

NMAIMH Board of Directors Meeting

Minutes - November 4, 2015

Approved as Written

Date Approved: December 2, 2015

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

1. A quorum being present, the meeting was called to order at 1:11 by Anilla Del Fabbro, 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 September 2, 2015 meeting. There were no changes suggested.

Upon motion duly made (by Diana Edwards), and seconded (by Carolyn Newman), the minutes of the September 2, 2015 meeting, as written, were APPROVED.

5. Treasurer's Report:

The Board reviewed the financial reports for September 2015 and October 2015 copies of which were included in the Agenda attached hereto and made a part of these minutes). Marina Rabinowitz had some questions regarding the manner in which the income for the training held in September entitled "Keeping the Baby in Mind" was reported. The financial reports for September and October were TABLED until the next meeting so that Marina and Misty Stacy could review the data.

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).

7. Old Business:

a. Standing Committees:

i. Executive Committee:

Anilla Del Fabbro advised that the Executive Committee report was already covered in the Administrative Director's report.

ii. Nominating Committee:

Carolyn Newman submitted the following Slate of Candidates for election: Returning Directors seeking an additional term are Gary Atias, Inez Ingle, Carolyn Newman, and Robin Wells. New candidates are Liz Martinez (Laguna Project Launch Program Manager) and Rosali Cavalcante (Associate Professor/School Psychologist- Northern New Mexico College). Telephone connection problems plagued the discussion and accordingly, the Board asked that an email vote be taken so that the candidates' information can be reviewed and voted upon.

NOTE: An email vote was taken on November 8, 2015. A quorum of 11 Directors partook in the vote (Gary Atias, Joy Browne, Robin Wells, Jonetta Pacias, Anilla Del Fabbro, Diana Edwards, Ruth Ortiz, Carolyn Newman, Wendy Sager-Evanson, Courtney Lewis, and Inez Ingle) and the above Slate of Candidates was unanimously APPROVED.

The Ballot will be sent to all NMAIMH Members on December 1, 2015 and voting will close at 5 pm on December 15, 2015

b. Special Committees:

i. Training Committee

Courtney Lewis advised that the Annual Meeting and Training Event has been scheduled for January 29th and will be held in the Training Room at the United Way in Albuquerque. The Training Committee is lining up a speaker for the training. Courtney also advised that she will email the Board with a list of dates to schedule the Orientation meeting.

ii. Membership Committee

No Committee report; however Connie Compton advised the Board that about 40 applications/renewals for 2016 have come in, including a new Agency Membership.

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). Inez asked the Board to vote on the Committee's recommendation that NMAIMH suspend new applications for endorsement and portfolios reviews until a new Endorsement Coordinator is on board to facilitate those activities. After discussion, the Board decided to postpone voting on the recommendation until the next meeting in order to follow up on inquiries received regarding the endorsement coordinator position. Inez will follow up with the individuals who

inquired about the position. Joy Browne suggested that the Board might consider partnering with another State to utilize their endorsement coordinator.

- iv. Fund Development Committee
No report.

c. Other Old Business:

- i. Consider adding Endorsement Chair to Executive Committee (Tabled at September Meeting):
The Board considered the Endorsement Committee's recommendation to add the Endorsement Chair to the Executive Committee.

Upon motion duly made (by Courtney Lewis), seconded (by Carolyn Newman) and carried (with Inez Ingle abstaining) the recommendation to add the Endorsement Chair to the Executive Committee was APPROVED

- ii. Follow-up on creation of Task Force to address Home Visiting requirements and evaluation of Endorsement Advisors: Anilla Del Fabbro advised that the Task Force met and will continue to move forward. Details are outlined in the Administrative Director's Report. Pam Segel voiced her concerns regarding evaluation of Endorsement Advisors (see attached notes from Pam).

8. New Business:

- a. Resignations: Angel Toyota-Sharpe has resigned from the Board effective 11/1/2015 and Pamela Segel has given notice that she will resign as Endorsement Coordinator effective December 18, 2015. Marina Rabinowitz advised the Board that she will be sending her 30 day notice of resignation as Administrative Director later that day, and Anilla Del Fabbro also advised that she will be resigning from the Board of Directors effective in January.
- b. Alliance Retreat: Inez Ingle, Courtney Lewis, and Joy Browne will be in attendance at the Alliance Retreat (formerly League of States).
- c. Election 2016: This issue was covered in the Nominating Committee Report.
- d. Schedule Annual Meeting in January At least 45 days after Board approves the Slate of Candidates: This issue was covered in the Training Committee Report.
- e. Schedule Board Orientation Meeting in January: This issue was also covered in the Training Committee Report.
- f. Announcements: Joy Browne advised that her term as a Director will be up in December and she will not be seeking an additional term; however she would like to continue to represent NMAIMH on the Alliance for the Advancement of Infant Mental Health. Inez Ingle advised the Board that she will be presenting at the NMAEYC conference in March 2016.

9. The Board confirmed the next meeting will be held on December 2, 2015.

10. There being no further business, the meeting adjourned at 2:47 pm

Respectfully submitted by Connie Compton, Administrative Assistant

Board of Directors Meeting Agenda

November 4, 2015

1:00 – 3:00 pm

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number: 1-641-715-3580 Meeting Code: 422680

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. Consider adding Endorsement Chair to Executive Committee (Tabled at September Meeting)
 - ii. Follow-up on creation of Task Force to address Home Visiting requirements and evaluation of Endorsement Advisors.
8. New Business:
 - a. Resignations: Angel Toyota-Sharpe has resigned from the Board effective 11/1/2015 and Pamela Segel will resign as Endorsement Coordinator effective December 18, 2015.
 - b. Alliance Retreat
 - c. Election 2016
 - d. Schedule Annual Meeting in January At least 45 days after Board approves the Slate of Candidates
 - e. Schedule Board Orientation Meeting in January
 - f. Announcements
9. Confirm next meeting (December 2, 2015)
10. Adjourn

NMAIMH Treasurer's Report - Financial Statements (September & October)

New Mexico Association for Infant Mental Health Balance Sheet as of September 30, 2015			
			Sep 30, 15
ASSETS			
Current Assets			
Checking/Savings			
	001 · NMAIMH		38,350.96
	Paypal · Paypal Account		3,248.01
	Total Checking/Savings		<u>41,598.97</u>
	Total Current Assets		<u>41,598.97</u>
	TOTAL ASSETS		<u>41,598.97</u>
LIABILITIES & EQUITY			
Equity			
	30000 · Opening Balance Equity		12,836.10
	32000 · Unrestricted Net Assets		44,079.83
	Net Income		-15,316.96
	Total Equity		<u>41,598.97</u>
	TOTAL LIABILITIES & EQUITY		<u>41,598.97</u>

New Mexico Association for Infant Mental Health Balance Sheet as of October 31, 2015			
			Oct 31, 15
ASSETS			
Current Assets			
Checking/Savings			
	001 · NMAIMH		38,865.65
	Paypal · Paypal Account		3,708.85
	Total Checking/Savings		<u>42,574.50</u>
	Total Current Assets		<u>42,574.50</u>
	TOTAL ASSETS		<u>42,574.50</u>
LIABILITIES & EQUITY			
Equity			
	30000 · Opening Balance Equity		12,836.10
	32000 · Unrestricted Net Assets		44,079.83
	Net Income		-14,341.43
	Total Equity		<u>42,574.50</u>
	TOTAL LIABILITIES & EQUITY		<u>42,574.50</u>

**New Mexico Association for Infant Mental Health
Profit & Loss
September 2015**

		Sep 15
Ordinary Income/Expense		
Income		
0001 · Membership		105.00
0002 · Endorsement Fees		790.00
0003 · Donations		145.20
0004 · Bank Interest		1.61
0005 · Training Fees		
00063 · Keeping the Baby in Mind		3,800.00
Total 0005 · Training Fees		3,800.00
0007 · Grant Income		
00075 · Region 9 Grant(2015-2016)		5,039.56
0074 · Brindle Grant		1,500.00
Total 0007 · Grant Income		6,539.56
Total Income		11,381.37
Gross Profit		11,381.37
Expense		
007 · Paypal fees		64.16
60000 · Advertising and Promotion		52.09
60400 · Bank Service Charges		3.95
61000 · Business Licenses and Permits		100.00
64300 · Meals and Entertainment		29.92
66700 · Professional Fees		851.50
66701 · RC Professional Fees		570.00
667011 · Reflective Consultation Coordin		140.00
667012 · Training Expenses		1,842.40
66705 · Administrative Director		3,465.00
68101 · Telecommunications Expense		48.14
68400 · Travel Expense		192.00
Total Expense		7,359.16
Net Ordinary Income		4,022.21
Net Income		4,022.21

**New Mexico Association for Infant Mental Health
Profit & Loss
October 2015**

		Oct 15
Ordinary Income/Expense		
Income		
0001 · Membership		950.00
0002 · Endorsement Fees		255.00
0003 · Donations		645.00
0004 · Bank Interest		1.85
0005 · Training Fees		
00063 · Keeping the Baby in Mind		550.00
Total 0005 · Training Fees		550.00
0007 · Grant Income		
00075 · Region 9 Grant(2015-2016)		9,440.46
Total 0007 · Grant Income		9,440.46
Total Income		11,842.31
Gross Profit		11,842.31
Expense		
007 · Paypal fees		13.42
60400 · Bank Service Charges		3.95
66700 · Professional Fees		585.00
66701 · RC Professional Fees		750.00
667011 · Reflective Consultation Coordin		140.00
66702 · Administrative Coordinator Prof		2,866.16
66703 · Endorsement Coordinator Profess		1,820.00
66705 · Administrative Director		3,465.00
68101 · Telecommunications Expense		46.35
68400 · Travel Expense		1,191.16
Total Expense		10,881.04
Net Ordinary Income		961.27
Net Income		961.27

**New Mexico Association for Infant Mental Health
Income and Expenditure Report
as of September 30, 2015**

INCOME	APPROVED BUDGET	CURRENT MONTH	YEAR TO DATE	VARIANCE
Region IX FY 2015	\$29,985	\$ -	\$ 40,458.63	\$ (10,473.63)
Region IX FY 2016	\$25,000	\$ 5,039.56	\$ 5,039.56	\$ 19,960.44
Brindle Grant	\$ -	\$ 1,500.00	\$ 1,500.00	\$ (1,500.00)
Membership Dues	\$6,000	\$ 105.00	\$ 3,740.00	\$ 2,260.00
Endorsement Dues	\$5,000	\$ 790.00	\$ 5,235.00	\$ (235.00)
Training Fees	\$6,000	\$ 3,800.00	\$ 5,700.00	\$ 300.00
Donations	\$ -	\$ 145.20	\$ 632.60	\$ (632.60)
Checking-January 1, 2015	\$56,915.00			
	\$128,900.00	\$ 11,379.76	\$ 62,305.79	\$ 9,679.21

ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	EXPENDED YTD	BUDGET BALANCE
Bank and PayPal Fees	\$ 400.00	\$ 68.11	\$ 288.02	\$ 111.98
Insurance	\$ 1,105.00	\$ -	\$ 1,105.00	\$ -
Licensing and Permits	\$ 150.00	\$ 100.00	\$ 135.00	\$ 15.00
Legal and Accounting	\$ 7,500.00	\$ 851.50	\$ 5,688.70	\$ 1,811.30
Telecommunications	\$ 600.00	\$ 48.14	\$ 421.24	\$ 178.76
Board and Travel Expense	\$ 4,500.00	\$ 192.00	\$ 3,572.49	\$ 927.51
Marketing and Advertising	\$ 2,500.00	\$ 52.09	\$ 1,020.22	\$ 1,479.78
Training Expenses	\$ 2,000.00	\$ 1,842.40	\$ 2,070.32	\$ (70.32)
RC Contract Services	\$ 18,720.00	\$ 570.00	\$ 5,845.65	\$ 12,874.35
RC Coordination	\$ 1,680.00	\$ 140.00	\$ 1,260.00	\$ 420.00
Endorsement Coordinator	\$ 23,600.00	\$ -	\$ 16,835.00	\$ 6,765.00
Administrative Contract Service	\$ 19,185.00	\$ -	\$ 10,168.07	\$ 9,016.93
Administrative Director	\$ 40,000.00	\$ 3,465.00	\$ 26,917.50	\$ 13,082.50
Professional Fees-COS	\$ 500.00	\$ -	\$ -	\$ 500.00
Miscellaneous	\$ 500.00	\$ -	\$ 400.00	\$ 100.00
Computer and Internet	\$ 1,500.00	\$ -	\$ 615.00	\$ 885.00
Office Supplies	\$ 500.00	\$ -	\$ 862.45	\$ (362.45)
Meals and Entertainment	\$ 500.00	\$ 29.92	\$ 436.17	\$ 63.83
	\$125,440.00	\$ 7,359.16	\$ 77,640.83	\$ 47,799.17

**New Mexico Association for Infant Mental Health
Income and Expenditure Report
as of October 31, 2015**

INCOME	APPROVED BUDGET	CURRENT MONTH	YEAR TO DATE	VARIANCE
Region IX FY 2015	\$29,985	\$ -	\$ 40,458.63	\$ (10,473.63)
Region IX FY 2016	\$25,000	\$ 9,440.46	\$ 14,480.02	\$ 10,519.98
Brindle Grant	\$ -	\$ -	\$ 1,500.00	\$ (1,500.00)
Membership Dues	\$6,000	\$ 950.00	\$ 4,705.00	\$ 1,295.00
Endorsement Dues	\$5,000	\$ 255.00	\$ 5,490.00	\$ (490.00)
Training Fees	\$6,000	\$ 550.00	\$ 6,250.00	\$ (250.00)
Donations	\$ -	\$ 645.00	\$ 1,277.60	\$ (1,277.60)
Checking-January 1, 2015	\$56,915.00			
	\$ 128,900.00	\$ 11,840.46	\$ 74,161.25	\$ (2,176.25)

ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	EXPENDED YTD	BUDGET BALANCE
Bank and PayPal Fees	\$ 400.00	\$ 17.37	\$ 306.13	\$ 93.87
Insurance	\$ 1,105.00	\$ -	\$ 1,105.00	\$ -
Licensing and Permits	\$ 150.00	\$ -	\$ 135.00	\$ 15.00
Legal and Accounting	\$ 7,500.00	\$ 585.00	\$ 6,273.70	\$ 1,226.30
Telecommunications	\$ 600.00	\$ 46.35	\$ 467.59	\$ 132.41
Board and Travel Expense	\$ 4,500.00	\$ 1,191.16	\$ 4,763.65	\$ (263.65)
Marketing and Advertising	\$ 2,500.00	\$ -	\$ 1,020.22	\$ 1,479.78
Training Expenses	\$ 2,000.00	\$ -	\$ 2,070.32	\$ (70.32)
RC Contract Services	\$ 18,720.00	\$ 750.00	\$ 6,595.65	\$ 12,124.35
RC Coordination	\$ 1,680.00	\$ 140.00	\$ 1,400.00	\$ 280.00
Endorsement Coordinator	\$ 23,600.00	\$ 1,820.00	\$ 20,440.00	\$ 3,160.00
Administrative Contract Services	\$ 19,185.00	\$ 2,866.16	\$ 13,034.23	\$ 6,150.77
Administrative Director	\$ 40,000.00	\$ 3,465.00	\$ 30,382.50	\$ 9,617.50
Professional Fees-COS	\$ 500.00	\$ -	\$ -	\$ 500.00
Miscellaneous	\$ 500.00	\$ -	\$ 400.00	\$ 100.00
Computer and Internet	\$ 1,500.00	\$ -	\$ 615.00	\$ 885.00
Office Supplies	\$ 500.00	\$ -	\$ 862.45	\$ (362.45)
Meals and Entertainment	\$ 500.00	\$ -	\$ 436.17	\$ 63.83
	\$ 125,440.00	\$ 10,881.04	\$ 90,307.61	\$ 35,132.39

Administrative Director's Report

MAR- October 27 2015

1) Grant Applications:

Two grants were submitted: Mc Cune and Brindle, many conference calls and consultation with Gary and Anilla helped shape the topics, as well as with GRAD's staff and Kim Straus. I also emailed with other members of the board. The following is a description; the full texts of both proposals are on file in the office. Contact Connie if you would like a copy.

MC Cune

Capacity Building through IMH (Infant Mental Health) leaders in their own Communities

NMAIMH will support local/rural endorsed IMH professionals across the state with tools to mentor and train local workforce. NMAIMH will provide education through pre-packaged training programs with follow-up discussions, presentations and informational materials (in English and Spanish), reflective supervision in their communities, and via Skype and a warm line for consultation (we will develop the programmatic, operational and legal requirements for the warm line within the first 60 days). The project will focus on mentoring Endorsed professionals who in turn will focus on childcare teachers (registered home care and licensed), home visitors and health workers in their communities.

BRINDLE:

NMAIMH and GRADS will partner in this project to increase the chance of a better future for the babies born to teenagers and by doing so, to society in general. GRADS is a statewide in-school program for teenage parents with on-site Child Care Centers¹. The GRADS program has 29 sites across the state serving 513 teenage parents and 247 infants and toddlers. The GRADS Program aspires to have as many of their 60 staff endorsed in IMH as possible. This will decrease the stress and burnout, that is inevitably encountered when working with a baby and family that requires specialized knowledge. The end result of this project is a workforce with recognized specialized training, teenage parents who are more attuned to their babies' specific needs, and who are motivated to finish their studies. In addition, the workforce becomes trained and increases their potential to earn better pay. Being endorsed officially recognizes that achievement.

GRADS is poised to start as soon as possible with the endorsement process for 20 Infant Mental Health Associates® (Level I) from around the State², many of whom have already achieved many of the requirements in terms of experience and hours of training to become endorsed. Their portfolios and applications will be reviewed, a mentor will be assigned and this collaborative process will be streamlined as much as possible. During this year 10 more staff members will start the process to become Endorsed® as an Infant Family Specialist (Level II). These potential Level II applicants are in a similar position, as described before, but would **also** need 24 hours of Reflective Supervision that NMAIMH can provide through another grant, that has already been obtained.

2) Meetings:

JP Taylor meeting

Data housed at the DOH is great- good geographic data but top down- no identifiers and grouped (as most data is: 0-5). Here is the link to Early Childhood Risk Assessment map:

<http://nmcddc.maps.arcgis.com/home/>

¹ <http://nmgrads.org/>

² Albuquerque, Santa Fe, Shiprock, Los Lunas, Rio Rancho, Las Cruces, Gallup, Lovington, Lordsburg, Magdalena, Silver City, Portales, Ruidoso, Taos, Roswell and Socorro

They are working to try to find codes to bill Medicaid for the 0-3 IMH issues (a person from the Medicaid office is always present at the meetings). A law student is looking at other states to see how they managed to bill for these services

We were on the phone for an hour with people from a program called First 5 LA (CA) and Family Connects (NC). The people that did the pre-interviews were Michael Weinberg, Tara Ford, Sara Burke and Jesse Leinfelder (Anilla- I placed this person: Home Visiting Staff from CYFD). The idea is to see if in NM we can model something after these programs

Long discussion about the UN Infant and EC Institute housed at CDD who apparently had their first cohort graduate (Susan Miller) They announced a Gala for Oct 23 and 24 :Child Abuse Summit and immediately asked for somebody to underwrite the cocktail and Molina said yes . (What are we waiting for? :)) This program is doing ECCO too apparently

The issue of How we defined Mental Health came up again (remember what Jonetta said at the retreat), this time from a UNM pediatrician.

Legislative Health and Human Services Committee (9-21 to 24)

Yael Cannon, Tara Ford and Brian Griesmeyer presented the work done during the year and the question about the JP Taylor's future was brought up. I personally feel that a lot of information was brought in during the year but there was not enough time to discuss and it in the context of NM. The issue of cross walking service codes and service delivery was unresolved, as well as the fact that more at risk codes are used rather than diagnostic tools

Meeting with Dr. Del Fabbro at CYFD (Alejandra and Selesste) (9/22) – to be followed in two weeks. These 4 points were my take away:

- Promotion and Community outreach: Our philosophy will focus on "where it touches the hearts of the people"- to offer a strong basic understanding of what IMH is, how to deal with case studies and give tools that are immediately actionable. Development of basic printed materials, power point presentations and u-tube or similar on line resources for Level 1 and 2 in English and dubbed in Spanish for para-professionals - promoters and child care consultants. Those modules/presentations would count towards CEUs. Promotional gatherings through the state bringing the presentations to the places of work; especially in the Investment Zones (Deming, Clovis, Gallup and Carlsbad). Set up a Warm-Line for administrators and supervisors. managed by Endorsed Individuals, especially the Board of NMAIMH
- Training materials: Free 5- one hour Lectures with Stop and test - for Level 1 and 2 through our Website for individuals that want to pursue Endorsement. We would develop first a unit with common language section and definitions. We could include a chat room
- We need to keep talking about funding and how to solve the issue of cost in money and time for the individuals that pursue Endorsement. Just to remind you, there is no need to be a member as of now. I think we can partner with other States to bring their on-line modules at a very low cost. We need to see if we can find a way of supporting more the individuals for their tests to lower the level of stress, e.g. -make old tests available or a study guide.
- Keeping in mind how the state and field are concerned we need to develop systems that are more flexible, keeping in mind who our audience is today. We also need to find a way to work with CDD to develop a method of standardization and a clearing house for trainings in NM for IMH

Stakeholder Meeting (10/7)

Issues discussed: Loss of Value Added Services- the impact of this loss should be analyzed. A discussion about the problems of the lack of workforce in rural areas followed. Why organizations like Las Cumbres cannot compete with MCO (they pay \$65 an hour vs MCO's \$140 and there is the problem of travel expenses as well). CDD talked about the need to increase capacity- but the issue is

that after training the WF, they leave for private practice. Medicaid funding and IMH codes are not inclusive. CYFD (Daphne) talked about too much money spent upstream

Indian Cultural Center HV Meeting. Information to attendees in conjunction with T.E.A.C.H. and CNM (200 attendees). Lots of CYFD- HV approached asking for information. Good opportunity to discuss with

Deb Harris and Jane Clark. General conversation about Infant Teams and Endorsement (9/23 and 9/25)

Molina Healthcare. Presentation with Dr. Del Fabbro (10/16)

Home Visiting Task Force Meeting (10/21)

- 3) Last round revisions of PowerPoint Presentation for NMAIMH Level 1 and 2 presentations- ready to circulate in November.
- 4) Met several times with members of executive committee on the phone and in person.
- 5) Review of EASY operations with Pam (10/14).
- 6) UNM Kids Campus interested in 15 Level 1 and 2 applicants.

NMAIMH Executive Committee Report

No Report at this time

NMAIMH Nominating Committee Report

Carolyn Newman advised that the Nominating Committee is still checking references and will be communicating with a Director whose term ends in December to ascertain whether she will be on the ballot for re-election. Carolyn expects to have the slate of candidates available to be presented at the November Board meeting.

NMAIMH Training Committee Report

Training Committee met on 10/30/15

Members: Diana Edwards and Courtney Lewis

Discussed Annual Meeting and Proposed Orientation Meeting

At the Executive Meeting in October, the Training Committee proposed a day and half orientation/strategic planning meeting on January 15th and 16th. This would create an opportunity for:

- New Board Members to learn about the purpose of the Association and their role therein
- Board Members to get to know one another and what areas of expertise they bring to the board
- A thorough education on Endorsement and our role in the Endorsement process in NM
- Strategic planning for the year 2016

The Executive Committee voted in favor of this longer orientation process, but we will need to see if the board can commit to this with their time and possible travel.

We also discussed the Annual Meeting. We have approached a possible speaker to discuss using IMH in the areas of OT/PT and targeting interest from those professionals. We are currently researching the amount of the stipend for the speaker and catering for the annual meeting. Connie has booked the United Way building and, if we do the orientation a week before the annual meeting we can adjust the annual meeting from 10:30am – 12pm and have lunch. Then we can have a speaker from 1pm - 4pm.

NMAIMH Membership Committee Report**No Report at this time**

NMAIMH Endorsement Committee Report

On 10/21/15 the Endorsement Committee had its regularly scheduled phone call/ Present were Debbie Michael, Jacqui VanHorn, Angel Toyota-Sharpe, Inez Ingle, and Pam Segel (Endorsement Coordinator).

We reviewed items tabled at the last meeting:

- Information Pam gained through MI-AIMH concerning talking points for level 3 and 4 endorsement exam; Policies and Procedures Manual; a revised 2016 Competencies guide; and, new application policies through EASy. These are all works still in progress
- Importance of having the NMAIMH Resource directory found on the website up to date. Pam is following upon this.

We also discussed issues related to Pam’s resignation with suggestions that Inez (Endorsement Chair from the Board) work with Pam over the next few months to better understand the EC’s role and duties; get support from MI-AIMH if they have had others with changes like this.

We made the following recommendation to the Board:

- A strong recruitment effort to find another Endorsement Coordinator.
- Have advisor/reviewers continue their advisor roles (after December 18) but take no new applications nor review portfolios until a new EC can facilitate those activities.

Respectfully submitted: Inez Ingle, Endorsement Chair

Endorsement Information January-October 2015 (Submitted by Pam Segel, Endorsement Coordinator)

New Applications	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Level 1			1		3		1	2*	4	
Level 2		4	4				3	1*		
Level 3	1			1	2	2		3**		1
Level 4							1			

Newly Endorsed	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct***
Level 1			1							
Level 2				2		1		1		
Level 3				4						
Level 4										

*No payment submitted

**Applicant applying at incorrect Level

***Levels 3 & 4 Endorsement Exam held in October. Currently being graded.

NMAIMH Fund Development Committee Report**No Report at this time**

Other Old Business: 7 (c)(ii) Follow-up on creation of Task Force to address Home Visiting requirements and evaluation of Endorsement Advisors.

Input from Pam Segel, Endorsement Coordinator:

There is no intent or process, at this time to evaluate advisors and reviewers, as mentioned in the agenda. These people are trained volunteers who provide accurate information and assistance in completing portfolios. All portfolios are assessed and followed by the Endorsement Coordinator. The EASy system alerts the EC when any notes are made to any portfolio. One reason is to be a backup and resource for the advisors and reviewers and exam scorers.

The Endorsement Coordinator contacts each applicant, prior to advisor assignment, to be sure the applicant is applying at the appropriate level.

There have been no complaints about the advisors. There have been complaints about the EASy process. Reasons of note/and to be assessed at a later time include: “it’s too much work;” “another person from work told me...,” “my supervisor told me...”). My experience is that a few endorsed professionals and program managers around the state have been providing incorrect information (e.g., “you need to apply at Level 3 because of this job position”). I know this information because they are comments I receive when I speak to applicants. After a discussion with these applicants, I direct them to **read** the ENDORSEMENT- Competencies and Requirements page (very easy to find) on the website. I follow up with another discussion about Endorsement levels and direct them to the application page.

If any Board members are asked by supervisees or others, even if you are endorsed, please direct the person to the EC who can filter the appropriate information.