

**Idaho Children's Trust Fund
Board Meeting Minutes
Alexander House
Boise, Idaho**

April 26, 2012

Time and Place

The Spring meeting of the Idaho Children's Trust Fund took place on Thursday, April 26, 2012 in Boise, Idaho

**Presiding
Call to Order**

Mary Marshall

Mary Marshall called the meeting to order at 9:05. The meeting concluded Thursday, April 26th at 3:23

**Attendees
Board**

Jamie Herrmann, Region 1
Iris Hunter, Region 4
Eileen Uhlenkott, Region 2
Kay Christensen, Attorney General's Office
Sarah Leeds, Region 6
Rosie Reilly, Region 3
Janet Goodliffe, Region 7
Shannon Dunstan, State Department of Education (on phone)

Members Excused: Miren Unsworth, Department of Health and Welfare

Staff

Roger Sherman, Executive Director
Wickes MacColl, Program Developer
Shelli Hansen, Office Specialist

Guest Speaker

Jane Zink, Idaho Association for the Education of Young Children

Business Meeting

Agenda

Accepted and approved amended agenda adding discussion about potential grant opportunity from the Administration of Children Youth and Families

January Minutes

January Minutes were amended as stated:
Eileen Uhlenkott was present for the two day meeting and Sarah Leeds was present for the first day only. Julie Weaver is editor of the Policy Manual, not Kay Christensen.

Motion

January Board Meeting minutes were amended, reviewed and approved.

Financials

Director Sherman presented the Idaho Children's Trust Fund's financial position.

Sherman presented the opportunity to join with other family service agencies in a collaborative Administration of Children Youth and Families grant application.

Motion: to pursue the ACYF application in collaboration with other agencies and organizations. Roger has flexibility to determine if ICTF should be involved as the grant develops (consider across the state)

Motion carries

Employee Compensation

Sherman presented a memo outlining the impact of the 2% increase in compensation in line with the legislature's passage of that increase for other state employees. ICTF employees compensation is determined by the ICTF board.

Motion **Build in a 2% ICTF staff salary raise** into the next year's budget
Motion carries

Policy Manual Iris Hunter, Policy chair, presented the continued work of the policy committee. **There were 5 motions, all carried. See the changes reflected in attachment completed by Deputy Atty General Julie Weaver.**

Motion: **Accept the policy committee's recommendation** to eliminate references to executive and grant committee BUT to keep the information and language for a later date (at a time when these committees might reform.)

Motion Carries

Motion: **Define the meaning of Grant:** definition was read
Adopt the inclusion of the definition of grant
Motion carries

Establish Human resources committee . Members will be appointed by the Board President. Initial board will have staggered terms. The HRC will have 3 members. President Marshall will write up procedures for evaluating the executive director. Include the ED evaluation of other staff members

Motion: Motion carries

Establish Finance committee comprised of 3 members for 3 years (staggered terms)

Motion: adopt the Finance Committee with one change as amended (Human resources)
Motion carries

Establish an Executive Director finance report, prepared monthly for the finance committee. The FC will meet w the ED monthly. The FC chair will present the finances to the Board

Motion: Motion carries

Informational Agenda

Field Experience

Guest speaker, Jane Zink, Idaho AEYC presented: Responsible Adults/Safe Children Strengthening Families and Child Sexual Abuse prevention training for childcare providers and families

Child Abuse Prevention Month During lunchtime, Director Sherman reported on Awareness Month activities as seen on ICTF website and Facebook.

Strengthening Families Training Institute Director Sherman reports on SFTI by the numbers, numbers were up in several categories. SFTI budget report was also presented.

Annual and Multi-Year Grant Reports Program and Grants manager MacColl reported on ICTF grants to organizations.

CBCAP Grant and Meetings CBCAP grant due June 4, 2012. Discussion about next year's grant will ensue at the summer meeting as a part of the planning process.

Collaborations

Director Sherman and Program specialist MacColl reported on collaborations with the Idaho Department of Corrections and the Treasure Valley YMCA.

Summer Board Meeting Dates

Sunday July 22-24, 2012 in Pocatello. Sarah Leeds and Shelli Hansen will work on the logistics for that meeting. The meeting will begin Sunday evening. Monday will be a planning day and be facilitated by an outside facilitator. The board will have optional site visits in the Pocatello area on Tuesday.

Meeting Adjourned at 3:23 p.m.