

## NMAIMH Board of Directors Meeting

### Minutes – May 4, 2016

Approved as Written: June 1, 2016

NAME	Present (in person)	Present (phone)	Not Avail- able	NAME	Present (in person)	Present (phone)	Not Avail- able
<i>Directors:</i>							
Brian Reeves	✓			<i>Members Present:</i>			
Carolyn Newman			✓	Katrina Diaz-Castillo Endorsement Coor		✓	
Courtney Lewis	✓			Joy Browne		✓	
Diana Edwards		✓		Gloria Radoslovich (CDD)	✓		
Gary Atias		✓					
Inez Ingle		✓					
Jonetta Martinez-Pacias	✓			<i>Guests:</i>			
Liz Martinez	✓			Connie Compton (Admin Asst)	✓		
Robin A. Wells		✓		Misty Stacy (Bookkeeper)		✓	
Rose Cavalcante			✓				
Ruth Ortiz		✓					

1. A quorum being present, the meeting was called to order at 1:05 pm by Gary Atias, Vice President. Courtney Lewis, President, joined the meeting shortly thereafter, and presided.
2. Introductions were made.
3. There was one revision to the Agenda. The items listed under the Treasurer’s Report were moved to the Finance Committee Report.

Upon motion duly made (by Jonetta Martinez-Pacias), seconded (by Diana Edwards), and unanimously carried, the Revised Agenda for May 4, 2016, was ACCEPTED.

4. The Board reviewed the draft minutes of the April 6, 2016 meeting. There were no changes suggested.

Upon motion duly made (by Diana Edwards), seconded (by Inez Ingle), and unanimously carried, the minutes of the April 6, 2016 meeting, as written, were APPROVED.

## 5. Treasurer's Report:

Misty Stacey, Bookkeeper, reviewed the financial statements for April 2016 (copies of which are included in the Agenda, attached hereto and made a part of these minutes). She noted that she had added a percentage column to the Income and Expenditure Report, as requested at the March Board meeting.

Upon motion duly made (by Gary Atias), seconded (by Liz Martinez), and unanimously carried, the Financial Statements for April 2016 were ACCEPTED.

## 6. Report on Alliance for the Advancement of Infant Mental Health

Courtney Lewis discussed an email that was forwarded by Joy Browne to the Board that included a copy of the Alliance By-Laws and Shareholder Agreement. She asked that the Executive Committee review the information contained therein before their next meeting so that they can discuss it and present a summary to the Board. Joy Browne later joined the meeting by conference call and asked if the Board had any questions. There were none at that time.

## 7. Old Business:

### a. Standing Committees:

#### i. Executive Committee:

Courtney Lewis reviewed the information contained in the Executive Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). She advised that there have been some suggested changes by CYFD Behavioral Health Division to the goals outlined in the Committee's report. Inez Ingle commented that she would like to discuss the proposed scope of work with the Endorsement Committee. Courtney assured the Board that NMAIMH is committed to its mission and the Executive Committee and Endorsement Committee will make sure that the CYFD expectations are reasonable and align with the proposed scope of work, and produce a response.

#### ii. Nominating Committee:

The Nominating Committee's responsibilities have been put on hold until the summer, at which time the Committee will actively seek and recruit candidates for the Board for 2017.

### b. Special Committees:

#### i. Training Committee

Liz Martinez reviewed the information contained in the Training Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). She talked about the Conference Proposal for Aug or Sept in Las Cruces and pointed out the opportunities available in collaborating with the Membership and Nominating Committees. The Board also discussed possible pricing for the conference and whether to offer CEU's. The Training Committee will discuss these issues further at the next meeting.

Upon motion duly made (by Jonetta Martinez-Pacias), seconded (by Brian Reeves), and unanimously carried, the Training Committee Conference Proposal was ACCEPTED.

#### ii. Membership Committee

Gary Atias reviewed the information contained in the Membership Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). He advised that the Committee members are plugging away at individual goals and are on track for the new year, including a newsletter, membership cards and certificates. The Committee is

also interested in putting together a Power Point Presentation. Gary and Katrina Diaz-Castillo will collaborate on the type of information that should be included.

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). She noted that the Committee had discussed, in general, the type of questions that advisors could ask of advisees (e.g. what are your goals and timeline? What might hinder your completion?) The Committee will have a finalized list of questions to submit to the board at the next meeting. Inez also noted that the Committee discussed the importance of direct communication with those who do not renew their endorsements in the time allowed, but agreed to keeping to the March 31<sup>st</sup> deadline to cancel their endorsement and delete them from the registry.

iv. Finance Committee

Brian Reeves reviewed the information contained in Finance Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). Brian clarified with the Board that the Region IX (CYFD) contract has one more year (July 2016 to June 2017) and the funding under the scope of work for support from the Children's Behavioral Health division will be for Fiscal Year 2018.

Brian also asked the Board to revise the travel reimbursement policy. Discussion ensued, and

Upon motion duly made (by Brian Reeves), seconded (by Liz Martinez), and unanimously carried, the proposal to amend the travel reimbursement policy effective immediately, as follows: Reimbursement would be limited to meetings and events where Directors are required to attend in person; the Director must live at least 50 miles away; mileage would be reimbursed at a rate of 20¢/mile; daily expenses covering hotel and food (excluding alcoholic beverages) would be limited to \$135 for each day that the Director is required to be in attendance; and the Director must submit receipts for reimbursement, was APPROVED

Brian also asked that the Finance Committee, Administrative Assistant, Bookkeeper and any other interested Directors meet immediately after the June Board meeting to develop a rough draft for the Operations Manager job description.

Brian further advised that the Committee is in the process of reviewing the Articles of Incorporation, By-Laws and Fiscal policies and procedures to determine what changes, if any, should be made, including amending the fiscal year to coincide with that of the State.

Lastly, Brian advised that the Committee will review the cost of hosting and maintaining the NMAIMH website and look into other possibilities. He also advised that the Association's domain name will expire the end of May and requested that it be renewed through Southwest Cyberport and that we continue the contract with them for one more year while examining other options.

Upon motion duly made (by Courtney Lewis), seconded (by Jonetta Marinez-Pacias), and unanimously carried, the request to renew the domain name through Southwest Cyberport and continue our contract with them for one year, was ACCEPTED.

v. Website Committee

Robin Wells reviewed the information contained in Website Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes).

**c. Other Old Business:**

- i. Endorsement EASy Survey Results – This item was addressed above in the Executive Committee and Endorsement Committee reports.

**8. New Business:**

- a. Creating a quality improvement plan via Endorsement Coordinator/Endorsement Committee – this item was addressed above in the Endorsement Committee report.
- b. Committee Goals: How are we doing? - Directors were asked to refer to committee resource list.
- c. Operations Manager Committee – this item was addressed above in the Finance Committee Report.
- d. 2015 PowerPoint – this item was addressed above in the Membership Committee report.
- e. Update on FY17 and FY18 Funding Announcements – this item was addressed above in the Executive Committee and Finance Committee reports.
- f. Announcements:
  - i. NMAIMH was invited take part as an exhibitor at The Home Visiting Annual Conference on June 10, 2016 at the Marriot Uptown Hotel in Albuquerque. The conference is being sponsored by CYFD New Mexico Home Visiting and the UNM CDD Home Visiting Professional Development Team and will focus on “Nursing Babies and Families.” Gary Atias and Liz Martinez volunteered to set up and staff a booth at the Conference.

**9.** The Board confirmed the next regularly scheduled meeting will be held on June 1, 2016

**10.** There being no further business, the meeting was adjourned at 2:51 pm.

Respectfully submitted by Connie Compton, Administrative Assistant

**Board of Directors Meeting Agenda Revised 5/4/2016**

**May 4, 2016**

**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 minutes
5. Treasurer’s Report
6. Report on Alliance for the Advancement of Infant Mental Health
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. Finance Committee
      1. Vote on changes to Board Member travel reimbursement
      2. Discussion of the process for developing the Operations Manager job description
      3. Discussion of first steps for fiscal year change
      4. Web site hosting, TA, costs
    - v. Website Committee
  - c. Other Old Business:
    - i. Endorsement EASy Survey Results (Tabled at 4/6/2016 meeting)
8. New Business:
  - a. Creating a quality improvement plan via Endorsement Coordinator/Endorsement Committee
  - b. Committee Goals: How are we doing?
  - c. Operations Manager Committee
  - d. 2015 Power Point
  - e. Update on FY 17 and FY 18 Funding Announcements
  - f. Announcements
9. Confirm next meeting (June 1, 2016)
10. Adjourn

## NMAIMH Treasurer's Report

New Mexico Association for Infant Mental Health BALANCE SHEET as of April 29, 2016		
		<u>Apr 29, 16</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>001 · NMAIMH</b>		
<b>002 · Restricted</b> 5,000.00		
<b>003 · Unrestricted</b> 28,906.18		
<b>Total 001 · NMAIMH</b> 33,906.18		
<b>004 · Paypal</b> 3,191.95		
<b>Total Checking/Savings</b> 37,098.13		
<b>Total Current Assets</b> 37,098.13		
<b>TOTAL ASSETS</b> <b>37,098.13</b>		
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
<b>32000 · Unrestricted Net Assets</b> 44,304.64		
<b>Net Income</b> -7,206.51		
<b>Total Equity</b> 37,098.13		
<b>TOTAL LIABILITIES &amp; EQUITY</b> <b>37,098.13</b>		

  

New Mexico Association for Infant Mental Health PROFIT & LOSS April 1-29, 2016	
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>0001 · Membership</b>	405.00
<b>0002 · Endorsement Fees</b>	510.00
<b>0007 · Grant Income</b>	
<b>00075 · Region 9 Grant(2015-2016)</b>	4,693.96
<b>Total 0007 · Grant Income</b>	<b>4,693.96</b>
<b>Total Income</b>	5,608.96
<b>Gross Profit</b>	5,608.96
<b>Expense</b>	
<b>5000 · Bank Service Charges</b>	3.95
<b>5001 · Paypal fees</b>	24.63
<b>5004 · Professional Fees</b>	613.59
<b>5005 · Telecommunications Expense</b>	46.56
<b>5009 · Reflective Consultation</b>	1,223.50
<b>5011 · Endorsement Coordinator Profes</b>	3,127.50
<b>5016 · Computer and Internet Expenses</b>	615.00
<b>5019 · Administrative Contract Service</b>	1,082.40
<b>5020 · Rent Expense</b>	220.00
<b>Total Expense</b>	6,957.13
<b>Net Ordinary Income</b>	-1,348.17
<b>Net Income</b>	<b>-1,348.17</b>

**New Mexico Association for Infant Mental Health  
INCOME & EXPENDITURE REPORT  
as of April 29, 2016**

<b>INCOME</b>	<b>APPROVED BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>VARIANCE</b>	<b>%</b>
Region IX FY 2015-2016	\$ 40,241.67	\$ 4,693.96	\$ 15,563.60	\$ 24,678.07	39%
Region IX FY 2016-2017	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	0%
Brindle Grant	\$ -	\$ -	\$ -	\$ -	
Membership	\$ 6,000.00	\$ 405.00	\$ 2,190.00	\$ 3,810.00	37%
Endorsement	\$ 6,000.00	\$ 510.00	\$ 3,455.00	\$ 2,545.00	58%
Training Fees	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	0%
Amazon Smile	\$ -	\$ -	\$ 6.17	\$ (6.17)	
Donations	\$ -	\$ -	\$ 600.20	\$ (600.20)	
Checking-January 1, 2016	\$44,304.64	\$ -	\$ -		
	<b>\$ 127,546.31</b>	<b>\$ 5,608.96</b>	<b>\$ 21,814.97</b>	<b>\$ 61,426.70</b>	26%
<b>ACCOUNT DESCRIPTION</b>	<b>APPROVED BUDGET</b>	<b>CURRENT BILLING</b>	<b>EXPENDED YTD</b>	<b>BUDGET BALANCE</b>	<b>%</b>
Bank and PayPal Fees	\$ 350.00	\$ 28.58	\$ 108.83	\$ 241.17	31%
Insurance	\$ 1,114.00	\$ -	\$ 1,114.00	\$ -	100%
Licensing and Permits	\$ 135.00	\$ -	\$ 35.00	\$ 100.00	26%
Legal and Accounting	\$ 7,500.00	\$ 613.59	\$ 3,058.96	\$ 4,441.04	41%
Telecommunications	\$ 600.00	\$ 46.56	\$ 186.77	\$ 413.23	31%
Board and Travel Expense	\$ 3,525.00	\$ -	\$ 996.38	\$ 2,528.62	28%
Marketing and Advertising	\$ 300.00	\$ -	\$ -	\$ 300.00	0%
Training Expenses	\$ 2,000.00	\$ -	\$ 200.00	\$ 1,800.00	10%
RC Contract Services	\$ 18,720.00	\$ 1,223.50	\$ 2,923.50	\$ 15,796.50	16%
RC Coordination	\$ 840.00	\$ -	\$ 420.00	\$ 420.00	50%
Endorsement Coordinator	\$ 46,800.00	\$ 3,127.50	\$ 11,244.06	\$ 35,555.94	24%
Endorsement Advisor	\$ 500.00	\$ -	\$ -	\$ 500.00	0%
Administrative Director	\$ 693.00	\$ -	\$ 693.00	\$ -	100%
Miscellaneous	\$ 400.00	\$ -	\$ 176.06	\$ 223.94	44%
Computer and Internet	\$ 1,500.00	\$ 615.00	\$ 1,725.00	\$ (225.00)	115%
Office Supplies	\$ 2,025.00	\$ -	\$ 545.16	\$ 1,479.84	27%
Meals and Entertainment	\$ 500.00	\$ -	\$ 100.00	\$ 400.00	20%
Administrative Contract Services	\$ 14,130.00	\$ 1,082.40	\$ 4,619.80	\$ 9,510.20	33%
Rent	\$ 2,640.00	\$ 220.00	\$ 880.00	\$ 1,760.00	33%
Alliance Costs	\$ 2,250.00	\$ -	\$ -	\$ 2,250.00	0%
Exam Manager	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	0%
Reserve Funds	\$ 19,224.31				
	<b>\$ 127,546.31</b>	<b>\$ 6,957.13</b>	<b>\$ 29,026.52</b>	<b>\$ 79,295.48</b>	27%

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## **NMAIMH Report on Alliance for the Advancement of Infant Mental Health**

**No Report at this time**

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### **NMAIMH Executive Committee Report**

The Executive Committee reviewed the survey submitted to Endorsement Professionals who went through the EASy system from 2013-2015. It is fair to say that 2/3 of the respondents were positive in their review and 1/3 of the respondents were negative. As the major funded "product" of the NMAIMH, 1/3 negative review rate creates tangible goals for improvement for the Association. The following goals were created for the FY17 SOW for the Children's Behavioral Health Division and need to be considered by the board as goals we want to work to achieve over the course of the next year.

- A. Revise as needed, all Level III endorsement materials to assure clarity and accuracy; coordinate issues with other states to assure consistency;

Measure: By June of 2017, the Level III endorsement process evaluation survey will indicate a 25% improvement rating over current (April 2016) evaluation results regarding clarity and accuracy of Level III endorsement materials.

- B. Maintain the sections of the NMAIMH website housing Level III endorsement information and materials;

Measure: By June of 2017, the Level III endorsement process evaluation survey will indicate a 25% improvement rating over current (April 2016) evaluation results regarding helpfulness of website information and materials.

- C. Process Level III endorsement applications effectively and efficiently to support applicants to achieve their endorsement goals within their desired timeframes.

Measure: By June of 2017, 25% improvement rating over current (April 2016) evaluation results regarding:

- C.1. The sources they accessed for Level III endorsement information were helpful;
- C.2. They received timely, accurate and responsive support from their advisors;
- C.3 They were informed of the status of their application (accepted or deferred) within 2 months of submitting their completed application;
- C.4 They rate their overall experience with the Level III endorsement process as positive.

- D. Oversee training and support of an adequate number of Level III Endorsement Advisors and Level III Application Reviewers;

Measures: By June of 2017, 25% improvement rating over current (April 2016) evaluation results regarding:

- D.1. Survey respondents indicating they received prompt, clear and responsive guidance and support while preparing and submitting their Level III endorsement applications.

- E. Complete administrative tasks necessary to assure an effective and efficient Level III endorsement and reflective consultation group process.

Measures:

- E.1. The NMAIMH database accurately reflects endorsement information within 10 days of any change;

E.2. The NMAIMH Registry of Endorsed professionals accurately reflects the names and counties of residence of endorsed professionals within 2 weeks of earning endorsement or being removed from the registry.

E.3. Payment of Level III endorsement related fees is recorded in the online Endorsement Application System (EASy) within 1 week of receipt.

F. Assure quality of twice yearly exam implementation and exam review process that maintains fidelity with MIAIMH requirements. 5/2/2016 Gmail Executive Committee Report  
<https://mail.google.com/mail/u/1/?ui=2&ik=d2c70b5c14&view=pt&search=inbox&th=154633e29fb3357b&siml=154633e29fb3357b> 2/2

Measures: By June of 2017, 25% improvement rating over current (April 2016) evaluation results regarding:

F.1. They received clear answers about how to prepare for the exam; and

F.2. That the written endorsement exam provided them with a good opportunity to demonstrate their IMH competencies.

G. Track endorsement status to assure that endorsed professionals meet the annual Level III endorsement renewal requirements.

Measures:

G.1. Level III Endorsed professionals who have not completed annual endorsement renewal requirements are removed from the Registry of Endorsed Professionals by April 15 of each year.

G.2. Reasons for not maintaining Level III endorsement are collected whenever possible and reported to funders.

H. Reflective Consultation Group Services:

H.1 Provide reflective consultation group services to children's behavioral health service providers who are in the process of meeting requirements for endorsement.

H. 2 Provide a minimum of 5.5 Reflective Consultation groups of 4 to 5 people per group in various locations around the state.

Measures:

H.1. 75% of the group participants will earn Level III or IV Clinical endorsement within two years of starting their participation in a NMAIMH sponsored RC group.

H.2. Within 6 months of starting their participation, 75% of RC group participants will indicate "Almost Always" on at least 12 of 17 survey questions related to their RC group experience (survey attached).

It was recommended that the Endorsement Coordinator and the Endorsement Committee review the above goals to identify how to reach these goals. The Executive Committee will provide the oversight of the accomplishment of these goals.

In order to accomplish this improvement project it was also proposed that the Endorsement Coordinator be reinstated back into the Executive Committee meetings to create a direct conduit of information regarding the Endorsement Process and its future improvement. The Endorsement Coordinator agreed and will be in attendance at each Executive Committee meeting

Submitted by Courtney Lewis, President

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## **NMAIMH Nominating Committee Report**

**No Report at this time**

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## **NMAIMH Training Committee Report**

Training Committee Meeting - Monday, April 25, 2016 at 9am

Present: Diana Edwards, Robin Wells, and Liz Martinez (Chair)

1. Rosie Emerich, NMAIMH member was unable to join training committee teleconference due to responsibilities of coordinating the Circle of Security Intensive Intervention Training.
2. Debrief regarding information from Jacqui Van Horn: Document from Jacqui Van Horn that summarized/analyzed the missed questions from past Endorsement Exams was shared with the training committee. The team agreed that this is good information of which to base training plans.
3. Collaboration with Endorsement Committee update: The Training Committee Chair, Endorsement Committee Chair, and Endorsement Coordinator met on 4/8/16 regarding collaboration. It was proposed at the meeting that we: 1) include the NMAIMH Board President to join us in the May meeting, 2) are in no rush to pursue an Endorsement Process training for the general public (possibly offer at the next Annual Meeting?), and 3) Katrina is the “go to” person for training on the Endorsement Process, so to prevent inconsistencies and inaccuracies.
4. Training Committee Conference Proposal:
  - Date: August or September 2016
  - Location: Las Cruces, due to large representation from southern NM
  - Duration: 1 full day
  - Logistics: Possibly one keynote and breakouts. Breakout tracks could be stratified by endorsement level.
  - Cost: Training Committee will assess costs, such as venue, meals, and trainers then will propose a registration fee (possibly \$50-\$100?)
  - Collaboration opportunity with Membership Committee: 1) the training committee would like to seek feedback from the Membership committee to determine cost for members vs. non-members and 2) the Training Committee thinks this would be a great opportunity to solicit for 2017 membership.
  - Collaboration opportunities with Nomination Committee: the Training Committee thinks this would be an opportune time for Nomination Committee to seek or encourage nominations for 2017 NMAIMH Board.

Next NMAIMH Training Committee Teleconference: 5/23/16 from 9-10:30am

Submitted by Liz L. Martinez, Chair

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## **NMAIMH Membership Committee Report**

The Membership Committee convened via phone conference on 4/25/16. In attendance were Gary Atias (Chair), Jonetta Martinez-Pacias, Ruth Ortiz and Jessica Ventura-Ewing.

Jessica has created a spread sheet of events for NMAIMH to have a presence at. This includes annual and one-time events. The spread sheet will be distributed to Board members and staff. Please check to see if any event we’ve already planned for is missing. We ask that future events for consideration be sent to Jessica or Gary.

Gary is in process of editing our current PowerPoints into one general NMAIMH PowerPoint and still researching a method to show this PowerPoint on a monitor without using a lap-top. There may be a way to go from a thumb drive to a monitor with a small intermediary device. Any tips on this is appreciated. This is for when a presentation goes to an event without one of us.

Gary will send out the Brindle request for funds as soon as our needs are finalized.

Ruth has selected a few templates for our newsletter which the Committee will review soon.

Submitted by Gary Atias, Chair

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### NMAIMH Endorsement Committee Report

The Endorsement Committee met as scheduled on 4/20/16 with all members (with the exception of Mary) present. The following issues were discussed:

- The ‘endorsement process survey’ which Jacqui summed up nicely. Issues raised in that survey will be addressed as part of the contract with CYFD in 2017. The committee needs to see and follow up on these guidelines.
- A (short) list of questions for advisors to ask advisees concerning the timely completion of the application process was discussed and the EC will create a document to be reviewed at the next meeting.
- Advisor training was discussed – we need more and there have been several inquiries. This has been done in the past in a face-to-face setting but it was suggested by Jacqui that we utilize the Michigan webinars that are becoming available. This will be discussed further at our next meeting.
- The EC gave an update – her work is going well and fast! She continues to receive support from Michigan and will see how much more time she has. Also, the monthly holder calls are very helpful. The exam process is on target for May 7 in Albuquerque.
- The next meeting will be on May 18, 2016 at 8:30.

Respectfully submitted: Inez Ingle, Chair

### Endorsement Coordinator Report - April 2016, Submitted by Katrina Diaz-Castillo

New Applications	Jan	Feb	Mar	Apr
Level 1	4	4	2*	7
Level 2	9	2**	0	3
Level 3	0	1	3*	4
Level 4	0	0	0	0

\*No payment submitted

\*\*Applicant applying at incorrect Level

(February: one of the applicants counted for Level 2, applied in wrong state and was transferred)

(March: one of the applicants counted for Level 1 and one for Level 3 has not submitted payment)

(April: Five of the applicants counted for Level 1 and one counted for Level 2 are still pending payment, one-level 2 has not paid, one level 3 has not paid)

Newly Endorsed	Jan	Feb	Mar	Apr
Level 1	0	0	0	0
Level 2	0	0	0	0
Level 3	0	0	0	0
Level 4	0	0	0	0

April: 4-Level 3 applicants were invited to sit for May 7<sup>th</sup> exam.

## **NMAIMH Finance Committee Report**

The Finance Committee met by phone on April 29, 2016. Members present included Brian Reeves, Courtney Lewis, Liz Martinez and Misty Stacy.

The following topics were discussed:

1. Misty received a request from Region IX to project association expenditures through the end of the FY (June 2016). Misty will respond that the Association does project to spend the entire amount budgeted. Courtney will contact the reflective supervisors and offer additional funds for consultations through June.
2. Courtney met with Alejandra Rebolledo and Jacqui Van Horn to discuss CYFD support for FY18. It was agreed that Early Education and Behavioral Health will split support for the Association, approximately 50/50. Exact amounts are to be determined, based upon the cost of supporting endorsement for Level 1 and 2 (Early Childhood) and Level 3 and 4 (Behavioral Health). Courtney is still in negotiation with CYFD-BH for FY17 support.
3. Board travel reimbursement discussion: CYFD reimburses a per diem of \$85, which does include both hotel and food. Mileage is reimbursed at .45/mile. Because attending the Annual Meeting and Board Orientation and the Annual Retreat are not CYFD-funded events, it was decided the Board can determine an appropriate reimbursement for Board Members traveling to those two meetings. This will be discussed and voted upon at the May Board meeting.
4. The role of the Assistant Treasurer (Liz Martinez) was discussed. It was decided that it is beneficial to have a "Treasurer-elect" to help carry the knowledge and tasks of this office. Additionally, an Assistant Treasurer can help provide a fourth point of view on the Finance Committee. Liz has agreed to serve in this capacity until the general Board review of by-laws might suggest to the Membership the addition of this office. The committee discussed the utility of also considering adding a President-elect to the Board.
5. Liz Martinez has developed a spread sheet of time allocation for the job duties of the positions of Administrative Assistant and Bookkeeper. Once these are completed, the Finance Committee will meet after the June 1<sup>st</sup> Board Meeting to put together a rough draft of the new Operations Manager position. Interested Board Members will be invited to participate in this task. The Draft Job Description will be presented at the Annual Retreat for finalization.
6. The Committee has decided to present a cost-benefit analysis to the Board on whether to switch the Association's fiscal year to match the State's. Misty Stacy will review our current 501-c-3 files and Articles of Incorporation to give us a better idea what would be involved in this process.
7. The current costs of maintaining our web site are \$375/quarter for web hosting and \$120/month for technical assistance. The committee will ask for a discussion at the May Board meeting. The internet and computer line item on the Annual Budget does not reflect the cost of technical assistance. This needs to be adjusted and approved by the Board.
8. The committee discussed the process of examining and proposing updates to the current by-laws. Courtney will task the Executive Committee with a review of all by-laws in preparation for considering proposing changes, prior to Annual Retreat.

Meeting adjourned and the next meeting was set for May 27<sup>th</sup>, 11:00-12:00.

Submitted by Brian Reeves, Chair

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## **NMAIMH Website Committee Report**

**Committee Members:** Ruth Ortiz and Robin A. Wells

Updated information provided by the Endorsement Committee to be uploaded onto the Website has been completed. Additionally, the Endorsement Coordinator sent information to be uploaded as well and that was completed as well.

Ultimate Solution, LLC (the Maintenance and Technical Assistance Company for the website) sent confirmation that the Scheduled Server Maintenance was complete on Sunday, May 1 between the hours of 11:00 pm and 5:00 am (MDT).

Submitted by Robin A. Wells, Chair