

**AGENDA**  
**ICTF Board of Directors Meeting**  
**January 28, 2020**

**Call to Order:** Alex Zamora called the meeting to order at 9:15am.

**Board Members in Attendance:** Alex Zamora, Jill Andrus, Shannon Dunston, Janet Goodliffe, Richard Jurvelin, Robin Allen, Cheryl George, Charlotte Watters

**Board attending via conference call:** Jen Haddad

**Staff in Attendance:** Roger Sherman, Taryn Yates, Lori Dicaire, Interns: Tina Zimmerly, Emery Wight, Kim Hemmert.

Motion to pull out financials from consent agenda and approve the remainder of the consent agenda.

***M/S/C Mr. Jurvelin / Ms. Dunstan***

**Review of Financials**

Recent Donations: \$10K Optum and \$10K Wickes Foundation, \$40K from St. Luke's

***M/S/C Mr. Goodliffe / Ms. Andrus***

**Approval of Minutes from October 2019 meeting**

***M/S/C Ms. George / Mr. Jurvelin***

**Emergency succession plan proposal** – (Moved agenda item while waiting for one board member's arrival.)

The Board discussed the draft plan from the ad hoc committee that was modified from Prevent Child Abuse Illinois' policy. It was agreed to change from naming a specific second in command to "most senior staff member" or similar language in the event that there are staffing changes in the future. The plan relies on an executive committee to come into action to implement the succession plan. The board created an executive committee made up of the board chair, vice chair and two members appointed by the board chair. One will represent the executive agencies and the other will be chosen from the regional representatives.

Executive Committee. The Executive Committee is comprised of four Board members. The Executive Committee will exercise the authority granted to it under these policies or as otherwise directed by the Board.

The Board chair will serve as chair of the Executive Committee and nominate the additional Executive Committee members. The Board Chair will nominate one Board member representing an Idaho elected or appointed official under Idaho Code section 39-6001(a) and two Board members appointed from the Idaho judicial districts under Idaho Code section 39-6001(b). One of those nominees will be the elected vice-chair. Members nominated by the Board chair must be confirmed by a majority of the Board.

A meeting of the Executive Committee may be called by the Board Chair or upon the request of a majority of the members of the Executive Committee. The Chair may vote on matters before the Executive Committee. In the event of a tie vote in the Executive Committee, the matter will be submitted to the Board at the request of any member of the Executive Committee.

The Succession plan will be included with other board policies. The ad hoc committee will continue working on the plan and bring a final draft to the board at the April 2020 meeting.

**Adopt definition of executive committee**

**M/S/C Ms. Dunstan / Ms. Andrus**

Adopt Succession Plan as amended and table key resources section until April 2020 board meeting.

**M/S/C Ms. Dunstan / Ms. Andrus**

**Introduced the two new board members to the board:**

Robin Allen-Region 4 and Charlotte Watters—Region 2

**Board education**

Mr. Sherman reviewed the foundational statutes for ICTF that covered the creation, legislative intent, board power and duties, and criteria for programs.

**Review proposals and grant funding for 2020 Annual Grants:** The board reviewed the applicants for 2020 Annual grants. The board budgeted \$25,000 for annual grants, and there were 11 requests totaling almost \$50,000.

**After much deliberation, the board decided to fund:**

- Families Together - \$2,500
- St Vincent - \$5,000
- IPTV - \$3,500
- Children's village - \$5,000
- Upper Valley Child Advocacy Center - \$1,000
- Jannus - \$4,000
- Family Place - \$4,000

***With the following stipulations:***

1. **Families Together** - must share any curricula developed with the community of practice
2. **Upper Valley CAC** – focus is on HOPE Conquers ACEs trainings
3. **Children's Village** –Seeking clarification on funding for therapy v. respite

**M/S/C Ms. Goodliffe / Ms. Allen**

**Legislative update**

A brief overview of bills being presented in the Idaho legislature that have impacts to Idaho's children such as Home Visiting & Faith Healing.

## Personnel/Wages

### Executive Director Performance Review Process

**New Policy on Executive Director Performance Review:** Annually at the October board meeting, an ad hoc committee will be established to review and develop a collaborative performance evaluation survey for the Executive Director. The survey will be presented at the January Board Meeting for discussion. The ad hoc committee will identify participants from the community partners and grantees and disseminate the survey to board members and the identified participants. The results will be presented at the April Board Meeting in executive session.”

The board agreed to add feedback from community partnerships survey as an additional factor for evaluation - at least one as a current grantee (MYG and annual).

Standard evaluation for department that stresses:

- 1) CUSTOMER FOCUS - This performance expectation evaluates the employee’s competence in customer service, conflict resolution, interpersonal skills, and communication.
  - 2) PROMOTING RESPONSIBLE GOVERNMENT - This performance expectation evaluates the employee’s competence in adaptability, dependability, productivity, efficiency, work environment and safety.
  - 3) PROFESSIONALISM - This performance expectation evaluates the employee's competence in quality of work, dependability, adaptability/flexibility, and respect for others.
  - 4) PERFORMANCE EXPECTATION: LEADERSHIP - This performance expectation evaluates the employee’s competence to motivate people and efficiently manage resources in achieving the agency’s mission.
- The final evaluation will be presented to the board at the April board meeting.

### Administrative Assistant’s Salary

Motion to approve \$1 per hour increase as a market adjustment. This will raise wages to \$17.48/hour. In addition, Board agreed to provide a bonus of \$465 if permissible.

**M/S/C Ms. Dunstan / Mr. Jurvelin**

### 2020 Strengthening Families Training Institute/Prevention Month Activities

We reviewed the planning going into SFTI2020 on March 17-18 in Boise at the Riverside Hotel. This year’s SFTI has the theme of “Flourishing in Hope” and the online registration portal is now open. Shannon confirmed details of the borrowed computers and easels from the Dept of Education: Pick-up computers and easels from SDE at 9am.

We will send out the sign-up sheet for board members to choose their volunteer SFTI2020 positions after the board meeting. All board members were urged to register for the conference on our online registration portal – along with help promote attendance in their communities:

<https://www.idahochildrenstrustfund.org/index.php/training/training-institute>

Mr. Sherman asked the board to consider making nominations for our annual agency and individual awards that are given out at SFTI every year: the pinwheel and Ed Van Dusen awards. **Protect Idaho Kids** is one organization that came up as a potential nominee.

### Prevention Month!

Ms. Yates gave a presentation about the statewide planning that is taking place for this years’ April is Prevention Month. Other activities and plans surrounding the event include:

- Ordered 35,000 pinwheels!

- Continue Thumbs Up campaign
- Wear Blue Day—Boise Rally April 4<sup>th</sup> (Happening on Saturday to attract families)
- Prevention Conference and Blaine Co. Event— April 9 &10
- Nampa Family Justice Conference/April 17
- Strengthening Families Events-North Idaho
- Dia del Nino-Caldwell --April 30
- Possible screenings of Broken Places
- The Nez Perce parade
- And more!

### **Strategic Planning (including fundraising plan)**

After discussing some thought-provoking questions related to strategic planning (see below) the board decided to put off a larger discussion until the next meeting.

- Values/Motives: Why are we doing it?
- Mission/Mandate: What are we doing?
- Our winning Aspirations: How are we doing it?
- Measures/Marks: When we are successful...

### **Annual Report**

The ED passed out the printed copies of ICTF's annual report for 2019 that are statutorily required to go to each legislator by January 15<sup>th</sup>. It is also available online here:

<https://www.idahochildrenstrustfund.org/images/ICTFAnnualReport2019Sngls.pdf>

### **Board Meeting Dates:**

The board discussed board meeting dates for the remainder of the year. Mr. Sherman reminded everyone that they are always scheduled quarterly the 4<sup>th</sup> Tuesday of the month: January, April, July, October. He agreed to send out a doodle poll for the April meeting and set the July date tentatively at July 28-29.

### **Adjourn at 3:50pm**

**M/S/C Ms. Dunston / Ms. Andrus**