

NMAIMH Board of Directors Meeting

Minutes - September 2, 2015

Approved as Written

Date Approved: November 4, 2015

NAME	Present (in person)	Present (phone)	Not Available	NAME	Present (in person)	Present (phone)	Not Available
Directors:							
Angel Toyota-Sharpe		✓		Members Present:			
Anilla Del Fabbro	✓			Pamela Segel (End. Coord.)	✓		
Carolyn Newman		✓		Gloria Radoslovich (CDD)	✓		
Courtney Lewis	✓			Caelin Strom	✓		
Diana Edwards		✓		Sarah Barba	✓		
Gary Atias		✓					
Inez Ingle	✓			Guests:			
Jonetta Martinez-Pacias		✓		Marina Rabinowitz (Admin Director)	✓		
Joy Browne		✓		Connie Compton (Admin Asst)	✓		
Robin A. Wells		✓		Misty Stacy (Bookkeeper)		✓	
Ruth Ortiz		✓					
Stephen Stone	✓						
Wendy Sager-Evanson		✓					

1. A quorum being present, the meeting was called to order at 1:05 pm by Courtney Lewis, Vice President.
2. Introductions were made.
3. Changes to Agenda: There were no changes to the Agenda.
4. The Board reviewed the draft minutes of the August 5, 2015 meeting. There were no changes suggested.

Upon motion duly made (by Inez Ingle), and seconded (by Ruth Ortiz), the minutes of the August 5, 2015 meeting, as written, were APPROVED. Gary Atias and Wendy Sager-Evanson abstained.

5. Treasurer's Report:

The Board reviewed the financial reports for August, 2015 (copies of which are included in the Agenda attached hereto and made a part of these minutes). Stephen Stone advised the budget is on track and still projected to be in the black. He further advised that Region IX has sent a contract to the President for signature. The contract provides \$60,000 for the fiscal year July 1, 2015–June 30, 2016 and \$60,000 for the fiscal year July 1, 2016– June 30, 2017. They expect a detailed accounting of the monies invoiced each month with deliverables. He also noted that he is working on the 1099 Report to the Secretary of State and will file for an updated Non-Taxable Transaction Certificate.

Upon motion duly made (by Anilla Del Fabbro), seconded (by Inez Ingle), and unanimously carried, the financial statements for August 2015 were ACCEPTED.

6. Administrative Director's Report

Marina Rabinowitz reviewed the information contained in the Administrative Director's Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). She advised that she has been talking to representatives from several managed care organizations. Blue Cross/Blue Shield is interested in a presentation on infant mental health. She and Anilla Del Fabbro are working on tailoring the PowerPoint presentation for that purpose. Pam Segel mentioned that she would like to review the presentation in order to make sure that the endorsement information is correct.

Marina also mentioned that she has gotten some feedback from people visiting the website and they feel that there is too much information there. Caelin Strom and Sarah Barba also commented on the fact that they find it hard to navigate the website. Robin Wells suggested that they contact her with their suggestions so that she can work on realigning the information.

The Board discussed the White Paper on Home Visiting prepared by CYFD and the possibility that the endorsement requirement for Home Visiting has been removed. Gloria Radoslovich will forward a copy of the document. Anilla Del Fabbro advised that she wants to schedule a meeting to discuss home visiting and will send out an email to create a task force on this issue.

Connie Compton (Administrative Assistant) reminded the Directors that she, Marina Rabinowitz (Administrative Director), and Pam Segel (Endorsement Coordinator) are not included in the ListServ for the Board of Directors. Accordingly whenever a Director sends an email that any of the three support people need to be aware of to that ListServ, they will have to cc them on the email.

Lastly, Marina reminded the Directors to submit their notes pertaining to the minutes from the Board Retreat in July.

7. Old Business:

a. Standing Committees:

i. Executive Committee:

Anilla Del Fabbro advised that she has made several attempts to follow up with Alejandra Rebolledo and Katrina Montano-White at CYFD regarding the exception request for the minimum amount of attendees in Reflective Consultation groups, but has not received a response. She sent another email stating her assumption that they do not object to the exception.

ii. Nominating Committee:

Connie Compton noted that an application for the Board from Doris Duhigg was sent to the Nominating Committee on August 27th. The Slate of Candidates for the December election is due for approval at the November 4th Board Meeting. Directors are encouraged to contact

interested parties and ask them to submit their applications ASAP so that they can be reviewed by Nominating Committee.

b. Special Committees:

i. Training Committee

Courtney Lewis advised that the training session with Deb Weatherston for the Board will be held Friday morning, Sept. 11th.

ii. Membership Committee

No Report at this time.

iii. Endorsement Committee

Inez Ingle reviewed the information contained in the Endorsement Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). The Committee supports more visits to different communities in the State to discuss endorsement and the work of the Association. Stephen Stone reminded the Board that there may not be enough funds to cover such visits. Inez also reported that the Committee recommends that the Endorsement Committee Chair be elected to serve on the Executive Committee. The Board tabled discussion on that recommendation until the October meeting.

Pam Segel noted that the numbers for August applications will look slightly different next month, as an applicant applied at the wrong level and will reapply. Pam was asked if she receives feedback from applicants on the quality of the advisors assigned to them. She responded that there have not been any complaints. The Board felt it is important to evaluate and recognize the work of the advisors; it was determined that the Home Visiting Task Force will also address this issue.

iv. Fund Development Committee

Robin Wells reviewed the information contained in the Fund Development Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). Wendy Sager-Evanson reminded the Board that the deadline to submit a grant proposal to the McCune Foundation is September 30th. Robin noted that she needs ideas from Anilla Del Fabbro and Wendy as to what should be covered in the proposal to Maternal Health. Robin will set up a conference call to gather details from Anilla and Wendy. Marina Rabinowitz noted that the submission to Brindle is due by October 15th.

c. Other Old Business:

- v. The Board discussed a proposal to bring the the hourly pay for Reflective Consultants back up to \$100.

Upon motion duly made (by Courtney Lewis), and seconded (by Anilla Del Fabbro), the Board approved the increase in hourly pay to \$100 for Reflective Consultants. Stephen Stone abstained.

8. New Business:

- a. Announcements: Carolyn Newman reminded the Board that a request for presentations for the NMAEYC Conference in March has been announced. She will provide the Board with a copy of the Announcement.

9. The next regular meeting of the Board of Directors is scheduled for Wednesday, October 7, 2015 at 1:00 pm.

10. There being no further business, the Meeting adjourned at 2:51 pm

Respectfully submitted by Connie Compton, Administrative Assistant

Board of Directors Meeting Agenda

September 2, 2015

1:00 – 3:00 pm

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number: 1-857-232-0157

Meeting Code: 399503

1. Call to order
2. Introductions
3. Review Agenda – Changes/Additions
4. Review/Accept previous BOD meeting minutes
5. Treasurer’s Report (Review Financial Statements)
6. Administrative Director’s Report
7. Old Business (Please keep committee reports brief and refer to your written reports):
 - a. Standing committee Reports
 - i. Executive Committee
 - ii. Nominating Committee
 - b. Special Committee Reports
 - i. Training Committee
 - ii. Membership Committee
 - iii. Endorsement Committee
 - iv. Fund Development Committee
 - c. Other Old Business:
 - i. Revisit hourly pay for Reflective Supervision Providers.
8. New Business:
 - a. Announcements:
9. Confirm next meeting (October 7, 2015)
10. Adjourn

NMAIMH Treasurer's Report - Financial Statements

New Mexico Association for Infant Mental Health BALANCE SHEET as of August 31, 2015		New Mexico Association for Infant Mental Health INCOME AND EXPENDITURE REPORT as of August 27, 2015				
		APPROVED BUDGET	CURRENT MONTH	YEAR TO DATE	VARIANCE	
Aug 31, 15						
ASSETS						
Current Assets						
Checking/Savings						
001 · NMAIMH	36,287.84					
Paypal · Paypal Account	1,287.17					
Total Checking/Savings	37,575.01					
Total Current Assets	37,575.01					
TOTAL ASSETS	37,575.01					
LIABILITIES & EQUITY						
Equity						
30000 · Opening Balance Equity	12,836.10					
32000 · Unrestricted Net Assets	44,079.83					
Net Income	-19,340.92					
Total Equity	37,575.01					
TOTAL LIABILITIES & EQUITY	37,575.01					
		APPROVED BUDGET	CURRENT BILLING	EXPENDED YTD	BUDGET BALANCE	
Region IX FY 2015		\$29,985	\$ -	\$ 40,458.63	\$ (10,473.63)	
Region IX FY 2016		\$25,000	\$ -	\$ -	\$ 25,000.00	
Membership Dues		\$6,000	\$ 225.00	\$ 3,635.00	\$ 2,365.00	
Endorsement Dues		\$5,000	\$ 550.00	\$ 4,445.00	\$ 555.00	
Training Fees		\$6,000	\$ 1,900.00	\$ 1,900.00	\$ 4,100.00	
Donations		\$ -	\$ 120.00	\$ 487.40	\$ (487.40)	
Checking-January 1, 2015		\$56,915.00				
		\$ 128,900.00	\$ 2,795.00	\$ 50,926.03	\$ 21,058.97	
Bank and PayPal Fees		\$ 400.00	\$ 87.15	\$ 219.91	\$ 180.09	
Insurance		\$ 1,105.00	\$ -	\$ 1,105.00	\$ -	
Licensing and Permits		\$ 150.00		\$ 35.00	\$ 115.00	
Legal and Accounting		\$ 7,500.00	\$ 547.50	\$ 4,837.20	\$ 2,662.80	
Telecommunications		\$ 600.00	\$ 46.11	\$ 373.10	\$ 226.90	
Board and Travel Expense		\$ 4,500.00	\$ 294.93	\$ 3,380.49	\$ 1,119.51	
Marketing and Advertising		\$ 2,500.00	\$ 968.13	\$ 968.13	\$ 1,531.87	
Training Expenses		\$ 2,000.00	\$ 227.92	\$ 227.92	\$ 1,772.08	
RC Contract Services		\$ 18,720.00	\$ 495.00	\$ 5,275.65	\$ 13,444.35	
RC Coordination		\$ 1,680.00	\$ 140.00	\$ 1,120.00	\$ 560.00	
Endorsement Coordinator		\$ 23,600.00	\$ 1,820.00	\$ 16,835.00	\$ 6,765.00	
Administrative Contract Services		\$ 19,185.00	\$ 1,356.63	\$ 10,168.07	\$ 9,016.93	
Administrative Director		\$ 40,000.00	\$ 3,272.50	\$ 23,452.50	\$ 16,547.50	
Professional Fees-COS		\$ 500.00	\$ -	\$ -	\$ 500.00	
Miscellaneous		\$ 500.00	\$ -	\$ 400.00	\$ 100.00	
Computer and Internet		\$ 1,500.00	\$ 120.00	\$ 615.00	\$ 885.00	
Office Supplies		\$ 500.00	\$ -	\$ 862.45	\$ (362.45)	
Meals and Entertainment		\$ 500.00	\$ -	\$ 406.25	\$ 93.75	
		\$ 125,440.00	\$ 9,375.87	\$ 70,281.67	\$ 55,158.33	

New Mexico Association for Infant Mental Health
PROFIT AND LOSS DETAIL
 August 2015

	Type	Date	Num	Name	Memo	Class	Split	Amount	Balance
Ordinary Income/Expense									
Income									
0001 · Membership									
	Deposit	08/05/2015			membership	Mbshp	Paypal Account	45.00	45.00
	Deposit	08/10/2015			membership	Mbshp	Paypal Account	45.00	90.00
	Deposit	08/12/2015			membership	Mbshp	Paypal Account	45.00	135.00
	Deposit	08/13/2015			membership	Mbshp	001 · NMAIMH	45.00	180.00
	Deposit	08/25/2015			membership	Mbshp	Paypal Account	45.00	225.00
Total 0001 · Membership								225.00	225.00
0002 · Endorsement Fees									
	Deposit	08/13/2015			endorsement	Endrsmt	Paypal Account	225.00	225.00
	Deposit	08/18/2015			endorsement	Endrsmt	Paypal Account	275.00	500.00
	Deposit	08/19/2015			endorsement	Endrsmt	Paypal Account	50.00	550.00
Total 0002 · Endorsement Fees								550.00	550.00
0003 · Donations									
	Deposit	08/13/2015			donation	Donations	001 · NMAIMH	120.00	120.00
Total 0003 · Donations								120.00	120.00
0005 · Training Fees									
00063 · Keeping the Baby in Mind									
	Deposit	08/17/2015			training fees	Training	Paypal Account	200.00	200.00
	Deposit	08/18/2015			training fees	Training	Paypal Account	250.00	450.00
	Deposit	08/19/2015			training fees	Training	Paypal Account	200.00	650.00
	Deposit	08/23/2015			training fees	Training	Paypal Account	100.00	750.00
	Deposit	08/24/2015			training fees	Training	Paypal Account	400.00	1,150.00
	Deposit	08/25/2015			training	Training	Paypal Account	450.00	1,600.00
	Deposit	08/26/2015			training	Training	Paypal Account	100.00	1,700.00
	Deposit	08/28/2015			training fee	Training	Paypal Account	100.00	1,800.00
	Deposit	08/30/2015			training	Training	Paypal Account	100.00	1,900.00
Total 00063 · Keeping the Baby in Mind								1,900.00	1,900.00
Total 0005 · Training Fees								1,900.00	1,900.00
Total Income								2,795.00	2,795.00
Gross Profit								2,795.00	2,795.00
Expense									
007 · Paypal fees									
	Check	08/05/2015		PayPal	fees		Paypal Account	1.61	1.61
	Check	08/10/2015		PayPal	paypal fees		Paypal Account	1.61	3.22
	Check	08/12/2015		PayPal	fees		Paypal Account	1.61	4.83
	Check	08/13/2015		PayPal	fees		Paypal Account	6.83	11.66
	Check	08/17/2015		PayPal	paypal fees		Paypal Account	6.40	18.06
	Check	08/18/2015		PayPal	fees		Paypal Account	16.43	34.49
	Check	08/19/2015		PayPal	fees		Paypal Account	8.15	42.64
	Check	08/23/2015		PayPal	fees		Paypal Account	3.20	45.84
	Check	08/24/2015		PayPal	pay pal fees		Paypal Account	12.80	58.64
	Check	08/25/2015		PayPal	paypal fees		Paypal Account	14.96	73.60
	Check	08/26/2015		PayPal	fee		Paypal Account	3.20	76.80
	Check	08/28/2015		PayPal	fee		Paypal Account	3.20	80.00
	Check	08/30/2015		PayPal	fee		Paypal Account	3.20	83.20
Total 007 · Paypal								83.20	83.20
60000 · Advertising/Promotion									
	Check	08/27/2015	1758	Leah Sandman Design	brochure design	Grants	001 · NMAIMH	643.13	643.13
	Check	08/27/2015	1759	ALL TYPE, INC	Brochure printing	Grants	001 · NMAIMH	325.00	968.13
Total 60000 · Advertising/Promotion								968.13	968.13
60400 · Bank Service Charges									
	Check	08/11/2015		US Bank Monthly Svc Fee			001 · NMAIMH	3.95	3.95
Total 60400 · Bank Service Charges								3.95	3.95
61700 · Computer and Internet Expenses									
	Check	08/05/2015	1755	Ultimate Solution, LLC	2 of 3 payments	Grants	001 · NMAIMH	120.00	120.00
Total 61700 · Computer and Internet Expenses								120.00	120.00
66700 · Professional Fees									
	Check	08/27/2015	1756	Misty Stacy	Bookkeeping		001 · NMAIMH	547.50	547.50
Total 66700 · Professional Fees								547.50	547.50
66701 · RC Professional Fees									
	Check	08/04/2015	1751	RC/KB	July Svcs	Grants	001 · NMAIMH	225.00	225.00
	Check	08/04/2015	1752	RC/JVH	July Svcs	Grants	001 · NMAIMH	270.00	495.00
Total 66701 · RC Professional Fees								495.00	495.00
667011 · Reflective Consultation Coordin									
	Check	08/04/2015	1753	R/C Corrdinator/MH	July Svcs	Grants	001 · NMAIMH	140.00	140.00
Total 667011 · Reflective Consultation Coordin								140.00	140.00
667012 · Training Expenses									
	Check	08/30/2015	1760	Board Reimbsmt-MAR	Awards/training mtg		001 · NMAIMH	227.92	227.92
Total 667012 · Training Expenses								227.92	227.92
66702 · Administrative Coordinator Prof									
	Check	08/30/2015	1761	Admin Coord-BVH	August Svcs		001 · NMAIMH	1,356.63	1,356.63
Total 66702 · Administrative Coordinator Prof								1,356.63	1,356.63
66703 · Endorsement Coordinator Profess									
	Check	08/30/2015	1762	Endorsement Coord-PS	August Svcs		001 · NMAIMH	1,820.00	1,820.00
Total 66703 · Endorsement Coordinator Profess								1,820.00	1,820.00
66705 · Administrative Director									
	Check	08/27/2015	1757	Admin Director-MAR	August Svcs		001 · NMAIMH	3,272.50	3,272.50
Total 66705 · Administrative Director								3,272.50	3,272.50
68101 · Telecommunications Expense									
	Check	08/07/2015		Verizon Wireless	cell		001 · NMAIMH	36.11	36.11
	Check	08/18/2015		MyFax	fax		001 · NMAIMH	10.00	46.11
Total 68101 · Telecommunications Expense								46.11	46.11
68400 · Travel Expense									
	Check	08/05/2015	1754	Board RReimbsmt-WSE	Travel/Bd Retreat	Grants	001 · NMAIMH	174.93	174.93
	Check	08/27/2015	1757	Admin Director-MAR	mileage	Grants	001 · NMAIMH	120.00	294.93
Total 68400 · Travel Expense								294.93	294.93
Total Expense								9,375.87	9,375.87
Net Ordinary Income								-6,580.87	-6,580.87
Net Income								-6,580.87	-6,580.87

Administrative Director's Report

Meetings Attended:

- Ex. Governor's Health Planning Council, which is now called, Behavioral Health Planning Council (Children's Subcommittee). Many of the same people that are at the table at the J P Taylor plus Managed Care Organizations.
- JP Taylor meeting: Secretary Jacobson in attendance. Patrick Gardner (Young Minds Advocacy), Marisol Atkins (United Way of Santa Fe)
- Attended on line HRSA meeting (8/12): Clusters, maps and hotspots (next in a couple of weeks] (Melissa Binder: link to Early Childhood Risk Assessment map: <http://nmcdc.maps.arcgis.com/home/>)

September 10th Training Event update.

- Received Brindle Sponsorship \$1,500. Others? Was the sponsorship script useful?

TO DO:

- Schedule for Deb Weatherston. Program
- Friday meeting 9/11: Who is attending?
- We calculated numbers with 150 attendees and 10 K in sponsorships.
- Brochures ready
- PP for Level 1 and 2
- White paper with data for HV (assumption of required endorsement for HV has been removed)
- Transcribed notes from the retreat (Wendy has sent hers and I compiled mine- it would be useful for the organization if everybody adds a summary of what they presented)

Submitted by Marina Rabinowitz

NMAIMH Executive Committee Report

No Report at this time

NMAIMH Nominating Committee Report

No Report at this time

NMAIMH Training Committee Report

No Report at this time

NMAIMH Membership Committee Report

No Report at this time

NMAIMH Endorsement Committee Report

On 8/19/15 the Endorsement Committee met by phone at it's regularly scheduled time. Pam Segel was not able to attend so we tabled the following agenda items: discussion of online maintenance of the Resource Directory; and talking points concerning the endorsement exam shared with Pam on a League/Alliance call. We then covered the following issues:

- Doreen Sansom is withdrawing from the Endorsement Committee but will remain as an advisor/reviewer. Doreen is a very valuable member of the committee and we shall miss her dearly!
- We were able (had time) as a committee to reflect on what we are doing/what we are about. We discussed the value and sustainability of the endorsement process as each of us sees it.
- We would like to know whether everyone on the Board has accurate historical as well as current information.
- We noted changes we see in the State around clarity of the process; noted a reduction in momentum about IMH/Endorsement issues; wondered about the effects of program support or the lack thereof.
- We would like to know if the Board or others see gaps or inefficiencies in the endorsement process.
- Finally, it was suggested that we bring to the Board the recommendation that the Endorsement Chair be a member of the Executive Committee. We also decided that this discussion was well worth continuing.

Respectfully submitted, Inez Ingle

Endorsement Information January-August 2015 – Submitted by Pam Segel

New Applications	January	February	March	April	May	June	July	August
Level 1			1		3		1	2*
Level 2		4	4				3	1*
Level 3	1			1	2	2		3**
Level 4							1	

*No payment submitted

**Applicant applying at incorrect Level

Newly Endorsed	January	February	March	April	May	June	July	August
Level 1			1					
Level 2				2		1		1
Level 3				4				
Level 4								

NMAIMH Fund Development Report

Chair - Robin A. Wells

Committee Members – Stephen Stone, Courtney Lewis

The August Conference Call meeting was cancelled. One committee member was in Haiti, and Dr. Wells suggested cancelling the call as no input had yet been received from Wendy Sager-Evanson and Anilla Del Fabbro regarding a grant proposal to the office of Maternal Health. When suggestions regarding the type of presentations, locations, etc. are provided a draft proposal will be written and then finalized to send to Maternal Health.

As the Committee members set up a tentative meeting schedule through December 2015: 9-25, 10-23, 11-20, and 12-18, the next meeting is scheduled for Friday, September 25th. All meetings will be via Conference Calling and will begin promptly at 12:00 pm and end at 1:00 pm.