

Louisiana Children's Trust Fund BOARD MEETING MINUTES

June 28, 2013

Prior to the Board Meeting, Dr. Charles H. Zeanah, Jr., provided a presentation on the Tulane Infant Mental Health team. The Tulane Infant Mental Health team that received CTF emergency funding last fiscal year was developed to see all children in Jefferson Parish that are less than 60 months of age entering foster care and provide cutting edge services as well as intervention between the child and their families. Dr. Juan Gershanik asked if Dr. Zeanah's information has been published and if he could have a copy of the presentation.

ATTENDANTS

Board Members Present

Kären Hallstrom, Louisiana Bar Association
Carmen Weisner, NASW LA Chapter
Malcolm Myer, NAACP
Dr. Rhenda Hodnett, DCFS/Child Welfare
Ryan Gremillion, Department of Education
Kay Kay Warner, Parent Representative Ex-Officio

Board Members – Phoned in via Conference Call

Dr. Juan Gershanik, Louisiana State Medical Society
Rev. Kathy Radke Storey, DPS&C Office of Juvenile Justice
Rev. Robert Storey, Proxy for Pastor Mark Foster, Religious Community

Board Members Absent

Cheri Gioe, LAEYC
Brent Villemarette, DCFS
Judge Nancy Konrad, Juvenile and Family Court Judges

Guests

Dr. Charles H. Zeanah, Jr., Director, Tulane Infant Mental Health Team

Staff

Judy L. Harrison, Executive Director
Michele M. Rabalais, Executive Secretary

WELCOME AND INTRODUCTIONS – PUBLIC COMMENTS

Malcolm Myer, Chair, welcomed Board Members and introductions were made.

AGENDA AND MINUTES

Carmen Weisner made a motion to approve the June 28, 2013 Agenda and the April 5, 2013 minutes as presented. Kären Hallstrom seconded the motion. All approved. Motion carried.

EXECUTIVE COMMITTEE

Board Participation: Malcolm Myer requested that Board Members take the time and visit CTF programs to get more insight into the programs being funded by the Children's Trust Fund (CTF). Board Members are invited to coordinate site visits with the Executive Director.

The Executive Director will send out financial disclosure statements to Board Members for completion as required by the Board of Ethics.

FINANCIAL REPORT

FY 13:

Expenditure and Revenue Reports: Administrative and Direct Service Expenditure reports as of March 31, 2013 were e-mailed prior to meeting and distributed at the Board Meeting. Carmen Weisner moved for approval of the financial report as presented. Kären Hallstrom seconded the motion. All approved. Motion carried.

Duplicate Birth Certificate Collections (9 months): The Executive Director stated that the Office of Public Health reported that for the current fiscal year (FY13), nine (9) months of duplicate Birth Certificate fees had been received totaling \$537,622.00.

Decline grant award: The Executive Director stated that three (3) agencies have declined funding for FY 13. The agencies are as follows:

Boys and Girls Club of Northeast Louisiana:	\$ 5,000
Capital Area United Way	\$12,500
LAEYC	\$ 3,000

FY – 14 Budget: The Executive Director informed the Board that the projected budget for FY-4 is \$1,139,000.00 and that as of this date the actual amount of the federal grant and the amount of carryover is unknown.

Administrative	\$ 168,000.00
<u>Direct Service</u>	<u>\$ 971,000.00</u>
Total	\$1, 139, 00.00

Supporting Documentation for Cost Reimbursement Contracts:

DCFS has implemented new rules regarding payment requests for cost reimbursement contracts. All payment requests must now be accompanied by an itemized listing of expenditures by budget category as well as supporting documentation for each item claimed indicating that the expense was incurred and paid. Information regarding new documentation requirements was distributed to Board Members. The Executive Director suggested that the Executive Committee meet with DCFS staff to discuss changes.

Carmen Weisner expressed concern over the time it takes for grantees to be reimbursed and the administrative burden that will impact grantees due to the new fiscal regulations. It was also discussed and concern rose over the fact that that it can take a month before bank/credit card statements are available to an agency and how this will affect their final cost reports.

Ms. Weisner suggested that CTF look at funding larger, more substantial grants to make the additional efforts and administrative costs more worthwhile. DCFS staff stated that the other alternative would be that CTF go from cost reimbursement to fee for services. Ms. Weisner stated that this is not feasible as different fee structures would have to be put in place and that this process could take from 2-3 years of planning to implement. Discussion followed.

COMMITTEE REPORTS

Grant Review Committee Report:

The Grant Review Committee consisting of Cheri Gioe, Committee Chair, Rev. Kathy Radke, Dr. Juan Gershanik, Malcolm Myer and the Executive Director met via conference call and their recommendations were e-mailed prior to meeting and distributed at the Board Meeting.. Dr. Juan Gershanik made a motion to accept the Grant Review Committee's recommendations as presented. Rev. Kathy Radke seconded the motion. All approved. Motion carried.

Legislative Committee Report:

Kären Hallstrom presented the Legislative Committee Report. Ms. Hallstrom will forward detailed information concerning legislation that is pertinent to children and families to the CTF Office to be forwarded to Board Members.

NEW BUSINESS

Public Relations Report:

Lee Melancon will continue with the "Look Before You Lock" Campaign that was launched during the CTF Day at the Capitol. Campaign materials were distributed to all Board Members. In addition, Mr. Melancon will continue to work on the Annual CTF Day at the Capitol.

The Executive Director reported that in addition to the "Look Before You Lock" it is time for the development of the new State Plan. The Executive Director proposed that Mr. Melancon continue to handle public relations part to include the "Look Before You Lock" campaign as well as working with grantees and the Day at the Capitol.

A second contract will be done with Team Dynamics (Susan Delle-Shaffette) to provide work on the development and maintenance of the web-site as well as the new State Plan.

Rhenda Hodnett discussed that with the development of the new State Plan that CTF look at providing fewer, larger contracts instead of a lot of small contracts by partnering with organizations to make a greater impact. It was also suggested with the design of the new State Plan that CTF look into setting a central focus by setting targets and goals that CTF could take on for 3-5 years. It was suggested that CTF look at problems seen by DCFS workers as related to child abuse and neglect and incorporate that into the State Plan. Malcolm Myer stated that the goal of CTF is to provide grass roots grants to prevent child abuse and neglect. Discussion followed.

The Executive Director will present proposals from Mr. Melancon and Ms. Shaffette at the next Board Meeting.

Dr. Juan Gershanik requested that CTF look into providing a future campaign aimed at fetal alcohol syndrome and drug abuse. Dr. Gershanik suggested that CTF could possibly partner with the Academy of Pediatrics and/or the Louisiana State Medical Society. The Executive Director stated that with the development of the new State Plan specific programs could be recommended to address these issues. It was recommended that CTF look into partnering with other entities and other professional groups.

The Executive Director reported that she has been in contact with Amy Zapata, Maternal and Child Health Director, Office of Public Health. Ms. Zapata had previously suggested the Academy of Pediatrics needed to get involved with CTF.

Karen Hallstrom reported that the last time a campaign was done regarding pre-natal substance abuse was brought to the public's attention that law enforcement became very active and tried to file bills to imprison mothers. Dr. Gershanik stated that the focus needs to be on education and rehabilitation. Rhenda Hodnett stated that DCFS has been meeting with Dr. Rochelle Dunham, with the Office of Addictive Disorders concerning the right approach to support and educate mothers about pre-natal substance abuse.

Dr. Gershanik also stated that CTF needs to look at providing programs that are in Spanish to help immigrants assimilate. There has been a shift in demographics with a large percentage of Latino mothers. The Executive Director stated that Lee Melancon will develop and look into translating the "Look Before You Lock" campaign in to Spanish.

Executive Director's Report:

Statewide Meetings with the Louisiana Partnership for Children and Families: The Executive Director and Ken Hinrichs, Executive Director, Louisiana Partnership for Children and Families, traveled the state meeting with grantees and other interested parties statewide.

The Executive Director also participated in the Children's Defense Fund's Anniversary Reception/Luncheon as well as the Children's Cabinet Advisory Board and Bright Start Advisory Boards. Copies of presentations made at the above-referenced meetings were distributed to Board Members.

A copy of the Annual Report to the Legislature and the Governor was distributed to all Board Members.

Dr. Gershanik requested that CTF staff look in to using 'Go to Meetings' for CTF Board Members. The Executive Director informed the Board that the National Alliance has an account with 'Go to Meetings' that is available to its members. Rhenda Hodnett stated that DCFS has video conferencing availability.

Upcoming Meetings/Conferences:

National Alliance of Children's Trust Fund Membership Meeting: Seattle, WA, November 19-20, 2013

National OCAN Meeting: New Orleans, April 29-May 2, 2014

The Executive Director requested Board approval for travel to the National Alliance Membership Meeting in Seattle as well as the OCAN Conference in New Orleans. Federal funds will be used to cover travel expenses.

Carmen Weisner made a motion to approve the Executive Director's travel to the National Alliance Membership Meeting in Seattle. Kären Hallstrom seconded the motion. All approved. Motion carried.

Kären Hallstrom made a motion to approve the Executive Director's travel to the OCAN Conference in New Orleans. Rhenda Hodnett seconded the motion. All approved. Motion carried.

The Executive Director would like to speak with the National Alliance of Children's Trust Funds, Prevent Child Abuse, CASA and other local organizations about holding a reception to welcome the OCAN Conference to Louisiana. The Executive Director will look into this further and bring the information back to the Board at a later date and time.

Dr. Gershanik stated that a Latino Convention will be held in New Orleans in July at which time a health summit will be held to provide information regarding assimilation and services available. The Executive Director stated that she will look in to having exhibits at the OCAN Conference that are bilingual.

Kären Hallstrom made a motion to adjourn. Rhenda Hodnett seconded the motion. All approved. Meeting adjourned.

NEXT MEETING: NOVEMBER 4, 2013
WEST BATON ROUGE CONFERENCE CENTER
GRANTEE/BOARD LUNCHEON 12 NOON
BOARD MEETING 2:00 - 4:00 P.M.