

The Family and Children's Trust Fund (FACT) Board of Trustees
Minutes of the Meeting September 20, 2002 – DRAFT

Members Attending

Karl J. Cureton
Linda D'Orazio
Melissa A. Dickert
Hon. Robert P. Hanrahan, Chairman
David H. Hewes, Vice-Chairman
John E. Littel
Margaret Schultze, Designate/Acting Commissioner Goodwin

Members Absent

Brad Adams, Treasurer
Alicia S. Brittle
Nancy N. Cheely
Cindy Marie Clisham
Vaughan Aaronson
Ronald E. Jerro
Dr. Dianne Cane,
Secretary
Barbara Shifflett Fridley

Also present: Nan McKenney, FACT Executive Director
Rae Myers and Christina Perchell, Time To Fly Foundation

The regular meeting of the Family and Children's Trust Fund (FACT) Board of Trustees was held Friday, September 20, 2002 at the Department of Social Services, 730 East Broad Street, Eighth Floor Conference Room, Richmond, Virginia.

Call to Order

Robert Hanrahan, Chairman, called the meeting to order at 10:30 A.M.

Adoption of the Agenda

ON MOTION DULY MADE (Mr. Hewes) and seconded (Ms. Dickert), moved to adopt the agenda as presented. Motion carried with all in favor.

Approval of the Minutes

ON MOTION DULY MADE (Mr. Hewes) and seconded (Ms. Dickert), moved to approve the minutes of the June 21, 2002 FACT Board Meeting with minor spelling corrections. Motion carried with all in favor.

Introduction of Guests

Robert Hanrahan welcomed Margaret Schultze, Special Assistant to Ray Goodwin, Acting Commissioner for the Department of Social Services and member of the FACT Board. Ms. Schultze has been formally designated to represent the Acting Commissioner at FACT Board Meetings. The Code of Virginia's recent recodification now allows designees appointed by the Commissioner.

Mr. Hanrahan introduced Rae Myers and Christina Perchell, representing the Time To Fly Foundation. Ms. Myers and Ms. Perchell shared with the Board the current activities of the Time to Fly Foundation as a supplement to its written grant proposal and request included in the meeting packet

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“Time to Fly (TTF) is a faith-based, volunteer-staffed public supported 501c3 organization specifically designed for the needs of all formerly abused women (emotional, psychological, verbal and physical); ones who are seriously ready to heal from the ‘unseen’ wounds of domestic abuse. TTF is headquartered in the Northern Virginia Area serving women locally and nationally. In a supportive non-judgmental caring environment, the TTF program offers training and restoration to the three dimensions of a woman’s life – her body, her soul and her spirit.”

Upon the conclusion of the presentation, Board members discussed the request for funding. Mr. Hanrahan asked for clarification on the unique nature of TTF’s program and how it differs from shelter-based programs. Ms. Myers explained that TTF is focused on skill building and development for abused women who are not in immediate crisis, but are ready to take control of their lives.

Mr. Cureton and Mr. Hewes expressed concern that the TTF funding request was not appropriate for the “ad hoc” grant request policy. Mr. Cureton further commented that the Board is currently reviewing and revising its grant policies. Until that process is completed, he thought it not appropriate for the Board to take action on TTF’s request for \$5,000 to support their operations.

The Board complimented Ms. Myers and Ms. Perchell on the accomplishments of TTF to date and its future plans to expand services to abused women. Mr. Cureton and other Board members thanked Ms. Myers and Ms. Perchell for attending the FACT meeting to inform the Board of the TTF program. Board members encourage TTF to apply for FACT funding when the next small grant award announcement is issued.

ON MOTION DULY MADE (Mr. Cureton) and seconded (Ms. Schultze), moved to forward information to the entire FACT Board about the up-coming TTF Fundraising Gala on September 28, 2002. Motion carried with all in favor.

Ms. Myers advised she would forward the information to the Executive Director upon her return to Northern Virginia that afternoon.

FACT By-Law Amendment

Mr. Littel presented the amendment to FACT’s By-Laws that includes the immediate past chairman on the FACT Executive Committee.

ON MOTION DULY MADE (Mr. Littel) and seconded (Ms. Dickert) moved to approve the FACT By-Law Amendment as presented. Motion carried with all in favor.

Election of Officers

Mr. Littel, FACT Nominating Committee Chairman, presented the slate of officers recommended by the Nominating Committee at the June 21, 2002 Meeting:

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Chairman	David Hewes
Vice Chairman	John Littel
Secretary	Dr. Dianne Reynolds Cane
Treasurer	Karl Cureton

There were no further nominations from the floor.

ON MOTION DULY MADE (Mr. Littel) and seconded (Ms. D'Orazio), moved to accept the slate of officers as presented. Motion carried with all in favor.

Treasurer's Report

Mr. Cureton presented the August 2002 report and asked the Board for authority to purchase as needed, services to improve the financial and management reports. Ms. McKenney advised the Board that the Lane and Associates has offered to provide technical assistance to FACT in developing additional financial and management reports as part of their recent services in conducting the 2002 audit.

ON MOTION DULY MADE (Mr. Cureton) and seconded (Mr. Littel), moved to accept the Treasurers Report for August 2002 as presented and to authorize up to \$5,000 for services and products to improve financial and management reports for the FACT Board. Motion carried with all in favor.

Mr. Cureton also presented the 2002 Financial Statements as prepared by Lane and Associates. The material was included in the meeting package mailed to Board members.

ON MOTION DULY MADE (Mr. Cureton) and seconded (Mr. Littel), moved to accept the 2002 FACT Financial Statements as prepared by Lane and Associates. Motion carried with all in favor.

Chairman's Report

Mr. Hewes asked the immediate past chairman to present his report. Mr. Hanrahan advised the Board that the Department of Motor Vehicles (DMV) Commissioner had responded to his letter requesting prompt transfer of FACT's special license plate funds. The 2001 income from special license plates was transferred to FACT in July 2002. DMV staff have advised Ms. McKenney that the 2002 special license plate income will transferred no later than September 30, 2002.

Mr. Harahan also advised the Board of several legislative actions impacting FACT. Minutes of FACT meetings must now be posted electronically. The Department of Social Services will provide the support to FACT for this requirement. The minutes will be posted on the Regulatory Town Hall Website along with minutes from meetings of other boards and commissions supported by the Department.

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Mr. Hanrahan advised the Board of the recent survey completed by Ms. McKenney and himself in response to House Joint Resolution No. 159 studying all boards and commissions.

Finally, Mr. Hanrahan presented the 2002 FACT Annual Report. He reviewed with the Board the accomplishments for this year, including the increase in revenues for FACT from its special license plates and income tax check-off program, the development of FACT's strategic plan, and the several public awareness projects funded by FACT during 2002.

ON MOTION DULY MADE (Ms. Dickert) and seconded (Ms. Schultze), moved to accept the 2002 FACT Annual Report as presented. Motion carried with all in favor.

Old Business

Strategic Plan Review and Approval: FACT's Strategic Plan was included in the meeting package mailed to all Board members prior to this meeting. Mr. Cureton expressed satisfaction with the revisions recommended at the June 202 meeting and commented that the plan clearly expresses the goals of this board.

He went on to offer appreciation to Mr. Hanrahan for his dedication to the development of FACT's Strategic Plan and the work Mr. Hanrahan has accomplished as a FACT Board Member. Mr. Cureton stated he is proud to be a part of this FACT Board.

ON MOTION DULY MADE (Mr. Cureton) and seconded (Ms. D'Orazio), moved to accept FACT's Strategic Plan as presented. Motion carried with all in favor.

Web-Based Technology Initiative and Marketing Report: Mr. Cureton advised the Board that his report would include not only website development information, but a web-based marketing and technology report.

FACT's website is now active at www.fact.state.va.us and includes information about the Board of Trustees, about FACT's mission and strategic plan, opportunities for giving to FACT, as well as resources for family violence prevention. The KIDS FIRST website, www.vakidsfirst.org, is imbedded in the FACT website and describes this special revenue generating license plate and has a link directly to the Department of Motor Vehicles for the user to order the license plate.

Mr. Cureton advised the Board that the cost for hosting is an excellent value and less expensive than originally anticipated. Mr. Cureton would like the executive director's email address to be changed to reflect FACT's web presence. Mr. Cureton also asked if Board members would like email addresses linked to FACT's website. Mr. Hanrahan immediately responded in the affirmative. Mr. Cureton will continue to volunteer his expertise in technology to FACT to ensure the marketing technology and web presence is in keeping with FACT's Strategic Plan.

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Several Board members offered ideas and suggestions for the website and Mr. Cureton said he welcomes feedback, ideas for the next steps in the marketing and technology initiative. Her referred Board to the January 2002 Technology Plan presented to the Board.

The Board discussed the need for guidelines and criteria for adding material to FACT's website. Because Mr. Cureton is the Co-chairman of the Technology Committee, Mr. Littel asked him to develop criteria for posting family violence related information and materials on FACT's website and forward those criteria to the Board. It is the Board's intention to strive to post any and all sites related to family violence prevention, treatment, and public awareness, but criteria must be established that allows the Board to refuse to post or remove sites the Board deems not consistent with its mission, its goals, or its legal mandate.

ON MOTION DULY MADE (Mr. Littel) and seconded (Mr. Hanrahan), moved to request the Technology Committee Chairs, Mr. Cureton and Mr. Adams, develop criteria for posting family violence prevention related material on FACT's website. A friendly amendment by Ms. Schultze was accepted by Mr. Littel to include outside sites and content in the guidelines to be issued. Motion carried with all in favor.

The Board will expand criteria for posting information on FACT's website as the situation requires. Additional discussion by the Board include developing marketing strategies for content and whether FACT's website can be posted on other sites without the Board's permission. The Board offered its deep appreciation and thanks to Mr. Cureton for his leadership in this important project and its potential to increase FACT's revenue and visibility.

Acting Commissioner's Comments Presented by Ms. Schultze

Ms. Schultze is pleased the Acting Commissioner appointed her as his designee to the FACT Board. She brings greetings from Mr. Goodwin to the Board.

Ms. Schultze reported that information from the Office of the Secretary of the Commonwealth indicates FACT's Board Appointments will be announced soon. Ms. Schultze asked the Board to contact Secretary Rimler with any recommendations for appointees who reside in Southwest Virginia.

Ms. Schultze shared with the Board the current budget concerns and constraints including recent restrictions implemented by the Department to achieve the reductions required by the Governor. Some of these restrictions will impact the FACT Board. They include a hiring freeze, not allowing consultant contracts, approval of all contracts by the Secretary's Office, no out of state travel, and no longer providing meals to boards and commissions receiving administrative support from the Department.

Ms. Schultze requested the September 4, 2002 Memorandum from the Acting Commissioner be entered into the minutes. (Attached)

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The Board appreciated Ms. Schultze's information and will cooperate with the Department to support the efforts to respond to the current and serious budget issues.

Ms. Schultze had attended the Governor's Forum for State Employees earlier in the week. A transcript of this meeting is found on the Office of the Secretary of the Commonwealth's website. Finally, Ms. Schultze reviewed the current procurement requirements relative to faith-based organizations.

Small Grant Policy AD Hoc Committee Report: Since Dr. Cane, Chairman of this committee, was not at the meeting, due to a conflict with another Gubernatorial Board of which she is a member the Board deferred any action on her recommendations that were included in the meeting package mailed to Board members.

After discussion about whether to wait for new grant policy to issue small grant announcements, the Board determined to issue several announcements of funds available using the current FACT Small Grant Policy.

Three areas were discussed as potential for grant funding. All are in keeping with the strategic plan and FACT's vision and mission. These areas include technology support for local family violence organizations, small grants for local family violence programs to support treatment, prevention, and public awareness, and local community collaboration to enhance or develop awareness of family violence prevention and treatment.

ON MOTION DULY MADE (Mr. Littel) and seconded (Mr. Hanrahan), moved to authorize a total of \$15,000 funding for grants up to \$500 to support local programs web presence. Motion carried with all in favor.

Mr. Cureton and Mr. Adams, Technology and Marketing Co Chairs, will provide recommendations and guidelines for this competitive grant process.

ON MOTION DULY MADE (Mr. Littel) and seconded (Ms. Dickert), moved to authorize a total of \$100,000 funding for local assistance grants up to \$5000 for family violence prevention, treatment and public awareness. Motion carried with all in favor.

Discussion ensued about the most efficient way to secure grant applications and to evaluate them. Mr. Cureton urges the use of technology to advance the evaluation process Board members will use. Ms. Dickert offered to assist in this work. The Board agreed the Executive Committee would work with Ms. McKenney to finalize the details of the Request for Proposals (RFP) that will meet Procurement Requirements.

The Board would like to issue an RFP that can be returned electronically. Grant applications would be no longer than one page for the technology and local assistance

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categories. Applicants for these grants must be private non-profit organizations. The Board wants to encourage innovative and faith based programs serving family violence victims.

ON MOTION DULY MADE (Mr. Littel) and seconded (Mr. Cureton), moved to issue an Request for Applications to local government entities for a total of \$50,000 funding for two grants (\$25,000 each) to one rural and one not rural locality to develop or enhance local coalitions to promote awareness of family violence prevention and treatment. Motion carried with all in favor.

The Board wants to support collaboration and coordination of local communities to increase public awareness about all forms of family violence. The application should be no longer than three pages in length.

In total, FACT will issue \$165,000 in grants through these three categories. The Board would like to evaluate applications at its December meeting and hopes to complete the grant award process by January 2003.

Executive Director's Report

Nan McKenney distributed her report dated September 20, 2002 to the Board. It includes:

KIDS FIRST and SafeKids License Plates: The Department of Motor Vehicles (DMV) has issued **4,572 KIDS FIRST license plates** since September 4, 2001. DMV reports **2,818 SafeKids license plates** are currently issued.

License Plate Revenues: Safekids Coalition: The FY 2001 revenues (**\$16,267.50**) from the SafeKids license plates for FY 2001 were deposited into the FACT account at the Treasurer's office in July 2002. FY 2002 revenues for the Safekids license plates are \$19,195. These funds will be transferred by DMV to FACT's treasury account approximately October 2002.

KIDS FIRST License Plates: The FY 2002 revenues to date are **\$34,950**. Final KF plate revenue will be available from DMV after July 1, 2002 and will be transferred into FACT's treasury account by DMV approximately October 2002.

Institute for Youth Development (IYD), Right Choices for Youth Contract – Revised Work Plan: The revised work plan for this contract has been received and distributed to the Board for the September 2002 meeting. It includes more detail and dates for three workshops in local communities. Board members will be invited to all workshops.

The final objective in the IYD contract is to conduct a calendar contest awards ceremony. The plan calls for the event to be in Richmond in October 14, 2002. The FACT Chairman or designee is invited to participate in the program.

Statewide Public Awareness Campaign Against Violence (SPAC): The SPAC committee has approved the final packet. Bids for the "Peace on Earth" poster were received and a vendor has been selected.

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The "Together Against Violence" packet is ready for printing. Bids have been requested and a vendor will be selected by September 30, 2002. The project includes design, print management and mailing of 5000 packets of materials that provide information and resources about all forms of family violence as well as other forms of violence that affect families. The packet includes 28 two sided sheets, response card, and poster.

The target audiences are professionals and families and have a broad application for public awareness about family violence.

Child Abuse Reporting Video Project: EAF Productions is the vendor for this project. Along with the Video Steering Committee, EAF has finalized a shooting script. Dates to conduct the shoot are tentatively scheduled. This project is on target for completion by October 2002.

Statewide Stakeholder Committee for the Federal Child Welfare Review: With the approval of the Chairman, the Executive Director represents FACT on this committee. I mailed a folder of information about the Federal Child Welfare Review for the September meeting. This is an opportunity for Virginia to thoroughly examine the child protective services, foster care and adoption programs against the current federal requirements. The Department has brought together this committee to review all aspects of its planning for the review. The committee includes public and private organizations that reach across all aspects of child well-being.

The on-site review is scheduled July 7, 2003. This committee meets monthly to review the Department's progress in preparing for the review and to provide consultation and recommendations to the Department about its preparations. The Statewide Stakeholders Committee meets September 27, 2002, October 25, 2002 and November 22, 2002.

2003 Power of Prevention Conference Planning Committee: With the approval of the Chairman, the Executive Director represents FACT on this committee, chaired by Prevent Child Abuse Virginia. The 2003 conference will be held in Richmond April 7-9, 2003 to coincide with Child Abuse Prevention Month. FACT sponsored last year's kick-off to child abuse prevention month and the unveiling of Be a Blue Ribbon Family Posters. The Planning Committee meets September 23, 2002 and October 21, 2002.

Board Member Items

Mr. Hewes reported attending the public hearing regarding training and domestic violence in Roanoke in August sponsored by the Attorney General's Domestic Violence Advisory Council. Mr. Hewes, Dr. Cane, and Ms. Fridley serve on this Council. The September Forum focused on faith based initiatives and family violence.

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Mr. Hewes presented an engraved plaque to immediate past chairman Robert P. Hanrahan to recognize his leadership to the Family and Children's Trust Fund as Chairman.

Executive Session

There was no executive session needed.

Next FACT Board of Trustees Meeting

The next FACT Board meeting will be held Friday, December 6, 2002 in Richmond, Virginia at the Department of Social Services. This meeting will include the evaluation process for the applications received in response to the RFP and RFA.

There being no further business, the Chairman adjourned the meeting at 2:30 P.M.

Respectfully submitted,

Nan McKenney for
Dianne Reynolds-Cane, M.D.
Secretary

Attachment

Prepared by:
Nan McKenney
Executive Director

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ATTACHMENT TO FACT BOARD MEETING MINUTES

Date: September 4, 2002
To: Executive Staff
From: Ray Goodwin, Acting Commissioner
Subject: New Contractual Agreements and Extensions of Existing Contracts

Pursuant to the directives of the Chief of Staff, all new contracts and agreements, and all extensions of current contracts and agreements, must be reviewed and approved by the Office of the Secretary before they can be entered into or renewed.

When you forward contracts or agreement to me for signature, please prepare a decision memo to Secretary Woods, from me, explaining what the contract is for, why it is necessary, and when it is needed.

Thank you.