

Board of Directors Meeting Agenda

January 2, 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. Reflective Symposium
 - ii. ZTT Meeting Dec. 17, 2018 1-3pm
 - iii. Fundraiser – Non-profit organizations
 - iv. Data received from alliance and what do we want to do
 - v. Alliance Leadership call - info
 - vi. Early learning advisory council- Ruth attended November 28, 2018
 - vii. November 9th training feedback and conflict of interest
 - viii. NMAIMH Strategic plan follow-up
 - ix. NMAIMH Calendar follow-up
 - x. Grant
8. New Business:
 - a. Leadership Summit
9. Confirm next meeting
- 10. Adjourn**

**Board of Directors Meeting
December 5, 2018
1:00 – 3:00 pm
630 Manzano St. NE, Albuquerque, NM 87110
Conference Call Number: ZOOM Invite**

NMAIMH Board of Directors Meeting

Notes – December 5, 2018

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						
Jonetta Martinez-Pacias			X				
Jeannie Ross		X					
Emily Aragon			X	Guests:			
Melanie Valdez		X		Brooke Udero (Admin Coord)		X	
Jennifer Sallee		X					

1. A quorum being present, the meeting was called to order at 1:11 pm by Ruth Ortiz, Board President.
2. Introductions were made. Our Board of Directors now stands at 8.

3. Agenda was approved, with the change to add J. Pritzker Grant to New Business. Motion was made by (Inez Ingle) and seconded by (Jeannie Ross). Vote 6-0-0
4. Minutes from November 2018 were approved pending the changes to Page 3 take out “can” on number 4 and change “individuals interested in endorsement” under executive/finance committee report section. Motion was made by (Carolyn Newman) and seconded by (Inez Ingle). Vote 6-0-0
5. **Treasurer’s Report:** Brooke is working with our new financial consultant. Sandra will have access to Quickbooks. Motion to accept treasurer’s report as was made by (Inez Ingle) and seconded by (Melanie Valdez). Vote 6-0-0

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

No report at this time, as a meeting for next Friday was scheduled. A review of the reciprocity agreement was requested to be discussed.

7. Old Business:

a. **Standing Committees:**

i. Executive/Finance Committee:

Discussion:

ii. Nominating / Membership Committee:

Committee did not meet.

b. **Special Committees:**

i. Promotion/Training/Website Committee

Discussion:

Our upcoming annual meeting is approaching. We all have been organizing for the meeting and it has helped to get things organized sooner. The “Save the Date Flyer” will be going out tonight. The “Save the Date Flyer” is different from the actual event flyer. The save the date will not have all the information but will be sent out so we can start getting people registered for it.

Brooke and Emily have not been able to meet. Ruth will get with Brooke to get those brochures ordered through Vistaprint.

From the beginning of the year, Ruth is wanting to step down from the training committee chair and Ruth has asked Melanie and Jeannie to think about taking it over.

We need to think of other ways that we can gain profit from trainings that we are providing. So, we would like to set out some other trainings that we could see throughout the year that we’ll be looking at. Ruth would like to get feedback from membership at the annual meeting on what trainings they would like to come to New Mexico. Carolyn suggested that we pass out papers and have them write down suggestions and submit to us. Brooke will generate suggestion slips.

ii. Endorsement Committee:

Discussion:

Groups for RS/C: (not discussed at December meeting)

Continued task to complete: Inez, Ruth, and Katrina will meet to discuss a plan of how to form groups.

Early Childhood Mental Health Endorsement:

Rich discussion about the impact of how our current systems do not provide for smooth transition or continuation of services from the zero to three age range into the three to five age range. Part of which continues to be a workforce that is not fully trained on Trauma Informed Work and Practice. Much collaboration is needed to undertake bringing the ECMHE to NM but the discussion we had made for very good arguments that it is something that would be of huge benefit as there is significant gap between 0-3 and 3-6. We also discussed addressing this issue would be a great training topic.

Angel will talk with Shannon Rivera (Director of Early Childhood Services in Silver City) for ideas regarding filling in the gap we discussed with the ECMHE. Also, brought up in discussion, it might be of benefit for someone to be more involved in the JP Taylor workgroup. Pam will see about joining the JP Taylor Meetings. Pam will also forward meeting minutes from the JP Taylor workgroup to this committee for consideration. Katrina discussed the Google Doc that was created for the BOD to track what meetings were offered throughout the state and who might be able to attend to represent NMAIMH. Katrina will add the Endorsement Committee to the document, as this group is highly active in IMH promotion.

With the current shift in our Political leadership, now may be a very good time to get our message across and share our vision. Inez mirrored Carolyn Newman's message to the BOD about having a table at the legislative session.

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

Pam reported there is no news to share.

Endorsement Coordinator Report:

It was decided that Electronic Certificates would continue to be sent with Endorsement Renewals (EASy will automatically generate and send a confirmation of renewal as well), with the offer to send hard copy certificates for those that requested them.

iii. Grant & Sustainability Committee:

Discussion:

CYFD grants were explained - \$27,000 for BH and \$40,000 for Early Childhood for endorsement for 15 people.

Jennifer is familiar with statewide grant due dates (example, Brindle just closed).

Although the dates may change slightly for the 2019 cycle, she will provide a list of common grants and their approximate dates. Most grants cycle in Sept/Oct and again in March. Once we meet in January we will go over so we can add those dates to our calendar.

Jennifer explained the importance of not only receiving grant monies from CYFD, but also actually getting written into their training/education plans. This would provide more stability for future funding.

The Pritzker planning grant for infants and toddlers would align with our strategic plan item of improving the quality of the workforce, as well as potentially providing funding for an Executive Director. This could also potentially provide funding for a part time/seasonal Advocacy/Outreach person, especially important during the legislative periods.

Obtaining larger funding amounts is difficult for a smaller organization. Being connected to larger organizations (a local or community college, a college department, etc.), might provide stability, shared resources, and increased funding opportunities.

Jennifer to provide a list of approximate grant deadlines, and Ruth and Emily will be researching 5 potential grant sources for next meeting.

c. Other Old Business:

- i. Possible change of time to evening for BOD meeting:

A request to change the BOD meeting to the evening on the first Wednesday of every month was presented. The Board agreed that no changes to the meeting will occur and will stay at 1:00pm-3:00pm the first Wednesday of every month.

- ii. CYFD Grant allocated \$40,000.00 for 2018-2019: As a board, we talked about showing where we are with our grants. Ruth is working on laying out each of the grants to reflect where we are at throughout the fiscal year. We are almost finished with the Brindle grant by the end of December. We now have CYFD-Behavioral Health and CYFD-Early Childhood grant. BOD will now be able to start seeing the breakdown each month of where we are at with those grants.

- iii. Annual Meeting Presenter – w/Reflective Supervision Requirement- Joe DeBonis will be presenting at the annual meeting.

- iv. Donation for Rent of office Space from Jacqui- 2019: Jacqui will once again donate the office space for 2019. Ruth will sign the renewal and send Brooke a copy to give to Jacqui:

- v. Contract Accountant - Sandra Gutierrez - \$50.00/month: Sandra will work with Brooke and would help with the accounting component through the association. The BOD agreed to accept Sandra Gutierrez as the financial consultant on a 3-month trial period
- vi. The resignation of Joe Estes was received on October 29, 2018
- vii. Summit registration for February 2019: Two slots for the summit will be available, but they are working on possibly having a third slot open. Ruth and Katrina will be attending the summit. If a third slot is available, Inez will be interested in attending.
- viii. Reminder: Committee Reports due: Committee Reports are due one week of the meeting occurring
- ix. 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.
- x. 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

8. New Business:

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.

f. 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.

g. 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.

h. NMAIMH Strategic plan follow-up

i. NMAIMH Calendar follow-up

j. 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.

The Board confirmed the next regularly scheduled meeting will be held on January 2, 2019.

There being no further business, the meeting was adjourned at 2:53 pm.

NMAIMH Treasurer’s Report: Financial Statements

**New Mexico Association for Infant Mental Health
Balance Sheet
As of January 1, 2019**

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 NMAIMH	-7,110.19
1001 Restricted	6,580.19
1002 Unrestricted	28,024.76
Total 1000 NMAIMH	\$ 27,494.76
1004 Paypal	268.35
Total Bank Accounts	\$ 27,763.11
Total Current Assets	\$ 27,763.11
TOTAL ASSETS	\$ 27,763.11
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	0.00
32000 Unrestricted Net Assets	27,763.11
Net Income	
Total Equity	\$ 27,763.11
TOTAL LIABILITIES AND EQUITY	\$ 27,763.11

Tuesday, Jan 01, 2019 08:51:25 PM GMT-8 - Cash Basis

NMAIMH Report on Alliance for the Advancement of Infant Mental Health

No Report available

NMAIMH Executive/Finance Committee Report:

Executive Committee

Agenda 12/14/2018

Present: Ruth, Inez, Jonetta, Emily

Absent: None

Meeting called to order: (Time)8:30 AM

Old Business:

- 1) Brochures were ordered by Brooke – 2000. Already paid for.
- 2) Conflict of interest discussion was revisited and clarified, calling for maintaining open communication both on Board and with the community.
- 3) Reminders were discussed regarding timely submission of committee reports to Brooke
- 4) The annual meeting food has been arranged, both for the training/membership meeting and for the next day's board meeting. CEUs have been arranged through UNM.
- 5) Michael Weinberg's acceptance of Board nomination is pending approval from his organization

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.

In-kind: 4 hours

Meeting Adjourned: (Time) 9:29 AM

Next Meeting Date: (Date)

NMAIMH Nominating/Membership Committee Report

No report available

Promotion/Training/Website Committee Report:

Promotion/Training/Website Committee

Agenda

December 18, 2018

Present: Ruth Ortiz, Jeannie Ross, and Melanie Valdez

Absent:

Meeting called to order: 1:55pm

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. 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.
- 2) Brochures are printed!!

New Business: No New Business

In-kind: Discuss and remind to have completed.

Meeting Adjourned: 2:45pm

Next Meeting Date: January 8, 2018 @ 1:30pm

NMAIMH Endorsement Committee Report:

Endorsement Committee

Agenda

December 13, 2018

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

Absent: Pam, Angel

Meeting called to order: 9:02

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

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.

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.

Endorsement Coordinator Report for 2018

New Applications	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Category I	0	0	0	0	2	0	1	*	2	1	0	4
Category II	1	0	0	1	2	0	0	*	0	4	1	3
Category III	0	0	0	0	1	0	1	*	1	0	0	1
Category IV	0	0	0	0	0	0	0	0	0	0	0	0

Newly Endorsed	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Category I	0	0	0	0	0	1	0	0	0	0	0	0
Category II	0	0	0	0	0	1	0	0	0	1	0	0
Category III	0	0	0	0	0	0	0	8	0	0	0	0
Category IV	0	0	0	0	0	0	0	0	0	0	0	0

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

In-kind: Complete hours not available, however there were at least **3 in kind hours** for this call alone.

Meeting Adjourned: 10:05 am

Next Meeting Date: January 10, 2019 @ 9:00 am

Grant and Sustainability Committee Report:

No report available