgo, Debora Hansen, and Jo Ann Eder. Robin Suzor will work with this committee. Members agreed that they need to have this committee work completed by the next Board meeting in late May.

The next Board meeting was set for May 22 & 23, 2012.

Robin Suzor distributed her draft of a PURPLE Request for Proposal.

Status of Board Members. We have 1 vacancy on the Board. The goal is to have a new member appointed from outside the Helena area by the next Board meeting. Jo Ann Eder, Betty Hidalgo, and Rosie Buzzas are all term-limited, and their appointments are up in 2013.

NEW BUSINESS

VISTA Volunteer Application. The Board wants to work on submitting an Application to hire a VISTA by July 2012. The Application is due to the Prevention Resource Center later this month. Mary Gallagher made a motion supporting this decision. Jo Ann Eder seconded the motion, and it passed unanimously. The discussion continued. The Board will allocate \$2500 for a Vista to work on the MT PURPLE Project. Rosie Buzzas moved that the board allocate \$2500 to hire a VISTA. Jo Ann Eder seconded the motion, and it passed unanimously.

April CAN Conference Award. The Board discussed potential nominees for the Award. Robin Suzor suggested Diana Frick, Epidemiologist, Family and Community Health Bureau, DPHHS. Rosie suggested Sen. Carole Williams, Missoula., to receive the CAN Award this year. The CAN Conference will begin on Tuesday, April 17th at the Red Lion in Helena. The Awards Luncheon will be held that day at 11:30 a.m. Mary Gallagher moved that Sen. Carole Williams receive the CAN Award this year. Rosie Buzzas seconded the motion. It passed with Debora Hansen abstaining. Rosie Buzzas will coordinate with Anna Whiting Sorrell on presentation of the Award to Sen. Williams. Betty and Robin will be in Washington, DC during the week of the CAN Conference in Helena. The 100th birthday of the National Administration on Children and Families (ACF), Children's Bureau, will be celebrated at the National CAN Conference at the DC meeting. One hundred years working to preventing child abuse and neglect nationwide.

Legislative Request for the Endowment, 2013 Session. The Board had a short discussion about requesting more money from the legislature to be placed in the Endowment. Rosie Buzzas discouraged this action, and the Board agreed.

MT CTF RFP, Robin Suzor. Mary Gallagher agreed to review the RFP and get back to Robin with comments. Roberta Kipp and Debora Hansen also stated that they would review and comment. The RFP will be let on March 26th. The process for Board review was discussed and set out in the Executive Session and is reported above in that section of the minutes.

Additional Topics.

Mandatory Reporting, Sarah Corbally. Sarah explained the change in the Mandatory Reporting Law that became effective after the 2011 session. Centralized Intake must now accept reports of Third Party abuse and/or neglect. In the past, these 3rd party reports would go through local law enforcement. The law now goes beyond reports that involve, "a person responsible for the welfare of a child", i.e., parent or other caretaker. Because of the change in the law, there has been an increase in calls coming into Centralized Intake. The law does not empower CFSD to investigate these reports, however. The calls will come to CI, be forwarded to the field offices and on to local law enforcement. The Division sent two letters: one to School District Superintendents and the other to law enforcement agencies. There will be a lot more training required at the local level around the change. Copies of both letters are attached to the minutes.

MT CTF Portfolio for Future Funding, Jo Ann Eder. Jo Ann suggested that 5% of the CTF funds to go vulnerable communities. She wants to see success stories in the Quarterly Reports. She would like to develop a guide for funding. The Board may want to set aside a certain amount for Family Resource Centers. She suggested developing an Outline or blue print for funding. The MIECHV ID grant may be a model.

Next Board Meeting. The next Board meeting will be held on May 22 & 23 in Helena.

Adjourn. The meeting adjourned at 3:40 p.m.