

Montana Children's Trust Fund

Meeting Minutes

May 16, 2012

I. Call to order

Betty Hidalgo called to order the regular meeting of the **Montana Children's Trust Fund** at **4:35 pm** on **May 16, 2012** in **Old Federal Building 5th Floor**.

II. Roll call

The following persons were present:

Betty Hidalgo

Mary Gallagher

JoAnne Eder (via conference call)

Lisa (via conference call)

Staff: Robin Suzor

HMHB Sub-Contractor: Melisa Kaiser Synness and Autumn Miller

III. Open issues

- A. Vote on Final Draft of the Healthy Mothers, Healthy Babies contract for the PURPLE project.
 - a. Melisa recapped the changes made to the original draft of the scope of work on the PURPLE project.
 - i. 'continuation' language removed
 - ii. Equipment – Computer was added
 - iii. Supplies decreased by \$2,000
 - iv. Travel/Meeting cost increased by \$3,500
 - v. Support Staff hours increased
 - vi. Communications Capacity increased for website development
 - vii. Bette's hours increased by 30 hours
 - viii. Daylyn's hours increased by 50 to 110
 - ix. A report from Deb Neumann was added
 - x. Admin Fee increased due to overall total.
 - b. Questions and Comments on the changes
 - i. Rosie (by proxy) – "I think the changes closely reflect the changes we asked Melisa to incorporate into the contract at our last meeting"
 - ii. Roberta Kipp (by proxy) – "The information from Melisa makes sense to me as it is very workable.
 - iii. JoAnne – "How does this fit in the budget?"
 1. Order of DVD's will be covered with original budget funds from HMHB of \$5,600 and \$14,900 from MT Children's Trust Fund, leaving \$3,100 for any additional expenses.

2. Robin will find out if PURPLE personalization can be done for the original 4,000 DVD's Purchased.

B. Motions

- a. Mary made a motion to give Robin the approval to spend \$20,500 to purchase 10,000 Personalized DVD's, and to make final authorization on the personalization on those DVD's. – JoAnne Seconded the motion. Proxy votes from Roberta and Rosie were in favor, all attending were in favor, and an affirmative vote from Debora Hansen will be ratified at the next meeting.
- b. Mary made a motion to approve the scope of the work on the PURPLE project contracted with Healthy Mothers, Healthy Babies for \$91,983. JoAnn seconded the motion. Proxy votes from Roberta and Rosie were in favor, all attending were in favor, and an affirmative vote from Debora Hansen will be ratified at the next meeting.

IV. Adjournment

Betty Hidalgo adjourned the meeting at **5:15 pm**.

Minutes submitted by: HMHB Technical Assistant: Autumn Miller