

Tennessee Voices for Children

Board of Directors Meeting

April 15, 2016

In Attendance:

Bama Wood	Rikki Harris	Bill Dobbins
Bill Kirby	Tom Starling	
Devika Kumar	Kim Sterling	
Chad Poff	Brian Taylor	
Molly Rollins	Blair Chapman	
Linda O'Neal	Emily Carroll	
Debbie Webb	Kathy Rogers	

Start: 10:07 am

I. Welcome and Introductions – Bama Wood

Bama Wood opened the meeting and welcomed everyone. She stated that there were several action items today and that the Board would have to wait on some members to arrive before a quorum could be established and voting could take place.

II. CEO Report- Rikki Harris

Rikki began by stating that TVC had recently collaborated with a couple other organizations in presenting a SAMHSA toolkit and subsequent webinar for Family Run Organizations that wish to become Medicaid providers. She explained that it was a great opportunity for TVC to share knowledge about being an MCO provider with participants from other organizations and states. She shared that there were around 90 participants in the webinar and the toolkit was sent to a national Technical Assistance/SAMHSA list serv.

Rikki directed the Board members to the 2016 Funding Schedule included in their packet. She gave an update on the most recent grant applications that had been submitted, the Care Foundation of America and HCA. She stated that both of these grants were for non-program specific funding which allowed TVC to ask for specifics administrative needs of the organization. She explained that this was a great way to strengthen the infrastructure of TVC.

Rikki also discussed another grant that was submitted during the last quarter, Office of Juvenile Justice and Delinquency Prevention (OJJDP). Rikki pointed out that this was a very large grant of \$700,000 that would provide services and training to young fathers and mothers in the juvenile justice system.

Chad Poff mentioned the Baptist Healing Trust Grant that TVC was awarded in February. Rikki stated that TVC was going to use those funds to expand the FSS trainings. She informed the Board that TVC had recently hired a new FSS Training Coordinator, Wanda Myles, and believes she will be a great addition to the organization. Rikki also stated that some of the funds would be used for inclusion of ACEs material in our parent and community trainings.

Rikki reported that she had recently been contacted by the state about a grant that they are applying for and would like for TVC to partner with them and offer services. They would like for TVC to help strengthen the family voice in Sevier and Madison counties, eventually expanding across the state over the 4 year term of the grant. Rikki is in communication with the department about the specifics. This opportunity could amount to \$175,000 annually for TVC. Rikki asked the Board to keep this confidential because it is not public knowledge at this time.

Rikki discussed some potential grant opportunities and asked if anyone had any contacts with Board members from other organizations to let her know. Rikki also notified the Board that the Predators grant was not funded. She explained that this may be due to the fact that TVC is not financially able to participate in the Predators activities like other organizations and that may be a factor in their decision making process.

Rikki also informed the Board that she had been working closely with Emily on a marketing plan for TVC. They are in the process of determining how to reach people who do not know what TVC does and about its mission. She discussed the "Power of a Peer" campaign that they are creating and will promote during the Big Paypack.

She gave a staff update and reported that there has been a large amount of training and learning in this quarter. She stated that staff has good tools and TVC is expecting good outcomes. She explained that it has not been easy, but TVC is headed down the right path.

III. Treasurer's Report – Chad Poff

Chad stated that the Executive Committee had discussed adding more detailed line items to the financials that are presented to the Board. Chad directed Board members to the Supplemental Information in their packet and stated that Brian Taylor had revised these financials. Chad stated that TVC has completed three-quarters of the year's budget. He informed the Board that TVC is currently in the red by \$30,000, but he expects TVC to end the fiscal year on a good note. Chad and Brian discussed that once the programs report their final numbers for the year that TVC should end the year on budget.

IV. Legislative Report- Bill Dobbins

Bill Dobbins reported on Insure TN and gave an update about the recent press conference. Speaker Beth Harwell created the "3-Star Healthy Project", a task force of 4 state legislators who will look into ways to improve access to healthcare. The goal is to develop pilot projects that will address the healthcare needs of Tennessee's working poor that will be able to leverage Medicaid funding.

Bill also updated the Board on the budget amendment that TVC had filed for Youth Screen. Senator Steve Dickerson and Representative David Hawk submitted a budget amendment in the amount of \$245,200 on behalf of TVC to expand Youth Screen Program into East and West Tennessee. Unfortunately, Bill reported that the budget amendment was not funded.

Bill informed the Board about a few other bills including the Fetal Assault Law and the Department of Juvenile Justice task force.

V. Policy Committee Report- Tom Starling

Tom Starling discussed the success of Behavioral Health Day on the Hill and stated that TVC played an integral role in the planning. Tom expressed gratitude to Rikki for her role as a member of the Mental Health Coalition. Tom also stated that the coalition would be meeting in June to discuss strategic planning.

VI. Marketing Committee Report- Emily Carroll

Emily began by introducing herself and giving the Board a quick bio about why she chose to work for TVC. Emily shared the schedule of upcoming events with the Board. She discussed the Belk Charity Sale and the Big Payback. Emily informed them that her goal for the Big Payback is \$5,000 and Gabby's Burgers and Fries has generously agreed to match donations up to \$2,000. She also stated that she is developing the "Power of a Peer" campaign for the Big Payback and encouraged them to create a short video discussing peer to peer support through difficult times for the marketing campaign.

Emily also discussed the Mood Wall that TVC is sponsoring. She explained the purpose and stated that TVC's logo placement will be on one of the most prominent boards in Nashville. She stated that it would be great publicity for TVC.

VII. Secretary's Report- Bama Wood

Bama stated a quorum had been established and the Board could now review the minutes from January's meeting. Once the minutes had been reviewed, Bama requested someone make a motion to accept the minutes. Bill Kirby made a motion to accept, Molly Rollins seconded the motion and it passed.

VIII. Treasurer's Report (Continued)- Chad Poff

Chad asked everyone to review the Supplemental Information containing the financials again. Once reviewed, Chad made a motion to accept the financials. Devika Kumar seconded the motion and it passed.

IX. Finance Committee Update- Chad Poff

Chad discussed the Investment Policy Statement and stated that the Finance Committee was making edits to it at this time. He also stated that the Committee had discussed using the services of Suzanne Nelson as the Financial Advisor. The Committee feels more comfortable with Mrs. Nelson because there is not be a contract for her services. Bill Kirby made the motion to approve the change in strategy, Debbie Webb seconded the motion and it passed.

X. Strategic Planning Committee Report- Bill Kirby

Bill Kirby directed Board members to the Strategic Planning documents. He discussed the action plan documents and explained that the Board would be reviewing these at each Board meeting to stay on schedule and help achieve the strategic planning goals for 2016.

Rikki thanked the Board and Bill K. for their assistance with Strategic Planning and informed them that the Strategic Plan had been very helpful in applying for the Baptist Healing Trust and the HCA Grants. Rikki directed members attention to the map of Tennessee on the wall and informed the Board that TVC staff had mapped out their coverage for each program to show which areas needed services and which areas TVC currently serves.

Bill Kirby made a motion to accept the new planning documents, Chad Poff seconded the motion and it passed.

XI. Nomination Committee - Bama Wood

Bama Wood presented a nomination form for Vince Foster to the Board. Bama informed the Board that Vince has been a strong supporter for TVC. She mentioned that he has attended TVC events, donated, and also helped connect TVC to other

sponsors. She informed them that Mr. Foster is also who TVC uses for printing needs. Bama mentioned that Vince is a very active member on the Kiwanis Board as well. Bama made a motion to accept this nomination, Debbie Webb seconded the motion and it passed.

Bama asked if anyone had any connections to HCA employees to let her know or to reach out to them as potential Board members.

XII. Policy/Procedure Changes- Kim Sterling/Rikki Harris

Rikki informed the Board because that the HR role was being eliminated and that Kim Sterling would be leaving TVC at the end of June. She also explained that TVC would be offering Kim a severance package. While discussing this package, Rikki and Kim decided that TVC should include a severance policy in the Policy and Procedure Manual for employees. Rikki stated that they had previously given a severance packages, but there was no policy and they wanted to create one for consistency and also not to open TVC up to discrimination claims.

Kim Sterling discussed the requirements, eligibility, and benefits of the policy. She stated that this policy would be for Executive Level Leadership Positions only. Program staff would not be eligible because salaries are based on grant funding. Typically when a grant ends, the staff is laid off because of lack of funding.

Linda O'Neal raised a question about the clarity of Executive Leadership Level Positions and if that statement was clear enough for all staff to understand. Kim made reference to the org chart and stated that all staff should know the distinction. Linda also asked the agreement that Kim had mentioned. Linda stated that there was no mention of an agreement in this policy and that should be mentioned in the policy. Rikki agreed that language about the agreement should be added to the policy.

Tom starling asked if the HR duties and responsibilities would be outsourced. Rikki stated that TVC is now under the fifty employee threshold and that she and Brian would be dividing up the majority of responsibility. Brian would be handling payroll tasks and Rikki would handle personnel issues that arise. She also mentioned that Program Managers would be assisting in the hiring/onboarding process for new employees.

Rikki discussed the next policy which discusses Release of Information. She stated a change was made to make it clear that staff may not obtain a release of information for anyone that is not a service recipient (For example, a parent or caregiver).

The last policy change was in regards to Incident Reporting. Rikki stated that there had been an issue recently and TVC had decided to revisit the policy to make sure it was very clear to staff of how to report and who they should report an incident to in the case of an event. Kim discussed the changes with the Board. Some members

raised questions about mandatory child abuse reporting and the time sensitivity involved in those situations. Kathy Rogers assured members that TVC staff know the rules regarding mandatory reporting and follow the proper measures in doing so. Kathy also stated that when program staff are in the field they often times work with the parents/caregivers and allow them to make the report to keep an open relationship with the family. Then, staff follow up to make sure the parents/caregivers have actually filed the report.

After reviewing the language, the Board members decided to remove the word "first" (p.61, a.) and also to remove the word "rare" (p. 61, a) to make the policy very clear to all staff.

Bama Wood made a motion to approve the policies with the three changes to be made, Bill Kirby seconded the motion and it passed.

XIII. Old Business

None

XIV. New Business

Bill Kirby made the motion to schedule Board meetings every other month instead of quarterly and to shorten them to two hours, 11:00am-1:00pm. Devika Kumar seconded the motion and it passed. Bama stated the next meeting would be held in June.

Bama asked board members to discuss committee involvement with her if they had not already done so.

Rikki informed the Board about two cards to sign for Board members Katrina Donaldson and Rhonda Ashley-Dixon.

Emily reminded everyone about the Belk Charity Sale Tickets for sale and the Peer Support videos for the Big Payback.

Adjourned at 12:35 pm