

**Montana Children's Trust Fund**  
**Minutes from March 11, 2013 Board Meeting**  
Helena MT 9:00am – 3:00pm, with a working lunch served.

Present: Betty Hidalgo, Jamey Petersen, JoAnn Eder, Roberta Kipp, Mary Gallagher, Vicky Turner, Nicole Johnson, May Schwartz and Patty Butler (guest, board nominee).  
(Also Daylyn Porter and Melissa Kaiser-Syness joined meeting for Purple discussion.)

Absent: Rosie Buzzas, Debora Hansen, Lisa Stroh  
Betty has proxy votes for Lisa and Deb, Mary (or Roberta?) has proxy vote for Rosie.

Betty Hidalgo called the meeting to order at 9:15am.

Jamey Petersen was introduced as the new Grant Manager and Nicole Johnson was introduced as the new VISTA person. Introductions were made around the rest of the table.

**MINUTES:** Copies of the minutes from the previous board meeting were passed around, looked over and discussed.

- There were some concerns about wording, incorrect dates, clarity and accuracy.
- It was noted that although the board had been very energetic with plans for the next meeting, the realities of time constraints, new personnel and the legislative session made some of those goals unattainable.
- Roberta will continue to work on Thank you notes that can be used for legislators, board and community members, etc, but hopes that Nicole will be able to take that task over with some help from Jamey regarding mailing lists.
- Jamey offered to redraft the minutes with help from Betty for wording and accuracy, and Vicky will help her with formatting.

JOANN MADE A MOTION for the minutes to be redrafted and resent to board members for approval via email. It was seconded by Mary and passed unanimously.

**BUDGET:** Mae was introduced as the new budget person and spoke about the process of getting the budget ready for the board meeting. It has not been an easy transition for everyone and Mae realizes there might still be some numbers and details missing, but it should go more smoothly after today's meeting.

- The board asked about the possibility of setting up a teleconference when more of the bugs get worked out so they have a better idea of what funds are available.
- Patty asked for more information about how the grant monies are requested, received and dispersed. (Often yearly, but with a 2-year time frame to disperse.)
- JoAnn mentioned an earlier conversation with Jim regarding spending authority, divorce filing fees and tax check-off and that losses might be able to be made up with Federal monies? Correct.
- Vicky pointed out that in order to get the next RFP out the door, we do need a more solid idea of how much money we have to disperse.

- The Sequester was discussed and it was decided that realistically the board needs to plan for something like a 9% loss for next year.
- Numbers were then run based on that data with a starting amount of \$203,000, with a total of \$184,730 remaining. With possible additional funds from divorce/check-off fees – it amounts to roughly \$200,000
- Although it was not scheduled until later in the agenda, it was decided to make a motion for the purpose of the RFP:

JOANN MADE A MOTION for the amount of \$200,000 to be used for the upcoming RFP. The motion was seconded by Mary and passed unanimously.

JOANN ALSO MADE A MOTION that no further action will be taken on the financial report until more accurate information is available, as the staff transition has made the understanding of our financial position challenging.

The motion was seconded by Mary and passed unanimously.

### **HMHB REPORT ON PURPLE:**

Melissa and Daylyn reported on the success of the Purple project so far. A report was passed around that highlights training, implementation and MOUs in (36?) hospitals across the state. Daylyn is still in the process of getting responses from everyone which takes quite a bit of time, so no travelling has happened yet, although she now has an intern working with her which will be helpful.

They are meeting their benchmarks and are pleased with the impact of the program so far.

Items discussed:

- The question of how much time a nurse must spend with each person has been settled, making it easier for hospitals to commit to the program.
- There are problems getting accurate statistics regarding shaken-baby because it's such an emotional issue – there are also coding problems and litigation issues which hinder reporting.
- Getting Purple implemented on Montana reservations is also a goal and the board discussed side issues, such as cultural relevancy and a request for a copy of the DVD to be translated into the Crow language. Overall, it was decided to leave the DVD as is, as it will be the most widely effective as it stands.
- They have shown the DVD at various classes, the HMHB board meeting and are scheduled to speak at more conferences in the future. They are also in contact with National and discussing ways to celebrate those hospitals already on board. Melissa met with Vicky at MHA (Joan Miles retired!) for some relationship building, who said they would be happy to partner with Purple and help with data, etc.
- Roberta gave some contact names to them:
  - Merlyn Gilham (Stacy Costell, secretary) in Browning.
  - (Northeastern Healthcare Center?) with Erin and Marilyn.

- Indian Health Service – Anna Surell (?)
- Jamey interjected how important and helpful it is when board members can help with contacts.

Needs from the CTF Board?

- Betty asked about guidelines for Nicole. Melissa is hoping to clarify and update the tools we already have; help hospitals celebrate within their communities as they come on board; publicity. A meeting with Nicole was scheduled following this report today.
- It was also noted that Mary’s presence at their bi-weekly meetings has been very helpful so that everyone is on the same page.

**REPORT FROM NICOLE JOHNSON:**

This was moved up in the agenda to accommodate her meeting with Melissa and Daylyn. She spoke about settling into Helena and her work so far, including acquainting herself with legislators’ committee backgrounds and programs: Stop It Now and Above the Influence. She is also attending webinars, the Serve MT symposium and will attend the CAN conference in April. The board welcomed and thanked her for being here.

**REPORT FROM JAMEY PETERSEN:**

(Inserted, as it was inadvertently skipped after Nicole’s report)

Jamey reported on Grantee Reports and programs. Information packets regarding each grantee was passed around and perused.

- Discussion followed regarding a few of the grantees: Community Incentive Program in Plentywood; Developmental Education Assistance Program in Miles City; Community Health Partners in Livingston.
- Jamey was asked about time in her schedule allocated for visiting the grantees? Yes, she plans to after the legislative session is over and as her limited 20-hr-per-week schedule allows. (Currently they are allowing her to work extra hours to accommodate the legislative needs.) Vicky told the board how grateful she is for all the work Jamey is doing with the legislature, the RFP and for being responsive to issues as they crop up.
- It was noted that site visits are always very time consuming and it will most likely continue to be an issue down the road, but Jamey is confident she can make it work.
- The board asked about any specific grantees Jamey is concerned and she wondered about Forever Families, who seem to be having transitional issues. But overall, things seem to be going well.

**BEST BEGINNINGS REPORT:**

Patty made the report for Deb.

She explained that although this board is mostly just concerned with the Advisory Council, Best Beginnings identifies issues that deal with anything/everything that applies to working with families and children including subsidies for child care, teen parenting programs, Headstart,

Purple – many programs that would also tie in to work the CTF does. There are 6 committees who report to the council.

Betty noted that they have always been interesting in having a board member present on the BB Advisory Board but as there were no seats open, compromised by having Deb join their board instead although they are still very interested. Patty said in the meantime, this committee is very welcome to attend any meeting, as public seating surrounds the room during all of them and there is time set aside for community input. The next meeting is scheduled for April 11/12<sup>th</sup> at the Holiday Inn ballroom.

Patty reported that in April they will present the final Needs Assessment information with input from their 7 community councils, which was quite a lengthy and complicated process. Also, BB was awarded funding that will allow them to provide 20 community council forums and free childcare/meals, etc. which they are very happy about.

Needs from the Board?

- Mary asked about sharing Purple with home visit folks. Patty said to contact:
  - Diana Frick from the McVee home visiting counsel division. (Diana and Deb travel together.)
  - Also, Denise Higgins.
  - Kelly Hart, with teen parenting and pregnancy.
- Patty noted that BB is just making its 2<sup>nd</sup> 4-year grant application and 50% of those funds would need to go to the reservations.
- Vicky asked about Part C, and yes – 2 members sit on the BB council.

#### **UPDATE FROM BETTY ON NATIONAL ALLIANCE:**

(Note: This is a bit disjointed as the conversation was interrupted to allow Jamey to do her report!)

Betty spoke briefly about the various programs they are looking at, including cutting red tape for foster youth success, addressing CLASS (?) to improve Headstart quality, and transitioning LGBT areas. She brought up CBCAP grants, up to 3 years, and looking at affordable care act regarding a lot of areas. They are mostly concerned with dollars. Jamey will ask Robin to find out when the meetings are, also Sara Corbly – should be involved in CAN.

#### **SENATE BILL 58:**

The 3<sup>rd</sup> reading has now passed, with \$1,000,000. They can still go back and put in the 10 million. There is still hope.

- Discussion ensued about the email Betty sent out regarding support of Christine Kaufmann's bill. She would like to see as many of our grantees present (no storied necessary, just present) as possible and Betty has heard from 5 of them who will be there.
- Vicky pointed out that we cannot pay for the grantees' travel, due to rules about lobbying and because it's not already in our budget, so they would have to get here on

their own dime. (A reminder about the Governor's budget process was provided.) If the board wanted to pay for the grantees' travel, it would have to be submitted to the Director – where it would stop because it's not in the Governor's budget. Betty will make sure they understand they'll be responsible for their own travel.

- The board wondered if we need a motion to support the bill?
  - Vicky explained that as a board, if we want to take a position on a bill we must vote as a board. Otherwise, we can each proceed on our own as individuals. It was decided there is not much point in making a motion.
- Roberta suggested sending our grantees an email to let them know that an opportunity exists to speak with their legislators about this bill. It is allowable to guide them toward that action and the board agreed this should be done, with specifics about approaching this as individuals/concerned citizens and NOT as representatives of this Board. (Note: I am unclear from my notes as to who would send that email?)

### **SENATE BILL 298:**

The bill has passed the 3<sup>rd</sup> reading. Sen. Windy Boy's bill directs the CTF to work with the ICC counsel to do a pilot program on adverse childhood impact. It orders the ICC to spread the word about ACE in their programs and CTF would work w/ ACE to do that. Much discussion ensued:

- There was concern that this takes away some of our board's integrity and muddies our identity. (Vicky assured the board that this is happening across the board, statewide, although it may not make anyone feel any better.) It is just the way things are going, with mandates being made and unfortunately little we can do about it, even though it is very disconcerting to have to sit on the sidelines and not be able to have input.
- It was agreed that there is confusion within the ranks of legislators about the realities of our funding, and that perhaps being a part of the "\$10 Million" fund has made us a target in many ways. In reality, we receive only a small portion of that!
- There was frustration expressed with some misinformation being spread that that we currently don't work with ACE, when in fact we do.
- The bill is attracting attention because it concentrates on adverse childhood impacts, which is making it quite popular.
- Mary asked the board for permission to meet with Senators Cafferro and Windy Boy to discuss details of the bill and was granted it.
- Jamey will research parameters of CBCAP funding is, and how federal funds will be impacted.
- Vicky summed up the philosophical shift for CTF if this bill passes: It doesn't have to be too complicated. Much of what we're doing already fits and we can use this opportunity to be creative. She doesn't see the involvement with ICC as posing a problem as ACE is already on their radar. We should be able to partner w/ some organizations already using ACEs.

- Vicky suggested that we go ahead and build a few things into our RFP right now with ACE and Purple, and we could also say that \$1000 from each grant would be for a community forum.
- If the bill passes, we will continue this discussion and come up with details.

**HB 543:** (Dudick?)

This bill is not expected to pass and has changed many times. It would go in as an amendment to HB 2 and pull funding from the MT Chem Dep Dept.

**Board concerns for “next time around.”**

- Work harder to get the support of the Director.
- Vicky explained timeline: looking at 2015 biennium, we need to have funding needs ready to go by spring of 2014, including all buy-ins, our mission, impact, general fund cost – and detail how it would fit with the current administration’s focus. The minute this session is over, they are building the next budget. If it is not in the Governor’s budget, then for all intents and purposes, it’s not in the budget!
- Do we need to create an interim committee to make this happen?

**OLD BUSINESS**

**REORGANIZATION INFORMATION and TECHNICAL ASSISTANCE FUNDS:**

CTF has \$28,000 left unbudgeted for this year. An RFP may or may not be necessary, depending on the amount(s) we decide on for how to distribute this. (If over \$20,000, we need one.)

The board is in agreement that there is simply too for Jamey to realistically accomplish in her 20 hours per week, and she spoke about existing inefficiencies (i.e, bill paying – it currently takes 6 people to pay a bill) that would be great to eliminate now while everyone is learning the ropes.

The transition alone has caused a lag in pushing projects forward , not to mention there are only 2 board members actually active and the rest are waiting for reappointment or retiring. And there are issues that have been put on the back burner (capacity building, prioritizing RFPs, funding, planning and research) that need to come forward.

Discussion and questions ensued about how to fill the void:

- Should the board use the Technical Assistance monies still available to somehow help deal with the current backlog of tasks and/or to address future needs?
- Would it be wise to use some of the money to upgrade our computer systems so we could do online grant administration, RFPs?
  - Lots of pros for this idea, including freeing time up for Jamey, etc, and also ease of reporting/application for grantees.

- There is concern that board members, especially those in Helena, are being called on for duties not necessarily in their “job descriptions” – and that there used to be someone on staff (Betty) who worked closely with (Robin) to deal with many of these issues. Do we need a “Betty”? So would it be wise to hire another person to take over more specific “board support” duties, since Jamey’s focus is as program manager and oversight?
  - Questions were raised about whether that would help or hinder the current situation, and how much will settle in after Jamey becomes more acquainted with her position.
  - There were varied opinions by board members as to what the OUTCOME DESIRED would be for this position, but it was fairly evident that something does need to be done to fill a void that can’t be filled by Jamey.
  - Vicky and others feel it is simply too soon to make a decision like this until Jamey has a chance to figure some of it out, and also may create even more work for her right now – which is not ideal. Too many of the issues brought forth overlap Jamey’s position description.
  - There was concern that too many board members were not present at this meeting to make a decision like this.
- Would it be possible for Judy to help with Jamey’s site visits via contract work, since she has already given us insight into communities? (at least until Jamey gets settled?)

ROBERTA MADE A MOTION TO TABLE THE DISCUSSION BUT HAVE BETTY AND MARY DRAW UP A PROPOSAL FOR HIRING SOMEONE (Board Liaison?) TO HELP WITH NEEDS NOT ADDRESSED BY JAMEY’S POSITION. JoAnn seconded it, and it passed unanimously.

**BOARD APPOINTMENTS:**

Wendy from the Director’s Office spoke with Stacy at the Governor’s Office said it will be late March or April before appointments are confirmed. Current board members are asked to stay on until they are reappointed or someone else is appointed in their place. (Rosie will also stay until replaced.) People will be notified by mail. This does not include Roberta or Lisa, whose terms do not expire until later.

**2013 WORKPLAN:**

The board agrees that the plan is very out of date and it would be a good idea to do “ongoing strategic planning” in the future. It was decided that we table this until the next meeting, when new board members will be included and there will be time for discussion. No priorities need changing, per se, so it is not a problem for the current RFP.

**NEW BUSINESS:**

**Appreciation for Robin Suzor’s work on CTF Board:**

- Jamey will purchase a plaque, Vicky will help her with details for getting it and Jamey will send out the “wording” so people can have input.
- The board will nominate Robin for a CAN Conference Award.

- If there is money left, Jamey will purchase flowers for her also.

MARY MADE A MOTION TO SPEND \$50.00 ON THE PLAQUE. Rosie seconded, and it was passed unanimously.

**MEDIA CAMPAIGN:**

- Jamey reported that it was an overall success and the board actually saved ~\$1,700.00 by not having someone else do it. There were almost 6,000 spots in 3 months. She passed out the media sales plans to everyone.
- Jamey would like to revamp the press release for Purple, focusing on the good work the program is already doing, with CTF name throughout. That press release would go out to all the papers, etc.

**FEDERAL GRANT:**

This is due June 3, 2013. Jamey spoke with Cassandra and since there were so many changes last time, there will only be a few this time. We still have the availability to use our funds for drug/alcohol programs. Cassandra asked Jamey to quote her, saying “Look around the room and see if we have anyone (parent leader) who has utilized the services our grantees provide, and if we don’t, we should fix that.” (Meaning we should have someone on our board who has utilized our services.)

**RFP DISCUSSION FOR NEW GRANTS:**

- Mary asked for, and Vicky provided, updated statistics – KidsCount booklet.
- Roberta brought up the new organization in GF’s that came out of the Perez shaken-baby incident. (Sunshine? Rainbow?) Jamey will find out the name.
- The board will work to reach out to every organization it can think of to let them know about the grants they have available.
- It was suggested that we put something on the front of the grant application and website asking organizations to contact us before they apply, so we can guide them through the process and make sure their project works with the parameters.
- Jamey will contact the MT Nonprofit Org to ask for help in distributing this to relevant organizations.
- Clarification was requested regarding how many times organizations can apply for the same grant? Jamey? Vicky?
- Jamey explained section in red on back page – wording she is working on with their attorney about submitting quarterly reports and budget modifications. This will make it much easier on everyone. She will send that wording to the board when she gets it from the attorney for the board to approve.

JOANN MADE A MOTION THAT FOR ANY BUDGET MODIFICATIONS LESS THAN OR EQUAL TO \$1,000, THE GRANT MANAGER CAN APPROVE IT WITHOUT FURTHER OVERSIGHT.

Roberta seconded the motion and it passes unanimously.

**Dates for getting the RFP out and back were decided:**

Grants will be due by April 30<sup>th</sup>, provided they are out of procurement by March 30<sup>th</sup>.  
Betty will assign grants for each board member to report on at the June meeting.

**NEXT MEETING DATES: June 4/5<sup>th</sup>, 2013.**

Meet from noon to 6pm on Tuesday, June 4<sup>th</sup> and from 9pm to 4pm on Wednesday, June 5<sup>th</sup>.

CBCAP meeting will be held April 23-25th. Jamey is required to go and has her ticket. Other board members discussed going, but as Betty also has to be there anyway, it was decided she should go.

ROBERTA MADE A MOTION FOR BETTY TO ATTEND THE CBCAP MEETING WITH JAMEY. JoAnn seconded, and it passed unanimously.

THE MEETING WAS ADJOURNED AT 3:00pm. JoAnn moved, Rosie seconded. Passed.