

# Idaho Children's Trust Fund



## Idaho Children's Trust Fund Board Meeting July 17-18, 2017 304 N 8<sup>th</sup> St Meeting Minutes

### **Call to Order**

Chair-person Sarah Leeds called the meeting to order at 9:25a.m. on July 17, 2017.

### **Board Members in Attendance**

Janet Goodliffe, Jill Andrus, Sarah Leeds, Richard Jurvelin  
By phone: Brenda Stanley, Jeanette Pinkham

### **ICTF Staff in Attendance**

Roger Sherman, Taryn Yates, Jane Hardison

### **Introduction**

Sarah invited everyone to introduce themselves to Mr. Jurvelin, the new member from Region 1. It was announced that Celia Asumendi will be moving off the board.

### **Approval of Meeting Minutes**

Ms. Goodliffe moved and Ms. Andrus seconded to approve the April minutes as presented. Motion carried.

### **Consent Agenda**

Financial report and Staff reports.

Ms. Goodliffe moved and Ms. Andrus seconded to approve the consent agenda. Motion carried.

### **Expenditures over \$1,000**

Mr. Sherman reported that there are travel expenditures coming up for attendance at meetings in the next several months.

### **Review DHW internal audits division report on internal controls**

Mr. Sherman reported that the DHW has been conducting an internal audit of the ICTF. This is the first audit in his tenure. The auditor, Jerry Massari, has met with Mr. Sherman and Ms. Hardison to review policies, procedures, and controls around receipts, expenditures, contracts, billing, and P-cards. He has spoken with Gary Moore and our financial analyst to clarify all the pieces. The report has not been finished, but the auditor did write a memo saying, to quote, "Overall the Idaho Children's Trust Fund has implemented controls over their procedures to help ensure that assets are protected, funds

are used responsibly, and operations are efficient and comply with State and Department policies”.

### **New Leadership at DHW**

Mr. Sherman announced that there is new leadership at the Department of Health and Welfare. The new Director is Russ Barron. Lori Wolff is a Deputy Director and Miren Unsworth is the Administrator of the Division of Family and Community Services.

### **Performance Reviews/ Wage Increase**

Mr. Sherman shared that there is a new performance review process that he has used with his staff. Mr. Sherman explained that until now the ICTF has followed the state system for implementing wage increases, but that the Board is free to use their own determination in setting staff wages. He noted that with any raises there is an impact on the cost of benefits.

Ms. Goodliffe moved and Ms. Andrus seconded to accept Mr. Sherman’s proposal for a 3% wage increase for ICTF staff. Motion carried.

A subcommittee of Ms. Leeds, Ms. Christensen, and Ms. Dunstan will work on Mr. Sherman’s review together. The Board will vote on Mr. Sherman’s wage change after holding a phone meeting to discuss the review of the subcommittee.

### **Travel Plans**

There are four out of state events that will require travel by staff. The cost of these travels is in the proposed budget. In August Mr. Sherman will attend the Community Based Child Abuse Prevention (CBCAP) meeting in Washington D.C. It is required that all grantees send one representative to this meeting. Prevent Child Abuse America, of which the ICTF is the state affiliate, will be meeting in New Orleans in October and Mr. Sherman will attend. Also in October is the Darkness to Light’s Ignite Conference in Atlanta. It is the first national conference for this organization. Mr. Sherman and Ms. Pintar will attend. Mr. Sherman will travel from New Orleans to Atlanta as the two conferences follow each other with just a weekend in between. Mr. Sherman will be on a panel highlighting state initiatives. In November Mr. Sherman will attend the National Alliance of Children’s Trust Funds conference in Little Rock, AR.

Ms. Goodliffe moved and Ms. Andrus seconded to approve the four travel plans as built into the budget.

Mr. Sherman also discussed his attendance at a work session at the University of Kansas to discuss the content and review the process of dissemination for the new Protective Factors Survey. As a member of the advisory committee he will have a voice in the earlier stages of implementation. This travel will be fully paid for by FRIENDS National Resource Center which provides training and technical assistance for all of the CBCAP recipients. Board members expressed their support for the Director’s involvement.

### **Review of and Finalize SFY 2018 Budget**

Mr. Sherman walked through the Revenue portion for the next fiscal year.

Tax donations were originally the base funding for the Trust Fund but now play a lesser role. These donations are made by individuals via the state tax forms but in the past ten years these revenues have dropped 50% to \$43,000. This is a national trend though exacerbated by increased competition on the tax form. Discussion ensued on how to increase the revenue from donations via that platform. Of the

\$43,000, half goes into the ICTF account directly, while the other half is placed into a trust account from which the ICTF derives approximately \$2,000/month in interest. The trust account is in a diversified bond fund of about \$1.5 million.

The Community Based Child Abuse Prevention program, federal money provided through the Administration for Children, Youth and Families provides the largest single source of funding. \$200,000 is received per year, but the ICTF has two years in which to spend it. The executive director is recommending building \$20,000 from the current CBCAP grant into this year's budget plan to cover salary increases and other operational costs. Mr. Sherman noted that new revenues have been received for project funding but there has not been new operational income.

Ms. Goodliffe moved and Ms. Andrus seconded to approve the proposed \$383,000 budget for FY2017-18.

Ms. Leeds recommended that in the future there should be a budget meeting in June before the new fiscal year begins.

### **Working Lunch 12:30p.m.**

#### **Assessment of Prior Year**

Mr. Sherman used the Collective Impact Model framework to describe the past year's activities as a way of describing ICTF's work in context. It is a useful model for describing collaborations across systems.

#### **Recess at 4:15p.m.**

### **July 18, 2017**

#### **Call to order**

Sarah Leeds called the meeting to order at 9:10a.m.

#### **Board Members in Attendance:**

Sarah Leeds, Jill Andrus, Janet Goodliffe, Richard Jurvelin.

By Phone: Brenda Stanley

#### **Staff in Attendance:**

Roger Sherman, Taryn Yates, Jane Hardison

#### **Planning**

Mr. Sherman began the session stating the goal for the ICTF is to create safe, stable, and nurturing environments for all children in the state of Idaho. The national Centers for Disease Control and Prevention has determined the best way to prevent child abuse and neglect based on their research. The board was asked how to carry that out in Idaho. What resources are needed? Mr. Sherman challenged the Board to come up with broad outlines and ideas to collaborate among the seven regions. Based on the CDC's framework areas of discussion were:

1. Strengthening Economic Supports for Families
2. Changing Social Norms to Support Families and Positive Parenting
3. Provision of Quality Care and Education Early in Life
4. Enhancing parenting skills to promote healthy child development

Specific proposals under each heading are included in the planning matrix.

**Next meeting**

Tentative date October 17, 2017 in Boise

**Adjournment**

Ms Goodliffe moved and Ms. Andrus seconded that the meeting be adjourned. Motion carried.  
Meeting adjourned at noon.