

Family Resource and Youth Services Coalition of Kentucky, Inc.

Board of Directors' Meeting Minutes

7.17.2016	6:00pm	Jessamine-Franklin Room Hyatt Lexington, KY
Type of Meeting	Board Meeting	
Called to order by	Leslie Hall	
Called to order at: (time)	6:01pm	
Secretary	Michael Flynn	

Attendees

- Leslie Hall, President
 - Paula Hunter, President Elect
 - T.C. Johnson, Vice President
 - Michael Flynn, Secretary
 - Sherry Paul, Treasurer
 - Brian Akers, Immediate Past President
 - Caprecia Sizemore, Membership
 - Doug Jones, Public Policy
 - Rebial Reynolds, Public Policy
 - Sandra Ballew-Barnes, Historian
 - Melissa Goins, DFRYSC Rep.
 - Mary Ann Jennings, DFRYSC Rep.
 - Michael Jones, Office Manager
 - Leslie Spears, KDE Rep
 - (Designee: _____)
 - Michelle Hansen, Region 1
 - (Designee: _____)
 - Linda Krutza, Region 2 Barren River
 - (Designee: _____)
 - Megan Nicodemus, Region 2 Green River
 - (Designee: _____)
 - Krista Campisano, Region 3
 - (Designee: _____)
 - Graham Reynolds, Region 4
 - (Designee: _____)
 - Scott Turner, Region 5
 - (Designee: _____)
 - Priscilla Schwartz, Region 6
 - (Designee: _____)
 - Rose-Linda Stafford, Region 7
 - (Designee: _____)
 - Sara Stringfield, Region 8
 - (Designee: _____)
 - Tammy Stephens, Region 9
 - (Designee: _____)
 - Carla Jackson, Region 10 Fayette
 - (Designee: _____)
 - Sharon Collins, Region 10 East
 - (Designee: Michelle Keathley)
 - Machelles Durham, Region 11 North
 - (Designee: _____)
 - Patty Bunch, Region 11 South
 - (Designee: _____)
- Other Guests: None

Opening Prayer by: Leslie Hall

The meeting adjourned to dinner at 6:06pm and reconvened at 6:51pm.

Standard Business:

- Comments from President -Leslie Hall welcomed all and asked for introductions.

- Introductions & Acknowledgements- All members present introduced themselves. The three new members of the board were greeted and welcomed. Leslie Hall acknowledged Brian Akers for his outstanding service to the board as our Board President for the last three (3) years. Akers was presented with a gift as a token of appreciation for his services.

- Review & Approval of minutes-
(changes if any) The following changes to the minutes were noted:
 - Rebial Reynolds was left off the attendance list
 - Priscilla Schwarts was left off the attendance list
 - Megan Nicodemus was left off the attendance list as she was present as a designee for Region 2 Green River

A motion was made by Krista Campisano with a second by Graham Reynolds to approve the minutes as presented with the afore mentioned changes. All in favor. Motion Passed.

Motion to approve by : Krista Campisano
Motion 2nd by : Graham Reynolds

- Review of days agenda- The meeting agenda was reviewed

Operating reports

Financial Report

Sherry Paul

Discussion

The financial report was reviewed by Sherry Paul. The board currently has a total liabilities and assets of \$101,968.64.

A motion was made by Rebial Reynolds with a second by T.C, Johnson to approve the Financial Report as presented. All in favor. Motion Passed.

Motion to approve by : Rebial Reynolds
Motion 2nd by : T.C. Johnson

Check register was made available.

Membership Report

Caprecia Sizemore

Discussion

Caprecia Sizemore reported that the Coalition ended the 2015-2016 year with 803 members. Sizemore reported that the board has 232 members as of July 13, 2016.

Partner Reports

DFRYSC

Melissa Goins

Discussion

Division of Family Resource and Youth Services Centers Director, Melissa Goins reported the following:

- Budgets and Contracts are completed and were done so on time.
- KDE invited her to conference on attendance issues. Since their return she has been participating in meetings where they have been looking at defining a chronic absence and possible interventions.
- Mary Ann Jennings recently attended a National Conference as the representative of the Division.

KDE	Leslie Spears
Discussion	<p>Kentucky Department of Education Representative, Leslie Spears reported the following:</p> <ul style="list-style-type: none"> • 21 Century awarded 27 grants for cycle 13. • Community Education Directors are getting stipend to go to the Fall Institute. • The Teacher of the Year nominee deadline is June 30, 2016. • KDE is moving out of the Tower and their new location will be 300 Sower Dr. Frankfort, KY
KY-ASAP	Paula Hunter
Discussion	Paula Hunter reported that KYASAP has small grant opportunities on their website.
Children's Health Technical Advisory Council	Michael Flynn
Discussion	<p>Michael Flynn reported the following:</p> <ul style="list-style-type: none"> • 34,994 children under 18 years of age who are currently withdrawn from Kentucky Medicaid to due to address miss match issues. • The TAC has recommended to the MAC that children be exempt from the address miss match policy. The MAC did not take action on this request and the request has been resent on behalf of the TAC. • Passport Managed Care Organization has a new Propeller Health Program in Collaboration with Air Louisville that connects inhalers to a smart phone app that better allows manage care providers to monitor asthma issues. <p>A copy of the MAP 22 form was provided to regional reps and it has been requested that they take it back to their regional meetings and request coordinators to send home to their families. This is the form that makes sure that children are not withdrawn from Medicaid due to address miss match.</p>
Officer, Representative, & Community Duty Descriptions	
Review Document & Committee Duty Descriptions	Leslie Hall
Discussion:	Leslie Hall reviewed the committees available within the board and asked each board member to consider signing up to serve on the committee of their choice.
Sign Up for Committees	Leslie Hall
Discussion:	Each board member was given the opportunity to sign-up for a committee.
Committee Meetings	
Discussion:	The Board adjourned to committee meetings at 7:16pm and then reconvened at 7:41pm.

Committee Reports

Public Relations & Marketing	Sandra Ballew-Barnes
Discussion	<p>Newsletter & Website: Sandra Ballew-Barnes, Committee Chairman, reported that:</p> <ul style="list-style-type: none"> • The committee felt that the board needed to look into utilizing social media mediums in a better means to promote the Coalition. • Reported that we would continue to use the hashtag, #FRYSC25, as we move into our 25 year celebrations and the 2016 Fall Institute. • The committee recommended adding a pre-paid option for buying 25 years celebration t-shirt on the Fall Institute registration form. • Barnes reviewed the guidelines for submitting information for the newsletters. <p>The next edition will be Issue #1-Fall Issue- articles and pictures are due to Michael Jones by October 14, 2016, and the newsletter is due out November 2016. The topics are Back to School, Summer Programs, and Transition Programs. Submissions should be coming from regions 1, 3, 8 11North, and 11 South.</p>
Public Policy	Brian Akers/Krista Campisano
Discussion: Brian Akers	<p>Legislative Session 2017-Brian Akers reported that Public Policy will be looking at continuing to meet with legislative members in a continued effort to advocate for FRYSCs. Public Policy will resume monthly committee meetings on September 15, 2016, at 10:00am.</p>
Discussion: Krista Campisano	<p>Legislative Page Days 2017- Krista Campisano reported that the Page Day Application process was ready and that Public Policy was rolling it out a month early to try and help give everyone more time to get it done. She distributed copies of the application and the following support documents:</p> <ul style="list-style-type: none"> • Regional Reps instructions • Application • Applications submitted master list • Form letter for those not being selected to participate <p>Campisano reminded regional reps that they need to:</p> <ul style="list-style-type: none"> • Accept only one application per school • Make sure all applications are completed before reviewing them with Regional Advisory Councils, which includes verifying their legislators • Have regional advisory council place students with legislators covering all legislators in their region. Noting that student's home address should be in the legislator's district. • Make copies of the applications submitted to Public Policy and file until after page days are over. • Notify students who were not selected with the form letter provided. • Hand deliver originals to Krista Campisano at November Fall Institute Meeting.

Budget/Sustainability	Sherry Paul/Leslie Hall
<p>Discussion: Sherry Paul</p>	<p>Additional Revisions to Mini-grant Process- Sherry Paul indicated that the committee was recommending the following changes to the mini grant application:</p> <ul style="list-style-type: none"> • Guidelines #3- add The Coalition does not cover food/meals or other miscellaneous costs. • Guideline #4- change to read- Mini Grants are only paid on a reimbursement basis (no money in advance). To receive payment, mini grant recipients must submit a one-page report highlighting their experience at the training along with a travel form and receipts within two weeks after the event. • Guideline #8- deleted <p>A motion was made by Rebial Reynolds with a second by Paula Hunter to approve the changes made to the mini grant application. All in favor. Motion Passed.</p> <p style="text-align: right;"># Motion to approve by : <u>Rebial Reynolds</u> # Motion 2nd by : <u>Paula Hunter</u></p>
<p>Discussion: Sherry Paul/Leslie Hall</p>	<p>Wells Fargo Investment Information-Sherry Paul reported that the Sustainability Committee had met with Thomas Barnes of Barnes Financial Group of Wells Fargo Advisors on May 25, 2016. During the meeting the following was discussed:</p> <ul style="list-style-type: none"> • Minimum opening investment is \$25,000.00 • 1% annual fee (.25% quarterly on account balance) • No transaction fees • No hidden Charges • The Coalition can choose level of investment strategy from conservative to aggressive. The Coalition would probably prefer a mix of moderate/conservative. • The Coalition would receive monthly statements via paper or email. • There is an App to check account balances anytime. • The Coalition would have the ability to transfer funds electronically between the investment account and the coalition checking account at any time. <p>Priscilla Shwartz asked if a sell order could be added to prevent funds from depleting completely in a bad market. Leslie Hall indicated that she would verify this possibility.</p> <p>A motion was made by Krista Campisano to invest \$25,000.00 with Barnes Financial Group of Wells Fargo Advisors. A 2nd was made by Rose-Linda Stafford. Roll Call vote followed with all members voting yes with the exception of Scott Turner who had left the meeting and Capricia Sizemore who abstained. Motion Passed.</p> <p style="text-align: right;"># Motion to approve by : <u>Krista Campisano</u> # Motion 2nd by : <u>Rose-Linda Stafford</u></p> <p>A motion was made by Machelles Durham for the sustainability committee to write a policy and procedure for managing the investment account and for that policy a procedure to be approved by the board via an email vote. A 2nd was made by Sherry Paul. All in favor (with Caprecia Sizemore abstaining) Motion Passed.</p> <p style="text-align: right;"># Motion to approve by : <u>Machelles Durham</u> # Motion 2nd by : <u>Sherry Paul</u></p>

Membership Recruitment and Retention Committee	Caprecia Sizemore
Discussion:	<p>Caprecia Sizemore reported that the Membership Recruitment and Retention Committee would be creating an instagram account for the Coalition. Sizemore also said that the committee was looking at creating either videos of pictures of members with their "Why I joined the Coalition" statements to be added to the Coalition website. The committee requested that Michael Jones make the membership form compliable electronically. Michael Jones indicated that he could do this.</p> <p>Melissa Goins suggested that all regional reps make sure to tell regions that FRYSCs were the only program fully funded on both sides of the House and Senate as an indicator of why it's important to be a member of the Coalition.</p>
Conference & Training Committee	Leslie Hall/Paula Hunter
Discussion:	<p>Fall Institute Plans:</p> <ul style="list-style-type: none"> • 25th anniversary plans are being made for the conference. There was conversation about ideas for this and Leslie Hall asked all board members to email her their ideas to be taken back to the planning committee. • There was discussion of Keynotes and their costs. The board asked Leslie to move forward with the selections that were not exceeding \$4,000.00. • Date: October 24-26, 2016 • Workshops and vendors were not reviewed • Plans for silent Auction- Regional Reps were reminded that they each need to bring 2 silent auction items with at least one being of a \$75.00 value and 1 door prize to be given away.
Nominating & Awards Committee	T.C. Johnson
Discussion:	<p>Outgoing Board Member Acknowledgements and costs were reviewed:</p> <ul style="list-style-type: none"> • 2 - 6 years - small plaque • 8 - 12 years - larger plaque • 14+ years - julep cup • 20+ years - julep cup and a large plaque • Not to exceed \$100 for all acknowledgements <p>T.C. Johnson reported that we had two out going members that we needed to recognize:</p> <ul style="list-style-type: none"> • Sallye Pence • Starla Cravens <p>Upcoming Awards Nominations:</p> <ul style="list-style-type: none"> • Above and Beyond Award - Doug Jones made a motion to select David Hornback as the Coalitions selection for the Above and Beyond Award. The motion received a 2nd by Sharon Collins. All in favor. Motion Passed. • Bridges Over Barriers- Applications are on the website and regional reps need to encourage coordinators to make nominations.

Bi-Annual Review

Discussion:

By-Laws- The following changes were recommended to the By-Laws:

- Article V Section 4. Remove sentence stating "The Vice-President shall coordinate the arrangements for all board meetings in cooperation with the board member closest to the meeting location."
- Article VIII Section 3. Changed to read: The treasurer shall chair the budget and sustainability committee..

A motion was made by Rebial Reynolds with a second by Machelles Durham to recommend the changes to the by-laws to the full coalition. All in favor. Motion passed.

Motion to approve by : Rebial Reynolds
Motion 2nd by : Machelles Durham

To go before the Full Membership for a vote at the next meeting.

Discussion:

Policies & Procedures- Leslie Hall made the suggestion to make the following changes to the Coalitions Policy and Procedures:

- Awards Policy- Above and Beyond Award- Change to read The award winner will be publicly presented with an appropriate award not to exceed \$100.00
- Awards Policy- Bridges Over Barriers Awards- Change to read: The award winner will be publicly presented with and appropriate award not to exceed \$100.00.
- Financial Management Policy 1.0: insert the word sustainability.
 - Procedure 1.1 change wording from finance committee to budget and sustainability committee
 - Procedure 1.4.2 change item B to read: Approved signatories on FRYSCy checks are the administrative manager, treasurer, president, president-elect, and immediate past president.
 - Procedure 1.6 Item D changed to read: The Coalition should review the CPA performance and engage a selection process for determining a Certified Public Accountant to conduct audit and tax return every five (5) years unless performance necessitates a change earlier than such time.
- Contracts Policy 3.0 Procedure 3.5: change last sentence to read: The contract shall be reviewed no less than every five (5) years unless performance necessitates an earlier change.
- Membership Policy- Membership Categories Options to read as follows:
 - Option #1- Center (FRYSC Coordinator or Support Staff) \$40.00 annually. For school districts that are paying the fee, the membership remains with the Center, so if the current coordinator leaves, the new coordinator inherits the existing membership for the remainder of the membership period.
 - Option #2- Individual (FRYSC Coordinator or Support Staff) \$40.00 annually For individuals who are writing a personal check for membership. If individual changes jobs during membership period, the membership remains with that person.
 - Option #3- Organizational (FRYSC Coordinator+ 2) \$75.00 annually This membership option allows the coordinator plus 2 additional FRYSC staff or school administrators or Advisory Council members from the same center to join.
 - Option #4- Associate \$25.00 annually Available for non FRYSC staff (e.g. Principals, district contacts, other positions not funded with FRYSC funds); see member benefits for details.

<p>Discussion Continued:</p>	<p>Mini Grants Policy- change heading to read: Mini-Grants Sponsored by Humana Care Source</p> <p>Change policy to read: Mini-grants up \$500.00 are available to organizational members of the Family Resource Youth Services Coalition of Kentucky, Inc. The mini-grant request form and guidelines are available from the FRYSCy, Inc. website.</p> <p>Guidelines for FRYSCy Mini-Grants: 1.) Coordinators, who request mini-grants for training from FRYSCy, Inc., must be an active member of the Coalition. 2.) A Coalition Member is limited to one mini-grant award per fiscal year. 3.) Mini-grant requests must not exceed \$500.00. Requests must include an itemized listing of how the funds will be used. (i.e. airfare cost, hotel cost, registration fee) Following the training event, a travel form and receipts must be submitted for audit purposes. 4.) A limited amount of funds are available for mini-grants. Therefore, requests will be prioritized. 5.) The training for which a mini-grant is requested must hold to the mission statement of the FRYSC Coalition of Kentucky: "....to promote a network among those who seek to remove educational barriers of children, network with family support practitioners, other human services providers, and to learn from each other, share resources, collaborate more effectively on behalf of families, children, and youth." 6.) The Board of Directors would like a description of the training for which a mini-grant is requested to accompany the request. It should include: I. Name of training II. How the training will benefit you professionally and benefit your children. III. How the project addresses the mission of the FRYSCy. 7.) If a mini-grant is awarded, the Coalition representatives asks that the coordinator come to the quarterly meeting to share a success story about the training attended or send such a report with your regional representative. 8.) Mini-grant funds may not be used for Victory Over Violence or Fall Institute attendance. The Coalition and DFRYSC have other opportunities available to help support coordinators' attendance at these events.</p> <p>Requests must be submitted to the FRYSCy Regional representative at least 45 days prior to training event. Regional Representatives have 3 days upon submission to forward requests with signature to the FRYSCy Board for their approval.</p> <p>The new mini-grant training request form is to be added as an addendum.</p> <p>A motion was made by Sandra Ballew-Barnes and a 2nd by Graham Reynolds to approve the suggested changes to the Policy and Procedures. All in favor. Motion passed. # Motion to approve by : <u>Sandra Ballew-Barnes</u> # Motion 2nd by : <u>Graham Reynolds</u></p>
<p>Old Business</p>	
<p>Update on Coalition for Community Schools</p>	<p>Doug Jones</p>
<p>Discussion:</p>	<p>Doug Jones reported that he had presented at the Coalition for Community Schools' national conference in New Mexico for NEA (National Education Association) He went on to say that this has been a great partnership and that he was sure that we would have additional opportunities to partner with them in the future. Jones also reported about ESSA – Every Student Succeeds Act</p>

New Business	
Audit Proposal-Fiscal Year 2016	Leslie Hall
Discussion	<p>Leslie Hall reported that Vickie C. Richardson, CPA, PSC of Mount Sterling, KY had submitted the contract to complete the audit of financial position for the year ended June 30, 2016, and to prepare the Coalitions federal form 990 for the year ended June 30, 2016, at the cost not to exceed \$5,650.00.</p> <p>A motion was made by Rebial Reynolds and a 2nd made by T.C. Johnson to approve the contract with Vickie C. Richardson, CPA, PSC. All in favor. Motion Passed.</p> <p style="text-align: right;"># Motion to approve by : <u>Rebial Reynolds</u> # Motion 2nd by : <u>T.C. Johnson</u></p>
Mini-Grant Process	Leslie Hall
Discussion:	There were no mini grant applications for review or approval. There were no reports from recent mini grant recipients.
FRYSCKy Silent Auction Assignments (VOV-2016)	Tammy Stephens
Discussion:	Tammy Stephens requested that whoever signs up to open the Auction on day to get the key from here at the end of the day on Monday.
Meeting Schedule	
Discussion	<p>The next Board meeting will be Sunday, October 23, 2016, at the Galt House in Louisville, KY.</p> <p>Additional meeting dates will be February 2017 (TBD) and April 2017 (TBD)</p> <p>There was discussion concerning the availability of dates and venues for Fall institute 2017. The board agreed to allow Michael Jones and Leslie Hall to pursue both and make those arrangements.</p>
Closing	
Comments from President	Name tags are being ordered for those who need one. Those needing a name tag should contact Michael Jones.
Prayer offered by:	Brian Akers
Adjourn	
Time:	9:24pm
Motion by:	T.C. Johnson
Motion 2 nd by:	Rebial Reynolds All in favor. Motion Passed.

These business minutes were recorded by and submitted as an accurate record of the above noted Family Resource and Youth Services Coalitions of Kentucky Inc.:

Signature: *Michael Flynn, Coalition Secretary*

Date: 07-18-16