



## **Board of Directors Meeting Agenda**

**April 1, 2019**

**4:00 – 6:00 pm**

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number: ZOOM Invite

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):
  - i. Standing committee Reports
    - i. Executive/Finance Committee
    - ii. Nominating/Membership Committee
  - ii. Special Committee Reports
    - i. Promotion/Training/Website Committee
    - ii. Endorsement Committee
    - iii. Grant and Sustainability Committee
  - iii. Other Old Business:
    - i. Endorsement timelines
    - ii. Brindle Foundation final report submitted on February 28, 2019
8. New Business:
  - a. Timeline for BOD meetings
  - b. Upcoming training that Inez sent out
  - c. Membership for Board Members
  - d. Committee’s for BOD’s
  - e. Financial Consultant
  - f. We are from POEM from Leadership summit February 2019
9. Confirm next meeting
- 10. Adjourn**



**Board of Directors Meeting**

**April 1, 2019**

**4:00 – 6:00 pm**

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number: ZOOM Invite

**NMAIMH Board of Directors Meeting**

**Notes for – March 6, 2019**

Approved with Corrections

Date Approved:

NAME	Present (in office)	Present (phone or ZOOM)	Not Avail- Able	NAME	Present (in office)	Present (phone or ZOOM)	Not Avail- able
<i>Directors:</i>							
Ruth Ortiz			X	<b>Members Present:</b>			
Carolyn Newman		X		Katrina Diaz-Castillo Endorsement Coord		X	
Inez Ingle		X		Brooke Udero (Admin Coord)		X	
Jonetta Martinez-Pacias			X	Kara Holguin (Student Intern)			X
Jeannie Ross		X					
Melanie Valdez			X	<b>Guests:</b>			
Jennifer Sallee			X				
Anna Vendrely		X					
Michael Weinberg		X					
Cesia Otero			X				

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1. A quorum was not present, therefore meeting did not proceed
  2. Our Board of Directors now stands at 10.
  3. Agenda was approved with the following changes via email, Training Committee- Ruth will be coordinating the facilitator for the training that will be held in Silver City and Cesia will be coordinating the one in Las Cruces, remove old business about annual meeting and information about leadership summit. Vote 8-0-0
  4. Minutes from February 2018 were approved via email.
  5. **Treasurer's Report**

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

Joy reported that she will be emailing the minutes and the annual report.

**7. Old Business:**

a. **Standing Committees:**

i. Executive/Finance Committee:

ii. Nominating / Membership Committee:

b. **Special Committees:**

i. Promotion/Training/Website Committee

Discussion:

ii. Endorsement Committee:

Discussion:

iii. Grant & Sustainability Committee:

c. **Other Old Business:**

i. None

**8. New Business:**

a. Endorsement timelines

The Board confirmed the next regularly scheduled meeting will be held on April 1, 2019.

There being no further business, the meeting was adjourned.



## New Mexico Association for Infant Mental Health Balance Sheet

As of March 30, 2019

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1000 NMAIMH	1,555.61
1001 Restricted	6,580.19
1002 Unrestricted	26,960.92
<b>Total 1000 NMAIMH</b>	<b>\$ 35,096.72</b>
1004 Paypal	268.35
<b>Total Bank Accounts</b>	<b>\$ 35,365.07</b>
<b>Total Current Assets</b>	<b>\$ 35,365.07</b>
<b>TOTAL ASSETS</b>	<b>\$ 35,365.07</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
30000 Opening Balance Equity	0.00
31300 Perm. Restricted Net Assets	-22.52
31500 Temp. Restricted Net Assets	-71.00
32000 Unrestricted Net Assets	31,896.71
Net Income	3,561.88
<b>Total Equity</b>	<b>\$ 35,365.07</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 35,365.07</b>

Saturday, Mar 30, 2019 09:36:04 AM GMT-7 - Cash Basis



## New Mexico Association for Infant Mental Health Profit and Loss

January 1 - March 30, 2019

	<b>Total</b>
<b>Income</b>	
4004 Training Fees	2,646.75
4005 Grant Income	
4005-02 CYFD Grant	2,098.75
<b>Total 4005 Grant Income</b>	<b>\$ 2,098.75</b>
Unapplied Cash Payment Income	1.75
<b>Total Income</b>	<b>\$ 4,747.25</b>
<b>Gross Profit</b>	<b>\$ 4,747.25</b>
<b>Expenses</b>	
62500 Dues and Subscriptions	15.76
7009 Training Expenses	1,075.71
7015 Miscellaneous	62.10
7018 Office Supplies	31.80
<b>Total Expenses</b>	<b>\$ 1,185.37</b>
<b>Net Operating Income</b>	<b>\$ 3,561.88</b>
<b>Net Income</b>	<b>\$ 3,561.88</b>

Saturday, Mar 30, 2019 09:41:28 AM GMT-7 - Cash Basis

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

**No Report available**

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**NMAIMH Executive/Finance Committee Report:**

### ***Executive Committee***

#### **Minutes**

**3.22.19**

**Present: Michael, Ruth, Inez, Anna, Melanie**

**Absent: Carolyn**

**Meeting called to order: 8:38 a.m.**

#### **Old Business:**

- 1) Ordering training and promotion materials (\$2000 - \$3000) using funds from Aprendamos.
- 2) Nomination committee has not submitted meeting minutes for two to three months. How are members being supported? What is happening with the newsletter (if necessary, should we look for someone else to create the newsletter 2-4 times per year)? Michael will send an email to the chairs on behalf of the executive committee.
- 3) Reminder- all committees should submit minutes to Brooke by the 25th so she can incorporate those into the agenda/ minutes. Urge members to read minutes prior to meeting to facilitate discussion of issues rather than review of committee meetings. Brooke will send out a meeting reminder one week beforehand. Could we request members RSVP and make it part of the meeting invitation?
- 4) Clarified process for bringing on new board members according to bylaws. Board can vote in new members depending on how many we have (i.e. less than 9) and timing of upcoming membership meeting.

#### **New Business:**

- 1) Need to make sure all Board members are members of the Association. Ruth will remind everyone at the next meeting.
- 2) Meeting schedules- Are we overburdening our board members with too many meetings? Might it be worth reviewing the schedule and possible moving to meeting as a whole board every other month, with committee meetings in the in-between months? Some committees might need to meet less often than others. We do have some business that needs to be taken care of in a timely manner.
- 3) Training, UNM Child Well Being Symposium, March 30 and one other opportunity. Inez will send to the group. Post to website. Brooke will forward to the membership.

**In-kind:** Reminder that everyone should submit monthly. This is important for our funders. We should review the log at the next board meeting for new board members.

**Meeting Adjourned:** 9:24 a.m.

**Next Meeting Date:** April 12, 8:30 a.m. (Ruth will bring donuts); Inez will be out

*(Please send in minutes to Admin. Coordinator within 1 week of Committee Meeting)*

**NMAIMH Nominating/Membership Committee Report**

***Membership Committee***  
**Agenda**  
**March 25, 2019**

**Present: Jonetta, Carolyn**

**Absent:**

**Meeting called to order: (Time) 3/2 (11:00 am), 3/16 (12:00 pm), 3/25 (7:00 pm)**

**Old Business:**

1) Jonetta spoke with Colleen and she reported that she had submitted the newsletter a few months back and did not receive any further guidance on it. From speaking with Colleen, the newsletter was complete and was waiting for just a few more submittals including new board member bios and pictures that she did not have. Emily, VP at the time, said that she would follow up with compiling new board member pictures and bios for two purposes

- a. to update the webpage
- b. for the newsletter

A suggestion from Michael Weinberg was given in an email dated 3/22/19 that the task of the newsletter could be moved to another volunteer. This is definitely an idea that can be considered and discussed at our next board meeting.

**New Business:**

1) To date we have a new nomination that has been brought before the board, but the feedback that has been brought up has stifled the process of continuing with the process until we receive further guidance from the board on onboarding future board members. The big questions that seem to come up often is

- a. when can a new member be brought on as an active member of the board
- b. what is the guidance per the bylaws so that we are consistent and that there is clarity so this doesn't happen for every nomination

Carolyn is putting a lot of effort and time to this process and then coming up with some disagreement among the board as to the process of onboarding. This makes it difficult when we have members excited and enthusiastic and we as a board are stalling the process. In addition, to date, we have not been given access to the general membership that Carolyn has asked for several times.

**In-kind:**

**Meeting Adjourned: (Time) 3/25 7:30pm**



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**Next Meeting Date: (Date) 4/22/19**

*(Please send in minutes to Admin. Coordinator within 1 week of Committee Meeting)*

**Promotion/Training/Website Committee Report:**

## *Promotion/training/Website Committee*

March 19, 2019

**Present: Ruth Ortiz, Melanie Valdez, and Jeannie Ross**

**Absent: Cesia Gillard**

**Meeting called to order: 1:33 – 2:01**

**Old Business:**

- 1) Reflective Supervision Trainings: There will be four trainings in NM this year. Ruth is looking at budget to see if we can pay facilitators. Committee members will ask facilitators for rates. Information and registration will be on website. Brooke will handle registration. Melanie is looking for facilitator for Santa Fe and has reached out to Deb Harris. The confirmed trainings/details are as follows:
  - Silver City: Ruth is coordinating, May 31, 9-12, WNMU, Child Development Center, 513 W 12<sup>th</sup> Street, Sechler Hall Room #121, Facilitator- Angel Tayota-Sharpe, Licensed Clinical Counselor, IMHE-IV, Clinical Mentor and Nationally Board Certified Counselor
  - Taos: Jeannie is coordinating, October 25, Taos First Steps office, 413 Sipapu, Taos, NM 87571 Facilitator- Heather Nelson, LCSW, MSSW, MSEd, IMH-E III
  - Santa Fe: Melanie is coordinating, July 19, SF Community College
  - Las Cruces: Cesia is coordinating, October 18, 1-5, LCDF Administration Building, Conference Room A, 385 Calle de Alegra, Las Cruces, Facilitator: Anna Vendrely, LCSW, IMH-E III
- 2) Promotions: Promotional items need to be ordered for outreach. We need to order more pens and pads. We have enough brochures. Ruth would like to order some different promotional items that would be more visible but also affordable. Some potential ideas are hats, t-shirts, chapsticks, hand sanitizer, water bottles, to-go coffee mugs, stress balls, and grocery/canvas bags. Melanie will research items/costs and forward to committee to approve before Brooke orders. Ruth stated that there is money for promotional items from Aprendeamos Intervention Team.
- 3) Website: Ruth will continue to update and put in new board members.
- 4) Annual meeting: We will use timeline from last year to stay on track for the January 2020 meeting. Brooke will send out the calendar to board members.

**New Business:**

- 1) Promotional video: Ruth is setting up a time in April for the videographers to film at Katrina's daycare so there will be children present. The center already has photo releases



for the kids. The video will be put on the website and facebook page. Ruth is waiting to hear the fee for the video. Jeannie will share the First Steps video to the committee for ideas. The video will be a good tool for promotion. Ruth mentioned that there are a lot of EC providers on Linked In and that the Association should have a profile on the site.

**In-kind: Discuss and remind to have completed.**

**Meeting Adjourned: 2:01 pm**

**Next Meeting Date: April 9, 2019 @ 1:30pm**

**Endorsement Committee Report:**

## ***Endorsement Committee***

### **Agenda**

### **March 14, 2019**

**Present:** Inez, Jacqui, Pam, Angel, Katrina (Via ZOOM)

**Unable to attend:** Caryle, Anna

**Meeting called to order:** Meeting was opened at 9:04 am

**Old Business** Follow up from previous meeting. (Completed or not completed):

**1) Association News:**

\*Went over new BOD meeting day and time.

\*Discussed attendance and topics from BOD meeting that was held on March 4, 2019.

**2) ZERO TO THREE Infant and Early Childhood Mental Health Convening (IECMH)**

\*The ZTT Steering Committee met on March 6<sup>th</sup> to plan for the discussion about the focus each committee. \*The committees are groups of specialists and interested people who have committed to “The New Mexico Infant and Early Childhood Mental Health Continuum.

\*Specifically, the 6 committees are: Promotion; Prevention; Screening; Assessment, & Diagnosis; Treatment; Financing the Initiative; and Reimbursement for service and Regulation.

Topics of study for each group are listed below:

**Promotion:** Statewide recognition and Marketing Diagnostic Classification System: 0-5 years (DC-0-5); Develop mapping of all services/agencies and providers.

**Prevention:** Home visiting, Developmental Domains, Social/Emotional Education, Breast feeding, Care coordination of high-risk parents, Navigators.

**Screening, Assessment, and Diagnosis:** Tools, Diagnosis, Workforce and Education;

**Treatment:** Access to care, Workforce and Education.

**Financing the Initiative:** Grants, Philanthropy.

**Reimbursement for Service and Regulation:** Consistency between DOH, CYFD, and HSD regulations, Develop new required regulations.

**3) Reflective Supervision Groups:** Information will be going out in a mass email to all endorsed professionals regarding the contact information for those that have expressed interest in leading a Reflective Supervision Group.

4) **Timelines for Endorsement applications:** The BOD will be voting on new timelines to be sent to all those in process of applying for endorsement as well as any new professionals who register for endorsement. Suggestions for imposing fees to those placed on “on hold” or “delete” status will also be voted on. Editing to welcome email will be completed; clearly describing the responsibility of progressing through the endorsement process is on the applicant and not the advisor.

**New Business:**

1) **Upcoming Advisor Training:**

Katrina will soon set a date for the Advisor Training...tentatively for June 2019.

NEW change to those seeking Category I Endorsement: Transcripts no longer have to be requested IF the applicant meets the work requirement. It is in the interest of the applicant to request transcripts, but is no longer required.

2) **Exam:** There was one application submitted to be considered to take the Spring exam. That applicant has been invited to sit for the exam on March 30, 2019 in Albuquerque.

3) **CYFD BH Grant:** 5 new professionals have been granted a “Waiver to Practice” under CYFD, NMAIMH will be following these additional 5 through our contract with CYFD-Behavioral Health.

Keeping on our Radar:

**Promotion and Endorsement Kickoffs:** Suggestion made to have “Endorsement Ambassadors” in various areas of the state to give presentations on Endorsement and introductions to using EASy. Applying for mini grants to host small events like “Endorsement Breakfast” would be great outreach. We want to be a Community of Practice where professionals support professionals. Grants money to cover a stipend for each Ambassador would be needed. Another suggestion was to promote agencies to offer the stipend so an Ambassador could present to individual agencies.

**In-kind:** Complete hours not available, however there were at least **4 in kind hours** for this call alone.

**Meeting Adjourned: 10:00 am**

**Next Meeting**

**Date: April 11, 2019 @ 9:00 am**

**Grant and Sustainability Committee Report:**

***Grant Committee  
Agenda  
March 19, 2019***

**Present: Ruth, Michael, Carolyn, Jeannie**

**Absent: Jennifer**

**Meeting called to order:**

**Old Business:**

- 1) Blue Cross Blue shield Grant still in process. Ruth and Kara are working to complete it.
- 2) Michael has been working on a proposed budget and will send out to committee for feedback and then Ruth will set up a meeting time to discuss with Katrina Montano-White, Andy Gomm and Soledad Martinez. In discussion about the PDG grant of where the association fits in with their plan.
- 3) Pritzker grant has been submitted and waiting for approval/denial.
- 4) Albertson's grant – is about \$1, 000.00, but could be utilized for promotional items.

**New Business:**

- 1) Con Alma Grant was introduced by Jeannie as a possible grant application – After a brief review, Michael and Jeannie agreed it would be a grant the association could apply for. Kara and Ruth will review and complete the application on behalf of the association.

**In-kind: Reminder to turn in to Admin. Coordinator.**

**Meeting Adjourned: 9:30am**

**Next Meeting Date: TBD**

*(Please send in minutes to Admin. Coordinator within 1 week of Committee Meeting)*