

NMAIMH Board of Directors Meeting

Minutes – September 7, 2016

Approved as Written

Date Approved: October 5, 2016

NAME	Present (in person)	Present (phone)	Not Available	NAME	Present (in person)	Present (phone)	Not Available
<i>Directors:</i>							
Brian Reeves	✓			Members Present:			
Carolyn Newman		✓		Katrina Diaz-Castillo Endorsement Coor		✓	
Courtney Lewis	✓			Joy Browne		✓	
Diana Edwards		✓		Gloria Radoslovich (CDD)	✓		
Gary Atias		✓					
Inez Ingle	✓						
Jonetta Martinez-Pacias			✓	Guests:			
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 1:06 pm by Gary Atias, Vice President.
2. Introductions were made.
3. There were no revisions to the agenda.
4. The Board reviewed the draft minutes of the July 6, 2016 meeting. There were not changes suggested

Upon motion duly made (by Carolyn Newman) seconded (by Brian Reeves) and carried (Gary Atias abstained because he was not at the July meeting), the minutes of the July 6, 2016 meeting, as written, were APPROVED.

5. Treasurer’s Report:

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

Upon motion duly made (by Liz Martinez), seconded (by Diana Edwards), and unanimously carried, the Financial Statements for August 2016 were ACCEPTED.

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

The Board discussed the notes taken by Joy Browne at the Alliance Board meeting and distributed to the NMAIMH Board via email. Joy advised that early childhood endorsement (for ages 0-5) will come under the umbrella of the Alliance. She will take notes at the retreat and report to the Board on that issue. She also noted that once the minutes from the Alliance Board Meetings are approved, she will distribute them to the Board.

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 she has recruited one nominee and is waiting for the application. Rose Cavalcante also mentioned that she may also have a potential applicant. Current Board members whose terms are up in December 2016 are: Courtney Lewis, Jonetta Martinez-Pacias, Diana Edwards, and Ruth Ortiz. Diana Edwards advised the Board that she will not be seeking an additional term; Courtney Lewis advised that she would be seeking an additional term. The Slate of Nominees is due to be submitted to the Board at its November meeting.

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). He advised that the ballot has gone out for the proposed By-Law Amendments, and noted that the Committee will be working on a new fiscal year budget at its next meeting.

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 agreed on Michelle Croasdell as the keynote speaker for the October 13th event in Las Cruces. Liz also noted that the Las Cruces Convention Center has requested a \$2,000 deposit by September 15th

Upon motion duly made (by Gary Atias), seconded (by Inez Ingel) and unanimously carried, the Board approved the payment of a \$2,000 deposit to the Las Cruces Convention Center for the event to be held on October 13th.

Courtney Lewis advised that she will submit the license renewal to the New Mexico Counseling and Therapy Practice Board for the Association to provide Continuing Education in the State. Liz and Courtney will coordinate the CEU's for the October event.

The Board also approved the registration fees for the October Las Cruces event in the amount of \$50 for members and \$100 for non-members. Registration fees for workshop providers will be waived.

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 the Committee is waiting on input for the newsletter from the various regions.

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). She noted that notes from the August and September meetings will be distributed with the Agenda for the October meeting. Katrina Diaz-Castillo reviewed the information regarding new endorsement applications and new endorsements awarded. She also reviewed the feedback received with regard to the survey for improving the endorsement process and noted that the feedback was positive.

v. Website Committee

Robin Wells was not at the meeting. The Board 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).

c. Other Old Business:

- i. By-Law Amendments and promoting Membership Voting Response – Reminders to vote will be sent out weekly. The Executive Committee will review the By-Laws to determine if the vote can be extended if we don't receive enough responses to reach a quorum by October 4, 2016

8. New Business:

- a. Conference Detail: This item was covered under the Training Committee notes.
- b. Second Advisor Training: There are 4 advisors who were not able to attend the last training. There is only \$500 left in the budget to cover it, so it was suggested that the training be done via Skype.
- c. Administrative Coordinator Selection Committee and Timeline for Hiring: The Selection Committee will consist of Courtney Lewis, Brian Reeves, and Carolyn Newman. Each committee member will review a group of resumes and recommend 2-3 people to schedule for interviews by September 15th.
- d. Implementation of CYFD Behavioral Health Division SOW: Courtney Lewis advised that she has signed the contract and is waiting for CYFD to countersign and send it out. Courtney will request a list of all people with waivers and have them sign confidentiality releases and send them to the Katrina Diaz-Castillo, Endorsement Coordinator.
- e. Announcements: None

9. The Board confirmed the next regularly scheduled meeting will be held on October 5, 2016

10. There being no further business, the meeting was adjourned at 2:40 pm.

Respectfully submitted by Connie Compton, Administrative Assistant

Board of Directors Meeting Agenda

September 7, 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) Creation of New Budget for Fiscal Year
 - ii. Training Committee
 - 1) NMAIMH Fall Conference/Training at the Las Cruces Convention Center on Thursday, October 13, 2016
 - iii. Membership Committee
 - iv. Endorsement Committee
 - v. Website Committee
 - a. Other Old Business:
 - i. By-Law Amendments and promoting Membership Voting Response (Response due before 5:00 pm, Monday, October 4th).
8. New Business:
 - a. Conference detail
 - b. Second Advisor Training
 - c. Administrative Coordinator Selection Committee and Timeline for hiring
 - d. Implementation of CYFD Behavioral Health Division SOW
 - e. Announcements
9. Confirm next meeting (October 5,2016)
10. Adjourn

NMAIMH Treasurer's Report: Financial Statements

New Mexico Association for Infant Mental Health Income and Expenditure Report as of August 31, 2016					
INCOME	APPROVED BUDGET	CURRENT MONTH	YEAR TO DATE	VARIANCE	
Region IX FY 2015-2016	\$ 40,241.67	\$ -	\$ 40,241.67	\$ -	100%
Region IX FY 2016-2017	\$ 25,000.00	\$ 4,895.92	\$ 4,895.92	\$ 20,104.08	20%
Brindle Grant	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	
Membership	\$ 6,000.00	\$ 180.00	\$ 4,705.00	\$ 1,295.00	78%
Endorsement	\$ 6,000.00	\$ 1,620.00	\$ 6,690.00	\$ (690.00)	112%
Training Fees	\$ 6,000.00	\$ -	\$ 1,235.00	\$ 4,765.00	21%
Amazon Smile	\$ -	\$ 13.16	\$ 24.56	\$ (24.56)	
Donations	\$ -	\$ -	\$ 960.20	\$ (960.20)	
Checking-January 1, 2016	\$44,304.64	\$ -	\$ -		
	\$ 129,046.31	\$ 6,709.08	\$ 60,252.35	\$ 24,489.32	71%
ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	EXPENDED YTD	BUDGET BALANCE	
Bank and PayPal Fees	\$ 350.00	\$ 33.98	\$ 230.91	\$ 119.09	66%
Insurance	\$ 1,114.00	\$ -	\$ 1,114.00	\$ -	100%
Licensing and Permits	\$ 135.00	\$ -	\$ 35.00	\$ 100.00	26%
Legal and Accounting	\$ 7,500.00	\$ 669.38	\$ 5,824.13	\$ 1,675.87	78%
Telecommunications	\$ 600.00	\$ 46.72	\$ 374.97	\$ 225.03	62%
Board and Travel Expense	\$ 3,525.00	\$ 396.29	\$ 2,819.38	\$ 705.62	80%
Marketing and Advertising	\$ 1,800.00	\$ -	\$ 238.83	\$ 1,561.17	13%
Training Expenses	\$ 8,000.00	\$ 195.00	\$ 4,620.67	\$ 3,379.33	58%
RC Contract Services	\$ 18,720.00	\$ 575.00	\$ 7,770.95	\$ 10,949.05	42%
RC Coordination	\$ 840.00	\$ -	\$ 420.00	\$ 420.00	50%
Endorsement Coordinator	\$ 46,800.00	\$ 2,835.00	\$ 24,899.70	\$ 21,900.30	53%
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	\$ 245.00	\$ 2,478.63	\$ 461.37	84%
Office Supplies	\$ 2,025.00	\$ 100.32	\$ 791.41	\$ 1,233.59	39%
Meals and Entertainment	\$ 500.00	\$ -	\$ 269.35	\$ 230.65	54%
Administrative Contract Serv	\$ 14,130.00	\$ 1,082.40	\$ 8,797.60	\$ 5,332.40	62%
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	\$ -	\$ 1,184.24	\$ 615.76	66%
Reserve Funds	\$ 11,784.31				
	\$ 129,046.31	\$ 6,399.09	\$ 64,058.83	\$ 53,203.17	55%

New Mexico Association for Infant Mental Health Balance Sheet as of August 31, 2016		New Mexico Association for Infant Mental Health Profit & Loss August 2016	
	Aug 31, 16		<u>Aug 16</u>
ASSETS		Ordinary Income/Expense	
Current Assets		Income	
Checking/Savings		4000 · Membership	180.00
1000 · NMAIMH		4001 · Endorsement Fees	1,620.00
1001 · Restricted	6,261.17	4003 · Amazon Smile Foundation	13.16
1002 · Unrestricted	27,734.57	4005 · Grant Income	4,895.92
Total 1000 · NMAIMH	33,995.74	4006 · Bank Interest	1.50
1004 · Paypal	6,515.67	Total Income	<u>6,710.58</u>
Total Checking/Savings	40,511.41	Gross Profit	<u>6,710.58</u>
Total Current Assets	40,511.41	Expense	
TOTAL ASSETS	<u>40,511.41</u>	7001 · Bank Service Charges	3.95
LIABILITIES & EQUITY		7002 · Paypal fees	30.03
Equity		7005 · Professional Fees	669.38
32000 · Unrestricted Net Assets	44,304.64	7006 · Telecommunications	46.72
Net Income	-3,793.23	Expense	
Total Equity	40,511.41	7007 · Travel Expense	396.29
TOTAL LIABILITIES & EQUITY	<u>40,511.41</u>	7009 · Training Expenses	195.00
		7010 · Reflective Consultation	575.00
		7012 · Endrsmt Coord Profess	2,835.00
		7017 · Computer and Internet	245.00
		Expenses	
		7018 · Office Supplies	100.32
		7020 · Admin Contract Service	1,302.40
		Total Expense	<u>6,399.09</u>
		Net Ordinary Income	<u>311.49</u>
		Net Income	<u>311.49</u>

NMAIMH Report on Alliance for the Advancement of Infant Mental Health

Notes on Alliance Meeting taken by Joy Browne, NMAIMH Alliance Representative, were distributed to the Board.

NMAIMH Executive Committee Report

The Executive Committee Meeting took place through email votes. First issue voted on was the ability for Small Steps to advertise an IMH training through the NMAIMH ListServe. The issue presented was that Courtney Lewis was President of NMAIMH and the owner of Small Steps so there would be benefit to the business. The board voted and approved that Small Steps could advertise through the website with a disclaimer attached to the promotion. This disclaimer was set on all outgoing promotions on training through the ListServ.

Second, the training committee needed to move quickly on preparing the Fall Conference. The President proposed a vote to the Board as to what date the Conference would occur and Thursday, Oct 13th was chosen. The conference will be in Las Cruces, NM. Third, the training committee needed the board to vote and approve the collaboration with Project Launch to bring in Vroom as the topic for the conference. Project Launch would pay for the speaker fee and travel reimbursement. The Board approved the recommendation.

Next Executive Committee Meeting will occur on Friday, Sept 23rd at 10:00 a.m.

Submitted by Courtney Lewis, President

NMAIMH Nominating Committee Report

No Report at this time

NMAIMH Finance Committee Report

The Finance Committee met August 19, 2016. Members present included Brian Reeves and Courtney Lewis, Liz Martinez, Gary Atias, Misty Stacy and Brian Reeves

- 1) The following topics were discussed:
- 2) The proposed revisions to the By-Laws were reviewed. Courtney will ask Jonetta for a copy of the follow-up questions to get clarified. Once Brian and Courtney clarify those, Brian will develop brief explanations for each proposed change and Connie will forward them to the membership for vote.
- 3) The Committee reviewed the annual budget to determine if there are sufficient funds to go ahead and hire an Administrative Coordinator. At \$25/hr. (contract), 32 hours per week, \$52 weeks per year, the annual contract price would be \$41,600. It was decided by the Committee that the operating budget can handle that amount. Brian will develop a job ad from the Job Description and Connie will post the ad on Indeed, Craigslist, the NMAIMH Listserv and elsewhere to recruit candidates.
- 4) Gary has resubmitted the GRADS support funding request to Brindle with a revised number of GRADS personnel to be supported (12 vs. 30 in the original application). We are proposing support for 8 Level 1 endorsees and 4 Level 2 endorsees. Gary is revising the budget and other details for final submission by September 2nd.
- 5) Liz and Courtney facilitated a discussion to plan for eventually studying the true costs to NMAIMH for supporting Level 1 and Level 2 endorsees. We will use the Brindle-funded GRADS endorsees and those supported through Early Childhood funds to determine the cost of providing this support.

Meeting adjourned and the next meeting was set for September 16th, 10:00-11:00 am.

Submitted by Brian Reeves, Finance Committee Chair

MAIMH Training Committee Report

The Training Committee did not meet in August, so I have no report. I would like to just give verbal notice to committee chairs that I will be in touch by email to solicit collaboration ideas from them.

I would like to request to be on the agenda to seek approval of Michelle Croasdell, PhD as the Keynote Speaker for the NMAIMH Fall Training to introduce Vroom to group. Supporting Vroom document is being sent to the Board.

Submitted by Liz Martinez, Training Committee Chair

NMAIMH Membership Committee Report

The Membership Committee convened via phone conference the morning of Monday, August 22nd.

Ruth has graciously volunteered to be the Editor for our first Newsletter in October. It is hoped that new administrative person will be on board in time to help with the January Newsletter and be the primary Editor thereafter. This person will also be asked to print out the new membership cards & certificates.

The Metro Region will be the I-25 corridor from Santa Fe to Belen. Courtney will be the contact person for Albuquerque to Belen and she has enlisted folks to report to her on Santa Fe.

Currently, the Northern region is just Taos & Espanola which I am covering with Inez's help with Espanola. I have folks working on their articles now and hope to have everything ready to assemble by the end of September. Ruth has the SW Region & Robin the SE Region.

In addition, Courtney will write a "Message from the President" and Katrina a "Message from the Endorsement Coordinator."

If anyone else comes across a worthy article they would like to include, I would be happy to seek permission for it.

Jessica Ventura-Ewing, our at-large committee member, has a new job and may not be able to stay on much longer. I'm asking around for a new NMAIMH member to bring on to the Committee but would appreciate others asking too.

We will have our next meeting on 9/26/16.

Submitted by Gary Atias, Membership Committee Chair

NMAIMH Endorsement Committee Report

On 7/20/16 the Endorsement Committee met as scheduled with all members but Mary Hokum present. The meeting covered the following topics:

- Reviewed – development of 3-5 competencies being done through MI-AIMH with Pam as a participant.
- Reviewed the Advisor Training given by Jacqui on 6/23/16 which was well attended but which will need outreach to those unable to attend.
- Discussed the Endorsement process of improvement: EC shared positive results which are in place already and which will be shared with the Board.
- EC also shared some new requirements which MI-AIMH/Alliance is asking to be implemented in the endorsement process. This will be discussed more fully at another meeting as associations are being asked to develop time lines when requirements will be fully implemented. The committee will discuss these and share with the Board.

Finally, committee met this week on 8/24/16 and will meet again on 9/20/16. Information from both these meetings will be shared at the Board meeting on 10/5/16.

Submitted by Inez Ingle, Endorsement Committee Chair

Endorsement Coordinator Report for August 2016

New Applications	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Level 1	4	4	2*	7	7	0	0	0
Level 2	9	2**	0	3	1	0	0	2
Level 3	0	1	3*	4	4	3	5	4
Level 4	0	0	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	Jul	Aug
Level 1	0	0	0	0	0	0	0	1
Level 2	0	0	0	0	1	1	0	0
Level 3	0	0	0	0	0	2	0	0
Level 4	0	0	0	0	0	0	0	0

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

August: 6-Level 3 applicants submitted portfolios in anticipation of sitting for Fall Exam

*During July Endorsement Call, Survey results were shared with committee (report attached). Next survey should go out in December to professionals who have been endorsed this past year.

*Follow up Advisor Training is being requested for the Santa Fe area. Jacqui Van Horn can facilitate that training for a fee of \$200.00 with Board approval. There are 2 professionals who were not able to make the June training who are interested in becoming new advisors and 4 current advisors who are in need of refresher.

*New Advisors from the June training are currently being assigned advisees, as well as, have participated in reviews. Each new advisor has been assigned a “Senior Advisor”. All is going well.

**Endorsement Committee Response to Survey
 In response to “Suggestion for improving the endorsement process”**

- 3 questions were finalized during the May 2016 Endorsement Committee meeting for Advisors to use in order to best support applicants move forward in a timely manner through the endorsement process:
 1. What are your goals and timeline for submission?
 2. What might hinder or become a barrier towards completing your portfolio?
 3. What can I do to support or assist you in this process?

- Efforts are being made to keep one advisor to a group of individuals who all work with the same agency in order to provide consistent information.
- New applications are reviewed within 5 days of registration. If there is a question, Endorsement Coordinator is promptly contacting applicant to clarify. If there is a question about the appropriate level to apply for, EC is exploring that with applicant through verbal communication as well as providing resources (Requirements and the Mi-AIMH Flowchart) so that together, the determination is made as to what level best fits the applicant.
- If an applicant registers but does not pay, EC is making contact with applicants to either prompt them to make payment or investigate if payment was not credited correctly.
- Applications are moved to “Accepted” status within 24 hours of payment being confirmed (given applicant and EC have thoroughly addressed initial questions or concerns). At the same time, EC is sending a “Welcome” email to applicant and the assigned advisor which outlines specific timelines to keep in mind and opens an initial introduction and support dialogue.
- Advisors are making individual contact with advisees within a 1-week time frame of being “accepted”.
- Advisors are encouraging applicant to complete the initial steps of accepting the “Endorsement Agreement” and “Code of Ethics” plus completing the “Education” section and requesting transcripts.
- EC is able to respond to emails or phone calls within 48 hours. Responses to her support have been very favorable.
- Conversations surrounding issuing a renewal certificate instead of a renewal date sticker are occurring.
- Level III and IV applicants are asking for exam review materials. EC is aware current link on NMAIMH website is not working. Currently, information via the MI-AIMH is being provided.
- Acknowledgment that the NMAIMH Website is difficult to navigate, conversations have been started to see how to update the information being provided as well as make it more user friendly.
- EC will continue to send out survey to newly endorsed professionals on a semi-annual basis in order to continue to continually improve the endorsement process. A semi-annual schedule was decided on to further protect the anonymity and confidentiality of the professional.
- Results of the survey will be shared with the Endorsement Committee and Board of Directors.

Submitted by Katrina Diaz-Castillo, Endorsement Coordinator

NMAIMH Website Committee Report

Committee Members: Ruth Ortiz and Robin A. Wells

Items uploaded (and continuing to be uploaded) into to the Website this past month (and currently) have been provided by Katrina Diaz-Castillo and Connie Compton). A message was sent to those individuals listed on the resource of providers available for training or reflective consultative services requesting that the individuals review information for accuracy and send corrections needing to be made. Those corrections are now being made on the website.

Additionally a link to resources for exam preparation was incorrect and that information was sent this past weekend by Ms. Diaz-Castillo and that correction will also be made. Information regarding the upcoming October Conference to be held in Las Cruces will be posted on the website as soon as more specific

information is made available (i.e., specific location information-physical location address; cost for member, non-member, student ?; starting/ending times; registration times; area lodging information; etc.)

No committee conference call was held this month. Reminder that there will be a Conference “Brainstorming” Call held on Friday, October 23rd at 10:00 am regarding short-cut topic headings that will be listed on the left-hand panel of the homepage of the website to increase user-friendly access. Additional information (call-in number, agenda, etc.) will be sent to those participants earlier the week of the 23rd so get your thinking caps working so our time will be well spent.

Submitted by Robin A. Wells, Website Committee Chair
