

# Idaho Children's Trust Fund



## Idaho Children's Trust Fund Board Meeting Minutes Annual Board Retreat July 31- August 1, 2018

### **DAY 1: Tuesday, July 31**

**Call to order:** Chair-person Sarah Leeds called the meeting to order at 9:06 am on July 31, 2018.

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

Brenda Stanley, Richard Jurvelin, Sarah Leeds, Janet Goodliffe, Jill Andrus, Amanda Pena, Cheryl George

Absent: Jeanette Moody, Alex Zamora, Shannon Dunstan

#### **ICTF Staff in Attendance**

Taryn Yates, Roger Sherman, Lori Dicaire

**Readjust Agenda:** Approval of Consent agenda, with the exception of the letter to Department of Health & Welfare.

M/S/C Mr. Jurvelin /Ms. Stanley

#### **Consent agenda**

- Financial reports
- Staff reports
- Letter to DHW Administration

The letter to DHW administration was removed from the consent agenda to allow for discussion.

The board discussed the letter to David Taylor at the Department of Health & Welfare agreeing to certain conditions which future SFTI conferences must meet to ensure that ICTF does not exceed the state's conference spending maximums particularly when it comes to food. The letter contains a variety of other agreements.

M/S/C Ms. Stanley / Ms. Pena

**Proposal to change annual grant cycle to coincide with fiscal year from Nov-Nov, and instead start in May.**

The board discussed changing ICTF’s annual grants cycle to align with the state of Idaho’s fiscal year so that the bulk of spending happens within a fiscal year so that it is “administratively cleaner”. The board discussed the implications of such a change to the grantees and the shift in the timeline for the board’s review of the applications, and adopted the following timeline for the next cycle.

**Proposed New Timeline:**

September 17, 2018	Annual Application Packet Available
November 20, 2018	Annual Grant Applications due to ICTF
January 22, 2019	Annual Grant Award Decisions
May 1, 2019	New Annual Grantee Project Start Date
April 30, 2020	Project Period Ends
June 20, 2020	All funds paid out

M/S/C Ms. Pena / Ms Andrus

**Board Evaluation**

The board discussed the results from the self-assessment survey that the task force composed. The board liked the format, questions, and thought it was a good exercise to engage in annually with the benefit of data over multiple years. It was requested that Roger send out the results electronically to the board and that the committee analyze the results and put out recommendations for improvements that would increase the board functioning. The board agreed that if any board member was an outlier or had a strong issue with the board functioning, that they take that concern directly to the Executive Director.

**Grants over \$5,000:**

Ms. George and Ms. Andrus presented their task force’s recommendation that the board move to change the policy that the Executive Director must seek board approval before accepting any grants over \$5,000. The policy has been in place for a number of years. The board agreed that as long as the Executive Director had discussed potential projects with the board and the board had agreed to pursue those projects or initiatives, the Executive Director is empowered to seek funding for those projects. The change to the board policies and procedures is as follows:

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**IDAHO CHILDREN’S TRUST FUND: POLICIES AND PROCEDURES**

**Grants to ICTF**

General Policy. The Board recognizes that grants are both necessary to fulfill the mission of ICTF and a contract imposing duties on ICTF. The following approval policy is required to adequately consider the impact of a grant on the work of ICTF.

**The Executive Director may:**

DELETED: ~~Solicit and accept grants in an amount not exceeding \$5,000; and,  
Approve grant summaries and reports for grants to ICTF in an amount not exceeding \$5,000.~~

ADDED: All new initiatives must be approved by the board of directors. The executive director is empowered to solicit and accept grants or donations to adequately fund those initiatives approved by the board.

(changes approved 7/31/2018)

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Board moved to approve changes as delineated above.

**M/S/C Ms. George / Ms. Stanley**

#### **State funded Home Visiting Program Proposal**

As a result of an initiative from this year's legislative session, the State of Idaho funded \$1.6 million in one-time money to fund home visiting programs and ICTF is being considered as an administrator for the program. An administrator would pass on grant funds to health districts and various nonprofits and be a centralized entity to manage data or do billing. Home visiting is a core strategy for child abuse prevention and since ICTF are the experts in child abuse prevention in Idaho, it is logical that we be involved. After some discussion of the advantages and disadvantages of becoming the program administrator, the board agreed that ICTF should remain at the table with the Home Visiting Coalition. Any decision to act as administrator would need to be contingent on details of the proposal.

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

#### **Relationship with Prevent Child Abuse America/Idaho**

A discussion ensued about the relationship between the national organization and ICTF – the Idaho affiliate. Topics discussed include

- Site visits every 4 years, with the next one coming up July 2019
- Improve co-branding to increase relationship and standing with PCA: With our \$2,000 of annual dues we receive a full-time lobbyist id DC, annual pinwheel campaign (get supplies wholesale), toolkits, listed on website, marketing package for prevention month,
- Integrate agenda item into board meeting quarterly to review.
- Review PCAA national Policy Statements

### **Executive Director Performance Review**

Board accepted the performance review of the executive director as written by the Board Chair and personnel committee. Board reviewed revised goals of Executive Director.

### **New VISTA + 3 Interns**

ICTF will be getting a full-time Americorps VISTA volunteer on August 6<sup>th</sup>. Alexa Potter will focus on our HOPE Conquers ACES initiative. The 3 interns are from BSU's social work program. Two BSW students will be continuing our child sexual abuse prevention initiative and one MSW student will take on a variety of tasks including research and child abuse prevention month planning.

### **Expenditures over \$1000: The following amounts were approved by the board:**

- Prevent Child Abuse America Annual Conference
- Executive Directors Meeting—Oct.-Chicago (Roger)
- National Alliance of Children's Trust and Prevention Funds—Nov.-Charleston, SC (Roger and Taryn)

### **Working Lunch**

**Discussion of the question: Are we primarily a resource to the field or do we want to be a "household name"?**

**Talk by Jerry Milner, the Associate Commissioner for the Children's Bureau and Acting Commissioner for the Administration of Children, Youth and Families, U.S. Department of Health & Human Services:** The board listened to a talk describing the commissioner's vision for a child welfare *system* that focuses more on prevention and enlarges the mission beyond the child welfare *agency*.

### **Recess DAY 1 at 4:45**

### **DAY 2: Wednesday, August 1**

**Call to order:** Board member, Brenda Stanley, called the meeting to order at 8:37am on August 1, 2018 as the board chair had another commitment.

### **Guide vision and strategy**

- How does the present policy environment invite us to be more involved with the child welfare system as more attention is being paid to prevention at the state and national levels?
- Is there a next strategic initiative on the horizon (maybe 3 years out)? What is it?
- Where should we be reaching out? New communities and populations?

### **Support Aligned Activities**

- Is our strategy of coordinating initiatives strengthening overall alignment of our work?
- Are there strategies to reach the tipping point for Stewards faster?
- What could we/should we be doing to strengthen community-based organizations' capacities to strengthen families to prevent child abuse and neglect?

#### **Establish Shared Measurement Practices**

- With the Idaho ACE data becoming available in 2019, what role should ICTF play in analysis and dissemination? How can we maximize the impact of the data?
- How soon can we analyze child sexual abuse reports and SOC prevalence data?
- Is there other data we should be collecting?

#### **Build Public Will**

- How should we go about deepening and spreading our Prevention Month Activities in all 44 counties?
- What role do you as a board want to play in that?

#### **Advance Policy**

- With a new administration (in Idaho), should we pursue more involvement in shaping public policy?
- Is there a different way to use our affiliation with PCAA to advance public policy?
- Are there issues we should be looking to be involved with?

#### **Mobilize Funding**

- What should we be raising money for? What are our priorities?

**Adjourn 10:30am**

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