**Minutes**

**Idaho Children’s Trust Fund**

**Regular Meeting**

**February 6, 2014**

**In attendance:** Iris Hunter, Chair, James Herrmann, Rosie Delgadillo Reilly, Sarah Leeds, Janet Goodliffe, Shannon Dunstan, Kay Christensen, Amanda Pena

**Staff in attendance:** Roger Sherman

Iris called the meeting to order at 9:00 a.m.

Amanda Pena moved and Janet Goodliffe seconded to go into Executive session per Idaho Code Section 67-2345(1)(a)&(b) to deal with personnel matters. A roll call vote was unanimous. Amanda moved to end the Executive session Rosie Delgadillo Reilly seconded

The meeting reconvened at 11:00 and staff was called back to the table.

1. Approval of October minutes: Janet moved, James Hermann seconded to approve the minutes,: passed

2 Financial report: Shannon Dunstan moved to approve the financial report, Sarah Leeds seconded: passed

3. Consent Agenda (consisting of staff reports): Sarah moved to approve the consent agenda, Rosie seconded. Passed.

*Report from executive Session:* The executive director is to have a letter of commendation for his hard work on getting processes in place with the Department of Health and Welfare and collaboration on the financial reporting.

Staff report:

Roger gave report on hiring a Grants/Contract Officer effective February 10,2014.

4. Annual Grants

Sara moved to remove the three lowest scoring grants. Motion passed.

Janet moved to fund the rest of the applications, seconded by Rosie. Motion passed with one opposed.

Discussion around improving grant application to include past history of previous grant money, meeting ICTF priorities, more focus on measurement and outcome, definition of good versus excellent management of funds. Also discussion about revamping the application process which might include: able to implement the grant but does it meet priorities, length due to small amount of money, when receiving money in the past what did they do with the money and how this grant application is different.

Roger will inquire into the legality of keeping or destroying rating sheets.

5. Informational session: Amanda gave a presentation on what is going on with Child Welfare.

The board recessed to attend the floor session of the House of Representatives where HB353, which makes changes in the ICTF statute, was voted on. (It passed 49 to 20)

Report and discussion of legislative progress: The legislation passed the House and now looking at the Senate. Various board members will contact various individuals within their areas.

6. Proposed expenditures over $1000:None

7. Review and approval of Policy Matters: Iris hunter, board chair handed out results of a survey she asked the board to fill out related to definitions and priorities. We will continue to collaborate with others to develop initiatives and programs. This is focused on system work to connect groups together. The trust fund is connecting to bring awareness to a higher level

8. Jamie moved that Roger and the Grants/Contract Officer attend mandatory CBCAP meeting and National Child Abuse and Neglect conference in New Orleans in April. Seconded by Sarah and it passed.

9. Sarah made an announcement that she has to resign on the ICTF board because she has accepted a position in Boise. Iris Hunter will also retire from the board to take a foreign assignment. Rosie's term is up in July and she will not be re-upping. All will nominate potential successors from their areas.

Next Board Meetings: April 23, July 21-22, October 20 - looking at having the July meeting in Idaho Falls or Region 7.

Amanda, Shannon, and Rosie will be the committee for the Ed Van Dusen Award.

Institute review: Board members are asked to sign up to work at this year’s conference. Half a day pre-conference around Shaken Baby Syndrome and developing a crying plan on the 10th followed by the full conference March 11-12

Monday March 10th there will be an evening discussion with Kevin Trapani. Location will be TBA.

Roger reviewed the Operational Plan. This is per a request from a previous board meeting to show a layered approach to the work the Trust Fund engages in. This was a very helpful and visual representation of the work of the fund. It would be helpful to have a calendar of events and look at spreading out the activities to not clog up in the same month. Look at ways to achieve more efficiency. Also Roger can plan expenditures around projects to assure that the fiscal process is followed. Grants will be in the fall, Awareness in the spring.

Amanda moved to adjourn the meeting, seconded by Rosie and adjourned at 1:34 p.m.