

Family and Children's Trust Fund (FACT) Board of Trustees March 2014 Meeting Minutes

Members Attending

Anne Atkinson
Tom Atwood
Robin Foreman
James Isaac
Kevin Keane
John Oliver
Ray Rodriguez
Margaret Schultze
Marty Sayler
Lisa Specter-Dunaway

Members Absent

Dawn Chillon
Betty Wade Coyle
Shak Hill
Ann McGrady
Leigh Pence
Mary Riley

Also Attending:

Rebecca Hjelm, FACT Program Specialist
Hayley Mathews, FACT Executive Director
Meghan Hagerty, FACT Graduate Student Intern
Michelle L'Hommedieu, Office of the Attorney General

March 26, 2014

Call to Order

Chairman Tom Atwood called the meeting to order at 10:02 am. He reviewed the agenda and welcomed Ms. Rebecca Hjelm, a new contractor who will be assisting with the FACT Report, Issue Brief, and other data-related projects. Everyone in attendance introduced themselves.

Approval of Minutes

Secretary Lisa Specter-Dunaway presented the June 2013 and December 2013 minutes, which were shared with Board members prior to the meeting. ON MOTION DULY MADE (Mr. Atwood) and seconded (Mr. Isaac) moved to add the word "was" and the phrase "net amount of" to the June minutes, and replace "of" with "to" under the Treasurer's report, clarify the reason why the Geriatric Society did not receive ad hoc funding, and add "related to FACT's work" under the Commissioner's comments for the December minutes. Motion carried with all in favor. ON MOTION DULY MADE (Mr. Atwood) and seconded (Ms. Atkinson) moved to approve the amended June and December minutes. Motion carried with all in favor.

Commissioner's Update

Mr. Atwood congratulated Commissioner Schultze on her recent appointment by Governor McAuliffe. She reported that she was unable to participate in the meeting due to other agency commitments, but she reviewed the Department's top three priorities for this administration:

1. Eligibility systems modernization
2. Youth permanency and adoption efforts

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3. Modernization of child support practices through an initiative called *Family Strong*

Commissioner Schultze also updated the Board on a recent meeting that she had with Jack Frazier, Deputy Director of Operations, and Hayley Mathews to discuss the utilization of a P-14 position for FACT in lieu of utilizing contracting services through Caliper Inc. for the development of the FACT Report, Issue Brief, and other data-related projects. The Office of Health and Human Resources authorized the assignment of this position for FACT, and the position will be paid for by DSS. ON MOTION DULY MADE (Ms. Atkinson) and seconded (Mr. Isaac) moved to accept the approved position, hire Ms. Rebecca Hjelm for the position, and terminate FACT's agreement with Caliper Inc. once the Ms. Hjelm officially begins in the position. Motion carried with all in favor.

FACT Chair Report

In Ms. Pence's absence, Mr. Atwood and Ms. Mathews reviewed the cash balance, profit and loss statement, and balance sheet. Ms. Mathews also provided an update on the status of the 2012 and 2013 audit with Lane and Associates.

The Board also received an update on the current transition with Communitas Consulting, since FACT's contract ends with them on March 31st. Ms. Mathews and Ms. Hjelm reviewed a topic proposal for the 2014 Issue Brief and suggested that consideration be given to highlighting the impact of domestic violence on children in the home. ON MOTION DULY MADE (Ms. Atkinson) and seconded (Ms. Saylor) moved to approve the proposed topic. Motion carried with all in favor. Ms. Hjelm also reported that she is exploring the use of new software, Tableau Business Intelligence, to better utilize the information collected for the FACT Report. More information will be forthcoming at future Board meetings.

Mr. Atwood reviewed a \$2,000 ad hoc request that was submitted by the Virginia Coalition for the Prevention of Elder Abuse. He reported that \$8,000 has been committed thus far for the fiscal year and that \$16,000 was approved for the FY14 budget. ON MOTION DULY MADE (Ms. Saylor) and seconded (Mr. Oliver) moved to approve the request. Motion carried with all in favor.

Mr. Atwood reported that he will be presenting the 2014 Child Welfare Certificate of Appreciation Awards to the seven award recipients at the 2014 statewide child abuse and neglect conference. Nominations were reviewed and selections were made by Ms. Foreman, Ms. Coyle, and Ms. Riley. ON MOTION DULY MADE (Mr. Oliver) and seconded (Ms. Saylor) for FACT to cover the conference registration fee for each of the seven award recipients and a guest of his/her choice. Motion carried with all in favor.

Mr. Atwood reported that there are five Board members whose terms will expire in June of 2014, but all five members are eligible for reappointment. Board members were encouraged to contact Ms. Mathews regarding reappointment process details. Ms. Saylor and Mr. Rodriguez volunteered to serve on the nomination committee along with Mr. Atwood. ON MOTION DULY MADE (Mr. Oliver) and

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seconded (Ms. Foreman) to approve Mr. Atwood, Ms. Sayler, and Mr. Rodriguez to serve on the nominating committee for officers for FY15.

FY15 Board meeting dates were also shared with Board members. Meetings are tentatively scheduled for September 9-10, 2014 in Northern Virginia, December 3, 2014 in Richmond, March 10-11, 2015 in Tidewater, and June 3, 2015 in Richmond.

Executive Session

ON MOTION DULY MADE (Ms. Specter-Dunaway) and seconded (Ms. Sayler) moved for the FACT Board to enter into closed meeting for the purpose of discussing the award of public contracts involving the expenditure of public funds concerning CVS-14-034 as permitted by Section 2.2-3711, subsection (A), paragraph (29) of the Code of Virginia and include the following non-FACT Board members: Ms. Hayley Mathews, Ms. Meghan Hagerty, Ms. Rebecca Hjelm, and Ms. Michelle L'Hommedieu. Motion carried with all in favor. The Board went into executive session at 11:14 am. The Board left executive session during lunch, which took place between 12:30 pm and 12:55 pm. Ms. Hjelm left the meeting at that time.

Certificate of Closed Meeting

ON MOTION DULY MADE (Ms. Foreman) and seconded (Mr. Oliver) moved for the FACT Board to come out of executive session. Motion carried with all in favor. The Board left executive session at 4:08. The Board certified that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed and only such public business matters as identified in the motion convening the closed meeting were heard, discussed or considered by the FACT Board. Mr. Rodriguez left the meeting prior to the certificate of the closed meeting. ON MOTION DULY MADE (Ms. Sayler) and seconded (Mr. Isaac) moved to approve the nineteen offerors the Board discussed and selected for funding up to \$250,000 for CVS-14-034. Motion carried with all in favor.

Adjourn

ON MOTION DULY MADE (Mr. Oliver) and seconded (Ms. Specter-Dunaway) moved to adjourn the meeting. Motion carried with all in favor. The meeting adjourned at 4:16 pm.

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**FAMILY AND CHILDREN'S TRUST FUND
CVS-14-034
FY14 Grant Award Recipients**

ORGANIZATION	AWARD
Fairfax CASA	\$15,000
CHIP of Roanoke Valley	\$14,465
Foothills Child Advocacy Center	\$15,000
Children's Advocacy of the Blue Ridge	\$6,175
Shelter House, Inc.	\$15,000
People Incorporated of Virginia	\$15,000
NRV Cares	\$15,000
CHIP of NRV/New River Community Action	\$15,000
Center for Child and Family Service	\$15,000
Planning District One Behavioral Health Services	\$10,375
YWCA South Hampton Roads	\$15,000
Friends of the Portsmouth Juvenile Court, Inc	\$10,000
SCAN of Northern Virginia	\$10,000
Family Services of Roanoke Valley	\$14,779
Bethany House of Northern Virginia	\$15,000
Samaritan House, Inc.	\$12,000
OAR of Fairfax County	\$3,407
Piedmont CASA	\$14,938
Rappahannock Rapidan Community Services	\$14,970
Total	\$246,109