

NMAIMH Board of Directors Meeting

Minutes – July 6, 2016

Approved as Written

Date Approved: September 7, 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 1:25 pm by Courtney Lewis, President.
2. Introductions were made.
3. There were no revisions to the agenda.
4. The Board reviewed the draft minutes of the June 1, 2016 meeting. The following corrections were made: Under Item 8 (c), the name of the representative from the GRADS program was corrected; under The Executive Committee Report, the word “do” in the 2nd line of the third paragraph was changed to “so”; and under No. 2 in the Finance Committee Report, the capital “A” in All was changed to a lowercase “a” in two instances.

Upon motion duly made (by Diana Edwards) seconded (by Inez Ingle), and unanimously carried, the minutes of the June 1, 2016 meeting, as corrected, were APPROVED.

5. Treasurer's Report:

Misty Stacey, Bookkeeper, reviewed the financial statements for June 2016 (copies of which are included in the Agenda, attached hereto and made a part of these minutes). It was noted that the final billing under the Region IX grant for July 2015-June 2016 was submitted.

Upon motion duly made (by Carolyn Newman), seconded (by Robin Wells), and unanimously carried, the Financial Statements for June 2016 were ACCEPTED.

Brian Reeves suggested that the Board consider getting debit cards for the Endorsement Coordinator, and the new Administrative Coordinator who will be contracted with in the coming months, so that they may order needed supplies.

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

Joy Browne was not at the meeting; however, she advised via email that she has been elected to a one-year term on the Alliance Board. Courtney Lewis noted that copies of the approved By-Laws for the Alliance have been sent to the Presidents of each member organization. She will send a copy to the Administrative Assistant to keep on file in the office.

7. Old Business:

a. Standing Committees:

i. Executive Committee:

Courtney Lewis advised that the Executive Committee had not met in June. The next scheduled meeting is July 22nd at 10:00 am. Brian Reeves announced that the Finance Committee will also meet that day, directly after the Executive Committee meeting.

ii. Nominating Committee:

Carolyn Newman advised that one Committee member has been out of the country and that she will rally the Committee together at the Board retreat. She also advised that she has one nomination in the works.

b. Special Committees:

i. Finance Committee

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

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). The Board discussed the recent training event on June 24th with Dr. Annie Brook. Robin Wells noted that the training was geared more toward those who provide clinical counseling rather than home visitors and agencies. She suggested that when posting training events in the future, it would be a good idea to be more specific as to whom the audience is. Liz advised that the Committee will be finalizing the fall training event now that the June 24th event has taken place. Courtney Lewis mentioned that Small Steps will be sponsoring a training event on Sept. 9th and asked that the fall training not be scheduled around that time. Gloria Radoslovich also mentioned that the CYFD Foster Care Annual Conference is scheduled for Sept. 9-10. It was also noted that the Special Ed Conference is scheduled for Sept. 14-17. Liz further advised that she has contacted Lula Brown with regard to the Training Collaboration in Clovis, scheduled for August 5th, asking that she provide details as to what type of presentation she would like from NMAIMH. Diana Edwards mentioned that she knows some judges and

will ask if they are interested in a presentation from NMAIMH. Courtney Lewis mentioned that Michigan has developed a bench card for judges which could be helpful.

iii. Membership Committee

Gary Atias was not at the meeting and did not submit a report. However, he did request that the Board think about regular features that should always appear in our newsletter and set aside about 30 minutes to discuss this at the Board Retreat.

iv. Endorsement Committee

Inez Ingle and Katrina Diaz-Castillo 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 advised that she is receiving emails now, but is still working on making the process easier; and reiterated the frustration she has experienced trying to get assistance from Ultimate Solutions. Katrina also noted that portfolios are due by August 26th in order to qualify for the fall exam. The proposed date of the exam is October 29th and there should be 4 to 6 people ready to take the test. Katrina also advised that there were about 12 people at the recent training event who requested information on endorsement. Courtney Lewis noted that she has not yet gotten a response from CYFD Behavioral Health regarding the suggested changes she sent for the contract. She is also waiting to receive the contract from Region IV, but advised that they will be awarding NMAIMH \$50,000 for their fiscal year July 2016-June 2017. Inez Ingle suggested that the Board think about how to share the results of the endorsement process survey with the membership and endorsed professionals.

v. Website Committee

Robin Wells reviewed the information contained in the Website Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). She proposed that some members of the Board schedule a skype meeting with Kerry at Ultimate Solutions to discuss issues surrounding the website and emails. Courtney Lewis advised that the Finance Committee will be looking at other providers and compare prices on web services. If the email problem is not resolved, she will set up a meeting with Kerry and the Board.

c. Other Old Business:

- i. Board Retreat (Friday, July 29th at Small Steps) Last minute details: Courtney Lewis reminded the Directors to review the By-Laws and Policies and Procedures prior to the Retreat so that they will be ready to present suggested changes for discussion. She also asked that each Committee meet before the Retreat and go over the By-Laws pertaining to their committee's work. Connie Compton will email copies of both documents to each Director in Word format so that they can mark up their copy with suggestions. Courtney also noted that there is \$230 in the budget to provide lunch and snacks at the retreat. She will ask Jeri Davenport, who provided the food for the Annual meeting, to submit a quote and will run it by the Board via email.* Courtney further advised that the Retreat will run from 8:30 am to 4:30 pm with an hour for lunch. The agenda will include a Review of the Association Goals, By-Law and Policy changes, the Administrative Coordinator Position, and finalizing Endorsement Goals. She asked that Directors submit any other agenda items they would like to include. Carolyn Newman noted that she has a short video that come out of the training to show at the retreat.

*Note: Courtney Lewis advised the Board via email on July 8, 2016 that Jeri Davenport submitted a quote to supply a morning nosh, lunch and afternoon snack, drinks and paper goods for the retreat for \$195. Courtney asked for an email vote and received 8 responses, all in favor.

8. New Business:

a. Announcements:

- i. The Alliance Annual Retreat is scheduled for Columbus Weekend in Scottsdale. Katrina Diaz-Castillo, Endorsement Coordinator, and Joy Browne, NMAIMH Alliance Representative will attend. It was noted that in the past at least one Director (usually the Chair of the Endorsement Committee) had attended this retreat, but none would be going this year. Brian Reeves was asked to gather and submit information on the retreat budget to the Board. Inez will contact Debbie Weatherston at the Alliance to ascertain who should be attending the Alliance retreat. The Board will discuss this item further at the NMAIMH retreat.
- ii. Brian Reeves announced that there will be a meeting to discuss the Administrative Coordinator position immediately following this meeting and invited those interested to remain in the room or stay on the line.

9. The Board confirmed the next regularly scheduled meeting will be held on August 3, 2016

10. There being no further business, the meeting was adjourned at 2:43 pm.

Respectfully submitted by Connie Compton, Administrative Assistant

Board of Directors Meeting Agenda

July 6, 2016 (Revised 7/5/2016)

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
 - ii. Training Committee
 - iii. Membership Committee
 - iv. Endorsement Committee
 - v. Website Committee
 - c. Other Old Business:
 - i. Board Retreat (Friday, July 29, 2016) Last minute details?
8. New Business:
 - a. Announcements
9. Confirm next meeting (August 3, 2016)
10. Adjourn

NMAIMH Treasurer's Report: Financial Statements

New Mexico Association for Infant Mental Health Balance Sheet as of July 1, 2016	
	Jul 1, 16
ASSETS	
Current Assets	
Checking/Savings	
1000 · NMAIMH	
1001 · Restricted	6,261.17
1002 · Unrestricted	27,280.58
Total 1000 · NMAIMH	33,541.75
1004 · Paypal	5,503.75
Total Checking/Savings	39,045.50
Total Current Assets	39,045.50
TOTAL ASSETS	39,045.50
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	44,304.64
Net Income	-5,259.14
Total Equity	39,045.50
TOTAL LIABILITIES & EQUITY	39,045.50

New Mexico Association for Infant Mental Health Profit & Loss June 2016	
	Jun 16
Ordinary Income/Expense	
Income	
4000 · Membership	1,530.00
4001 · Endorsement Fees	320.00
4002 · Donations	360.00
4004 · Training Fees	1,170.00
4005 · Grant Income	7,066.49
4006 · Bank Interest	1.64
Total Income	10,448.13
Gross Profit	10,448.13
Expense	
7001 · Bank Service Charges	3.95
7002 · Paypal fees	51.54
7005 · Professional Fees	733.13
7006 · Telecommunications Expense	46.87
7007 · Travel Expense	1,426.71
7008 · Advertising and Promotion	238.83
7009 · Training Expenses	1,703.00
7010 · Reflective Consultation	2,074.15
7012 · Endorsement Coordinator Profess	3,960.00
7018 · Office Supplies	145.93
7019 · Meals and Entertainment	169.35
7020 · Administrative Contract Service	1,594.56
7021 · Rent Expense	220.00
Total Expense	12,368.02
Net Ordinary Income	-1,919.89
Net Income	-1,919.89

**New Mexico Association for Infant Mental Health
Income and Expenditure Report
as of June 30, 2016**

INCOME	APPROVED BUDGET	CURRENT MONTH	YEAR TO DATE	VARIANCE	
Region IX FY 2015-2016	\$ 40,241.67	\$ 5,566.49	\$ 30,672.98	\$ 9,568.69	76%
Region IX FY 2016-2017	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	0%
Brindle Grant	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	
Membership	\$ 6,000.00	\$ 1,530.00	\$ 4,525.00	\$ 1,475.00	75%
Endorsement	\$ 6,000.00	\$ 320.00	\$ 4,695.00	\$ 1,305.00	78%
Training Fees	\$ 6,000.00	\$ 1,170.00	\$ 1,235.00	\$ 4,765.00	21%
Amazon Smile	\$ -	\$ -	\$ 11.40	\$ (11.40)	
Donations	\$ -	\$ 360.00	\$ 960.20	\$ (960.20)	
Checking-January 1, 2016	\$44,304.64	\$ -	\$ -		
	\$ 129,046.31	\$ 10,446.49	\$ 43,599.58	\$ 41,142.09	51%
ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	EXPENDED YTD	BUDGET BALANCE	
Bank and PayPal Fees	\$ 350.00	\$ 55.49	\$ 184.93	\$ 165.07	53%
Insurance	\$ 1,114.00	\$ -	\$ 1,114.00	\$ -	100%
Licensing and Permits	\$ 135.00	\$ -	\$ 35.00	\$ 100.00	26%
Legal and Accounting	\$ 7,500.00	\$ 733.13	\$ 4,549.12	\$ 2,950.88	61%
Telecommunications	\$ 600.00	\$ 46.87	\$ 280.29	\$ 319.71	47%
Board and Travel Expenses	\$ 3,525.00	\$ 1,426.71	\$ 2,423.09	\$ 1,101.91	69%
Marketing and Advertising	\$ 1,800.00	\$ 238.83	\$ 238.83	\$ 1,561.17	13%
Training Expenses	\$ 8,000.00	\$ 1,703.00	\$ 1,903.00	\$ 6,097.00	24%
RC Contract Services	\$ 18,720.00	\$ 2,074.15	\$ 6,271.80	\$ 12,448.20	34%
RC Coordination	\$ 840.00	\$ -	\$ 420.00	\$ 420.00	50%
Endorsement Coordination	\$ 46,800.00	\$ 3,960.00	\$ 18,939.06	\$ 27,860.94	40%
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	\$ -	\$ 1,845.00	\$ 1,095.00	63%
Office Supplies	\$ 2,025.00	\$ 145.93	\$ 691.09	\$ 1,333.91	34%
Meals and Entertainment	\$ 500.00	\$ 169.35	\$ 269.35	\$ 230.65	54%
Administrative Contract	\$ 14,130.00	\$ 1,594.56	\$ 7,495.20	\$ 6,634.80	53%
Rent	\$ 2,640.00	\$ 220.00	\$ 1,320.00	\$ 1,320.00	50%
Alliance Costs	\$ 2,250.00	\$ -	\$ -	\$ 2,250.00	0%
Exam Manager	\$ 1,800.00	\$ -	\$ 20.00	\$ 1,780.00	1%
Reserve Funds	\$ 11,784.31				
	\$ 129,046.31	\$ 12,368.02	\$ 48,868.82	\$ 68,393.18	42%

NMAIMH Report on Alliance for the Advancement of Infant Mental Health

No Report at this time

NMAIMH Executive Committee Report

No Report at this time

NMAIMH Nominating Committee Report

No Report at this time

N NMAIMH Finance Committee Report

The Finance Committee met July 1, 2016. Members present included Brian Reeves and Courtney Lewis.

The following topics were discussed:

1. It was decided to continue NMAIMH Web hosting and TA with US/Kerry Carron on a month-to-month basis as we pursue other hosting and TA options. July's fees were paid via pay-pal.
2. NMAIMH By-laws pertaining to BOD/Officer elections as well as financial matters were reviewed. The Committee will recommend changes to the Director nominating process (timeline) and to the BOD/ Officer election process (timeline). The Committee will also recommend adding the Finance Committee to the BOD as a standing committee and changing NMAIMH fiscal year to July 1 - June 30.
3. The Administrative Coordinator Draft Job Description will be worked on at the July Board meeting and finalized during the Board retreat.

Meeting adjourned and the next meeting was set for July 22nd, 10:00-11:00 am.

Submitted by Brian Reeves, Chair

MAIMH Training Committee Report

Training Committee Meeting: Monday, June 27, 2016 at 9am

Present: Robin Wells and Liz Martinez (Excused: Rosie Emerich and Diana Edwards)

1. NMAIMH Training, Dr. Annie Brook, June 24, 2016 Debrief
 - Number of Participants on Sign-In: 77
 - Number of Actual Participants Signed-In: 72 (some participants signed in that were not on the sign-in—reported that they were registered)
 - Number of Participants that were on the list, but did not show: 9
 - Questions: Are members the only individuals on the NMAIMH listserv? If so, how do we reach out to non-NMAIMH individuals?
2. NMAIMH Fall Training (September 2016):
 - Venue information emailed to Training Committee.
 - Fall Training Conference to be geared for diverse IMH professionals in prevention/promotion and treatment/intervention/therapeutic settings
3. NMAIMH Training Collaboration, Clovis, August 5, 2016
 - Contact: Lula Brown, Director of ENMRSH Early Childhood Programs (ECP)
 - Request: 30 minute presentation from NMAIMH (either in person or via Skype)

- Topic: Basic Information on what Infant Mental Health is and process of Infant Mental Health Endorsement

Next NMAIMH Training Committee Teleconference: August 2016 from 9-10:30am

Meeting notes submitted by Liz L. Martinez, 6/30/16

NMAIMH Membership Committee Report

No Report at this time

NMAIMH Endorsement Committee Report

The Endorsement Committee met on 6/27/16 on an 8:30 call. Jacqui, Debbie, Caryle, and Inez were present as well as Katrina (EC) and Mary (EEC); Pam and Angel were unable to attend.

The following topics were discussed:

- Report from EC who is having email issues and is quite frustrated! She continues work on reviewing/updating materials related to endorsement; she had a table at the 6/24/16 training in Albuquerque.
- Again discussed the need for the Committee to carefully review the endorsement process survey responses received to date (17 responses) so that as a committee, we can: 1) inform the Board of actions already taken to address some issues raised by respondents and 2) take necessary actions to systematically improve the process with the hope of improving endorsement applicants' experience with the process.
- EEC reported on spring exam and plans for fall exam.
- Tabled discussions on Exam Advisor Training and 3-5 competencies in Pam's absence.

No Board actions are required and we will be continuing our monthly meetings.

Submitted by Inez Ingle, Endorsement Committee Chair

Report on the NMAIMH Spring Endorsement Exam

The spring Endorsement Exam was completed by four respondents on May 7, 2016 proctored in accordance with the policy standards by the Endorsement Exam Coordinator, Mary Hokom. The multiple choice section of the exam was passed by three of the four respondents. The vignette portion of each exam was reviewed by two expert, qualified reviewers. The reviewers endorsed two of the four candidates at level three and deferred two of the respondents.

The deferred respondents were notified by phone and letter with feedback from the reviewers on the exam regarding their strengths and areas of challenge that the respondents might focus on should they choose to retake the exam in the spring of 2017.

The successful respondents were notified by e-mail and a letter of congratulations with certificates followed. The Endorsement Coordinator was notified of the results of the spring exam and missioned to add the successful candidates to the NMAIMH directory.

Preparations for the fall exam are in place. After discussion with the Endorsement Committee it appeared that a significant number of potential exam takers reside in Albuquerque. The lab site used in the spring in Albuquerque is no longer available.

Negotiations for a lab site centrally located in Albuquerque on the UNM campus are underway for the fall exam. The lab site would cost \$100.00. It is large enough to facilitate the number of potential candidates.

The possible dates for the exam are Oct. 22nd, Oct. 29th and Nov. 6th.

I am asking for approval by the board to procure this site on the 29th of October if there are no significant scheduling objections the board members are aware of. This is an effort to provide the proper notifications for potential exam takers in a timely manner. Your consideration on this matter is appreciated.

Submitted by Mary Hokom, NMAIMH Endorsement Exam Coordinator

Endorsement Coordinator Report 2016

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

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

On June 23, 2016, new advisor/reviewer training was held in Albuquerque. Jacqui Van Horn presented to 7 new volunteers and 3 current advisors who attended for review training. We now have a total of 15 people who will be advising and/reviewing portfolios. Additionally, there are 2 more who are interested but were unable to attend the training.

Email server issues continue to be a challenge. Very little support from Ultimate Solutions, I am functioning but will be looking for additional support to properly import emails into another server.

Submitted by Katrina Diaz-Castillo, Endorsement Coordinator

NMAIMH Website Committee Report

Committee Members: Ruth Ortiz and Robin A. Wells

Items uploaded to the Website this month: June Board of Director Meeting Minutes, June *Registry of Endorsed Professionals* (provided by Connie Compton); new listing for Competency Trainer, new information for Level III and IV Portfolio due date in August with possible 2016 Fall Exam date (posted on Requirements and Competency page and on Calendar) (provided by Katrina Diaz-Castillo).

If continuing Endorse@nmaimh.org email issues are continuing, I would suggest that Katrina (and perhaps her brother) schedule a SKYPE meeting with Kerry to clarify issues. Additionally, if we need to more old emails (save them/archive them) do we need to consider Kerry's suggestion of not storing email on the server as it obviously "takes up storage capacity". As I'm not a technology person, I do not really clearly understand the situation. Perhaps a SKYPE call could be made with Katrina (her brother? as I understand he has added some additional links that initially alleviated some issues but not all), Brian, and Kerry. I believe the fewer "middle" folks in the mix, the better.

Submitted by Robin A. Wells, Chair
