

NMAIMH Board of Directors Meeting

Minutes – June 1, 2016

Approved as Corrected: July 6, 2016

NAME	Present (in person)	Present (phone)	Not Available	NAME	Present (in person)	Present (phone)	Not Available
<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 Courtney Lewis, President.
2. Introductions were made.
3. There was one revision to the Agenda. The items listed under the Executive Committee Report were moved to New Business

Upon motion duly made (Inez Ingle), seconded (by Gary Atias), and unanimously carried, the Revised Agenda for June 1, 2016, was ACCEPTED.

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

Upon motion duly made (by Liz Martinez), seconded (by Brian Reeves), and unanimously carried, the minutes of the May 4, 2016 meeting, as written, were APPROVED.

5. Treasurer’s Report:

Misty Stacey, Bookkeeper, reviewed the financial statements for May 2016 (copies of which are included in the Agenda, attached hereto and made a part of these minutes).

Upon motion duly made (by Gary Atias), seconded (by Robin Wells), and unanimously carried, the Financial Statements for May 2016 were ACCEPTED.

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

No Report

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).

ii. Nominating Committee:

Carolyn Newman advised that The Nominating Committee has not yet met, but she will call a meeting soon.

b. Special Committees:

i. 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). Misty Stacy reminded the Board that all Region IV invoices must be submitted by June 21st.

Upon motion duly made (by Brian Reeves), seconded (by Courtney Lewis) and unanimously carried, the training budget was increased from \$2,000 to \$8,000.

Brian Reeves proposed changing the Fiscal Year (currently Jan-Dec) to July-Jun, in order to coincide with that of the State and of most funders. He contacted the Secretary of State and was told that for tax purposes, we would have to file a short year return at the end of June. He will review the By-Laws to ascertain which ones would have to be amended.

ii. 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 outlined the plans for a prospective training in September to be held in Las Cruces.

iii. 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 Brindle awarded a grant in the amount of \$1,500 for the Membership Committee to purchase a Smart TV to show slide presentations at conferences and procure marketing materials for outreach, as well as a laminator and materials to produce membership cards and certificates. Ruth Ortiz is working on a newsletter template. The Board also discussed raising the marketing budget to include expenditures that will fall under the Brindle Grant.

Upon motion duly made (by Brian Reeves), seconded (by Courtney Lewis) and unanimously carried, the marketing budget was raised from \$300 to \$1,800.

iv. 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).

Katrina Diaz-Castillo advised that there has been an influx of new applications for endorsement.

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). The questions posed in the report were answered as follows:

Under our **Endorsement** area, the tab for **Competency-Based Training** provides a listing of individuals who are available to provide **Reflective Supervision/Consultation** and those who could be contacted to provide **Competency-Based Training**.

1. Does the Board want to allow anyone with a current endorsement to be listed in this area? (cross-checked with the *Registry of Endorsed Professionals*): **Yes, any endorsed individual who requests to be listed.**
2. Does the *Registry of Endorsed Professionals* therefore also indicate that these are current members of NMAIMH? **No, an endorsed professional is not required to be a Member.**
3. Therefore, if the Board wants only currently endorsed individuals to be listed on the Competency-Based Training tab area AND if those are to be linked (cross-checked) with the current month's updated *Registry of Endorsed Professionals* listing provided by Administrative Assistant, may I have permission to "check and weed" the list? **The Administrative Assistant will check the list to make sure that they are still endorsed.**

c. **Other Old Business:**

- i. Home Visiting Annual Conference (Friday, June 10, 2016): Liz Martinez and Gary Atias will be at the NMAIMH table to distribute marketing materials and provide information at the conference.
- ii. Board Retreat (Friday, July 29, 2016): Courtney Lewis asked that every Director review the By-Laws prior to the Retreat and be prepared to present any changes they deem necessary.

8. **New Business:**

- a. June 24th Event - Delegation of Responsibilities: The Nominating & Membership Committees will set up a table outside of the conference. The Training Committee will welcome people, handle sign-in and take payments if needed. Connie Compton will print out certificates and evaluation forms.
- b. SOW FY17 Revisions: Courtney Lewis advised that recommended changes and clarifications will be emailed to the Board.
- c. Brindle Grant: Gary Atias advised that he, Katrina Castillo and Marylouise Kuti from the GRADS program discussed resubmitting a form of the grant proposal that was made to Brindle last year and denied. The number of endorsements processed during the year would be reduced from 30 to 12, a more manageable number. Gary would be the administrator of the grant. Inez Ingle requested that budget include enough funding for 12 months of Reflective Consultation.

Upon motion duly made (by Carolyn Newman), seconded (by Inez Ingle) and unanimously approved, it was determined that the Brindle proposal, as amended, would be re-submitted.

Upon motion duly made (by Brian Reeves), seconded (by Inez Ingle) and unanimously carried, the budget for reflective consultation was increased to \$25,000

- d. Announcements: None

9. The Board confirmed the next regularly scheduled meeting will be held on July 6, 2016

10. There being no further business, the meeting was adjourned at 3:15 pm.

Respectfully submitted by Connie Compton, Administrative Assistant

Board of Directors Meeting Agenda

June 1, 2016 (REVISED 6/1/2016)

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. Finance Committee
 1. All Region IX invoices are due by June 21st (RC, EC, Training).
 2. Motion to adjust training budget up to \$8,000
 3. Motion to change fiscal year
 - ii. Training Committee
 - iii. Membership Committee
 - iv. Endorsement Committee
 - v. Website Committee
 - c. Other Old Business:
 - i. Home Visiting Annual Conference (Friday, June 10, 2016)
 - ii. Board Retreat (Friday, July 29, 2016)
8. New Business:
 - a. June 24th Event - Delegation of Responsibilities
 - b. SOW FY17 Revisions
 - c. Brindle Grant
 - d. Announcements
9. Confirm next meeting (July 6, 2016)
10. Adjourn

NMAIMH Treasurer's Report

New Mexico Association for Infant Mental Health BALANCE SHEET as of May 30, 2016		
		May 30, 16
ASSETS		
Current Assets		
Checking/Savings		
1000 · NMAIMH		
1001 · Restricted		5,000.00
1002 · Unrestricted		30,571.31
Total 1000 · NMAIMH		35,571.31
1004 · Paypal		3,382.81
Total Checking/Savings		38,954.12
Total Current Assets		38,954.12
TOTAL ASSETS		38,954.12
LIABILITIES & EQUITY		
Equity		
32000 · Unrestricted Net Assets		44,304.64
Net Income		-5,350.52
Total Equity		38,954.12
TOTAL LIABILITIES & EQUITY		38,954.12

New Mexico Association for Infant Mental Health PROFIT & LOSS May 1-30, 2016		
		May 1 - 30, 16
Ordinary Income/Expense		
Income		
4000 · Membership		260.00
4001 · Endorsement Fees		295.00
4003 · Amazon Smile Foundation		5.23
4005 · Grant Income		4,860.25
Total Income		5,420.48
Gross Profit		5,420.48
Expense		
7002 · Paypal fees		9.14
7005 · Professional Fees		757.03
7006 · Telecommunications Expense		10.00
7010 · Reflective Consultation		1,149.15
7017 · Computer and Internet Expenses		120.00
7020 · Administrative Contract Service		1,280.84
7021 · Rent Expense		220.00
7023 · Exam Manager		20.00
Total Expense		3,566.16
Net Ordinary Income		1,854.32
Net Income		1,854.32

New Mexico Association for Infant Mental Health
INCOME & EXPENDITURE REPORT
as of May 30, 2016

INCOME	APPROVED BUDGET	CURRENT MONTH	YEAR TO DATE	VARIANCE	%
Region IX FY 2015-2016	\$ 40,241.67	\$ 4,860.25	\$20,423.85	\$19,817.82	51%
Region IX FY 2016-2017	\$ 25,000.00	\$ -	\$ -	\$25,000.00	0%
Brindle Grant	\$ -	\$ -	\$ -	\$ -	
Membership	\$ 6,000.00	\$ 260.00	\$ 2,450.00	\$ 3,550.00	41%
Endorsement	\$ 6,000.00	\$ 295.00	\$ 3,750.00	\$ 2,250.00	63%
Training Fees	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	0%
Amazon Smile	\$ -	\$ 5.23	\$ 11.40	\$ (11.40)	
Donations	\$ -	\$ -	\$ 600.20	\$ (600.20)	
Checking-January 1, 2016	\$44,304.64	\$ -	\$ -		
	\$ 127,546.31	\$ 5,420.48	\$27,235.45	\$56,006.22	33%

ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	EXPENDED YTD	BUDGET BALANCE	%
Bank and PayPal Fees	\$ 350.00	\$ 9.14	\$ 117.97	\$ 232.03	34%
Insurance	\$ 1,114.00	\$ -	\$ 1,114.00	\$ -	100%
Licensing and Permits	\$ 135.00	\$ -	\$ 35.00	\$ 100.00	26%
Legal and Accounting	\$ 7,500.00	\$ 757.03	\$ 3,815.99	\$ 3,684.01	51%
Telecommunications	\$ 600.00	\$ 10.00	\$ 196.77	\$ 403.23	33%
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	\$ 1,149.15	\$ 4,072.65	\$14,647.35	22%
RC Coordination	\$ 840.00	\$ -	\$ 420.00	\$ 420.00	50%
Endorsement Coordinator	\$ 46,800.00	\$ -	\$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	\$ 2,940.00	\$ 120.00	\$ 1,845.00	\$ 1,095.00	63%
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	\$ 1,280.84	\$ 5,900.64	\$ 8,229.36	42%
Rent	\$ 2,640.00	\$ 220.00	\$ 1,100.00	\$ 1,540.00	42%
Alliance Costs	\$ 2,250.00	\$ -	\$ -	\$ 2,250.00	0%
Exam Manager	\$ 1,800.00	\$ 20.00	\$ 20.00	\$ 1,780.00	1%
Reserve Funds	\$ 17,784.31				
	\$ 127,546.31	\$ 3,566.16	\$32,592.68	\$77,169.32	30%

NMAIMH Report on Alliance for the Advancement of Infant Mental Health

No Report at this time

NMAIMH Executive Committee Report

The Executive Committee met on Monday, May 30th. We discussed the catering for the June 24th event to make a quick decision regarding what food to order. We decided on mini muffins, coffee, water and tea for the morning. Then for the afternoon mini-cookie assortment, coffee, water and tea. If after investigating the price of A/V we can afford a more expensive snack we will order that instead.

We reviewed the Scope of Work from The Children's Behavioral Health division and the Endorsement Chair brought up concerns about making sure we are able to comply with the SOW and the Michigan Standards. The Endorsement Coordinator has reviewed the SOW and though there is concern with the word "accelerate" the SOW should be manageable as long as the endorsement applicants sign a release of information for NMAIMH to report their progress to CYFD. The Board is encouraged to review the SOW revisions sent by the Children's Behavioral Health Division prior to the meeting to vote on its acceptance or not.

Gary brought up rewriting the SOW for the Brindle grant and discussed rewriting the grant in a reduced capacity so that NMAIMH can accomplish the SOW. Courtney asked Gary to lead the project because of being maxed with the leadership projects of the board at the is time. Gary agreed and will present it to the board on Wednesday.

Submitted by Courtney Lewis, Chair

NMAIMH Nominating Committee Report

No Report at this time

N NMAIMH Finance Committee Report

The Finance Committee met May 20, 2016. Members present included Brian Reeves, Courtney Lewis, Liz Martinez and Misty Stacy.

The following topics were discussed:

1. Brian and Liz met to review together the duties of Treasurer and Assistant Treasurer. Liz suggested that if the Association votes to create President-elect and Treasurer-elect positions, the terms should be staggered. Misty will send the Treasurer a copy of the US Bank check register each month, for review.
2. Misty informed the Committee that all invoices for the Region IX fiscal year need to be in to her by June 21st. This includes all Reflective Consultation invoices, Endorsement Coordinator invoices, all training expenses related to the June 24th NMAIMH training being offered and all training expenses related to the upcoming new Endorsement Advisors training. The budget has \$15,135.00 left in it from Region IX for the year. Misty anticipates spending \$9,000.00 on two month's regular expenditures, as well as \$6,000.00 for the two upcoming trainings.

3. Brian will present a motion at the June Board meeting to make a budget adjustment for training to \$8,000.00, to include the new trainings.
4. The Committee will discuss in a future Board meeting the utility of creating two separate budgets, one of which would be relate to Region IX expenditures only.
5. The Committee will present a motion to the Board to change the Association fiscal year from calendar to July-June, pending final research on tax reporting consequences.
6. Courtney will suggest that each Committee review sections of the By-laws for amendment consideration during the upcoming Annual Retreat.
7. The Committee will develop a draft job description for the new Operations Manager, following the June Board meeting.

Meeting adjourned and the next meeting was set for June 17th, 11:00-12:00.

Submitted by Brian Reeves, Chair

MAIMH Training Committee Report

The Training Committee met on Monday, May 23, 2016, at 9am

Present: Rosie Emerich, Robin Wells, and Liz Martinez (Chair)

1. NMAIMH Fall Training (September 2016)
 - NMAIMH Board approved for the Training Committee to proceed with plans during May 2016 meeting.
 - Training Committee identified and assigned priority responsibilities among participants during the call.
 - Target number of participants: 200
 - Target cost: \$100 for non-members and \$50 for members
 - Anticipated Budget: \$10,000 (to be conservative in case all participants are members)
2. NMAIMH Training, Dr. Annie Brook, June 24, 2016
 - Training committee will be ready to provide support as needed
3. NMAIMH Training Collaboration, Clovis, August 5, 2016
 - Contact: Lula Brow, Director of ENMRSH Early Childhood Programs (ECP)
 - Topic: Trauma Training for Home Visitors (details will be figured out and will be forthcoming)

Next NMAIMH Training Committee Teleconference: 6/27/16 from 9-10:30am

Submitted by Liz L. Martinez, Chair

NMAIMH Membership Committee Report

The Membership Committee has not met this month but we are trying to meet on Monday. I will have an oral update at the Board meeting on Wednesday if we do.

My Brindle request to fund the Membership Committee for the next two years has been submitted. It is for \$1703 and includes a 24" Smart T.V. to show our slide presentation at conferences that a NMAIMH member can attend and a 15" Digital Photo Frame to ship the presentation to conferences (along with brochures) when none of us can attend. It also includes a card laminator, laminating sleeves, card stock, printing ink, certificate paper, 10 flash drives, postage to mail 250 newsletters eight times, and four

shipments of the photo frame, there & back within New Mexico. I forgot to include copy paper & staples but we can absorb that.

I copied & pasted 40 slides into a rough draft of a general NMAIMH presentation that we can use at conferences. It's been sent to Katrina, Inez and my Committee for comments. There may be a desire to add, delete or re-order the slides and I will work to arrive at a consensus opinion.

Submitted by Gary Atias, Chair.

NMAIMH Endorsement Committee Report

The Endorsement Committee met on its usual schedule the 3rd Wednesday of the month (5/18/16).

Katrina, Jacqui, Deb, Mary and Inez were present; Pam, Angel and Caryle were unable to attend. The following topics were addressed/discussed:

- An Exam reviewers review training is being planned for late June/early July and Pam will have more information about that soon. An Advisors Training (for current and new advisors) is scheduled for June 23 with Jacqui planning this.
- Advisor's questions to 'slow-to-complete' advisees were agreed on and Katrina will be including these questions in her contact with all new applicants. Deb has already tried them out and found them helpful. The questions are as follows — what are your goals and timeline for submission? What might hinder you or become a barrier to the completion of your portfolio? What can I do to support or assist you in this process?
- Pam is working with an Alliance group looking at competencies for children ages 3-5.
- Four people took the exam on May 7, 2016. Mary is feeling supported and “getting her feet on the ground.”
- During the summer, Katrina will be reviewing and updating endorsement materials to make sure they are accurate and current with some changes which have been made by MI-IMHA in the past year.
- At our next meeting we will be discussing how this committee will be responding to the results of the Endorsement Process Survey.
- The next meeting of the committee will be on the 4th Wednesday of June (6/22/16) as Katrina has to be in an important training at our usually scheduled time.

Respectfully submitted, Inez Ingle, Endorsement Chair

Endorsement Coordinator Report 2016, submitted by Katrina Diaz-Castillo:

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

Level 3	0	0	0	0	0
Level 4	0	0	0	0	0

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

NMAIMH Website Committee Report

Committee Members: Ruth Ortiz and Robin A. Wells

The following items have been uploaded this past month onto the NMAIMH website:

1. April 6, 2016 Board of Director Meeting Minutes
2. May 2016 Registry of Endorsed Professionals, and
3. Information regarding the Training Event to be held on Friday, June 24 at the Albuquerque Marriott Pyramid Hotel featuring Dr. Annie Brook.

Under our **Endorsement** area, the tab for **Competency-Based Training** provides a listing of individuals who are available to provide **Reflective Supervision/Consultation** and those who could be contacted to provide **Competency-Based Training**.

Questions:

4. Does the Board want to allow anyone with a current endorsement to be listed in this area? (cross-checked with the *Registry of Endorsed Professionals*)
5. Does the *Registry of Endorsed Professionals* therefore also indicate that these are current members of NMAIMH?
6. Therefore, if the Board wants only currently endorsed individuals to be listed on the Competency-Based Training tab area AND if those are to be linked (cross-checked) with the current month's updated *Registry of Endorsed Professionals* listing provided by Administrative Assistant, may I have permission to "check and weed" the list?
7. NOTE: If I do identify individuals who are listed on under the Competency-Based tab who are NOT on the current *Registry* list, I will contact them and explain the situation. This may "prompt" them to "re-up" their endorsement if they would like to remain on the list.

Thank you!

Submitted by Robin A. Wells, Chair.
