



**Board of Directors Meeting
September 12, 2015
Agenda**

1. **Welcome and Introductions** Tom Dillingham, Past Pres.
 - a. Approval of May 11, 2015 Minutes
 - b. Conflict of Interest Policy
 - c. Board Contact Sheets
 - d. Schedule of Board Meetings

2. **De-brief Annual Meeting** All

3. **Executive Director's Report** Jane Walker, Ex Director

Where We Came From - Review of documents from Baltimore and Denver

The Executive Committee reviewed the documents prepared by John Ferone following the meetings in Denver (2012) and Baltimore (2013). It was rewarding to see that FREDLA has already achieved or is working to achieve 28 of the items the new FREDLA Board discussed for FREDLA. Examples include: Create Standardized data collection; Create and publicize definitions/glossary; Reach out to researchers and invite them to help strengthen our case

Where We Are Now

- a. U of MD contract – 65 TA contacts with 16 states in last year – all deliverables met with one webinar to come in September – no news on TA award yet – probably September – Medicaid Implementation Toolkit has encountered some issues and will not be ready until November.
- b. Georgetown Contract – finally received contract for \$94,622 in mid-August – funds must be spent by Sept 29, 2015 – major project is FREDLA's website – Millie is leading this project which will have an online training platform and three curricula including: Mid-level Managers, Leadership and Board Training.
- c. BTSS TACS – FREDLA staff members have been reviewing materials for an online tool – BRSS is renewing contract for next year at a higher amount.
- d. AIR Contract - The Standards of Excellence have been completed - curricula for Board and mid-level managers are nearing completion and will be loaded onto the FREDLA website
- e. Data Collection/PCORI – The stakeholders meeting in Baltimore with researchers was a success – PCORI is holding a grantees meeting in Minneapolis on the same day as the FREDLA Annual meeting. Millie and Ann Goldman from NYU will be attending the PCORI meeting.
- f. Advocacy/public policy

- FREDLA provided input into SAMHSA's draft Core Competencies and also provided input at the 3 regional meetings
 - FREDLA conducted a survey of family organizations and received 19 replies on crisis services. From this FREDLA developed a Crisis Survey Report and recommendations which were submitted to SAMHSA prior to a meeting on crisis services.
 - Call with Congressman Murphy for family organizations to learn about proposed federal legislation
 - FREDLA facilitated calls with all 10 SAMHSA Regional Administrators and the family-run organizations in their regions. Following the calls, FREDLA summarized the concerns raised during the calls and submitted a summary report to SAMHSA, the RAs and the family run organizations.
- g. Other – FREDLA developed a Great Ideas Newsletter that is disseminated to about 250 individuals via email. The response has been very favorable. Beth Stroul is developing a white paper for NASMHPD on the topic of the role of family organizations in systems of care for children. Beth is interviewing family leaders from Massachusetts, Maryland and New York on public policy and Oregon, Nebraska and Illinois on service delivery.

4. Financial Report

- a. YTD financials
- b. Audit

5. Membership Report

6. Committee Structure

7. New Business

- a. OptumHealth
- b. National Council Conference

8. Adjourn

**Board of Directors Meeting
September 12, 2015
MINUTES**

In attendance: Darrin Harris, Thomas Dillingham, Carol Cecil, Millie Court, Lisa Lambert, Lori Fahey, Jane Kallal, Paige Pierce, Sandy Bumpus, Lisa Conlan, Paul Cornils, Ruth Fox, Hugh Davis, Regina Crider, Diane Flashnick

Staff: Jane Walker and Malisa Pearson

Welcome and Call to Order

Tom called the meeting to order at 8:40am. Introductions. Welcome new board members – Darrin Harris and Lisa Conlan. Joy Hogge, also voted onto the Board was not able to stay for the Board meeting.

Approval of Minutes

Review minutes from May 11, 2015. Paige motioned to accept the minutes from the May 11, 2015 meeting. Paul seconded the motion. No discussion. Vote called. Passed unanimously.

Conflict of Interest Policy

The Conflict of Interest Policy was distributed to all Board members along with the disclosure questionnaire and annual attestation document. Board members were asked to review and sign the documents. Board members not in attendance will receive the Conflict of Interest packet for completion via email.

The schedule of Board Meeting was reviewed and final dates agreed upon. Malisa to send invite to full board so it can get on to everyone's calendar.

Feedback re: Annual Meeting

- Include location on name tags
- Offer food options for those who are diabetic
- Consider change of location, hotel, hold more than one meeting (split the country in half)
- Board agreed to maintain the current location and hotel for next year's annual meeting.
- Activities to get to know each other
- Handheld microphone
- ATS rentals – projectors, microphones, etc
- Have a sign that lists states, poster with map and dots
- Participants list
- Centerpieces of little flags for the tables
- Fishbowl for business cards – draw at the end for gift card
- SAMHSA speaker did not have the understanding of families – participants educated her
- The group process in the afternoon reaffirmed the need for FREDLA and the work that needs to be done – work still to do. Confusion of who we are and what we do. We need to be able to communicate clearly who we are, what we do, and what our priorities are.

Board agreed that Annual Meeting will be two days next year on Sept. 22 & 23

Millie Court Update on Puerto Rico

- No budget or organizations in Puerto Rico – Millie is using the Elks and Lions
- Millie wants to create at least a phone line for families to receive support
- Millie is currently doing this work from her personal home and phone
- Goal is to create a place to help people – some place that Puerto Rico recognizes

FREDLA's Public Policy Role

Following the discussion on public policy during the Annual Membership Meeting, Hugh made a motion to **create an ad hoc committee to explore what FREDLA's role in policy should look like and bring the choices back to the full board for discussion**. Paul seconded the motion.

Motion Amended: **Ad hoc committee should meet and make recommendations to the full board within 30 days**. Lori Fahey seconded the motion.

Committee Members:

- Paige - chair
- Diane F.
- Lisa C.
- Jane K
- Ruth
- Hugh
- Paul

Executive Director's Report

Executive Committee met in Denver 3 weeks ago for two days. Revisited the formative meetings to assess the level of achievement since those meetings. Was FREDLA on target and achieving what we set out to achieve. It was determined FREDLA is on target and true to where we said we wanted to be.

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- n. Other – FREDLA developed a **Great Ideas! Newsletter** that is disseminated to about 250 individuals via email. The response has been very favorable.
- o. Beth Stroul is developing a white paper for NASMHPD on the topic of the role of family organizations in systems of care for children. Beth is interviewing family leaders from Massachusetts, Maryland and New York on public policy and Oregon, Nebraska and Illinois on service delivery.
- p. Medicaid Implementation Tool – family organizations becoming Medicaid providers – tool has been held up – needs to be reviewed by individuals in each state that is highlighted in the tool
- q. Meeting with Nonprofit Association to see if FREDLA would want to be a licensed Standards of Excellence to certify organizations (our membership)
- r.

Board members requested that they be sent the following documents:

1. RFP for web developer to full board
2. Standards of Excellence for FRO's
3. Crisis Survey
4. Summary of calls with SAMHSA Regional Administrator

Lisa Lambert - With Pam Hyde leaving, should we have an intentional strategy around developing a relationship with the new person to make sure they see the value in statewide family networks and how FREDLA plays a role in national movement and with FRO's

Financial Report

Profit and Loss Budget statement reviewed

- October 1 to July 30, 2015 - Approximately \$14,000 currently

FREDLA will be having our first audit – Jane has contacted one firm and Exec. Committee has asked for at least one other firm

Payroll Taxes – Paige asked if payroll taxes have been paid. Jane stated they are paid to Maryland and to Michigan and are up to date.

We do not have a year-end report or a 2016 budget for review and approval. Jane will develop budget, provide to the board of directors for review, and obtain board approval.

Lisa Conlan suggests that a projected budget is important for the board to approve and think through to support the ED and think about how the organization will continue and sustain.

Hugh raised the issue of how much of the funding budget is represented by membership. How do we look at increasing that? Need to have conversation about fund development plan/strategies

Hugh requested to have balance sheets provided with the profit and loss budgets.

Membership Report

Membership Committee made a motion to recommend acceptance of Families United of Milwaukee. Lori Fahey seconded the motion.

Several people asked question about the organization such as, how many board members as there.

Hugh suggested strengthening the application process by requesting additional documents for review before approval. Not sure the committee or the board needs to be the review entity. Would trust that staff could provide the review. Jane Walker commented that in the past the staff did the review and it was determined that the committee should do the review.

Vote called for approval of Families United of Milwaukee. Unanimous approval.

Currently 39 members

During the Executive Committee Meeting in Denver, the following amendment to the By-laws was proposed and sent to the Board for review 10 days prior to the September 12 meeting.

Amendment to the FREDLA by-laws under Section 1. Types of Members
The proposed amendment would delete the current bullet under criteria for Member Organizations:

~~*The Executive Director must be a paid position and must serve full-time, or if the position is not full time, the other employment must not be in conflict with the personal commitment to the goals of FREDLA.*~~

Rationale for proposed amendment: The amendment would enable volunteer organizations or organizations without a paid or a part time executive director to join FREDLA

The amendment was seconded by Diane Flashnick.

Call for the vote. Two votes to approve amendment – Tom and Regina. Motion failed. Executive Committee recommended the Membership committee take on this issue. Membership committee will take this on as soon as possible.

Darrin mentioned that our current structure excludes youth as well.

The Board agreed to defer membership category recommendations about a) combining Individual and Leadership Affiliate categories into one category and b) Leadership Affiliate and creation of a new category of membership for Emerging Organizations to the Membership Committee for review and recommendations.

Darrin Harris volunteered to join the Membership Committee

Committee Structure

The Executive Committee recommended adding the following language to Article V. Section 6. of the By-laws titled BOARD OF DIRECTORS. Notice of the proposed amendment was sent to the full Board 10 days prior to the September 11, 2015 Board meeting. The added language shall read:

Article V. Section 6.*In addition to the officers, the membership shall elect two (2) At-large positions to the Executive Committee who shall be current members of the Board of Directors. The At-large members will serve as full members of the Executive Committee as described in Article VI. Section 2 of the By-laws.*

Article VI. Section 2 – Executive Committee – *add the following language in bold*

*The four officers and chairs of the committees **and two At-large members** shall serve as the members of the Executive Committee.*

Lisa Conlan seconded the motion. Call for the vote. Unanimously approved to amend By-laws to include election of two at-large members to Executive Committee.

Due to time constraints, there was a brief discussion about other committees in addition to the Membership Committee:

- a. **Nominating Committee** – The Nominating Committee will serve as an ad hoc committee and be convened prior to the election of Board and officers
- b. **Finance Committee** – For the present time, the Executive Committee will serve as the Finance Committee
- c. **Public Policy Committee** – The structure of the Public Policy will be guided by the outcome of the strategic plan developed at the annual meeting
- d. **Marketing/communications** – Responsibilities for marketing will be assigned to staff with input from the Board as needed.

Other Business

FREDLA submitted a proposal to present at National Council conference with Jane K and Paige as presenters from FREDLA.

Optum Health is interested in partnering with FREDLA. Call next week. We will send out sponsorship requests for the annual meeting earlier next year.

Meeting adjourned by Tom Dillingham at approximately 2:40pm.