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**Idaho Children’s Trust Fund Board Meeting**

**October 20, 2014**

**Alexander House, 304 W. State St., Boise, Idaho**

**Meeting Minutes**

**Call to Order:** At 9:00 a.m., Board Chair Sarah Leeds called the meeting to order.

***Board Members Present:***

Celia Aumendi, Shannon Dunstan, Janet Goodliffe, James Herrmann, Sarah Leeds, Amanda Pena

Kay Christensen, Jeanette Pinkham, Brenda Stanley

***ICTF Staff Present:***

Roger Sherman, Angela Wickham

***Consent Agenda:***

* Staff Reports - approved √
* Financial Report - approved √

***Follow up on Organizational Planning.***

Sarah and Roger distributed the document (*Opportunities for Planning Purposes*) created at the last Board Meeting (July 2014) to refresh all in ICTF strategic outline as we collectively review the Annual Grant Applications (for alignment). Attached again below for reference.

***Annual Grants Review:***

Angela provided an overview of the current Annual Grants Process and goals for the day. Board members had previously inquired about potential improvements to the process that will assist in Board review of applications.

The board also requested that staff look at more ways of reaching out to potential grantees and to include neglect specific language in the application packet. And as such, the Annual Grant Application specifically stated that:

*“ICTF**is looking for proposals to address child abuse and neglect prevention, with specific attention to child neglect prevention. This grant opportunity is for short-term (annual) projects.  Neglect is the most prevalent form of child maltreatment yet it is the least well understood.  Few prevention initiatives are directed towards neglect and so it continues to grow while many other forms of abuse are declining.  ICTF is specifically looking for promising approaches to neglect prevention that are based in the protective factors framework and informed by evidence.  Approaches may address one or more of the causal factors identified with neglect including the caregiver’s history of trauma, poverty, maternal depression, substance abuse, and devaluing the challenges of child rearing.  This funding is available to public or private non-profit and faith-based organizations, government agencies, (e.g. schools or health departments) or qualified individuals who provide community based educational or service programs designed to reduce or prevent child abuse and neglect….”*

Angela mentioned that ICTF expanded notice of the granting opportunity to recruit as many interested, qualified organizations/agencies as possible. ICTF distributed to the normal partner network list, expanded notice to associated groups, placed notice on academic sites (BSU, ISU, U of I), and asked partners to post/link to our website in an effort to expand reach. With these limited one-time funds, ICTF tried to balance scope, information required, and depth of project reach with numbers served as the framework for the application template.

Angela also mentioned that she met with IDHW Operational Services, Grants Contracts Management for best method of distributing funds. ICTF will be moving away from letters of notation to formal agreements that will be tracked in the grants system to better align with IDHW contracting practices.

ICTF received 9 applications asking for a total of almost $38,000. ICTF has $25,000 available.  Proposals and scoring sheets were sent to all Board members for their review and scoring/input. The review packet contained:

* Copy of Grant Application Template (FYI) and reference materials (Protective Factors Logic Model and Social Ecological Model Example)
* List of Applications with Requested $ Amounts
* Applications (9)
* Rating Worksheets for each Application

Applications were also posted on ICTF website (password protected).  Staff reviewed and commented on all of the necessary pieces required for a valid application (to add as *part* of the overall score).

After review and discussion on all of the applications, the following were approved:

* Bannock Youth Foundation $2,015 for Nurturing Parenting Program
* Charitable Assistance to Community’s Homeless, Inc.: $4,880 for CATCH Family Nights
* Catholic Charities of Idaho: $4,993 for Stewards of Children – Canyon County
* Family Safety Network: $5,000 for Decreasing Child Sexual Abuse Through Prevention Program
* YWCA – Lewiston: $3,032 for Active Parenting for Step-Families

As both staff and Board members were disappointed in the lack of applications addressing neglect, the Board decided that the $5080 remaining funds will be dedicated to efforts to train more broadly on neglect as it appeared from application narratives that there continues to be confusion on what neglect is and how to best address/target it. Staff was directed to identify a best practice proposal to educate practitioners about child neglect to share at next Board meeting.

***Executive Committee – ICTF Policies:***

Kay motioned and Jamie seconded that the Executive Committee address ICTF Policies and the Executive Director Job Description at the next meeting. Kay requested that Board members respond directly to her regarding input on both.

***Policy around Child Protection for ICTF Staff:***

At a previous ICTF Board meeting, the ICTF Board recommended that ICTF staff research best practices to include language in personnel hiring documents that supports the intent to adhere/support Darkness to Light mission. Sample language will be reviewed by the Human Resource Committee. A sample Child Protection Policy (provided by Sarah) and a draft ICTF Policy (provided by staff) was sent to the committee chair for review.

After Board discussion, it was agreed that ICTF would not put into place a formal child protection policy at this time, but re-visit it if the need arises due to change in roles of personnel.

***Plan for Fiscal Management***

Roger and Sarah discussed their meeting with IDHW leadership regarding IDHW/ICTF relationship, roles, and processes. The meeting was positive. Meeting outcomes: A guiding document describing the current relationship will be developed and reviewed at a meeting between FACS management staff and ICTF Board chair and Executive Director to be held towards the end of the year. ICTF and IDHW staffs plan to meet quarterly.

***Strategic Communication Plan***

# Roger distributed an ICTF Communications Toolkit he compiled primarily from materials provided by Prevent Child Abuse America (PCAA). No action was taken and discussion was deferred to a future meeting.

***Child Sexual Abuse Prevention/VISTA Project Plan***.

Roger and Angela briefed the board on the status of our VISTA project. ICTF currently sponsors a VISTA Member (Norma Pintar) to coordinate its Treasure Valley Child Sexual Abuse Prevention Initiative (TVI). TVIis a large scale education and mobilization program to reduce the sexual abuse of children throughout the Treasure Valley/Boise Metro Area. ICTF’s plan is to train 5 % of the adult population of the Valley in the next 5 years using the evidenced-informed curriculum created by Darkness to Light (D2L) called Stewards of Children (SOC).

Upon Board approval, ICTF applied for the Community-Based Child Sexual Abuse Prevention Project through the Corporation for National Service (CNSC) VISTA/AmeriCorps Project on 9/8/2014 and was **awarded 9/17/2014.** This Project seeks to expand the Treasure Valley Initiative (TVI) effort by taking this same model and replicating it in 2 pilot project areas (Pocatello and Coeur d’Alene) using AmeriCorps VISTA Members (target: annually train 5000 in Treasure Valley, and 1000 in Pocatello and Coeur d’Alene respectively).

After a statewide call for Letters of Interest to partner with ICTF to educate community residents on the prevalence of child sexual abuse and how to prevent it by using the Stewards of Children (SOC) curriculum created by Darkness to Light (D2L), two (2) organizations: ICARE and Bannock Youth Foundation (BYF) applied and were selected to partner with ICTF on this VISTA Project. VISTA Member Norma Pintar will continue to serve as the Training Coordinator Lead for the Treasure Valley area. Criteria for selection of the two sites were based on whether the proposed project sites:

* Comply with the provisions of the Domestic Volunteer Service Act of 1973, as amended; VISTA regulations; and VISTA policies
* Address the needs of a low-income community.
* Lead to building organizational capacity so that the child abuse prevention project can continue once the VISTA resources are withdrawn.
* Involved beneficiaries of the service and the low-income community in project development and implementation.
* Promoted local volunteer service.
* Are public-sector or private organizations designated as nonprofit by the Internal Revenue Service (an organization that has submitted an application to the IRS for nonprofit status may be considered, but its full VISTA application cannot be approved until it is designated).
* Have resources available for a VISTA Member to perform his/her activities, such as space, supplies, and on-the-job transportation (if appropriate), and is able to provide emergency cash advances when needed.
* Have the capacity and commitment to recruit, train, supervise, and otherwise support a VISTA Member recruited locally and nationally.
* Understand and is committed to promoting national service.
* Are experienced in the issues relating to the beneficiaries of the service.
* Have the capacity to build community partnerships and collaborative efforts to achieve project self-sufficiency.
* Previous experience with delivering training programs.
* Staff trained to facilitate Stewards of Children training sessions.
* Organizational mission focuses on child well-being or child maltreatment prevention.

ICTF’s VISTA project application was approved with Treasure Valley, Coeur d’Alene and Pocatello sites. Direct supervision of VISTA Members in Coeur d’Alene and Pocatello will be done by ICARE and Bannock Youth Foundation (BYF) as the selected agency sites. Supervision for the Boise based VISTA Members will continue to be by ICTF. Project period will be for 3 years. Recruitment efforts resulted in successful placement of 2 new VISTA members at ICARE and BYF to begin in February 2015.

By expanding SOC/ D2L trainings to other communities, ICTF seeks to build capacity for child abuse and neglect prevention strategies statewide, reaching hard to access communities.The ‘tipping point’ theory isn’t *just* a numerical equation; it also suggests that who and how the message is conveyed is important. The statewide campaign must be thoughtful about geographic spread, community leadership, medium of communication, etc.

Roger also mentioned that ICTF, in collaboration with the Treasure Valley YMCA, received a “gifting initiative” through Darkness to Light that will provide us with virtually unlimited online Stewards of Children training for free through 2015. This is an incredible opportunity to increase the number of people trained and will require some changes in how the work of training coordination is done.

***Fundraising:***

Roger briefed the Board on current fundraising efforts:

* Proposals submitted for CSA prevention: Idaho Women’s Charitable Foundation (letter of inquiry) and St. Luke’s Community Health Initiative Fund
* Potential opportunity: Millennium Fund

He thanked Shannon’s efforts on raising funds through Ceramica. Shannon suggested that there were other opportunities including the Griddle and Whole Foods that ICTF should pursue.

The Board further discussed the role and need of fundraising and agreed that in general it was appropriate for re-granting for direct services, and that for further meaningful discussion staff need to develop a strategic proposal on need for funding for systemic work.

***Potential Legislative Issues: TBA***

No action taken

***Expenditures over $1000:***

SOC books, SBS prevention work These expenditures were approved at the July meeting so no further action was taken.

***Travel:***

The Board approved travel for Roger for the National Alliance of Children’s Trust and Prevention Funds annual meeting November 10th-14th in Oklahoma City.

Meeting Adjourned at 4:00 p.m.

***Opportunities for Planning Purposes:***

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| **Strategic Funding** | * Fund and support statewide work on child sexual abuse prevention * Promote evidence based or informed work with grantees | * Fund child neglect work (connect with neglect training) * Improve use of quantitative evaluation tools | * Continue funding local community work |
| **Communication and Awareness** | * Provide media training for grantees * Develop consistent media messaging to share with partners * Statewide approach to media to create echo chamber | Social Media   * Facebook * Targeted message * Single message * Develop consistent media messaging to share with partners | * Responses to news events (Have responses available when events occur) Learn how to “pivot” off of events to get our prevention message out |
| **Convening** | * Continue SFTI * Increase conference sponsors | * Continue Shaken Baby collaborative work | * SF Roundtable statewide and local * Collaborations to develop initiatives |
| **Coordinating Training/Providing TA** | * Work with YMCA and statewide partners to use 10,000 online training slots e prior to 12/15 | * Training on neglect prevention | * Regular D2L/SOC trainings * Grantee training for annual and MY grantees |
| **Strengthening Families Integration** | * Evidence from grantees about what they are doing to implement Strengthening Families | * Incorporate protective factors framework into partner allies work | * Cross systems collaboration |
| **Impacting Policy/policy Process** | * Do something enhancing child wellbeing (work with partners to determine best direction) | * Children’s cabinet (Long term goal to have Governor adopt a children’s cabinet to focus attention on children’s issues) | * Expand Home visiting as potential exists * Transformative Family justice * BRRFS-ACE’s module |
| **Strategic Initiatives (e.g. SBS Prevention, Sexual Abuse Prevention, etc.** | * Utilize VISTA’s statewide beginning with two additional in northern and eastern Idaho | * Systems work | * PSA’s on prevention |
| **Maintaining Organizational Health (e.g. funding, board development)** | Look at potential for:   * $ from birth/death/divorce certificates * Add youth and parent members to board | * Corporate sponsorships * Unclaimed lottery money | * Data collection/ dissemination focused on “What has ICTF done?” * State funding |