

The Family and Children's Trust Fund (FACT) Board of Trustees  
Minutes of the Meeting June 21, 2002 – Approved September 20, 2002

Members Attending

Brad Adams, Treasurer  
Alicia S. Brittle  
Nancy N. Cheely  
Karl J. Cureton  
Cindy Marie Clisham  
Melissa A. Dickert  
Hon. Robert P. Hanrahan, Chairman  
David H. Hewes, Vice-Chairman  
Ronald E. Jerro  
John E. Littel  
Dr. Dianne L. Reynolds-Cane, Secretary

Members Absent

Barbara J. Shifflett  
Linda D'Orazio  
Shayam K. Menon  
Ray C. Goodwin,  
Acting VDSS Commissioner

Also present: Nan McKenney, FACT Executive Director  
Greer Saunders, Assistant Attorney General, Director of Crime Prevention Programs, in the Office of the Attorney General  
Megan Owen, Special Assistant to Jane Woods, Secretary of Health and Human Resources  
Margaret Schultze, Representing Ray C. Goodwin, Acting Commissioner of Department of Social Services  
Bill McGinly, McGinly and Associates  
Jane Brown, Department of Social Services, Director of the Division of Community Programs  
Tracy Howard, Venturi Partners  
Gary Marshall, Venturi Partners

The regular meeting of the Family and Children's Trust Fund (FACT) Board of Trustees was held Friday, June 21, 2002 at the Department of Social Services, 730 East Broad Street, Eighth Floor Conference Room, Richmond, Virginia 23219.

**Call to Order**

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

**Adoption of the Agenda**

The agenda was adopted by consensus.

**Approval of the Minutes**

The minutes of the April 19, 2002 meeting were adopted by consensus with the correction of the spelling of John Littel's name.

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**Introduction of Guests**

Robert Hanrahan introduced Megan Owen, Special Assistant to Jane Woods, Secretary of Health and Human Resources. Ms. Owen brought greetings from Secretary Wood who was unable to attend the FACT meeting because she was hosting Girl's State. Secretary Woods was grateful for the invitation from the FACT Chairman to attend the meeting. Mr. Hanrahan stated that the FACT Board welcomes Secretary Woods to attend all meetings and looks forward to working with her office on family violence prevention issues.

Mr. Hanrahan introduced Margaret Schultze, Special Assistant to Ray Goodwin, Acting Commissioner for the Department of Social Services and member of the FACT Board. Commissioner Goodwin sends his regards to the Board. Ms. Schultze was recognized as a former FACT Executive Director.

Mr. Hanrahan introduced Greer Saunders, Assistant Attorney General, representing the Office of the Attorney General. Mr. Hanrahan asked for information about Madeline House, a domestic violence shelter, recently recognized in the news as being in severe financial difficulty. She stated that the Attorney General had attended a breakfast for Madeleine House, June 17, 2002, that raised \$7,500 for the domestic violence shelter. Madeline House was able to secure enough funds to continue operation through June 30, 2002 with no service interruptions.

Ms. Saunders commented that the Attorney General appreciated the efforts of FACT to support this domestic violence program.

**Treasurer's Report**

Brad Adams distributed the Treasurer's Report for April – May 2002. He advised the Board that the Department of Social Services would not be able to transfer funds from the FACT Administrative Account to FACT's Treasury Account as it has done in past years. Mr. Adams expressed appreciation to the Department for its years of administrative support to FACT, noting that this significantly reduces operational costs for FACT, thereby allowing FACT to use its Treasury Account Fund to support family violence prevention and treatment and public awareness of this issues.

The FY 2003 administrative budget is \$50,000. This will cover staff salary and other operational expense for FACT. Several Board members shared a brief history of the administrative support for FACT. Karl Cureton asked if there was a line item in the General Assembly Budget for FACT administration. Jane Brown and Margaret Schultze advised there is no line item in the budget for FACT support, but that the Department of Social Services includes the administrative support for FACT in its general funds budget allocation.

Mr. Cureton asked if the Board should seek a budget amendment for FACT support in the 2003 General Assembly. Margaret Schultze advised that the Governor would be submitting to all Departments the procedures for legislation in August 2002.

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Ms. Schultze advised the Board that the Department would provide technical assistance in this area. Mr. Hanrahan stated there were several legislative issues he wanted to bring to the 2003 General Assembly.

John Littel suggested that more discussion about other ways to address FACT's fiscal issues was needed and predicted a more severe fiscal year ahead, which could further impact FACT.

Mr. Hanrahan asked Department staff if the FY 2003 included an increase in the salary for the Executive Director. Jane Brown and Margaret Schultze indicated there is no increase at this time, but advised the Board it would explore options for an increase.

**Motion:** Dave Hewes moved and Brad Adams seconded a motion to request the Department of Social Services to increase the compensation of the Executive Director.

Brad Adams discussed the KIDS FIRST License Plate revenues. Details are in the June 17, 2002 Executive Directors Report. The FY 2001 Safekids Coalition License Plates revenue has not been transferred to FACT's Treasury Account. Department of Motor Vehicle (DMV) staff advises the transfer will take place by June 30, 2002.

Mr. Hanrahan requested the Executive Director to draft a letter for his signature to the DMV Commissioner regarding the special license plate revenue transfer process and to request that FACT receive its revenues on a timelier basis.

**Motion:** Brad Adams moved and Dianne Reynolds-Cane seconded a motion to accept the Treasurer's Report as submitted.

The motion carried unanimously.

At the Board's request from the April meeting, Mr. Adams reported that an invitation to bid for FACT's audits for the next three years had been issued to three firms. Two bids were received. He recommended accepting the bid from Lane and Associates at \$2,000. The other bid from Keiter Stephens was \$2,350. (Mr. Adams referred the Board to the April 19, 2002 meeting minutes to note that original estimate from Keiter Stephens to complete the FY2002 Financial Statements was approximately \$2,750 plus out of pocket expenses.)

Several Board members recommended retaining the current auditor, Keiter Stephens and thought the difference in price for the audit was too small to make a difference. The Board members generally discussed the cost for the audit given FACT's income and expenses, including whether the Auditor of Public Accounts should conduct FACT's audit and whether FACT needed a full audit.

**Motion:** Brad Adams moved and Karl Cureton seconded a motion to accept the bid of Keiter Stephens to conduct FACT's audit for FY 2002.

The motion carried unanimously.

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**Chairman's Report**

Mr. Hanrahan welcomed Jane Brown, Director of the Division of Community Programs, to the meeting. Ms. Brown commented she looks forward to the Board's review of its proposed strategic plan and that the Division of Community Programs that provides the administrative support for FACT looks forward to working with the FACT Board to achieve its goals.

Mr. Hanrahan requested the Executive Director that press releases and notifications to delegates and senators be sent whenever FACT approves funds for family violence programs and public awareness activities. He advised that the elected officials should be notified prior to a press release.

Mr. Hanrahan expressed his appreciation to Nan McKenney, FACT Executive Director, for her excellent work in support of the FACT Board.

Mr. Hanrahan stated he wished to convene a Task Force to review FACT's Grant policies. He noted these policies had been in place for several years and are in need of study and reform. David Hewes supported the suggestion to review current grant policies. John Littel stated he supports the Board establishing principles for Giving and Getting as well as the development of a mechanism to review funding requests. Margaret Schultze reminded the Board that the Office of the Attorney General would review all FACT policies. Karl Cureton suggested the matter be held until the September meeting and introduced as new business. Margaret Schultze pointed out that FACT has an existing grant policy approved by the Office of the Attorney General that was developed to ensure FACT awarded funds according to Procurement Regulations. Jane Brown suggested the FACT Board take advantage of technical assistance from the Department with respect to current Procurement Regulations as they review their funding policies. Finally, the Board agreed to defer establishing a review committee until after the strategic plan discussion, since this issue is included in the draft strategic plan.

**Old Business**

*Strategic Plan Review and Approval:* Dr. Bill McGinly reviewed the strategic plan document he prepared based on the earlier work sessions with the Board. Board members offered several suggestions to clarify the strategic plan. Dr. McGinly will redraft the strategic plan after the board has additional time to review the strategic plan document. Board members are asked to submit their comments to Nan McKenney no later than July 1, 2002. The comments will be forwarded to Dr. McGinly who will revise the strategic plan based on this input from the board.

The Board will review the revisions at its September 20, 2002 meeting.

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*Web-Based Technology Initiative and Marketing Report:* Karl Cureton reviewed the project's overall objectives and then introduced Venturi Partners staff, Tracy Howard and Gary Marshall. They presented the FACT and KIDS FIRST web sites to the Board, including a tour of the entire sites.

The FACT Website 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 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.

Discussion ensued about the URLs for the two sites and the costs associated with hosting FACT's websites. Several possible URLs were discussed and the general view shared by the Board was to use a public URL (.state.va.us) for the FACT website and to use a different URL for the KIDS FIRST website.

**Motion:** Karl Cureton moved and Brad Adams seconded a motion that the FACT website use a state URL and that the KIDS FIRST website be a separate URL , either .com or .org. The motion was approved unanimously.

Ms. Schultze inquired if the Department of Social Services could provide the hosting services. Mr. Cureton pointed out that any hosting service must support SQL and Cold Fusion technology. The Executive Director will follow up on this question.

Mr. Cureton also advised the Board that the original \$50,000 authorization for this project in May 2001 would pay the costs to date for development of the websites, for the first year of hosting services, and Phase II: Portal Planning that includes a blueprint for the FACT portal site, specifications for its development, a timeline for delivery and a cost required to create the site. More discussion ensued about the overall costs for carrying this project through to completion. Mr. Cureton told the Board this information would be available at the September 2002 meeting.

Board members will be able to access the FACT website at Venturi Partners for the next thirty days to comment and review for content and "look." They were advised to send these comments to the Executive Director who will compile them and forward to Mr. Cureton and Venturi Partners.

*Nominating Committee:* The FACT Nominating Committee met June 21, 2002 at 10:00 AM at the Department of Social Services. John Littel, Nominating Committee Chair, reported the Committee recommends the following slate for 2002-2003 FACT Board of Trustees Executive Committee:

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

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**Motion:** Ronald Jerro moved and Melissa Dickert seconded a motion to accept the recommendations of the Nominating Committee for the 2002-2003 FACT Board of Trustees Executive Committee. The motion carried unanimously.

Mr. Littel also recommends an amendment to FACT's By-Laws to include the immediate past chairman (Chairman Emeritus) to the Executive Committee. The amendment will be prepared and sent to the Board at least ten days before its next meeting, September 20, 2002.

Mr. Hanrahan thanked Mr. Littel and the Nominating Committee for their work.

*Resolutions to Recognize FACT Board Members whose terms are ending June 30, 2002:*  
Mr. Hanrahan asked the Board to recognize the achievements and accomplishments of five board members whose terms were ending June 30, 2002. These include:

Alicia Brittle  
Nancy N. Cheely  
Cindy Marie Clisham  
Vaughan Aaronson  
Shayam K. Menon

**Motion:** Mr. Hanrahan moved and John Littel seconded a motion to approve resolutions recognizing each of the Board members whose terms end June 2002. The motion was approved.

Mr. Hanrahan presented resolutions to each Board member along with a gift of recognition and appreciation for the contributions each of these Board members has made to FACT's mission.

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### **Executive Director's Report**

Nan McKenney reviewed the report dated June 17, 2002 with the Board.

*Teen Dating Violence Prevention Video:* The Memorandum of Understanding between Henrico County Community Criminal Justice Board (CCJB) and FACT has been signed. (Copies distributed to Board members.) The video is completed and ten copies have been delivered to FACT. The next steps include distribution of the video, completion of the instructional guide, and development of an evaluation plan. CCJB continues to be interested in meeting with Karl Cureton to discuss additional distribution of the video.

*Child Abuse Reporting Video:* David Hewes reported the RFP for video services has closed. Evaluation of the proposals has begun. Selection should be completed soon and the project is on target for completion. The Executive Director has received an outline of the script from the Young Lawyers Division.

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*Statewide Public Awareness Campaign Against Violence:* This project is also on target and the Committee has reviewed the first draft of the packet.

*Institute for Youth Development:* The announcement of the Right Choices For Youth Calendar contest was received in the FACT office earlier in the week. FACT is the principal sponsor for the awards ceremony and reception to be held in Richmond in October 2002.

**Board Member Items**

Several board members asked about the timeline for obtaining the proposed 800-telephone number for FACT. Jane Brown discussed the possibilities for obtaining this service within the Division of Community Programs.

Ron Jerro recommended that in future meetings, vendors be placed first on the agenda. There was general agreement for this organization of future meetings.

**Executive Session**

There was no executive session needed.

**Next FACT Board of Trustees Meeting**

The next FACT Board meeting will be held Friday, September 20, 2002. This is the annual meeting for the Board of Trustees and will include elections of officers for 2003. The meeting will be held at 10:00 A.M. at the Virginia Department of Social Services, 730 East Broad Street, 8<sup>th</sup> Floor Lobby Conference Room, Richmond, Virginia.

The FACT Board is scheduled to meet December 6, 2002. Both meetings will be held at the Department of Social Services in Richmond, Virginia.

**Motion:** Ron Jerro moved and Melissa Dickert seconded a motion to adjourn the meeting. The motion was approved and the meeting was adjourned at 2:00 P.M.

Respectfully submitted,

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Dianne Reynolds-Cane, M.D.  
Secretary

Prepared by:  
Nan McKenney  
Executive Director