



Board of Directors Meeting Agenda

February 6, 2019

1:00 – 3:00 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. Leadership Summit
8. New Business:
 - a. Alliance Leadership Summit 2019 - Ruth, Inez, Katrina in attendance
 - b. Paypal - Reimbursements for BOD's
 - c. New BOD meeting time - First Monday of the month from 4pm-6pm.
 - d. New BOD's voted in - Anna Vendrely, Cesia Otero, Michael Weinberg
Re-elected - Inez Igle, Jonetta Pacias-Martinez, Carolyn Newman, Ruth Ortiz
 - e. New Officers: Vice President - Anna Vendrely, Secretary - Michael Weinberg, and Treasurer -
Melanie Valdez.
9. Confirm next meeting
10. Adjourn



New Mexico Association for Infant Mental Health

Promoting & supporting healthy development and nurturing relationships for all infants and young children in New Mexico



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Conference Call Number: ZOOM Invite

NMAIMH Board of Directors Meeting

Notes for – January 2, 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		Members Present:			
Carolyn Newman		X		Katrina Diaz-Castillo Endorsement Coord		X	
Inez Ingle		X		Brooke Udero (Admin Coord)		X	
Jonetta Martinez-Pacias			X				
Jeannie Ross		X					
Emily Aragon			X	Guests:			
Melanie Valdez		X		Joy Browne		X	
Jennifer Sallee			X				

1. A quorum being present, the meeting was called to order at 1:09 pm by Ruth Ortiz, Board President.
2. Introductions were made. Our Board of Directors now stands at 8.

3. Agenda was approved, with the addition of a. Leadership Summit. Motion was made by (Inez Ingle) and seconded by (Melanie Valdez). Vote 5-0-0
4. Minutes from December 2018 were approved pending the changes to Present in person (in office), on page 3 number 4 change December to November, on page 3 number 3 change fiscal to Pritzker, and add the word section after report, page 7 under c. change restraint to restaurant, under f. fix wording to say early learning leaders. Motion to accept the minutes with corrections was made by (Jeannie Ross) and seconded by (Inez Ingle). Vote 5-0-0.
5. **Treasurer's Report:** Payment from CYFD early childhood grant have been received. Brooke will follow up with receiving funds from CYFD Behavioral Health grant. Brooke and Katrina will now start getting paid through PayPal starting in the month of January. Motion to accept treasurer's report as is was made by (Carolyn Newman) and seconded by (Jeannie Ross). Vote 5-0-0

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

Presented by Joy Browne:

The budget for 2019 was approved. There were some questions around the position and how the costs were calculated but was all clear once we they got the opportunity to talk about them. There were some questions surrounding Reciprocity and imbedded in that is the crosswalk definition and what needs to be cleared by the alliance. In terms of the reciprocity, they are thinking that it needs to be signed by each of the associations on an annual basis because there is so much turnover they want to bring it to everyone's attention. The crosswalk language, the clarification is that if its of patination significance the alliance needs to have something to do with it. For example, if there is just local things that are applied to the association it should be ok for the state to approve those crosswalks.

A request from Dr. Massie and Dr. Cambell to alliance to house their "Attachment During Stress" on our website-as we have done with materials working with families experiencing opioid addiction. Recommended to approve by the Executive committee.

New Mexico hosting the Symposium for 2020 and 2021- Sheryl offered update: Selection committee is being put together now. Guidelines updated from input from CO-AIMH (Jean Cimino) based on most recent symposium. Posted on Basecamp in Leadership and BOD folders. NMAIMH BOD members will be talking about that at our orientation meeting in January.

Summit update: The summit will be the first weekend of February. (February 2, 2019- February 3, 2019)

Ongoing conversation with Perigee, nonprofit finance fund and Root Cause to discuss sustainability and costs of endorsement. Looking at diversity and financial standings of different AIMH (both alliance members and non-members). Ruth has not received any additional information since the initial email that was sent.

7. Old Business:

a. Standing Committees:

i. Executive/Finance Committee:

Discussion:

New Business:

1) A proposal was offered and accepted to pay Katrina and Brooke through PayPal, resulting in a more timely payment process.

2) Ruth discussed her meeting with Soledad which resulted in a discussion regarding the Association's updated requirement of 3 hours of reflective supervision training for 2019.

3) At the recent CYFD Home Visiting Quarterly Meeting Alejandra stated that CYFD would pay for home visitor endorsements. Emily stated that this had been stated in the past but was further clarified that it was to be taken from each program's funded budget. Ruth will email Alejandra regarding current clarification. Inez brought up the problem that even if CYFD pays for endorsement, we do not have the capacity/staff to receive a large influx of new endorsements.

4) Melanie informed Ruth that she would be interested in assuming the Treasurer role.

5) Jonetta requested to stay on the Board, but, due to work responsibilities, requests to step down from the Secretary/Executive Board member position.

6) Melanie and Jonetta's positions can be voted in at the annual meeting in January.

ii. Nominating / Membership Committee:

No report available

b. Special Committees:

i. Promotion/Training/Website Committee

Discussion:

1) Annual Meeting – Jeannie is in contact with Geri and getting all catering finalized for the meeting. Ruth will keep Jeannie updated regarding the budget for food. Ruth will make sure evaluations, certificates, name tags, sign-in sheets, agenda and gifts are complete for the meeting. Want to make sure all BOD wear shirt for the annual meeting. BOD will meet at 8:30am to set-up and stay until 4pm to clean up. All board members need to register for annual meeting.

2) Brochures are printed!!

No New Business

ii. Endorsement Committee:

Discussion:

1) **Groups for RS/C:**

Much discussion regarding the need for Reflective Supervision/Consultation groups around the state in order to primarily meet renewal requirements. The final recommendation was to email those currently on the Directory to seek interest in forming groups. Once we have a list of those interested in leading groups, an email will go out to all currently endorsed professionals. NMAIMH will not be the holders of the contracts, it is up to the RS Consultant and the participant to agree to details surrounding participation. Jacqui offered to share the forms she uses to guide such groups. Katrina and Inez will come up with a list of names.

New Business:

1) **Funding:**

An announcement was made at the Home Visiting Quarterly Meeting on December 6th, that all fees for home visitors would be covered under the CYFD-EC grant. This is NOT written into the grant. Ruth will be looking into this and seeking more funding from CYFD-EC if this is the intention of CYFD.

2) **Alliance News:**

Changes to requirements for Program Managers seeking Category II endorsement: as long as direct service work was completed in the past, Reflective Supervision they currently receive can be about their role as a supervisor supporting others.

Upcoming requirement for Category IV-C (effective January 1, 2021): after 3 years of being endorsed, the exemption from having to receive Reflective Supervision will no longer be valid. Those that have been endorsed at Category IV-C for longer than 3 years will now have to participate in a minimum of 10 hours per year to meet renewal requirements for 2022. There is no minimum time frame (per calendar year) to receive the 10 hours and it can be peer to peer.

Effective immediately, there will be 15 minutes allotted for the review and consideration of the vignettes on the written portion of the IMHE exam prior to the 90 minutes allotted to respond.

December update: Approximately 10 registrations are waiting to be processed because they have requested a scholarship through CYFD funding.

iii. Grant & Sustainability Committee:

Did not meet. No report available

The sustainability of the association needs to be a priority.

c. Other Old Business:

- i. Reflective Symposium-The application has gone out for 2021. Ruth will be reviewing it. Jennifer (with Santa Fe Community College) stated that she does put on huge conferences with 500-600 people and would be willing to support the association.
- ii. ZTT Meeting Dec. 17, 2018 1-3pm. Jane Clark will be the speaker for it if anyone else is interested in attending. Ruth sent out the information to the board.
- iii. Fundraiser – Non-profit organizations. A fundraiser possibility that Ruth was asked if the association was interested in participating in. The association would get 10% of the proceeds at a restaurant in Albuquerque. The board decided that it was not a good time of year to participate in so Ruth will not go forward with following up.
- iv. Data received from alliance and what do we want to do. Joy sent Ruth an email from Ashley McCormick on data that was obtained in the past 2 years. What does the board want to do with the information and how to disburse the information? Ruth will forward the information to the board and will need feedback before January.
- v. Alliance Leadership call– info. They talked about the leadership summit Ruth and Katrina will be going. The leadership call which has been going on monthly, will change from one month there will be a traditional leadership call and the next month will be a peer to peer call. People are asked to sign up and lead a discussion sharing information about an issue. The first peer to peer call will be in January. Tennessee will be leading the call and talking about partnership and funding. Ruth will be in attendance for the meeting in December.
- vi. Early Learning Advisory Council- Ruth attended on November 28, 2018. This group is established by the governor and brings these early learning leaders together. Ruth will be invited to that meeting on a regular basis..
- vii. November 9th training feedback and conflict of interest. Ruth did receive some feedback from the November 9th training and wanted to remind the board about our “conflict of interest”. One thing that is needed to be enforced, as a member of the board, is to remember that you are going to represent the association and not the places that we work for.
- viii. NMAIMH Strategic plan follow-up: The BOD discussed that the board is making sure the strategic plan is being followed, as well as the calendar. Ruth presented the Strategic Plan and the board is on track with the goals at this time.

- ix. NMAIMH Calendar follow-up: The calendar has given the board the opportunity to have a good timeframe and guideline of events that needed to be completed and accomplished. You can send the administrative coordinator a request via email to add to the calendar
- x. Pritzker Grant- Jennifer connected Ruth to Katie Dry. Ruth attended the meeting and provided feedback on where the association would step in for the grant. Supporting the workforce in professional development. Ruth will continue to attend the continuous meetings to get the association involved in the grant. The first part will be the letter of intent. Ruth will be giving feedback. Carolyn will help Ruth with that part.

8. New Business:

- a. Leadership Summit

Those that will be participating will be Ruth, Katrina, Inez and Joy. Inez already paid for the summit and the association will be reimbursing her for that money. The summit will be held February 3rd, 2019.

The Board confirmed the next regularly scheduled meeting will be held on February 6, 2019.

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



New Mexico Association for Infant Mental Health

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New Mexico Association for Infant Mental Health Balance Sheet

As of February 4, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 NMAIMH	-3,113.78
1001 Restricted	6,580.19
1002 Unrestricted	26,960.92
Total 1000 NMAIMH	30,427.33
1004 Paypal	268.35
Total Bank Accounts	30,695.68
Total Current Assets	30,695.68
TOTAL ASSETS	30,695.68
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
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	-1,107.51
Total Equity	30,695.68
TOTAL LIABILITIES AND EQUITY	30,695.68

Monday, Feb 04, 2019 01:41:12 PM GMT-8 - Cash Basis



**New Mexico Association for Infant Mental
Health
Profit and Loss
January 1 - February 4, 2019**

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

Monday, Feb 04, 2019 01:50:57 PM GMT-8 - Cash Basis

NMAIMH Report on Alliance for the Advancement of Infant Mental Health

No Report available

NMAIMH Executive/Finance Committee Report:

No report available

NMAIMH Nominating/Membership Committee Report

No report available

Promotion/Training/Website Committee Report:

Promotion/training/Website Committee

Agenda

January 8, 2019

Present: Ruth Ortiz and Melanie Valdez

Absent: Jeannie Ross

Meeting called to order: 2:00pm

Old Business:

- 1) Annual Meeting – Jeannie is in contact with Geri and getting all catering finalized for the meeting. Ruth will keep Jeannie updated regarding the budget for food by 1/8/19. Brooke complete evaluations, certificates, name tags, sign-in sheets, agenda, snacks and gifts are complete for the meeting. Brooke will have Check for United Way available on the day of the annual meeting. There will be no key note presenter for the annual meeting.

New Business: No New Business

In-kind: Discuss and remind to have completed.

Meeting Adjourned: 2:26pm

Next Meeting Date: February 12, 2018 @ 1:30pm

NMAIMH Endorsement Committee Report:

Endorsement Committee

Agenda

January 19, 2018

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

Absent: All present

Meeting called to order: 9:04

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

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

One of the goals of the ZTT Finance Convening group is to provide relevant training on the DC: 0-5 to professionals who serve populations of infants, toddlers, and preschoolers. The range of training competencies would include basic knowledge of IECMH to formal training in using the tool as a diagnostic measure. Specific trainings would provide information can be scaled to foundational knowledge that would be of benefit to professionals in field, such as home-visitors, child care providers, early interventionists, preschool teachers, and others in related services.

- 2) Reflective Supervision Groups:** Katrina is still working on the promotion and outreach to Supervisors as well as professionals across the state who are in need of Reflective Supervision.

New Business:

- 1) Preschool Development Grant (PDG):** NM was awarded \$5.4 Million. The PDG is targeted to help states build a quality early learning system for children birth to 5 and their families. Ruth is going to contact Andy Gomm to inquire if funding will be directed to NMAIMH.

- 2) Cleaning up EASy:** Katrina will send out the contact suggestion to each person on this committee that was agreed on a few years ago so it can be updated if needed. There is a great deal of responsibility placed on advisors to keep in touch with advisees and a great deal of time and energy spent on advisees that have not been working towards endorsement. The committee will be discussing a policy/timeline (suggested 3 years) from the date of registration to complete the Endorsement

or be deleted/removed from EASy.

Also discussed was editing the welcome email that goes with each new registration to include language surrounding placing more responsibility onto the advisee.

- 3) **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.

Endorsement Coordinator Report for 2019

Not available

In-kind: Complete hours not available, however there were at least **5 in kind hours** for this call alone.

Meeting Adjourned: 10:00 am

Next Meeting

Date: February 14, 2019 @ 9:00 am

Grant and Sustainability Committee Report:

No report available