

Board of Directors Meeting Agenda

September 6, 2017

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 – On Hold
 - i. Executive Committee
 - ii. Nominating Committee
 - b. Special Committee Reports – On Hold
 - i. Finance Committee
 - ii. Training Committee
 - iii. Membership Committee
 - iv. Endorsement Committee-Retreat
 - v. Website Committee
 - c. Other Old Business:
 - i. Status update for CYFD Early Childhood Division
 - ii.
 - iii.
 - iv.
8. New Business:
 - a. Request to distribute reflective supervision survey
 - b. Term Renewals and Recruitment for 2018
 - c. Brindle RFP up to \$15k
 - d. NMAIMH Strategic Planning
 - e. Priorities for 2017
 - f. Zoom
9. Confirm next meeting (September 6, 2017)
10. Adjourn

NMAIMH Board of Directors Meeting

Minutes – August 2, 2017

Approved with Corrections

Date Approved:

NAME	Present (in person)	Present (phone)	Not Available	NAME	Present (in person)	Present (phone)	Not Available
<i>Directors:</i>							
Liz Martinez		X		<i>Members Present:</i>			
Carolyn Newman			X	Katrina Diaz-Castillo Endorsement Coor		X	
Gary Atias		X		Joy Browne			
Inez Ingle	X			Gloria Radoslavich (CDD)	X		
Jonetta Martinez-Pacias		X					
Rose Cavalcante				<i>Guests:</i>			
Ruth Ortiz		X		Amy Goodner (Admin Coord)			X

1. A quorum being present, the meeting was called to order at 1:06 pm by Liz Martinez, President.
2. Introductions were made.
3. Upon motion duly made (by Gary Atias) seconded (Inez Ingle) to approve agenda. No discussion. Vote 5-0-0
4. The Board reviewed the draft minutes of July 2017. There were no changes suggested.

Upon motion duly made (by Liz Martinez) seconded (by Jonetta Martinez-Pacias) and unanimously carried, the minutes of the July 2017 meeting, with no changes to the minutes were APPROVED. 5-0-0.

5. Treasurer’s Report:

- Profit and loss’s prepared by Amy, moved the restricted monies.
- Q: when is Amy expecting the final check to come in and is it from CYFD or from Region 9. CYFD was received in the amount of \$20,207.99 and that was used to pay a bill in the

amount of \$15,319.40 for the FAN training. We have a net operating budget in July of \$3,831.39, so whatever we get in June will be added to that income and that will be what we have in the bank for our expenditures for August. Katrina asked, why are they showing a June invoice for me in the amount of \$8,215.00? That's not correct. Liz will let Amy know that that is incorrect. Katrina stated she can also get with Amy and see where that number came from. Liz asked if she would please do that. This is where we are at currently and could look a little different with correcting the profit and loss for Katrina's invoiced time.

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

Joy sent out a report earlier today, a brief stated on where we were and I know Gary had a question for Joy, and Joy responded that the alliance is aware of the current status of the NMAIMH and possible offered to waive any fees or hold off on any dues to allows us time to breathe. If any of the Board members have any questions for Joy to please respond all to Joys email. Inez stated that the word that Joy used was defer and not waive.

Deborah Weathersten asked that Liz call her this week and she did, Deborah just wanted to express that many organizations have been where the Association is now, and were very close to closing their doors. And to look at maybe scaling down some of our services rather than closing the doors. But will be talking more about that later in the agenda.

Gary sent a follow up question because she only answered on the license question. He asked her if she knows if the Alliance has an expectation of the Association expanding to the 3-6 age level? If they are expecting us to double or triple our program, I want to know about that. Katrina, there is not an expectation, we have until December 2018 to decide if we even want to move forward and purchase that for \$8,000. And there is no expectation to ever purchase it. The \$8,000 would cover 3 years. Inez believes that the \$8,000 would cover both licenses.

Gloria asked what the current license for birth to 3? It's about \$3,000 for 3 years.

Liz recommends that we move forward to the offers so Jonetta is able to be available for the vote.

7.Old Business:

a. Standing Committees:

i. Executive Committee:

No report due to funding issue discussion

ii. Nominating Committee:

No report due to funding issue discussion

b. Special Committees:

i. Finance Committee

No report due to funding issue discussion

ii. Training Committee

No report due to funding issue discussion

iii. Membership Committee

No report due to funding issue discussion

iv. Endorsement Committee

v. Website Committee

No report due to funding issue discussion

c. Other Old Business:

- i. CYFD Behavioral Health offer for 2018: The offer is still on the table for \$27,000.00 from Soledad. In good faith it is hard to accept that amount when our operating costs are twice that. The bottom line is that Soledad is aware that we are unable to accept that until we heard back from CYFD Early childhood. The offer will remain on the table until we are ready to move forward, at that point we would need to craft a budget that is in the amount of \$27,000.00. Had another conversation with Katrina Montano White, they had to confirm some numbers on their part and were able to verbalize an offer of \$23,000.00. If we accept that offer, Liz and Katrina would together on a budget. With both offers it would be \$50,000.00 offered to the Association. Which is a difference of about \$12,000 from our original asking budget. Liz has thought about this and put together a spread sheet with the \$50,000.00 that includes the scope of work and budget. The budget also includes an additional amount \$8,600 in memberships and endorsement fees. Endorsement Coordinator position would change from 1000 hours a year to 900 hours a year. Instead of billing for 12 months of service, we would bill for 10 months of service. Really scaling down service in the months of July and August, because

those months are typically contract negotiations and we know that the state is not going to be able to have a contract ready to go in those months. August is not a problem for Katrina to scale back because she is getting ready to go back to school. However in July, we may need to look at other funding sources to cover costs and maybe that's when we can use the revenue from the memberships and endorsements renewals. So that we can keep services going through July. And for the scaling back on Katrina, she would remain on the 10 hours a month of calls that she does. And then maybe in the months of July and August we just don't accept any new applications. No change on Administrative services, there was no change. Recommends one exam a year in the spring, that would utilize less Endorsement Coordinator hours to support the exam process because now she is taking over as the exam coordinator. So it will save us on the rental of the exam room as well as hours to coordinate one less exam a year. Office supplies and postage will be reduced by \$400, no other changes in overhead costs. So this would give us the operating costs of \$58,600.00. Let focus on the budget and then hash out any other issues. This is what it would look like if we scaled down. And look at mini grants to supplement the budget for such items as travel, maybe additional Endorsement hours.

Liz Martinez made a motion to accept the revenue offers for NMAIMH for fiscal year 2018. Inez Ingle seconded the motion.

Discussion: Gary, would like to do an inventory of what we would be losing. He is not sure he understands it all. There would be no more reflective consultation, correct? Liz, correct. There would be no more annual retreat? Liz, if there is an annual retreat, it would need to be in kind, unless we received additional revenue from renewals. We could use the office and do like a potluck. Gary, and there is no training of any kind, correct? Liz, correct. Gary, and there is no travel of any kind including for board members to attending meetings? Liz, correct. Gary, is there anything else that I may have missed that's going away? Liz, that would be all. Gary, what about the newsletter? Liz, I think we need to look at our office supplies budget and think creatively, for example do we need to print it out or can we send it electronically. Training is also off the budget, looking back we have not had very good luck in offering training, either they didn't happen or were very low addended. Not an effective use of our funds.

Jonetta, did Soledad or Katrina give you a glimpse has to whether or not these offers were negotiable to possibly go higher? Once you give them a copy of this budget and really paint a picture of what they would be losing? An example of what they would be losing is the trainings. Liz, if we wanted to add back in trainings we would really need to look at mini grants. The State already has an agreement with another agency for their trainings. So I don't know if that would be a duplication of services but perhaps that may be a potential for a mini grant. Or if that's how we would like to use our reserves, we could look at using our renewals for trainings, but we would really have to look at other line items like the number of hours that we need for our contract services or our supplies.

Jonetta, did Katrina give you any idea based on what their scope of work is, to get all their staff endorsed and how they were going to meet that if we are having to scale back on our area of endorsement? Liz, no we did not go into those details.

Inez, regarding the discussion with Soledad, was it clarified that that money would go towards all applicants at level 3 and 4 or are they still targeting the waiver applicants only? Liz, the scope of work and our monies would be applied towards providers throughout the state regardless of who their employer was. That our operations were not for State employees specifically. Liz feels she needs to make that more explicated, so that both parties understand that we are not operating to support the CYFD work force, that we are providing these services to all professionals that are within our endorsement system.

Gloria, on that same lines, is Soledad and Katrina aware that with the funds given there will no longer be reflective supervision? Liz, yes and that was one of the first conversations had with Soledad and it didn't seem like reflective supervision was a big deal because it has been available through employers.

Inez, last time we met we talked about letters going out to CYFD and other funders about where we are at and that we would have to trim back. Did those letters go out? Liz, no they did because she wanted to talk to Katrina beforehand and we just had that conversation. And her next point of contact will be with Michael Wineburg.

When talking about this stripped-down model, we are also saying that we are not going to be addressing renewals or are we addressing renewals? Or is this just for getting people their first round of endorsements? Liz, it is my understanding that we will have full operation except in the month of July and August, during those months we will not accept new applications.

Inez, why our option two was so much higher than option one. Liz, budget two included the hiring of someone to do statewide outreach and included reflective consultation. Reflective consultation alone was \$18000.

Inez, in order to maintain the membership in the Alliance I believe we have to be part of the Alliance retreat, now I could be wrong about that? Maybe we look at small funding in order to attend. Katrina, she thinks it's expected but not sure that is absolutely required. But she will look into it.

Jonetta, at the last meeting Joy had offered to donate some of her frequent flier miles to whoever would be attending.

Consolation hours have been offered to assist with our board development. Knowing how much time I have available and can guess how much time the other board members have, I don't have additional hours for development and I would like to take advantage of the offer of these consultation hours.

Rose joined the meeting

So, we do have someone who has extended a hand to help us with our Board development, Michael Wineburg. It's not going to stop our problems but it's an opportunity of someone who is putting out a hand to help.

Jonetta, coming from the State we plan where we are going. It seems like NMAIMH is at the bottom of the barrel. Is there a commitment that we will be funded year after year? Seems like we are at their mercy. They told us to create a budget with everything we needed and yet they scaled us down to nothing and that wasn't fair to you. And I was angry that they had done that to you because you are operating on volunteer hours. I think if we move forward that we need to make it clear that we need to be part of that appropriation each year, that we need to be a line item when they are appropriating money. Liz, you have an excellent point, if we don't want to be at their mercy, we want them to make us a standard line item every year and not having to squeeze money out of them every year.

Gloria, its concerning to me, can the discussion move forward not knowing that clearly that Soledad intends those monies for all applicants? Liz, I will be explicit to Soledad that those monies will be for all 3 and 4 level applicants and not just waiver applicants. What she thinks will be tough that there will be a cap of \$27,000 for all level 3 and 4's and a cap of \$23,000 for level 1 and 2. So we may have to cap the number of applicants that we can accept, and may have to place people on a wait list.

Liz, will forward the budgets to Soledad and Katrina with an understanding that this will cover all applicants and not just CYFD work force.

Jonetta, with that being said and not really knowing if they are going to accept our offer, is the vote to continue still on the table or the vote to carry this additional budget and then come back and vote again?

Liz, maybe I need to resend my request to accept offers and rather seek permission to negotiate.

Gary, not accept the offer and see if they are willing to negotiate or move forward and shut down. If we accept the offer, we have no room to negotiate because we accepted it.

Jonetta, I don't think we vote on the offer, we vote on the idea to sit down and negotiate the offer on the table. That we sit down and explain that this money will be for all applicant's state wide and if they agree then we vote on accepting the offer.

Inez, what about the idea of retroactive billing, if we don't get money still September, can we make it retroactive because we are still working.

Liz, so we also need to ask for retroactive billing for July and August. We will need to bill for all of our services for 12 months except for endorsement coordination because that is our biggest service that we offer and our largest expense. That we can't afford to take that risk, to not have funds for those months. I would like to have authority to proceed, both offers are verbal at this point. I would like to seek to permission to negotiate with the issues we have brought up and be able to hash out those issues with CYFD.

I need a green light to move forward with negotiations and with CYFD I approval to proceed with the contract. But Early childhood I need approval to negotiate.

Gary, this is not how business works, we have an offer on the table, we need to either accept it and move forward or reject it and ask if they are willing to negotiate!

Liz, that sounds logical, with CYFD BH we have an offer to craft a budget, we have an opportunity but with CYFD EC we don't even have anything, so I don't think it's acceptable to approve and move forward. If we vote to accept the \$27,000 and don't receive the \$23,000 then we will be compromised but again we can readjust. And the \$27,000 helps us to move to close the doors.

Jonetta, comfortable with you moving forward to sit down with Katrina and create a budget.

Liz, two votes, one for \$27,000 and one to sit down with Katrina and create a budget.

Needs help crafting the request, or actions.

Liz, I would like to resend my motion and make a new motion to move forward with the \$27,000 offer from CYFD BH with the budget proposed, with the understanding that the billable services are to be applied to infant mental health provider state wide. Jonetta seconds.

Gloria, confused, if that \$27,000 offer is accepted statewide and we are looking at a budget of \$58,600. How will we maximize the monies if the \$23,000 is not offered? What will the \$27,000 include and not include?

Liz, the budget that she shared, it is a full line item amount, I will be splitting the items between the two funders.

Gloria, feels the vote is really depending on a verbal agreement that could go away. Are we really agreeing to cut the budget in half if we don't get both offers?

Katrina, if we don't receive both offers we will not be able to function on \$27,000 alone and we will have to move to shut down.

Jonetta, maybe we need to just out the \$27,000 offer on the side for now, not accepting or rejecting and having Liz sit down with Katrina and hash out that contract and budget first? Once that is worked out then come back even if we have to do a special board meeting to vote.

Liz, would also like to see in the contract the wording that we can pull out in 30 days if we do not receive the monies from CYFD Early Childhood.

Ruth, agrees that we really cannot agree to the CYFD BH Contract without knowing about the Early Childhood contract.

Liz, I would like to resend my original motion and table the vote until September. Jonetta seconds the motion. Gary, thinks we need to vote to reject the \$27,000, and ask to negotiate at that point.

Liz, I would like to make a motion to move forward with the offer from CYFD BH in the amount of \$27,000. Ruth seconds the motion. Vote 4-1-0.

Liz, I am making a motion to request to move forward with the planning and negotiations with CYFD Early Childhood Division for fiscal year 2018. Inez Ingle seconds the motion. No discussion. Vote 5-0-0

Liz will keep everyone posted. Looking at that committees have been on hold and will remain on hold through the month of August. Liz will follow up with Michael Wineburg and his offer of help with Board Development.

Katrina asked how she wanted Amy and herself to proceed through the month of August? Liz, no change and continue like did for July. Keep applications on hold for August.



Katrina, also stated looking at keeping a reserve, in case funding does not come through and we have to shut down.

ii.

iii.

8.New Business:

9. The Board confirmed the next regularly scheduled meeting will be held on September 6, 2017.

10. There being no further business, the meeting was adjourned at 2:39 pm.

Respectfully submitted by Amy Goodner, Administrative Coordinator



NMAIMH Treasurer’s Report: Financial Statements
New Mexico Association for Infant Mental Health
Profit and Loss
August 2017

		Total
Income		
4003 Amazon Smile Foundation		5.08
4006 Bank Interest		0.36
47300 Refunds		3.95
		3.95
Total Income	\$	9.39
Gross Profit	\$	9.39
Expenses		
69800 Uncategorized Expenses		0.24
7001 Bank Service Charges		3.95
7004 Business Licenses and Permits		35.00
7006 Telecommunications Expense		47.12
7012 Endorsement Coordinator Profess		1,400.00
7018 Office Supplies		25.23
7020 Administrative Contract Service		1,200.00
7021 Rent Expense		200.00
		200.00
Total Expenses	\$	2,911.54
Net Operating Income	-\$	2,902.15
Net Income	-\$	2,902.15

Monday, Sep 04, 2017 02:36:59 PM GMT-7 - Cash Basis



New Mexico Association for Infant Mental Health Balance Sheet

As of August 31, 2017

		Total
ASSETS		
Current Assets		
Bank Accounts		
1000 NMAIMH		-1,425.00
1001 Restricted		0.00
1002 Unrestricted		8,177.74
Total 1000 NMAIMH	\$	6,752.74
1004 Paypal		268.35
Total Bank Accounts	\$	7,021.09
Total Current Assets	\$	7,021.09
TOTAL ASSETS	\$	7,021.09
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
30000 Opening Balance Equity		0.00
32000 Unrestricted Net Assets		34,415.08
Net Income		-27,393.99
Total Equity	\$	7,021.09
TOTAL LIABILITIES AND EQUITY	\$	7,021.09

Monday, Sep 04, 2017 02:39:00 PM GMT-7 - Cash Basis

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

NMAIMH Finance Committee Report

No report at this time

MAIMH Training Committee Report

No report at this time

NMAIMH Membership Committee Report

No report at this time.

NMAIMH Endorsement Committee Report

No Report at this time

NMAIMH Website Committee Report

No Report at this time
