



Washington Association  
for Children & Families

**Board of Directors Meeting Minutes  
August 7, 2018 10:00 am – 12:00 pm**

**Lutheran Community Services  
4040 South 188th St. SeaTac, WA 98188  
Small Conference Room - 3rd floor**

**Members Present:** Jill May, Brian Carroll, Megan Walton, Karen Brady,  
Jessie DiPardo, Jeff Clare  
Dick Watkins,

**Members Absent:** Tom Rembiesa, Charlotte Booth, Nikki Brown

Agenda Item	Discussion	Decisions
1. Call to order		The meeting was called to order at 10:05 a.m.
2. Approve minutes of the June meeting		The motion to approve the minutes carried.
3. Policy position	Jill distributed the draft Public Policy Manager job description. It had been reviewed by the division chairs and Laurie Lippold. There was discussion on what the salary should be and whether it should be a full time or contract position. The primary role of the Public Policy Manager will be to assist with annual advocacy issue development, collaboration with external stakeholders and public policy education and communication. Jill asked for volunteers to join the interview team.	A base salary of \$60K was decided on and it will be a full-time position.  Brian volunteered to be on the interview team along with Jill and Erin. Jill will reach out to membership to request one representative from each of the divisions to join the interview team.

<p><b>4. Executive Director report/updates</b></p> <ul style="list-style-type: none"> <li><b>Financial Report</b></li> </ul>	<p><u>Financial Report:</u> Jill reviewed the balance sheets and profit &amp; loss reports for:</p> <ul style="list-style-type: none"> <li>Fiscal year ending June 30, 2018</li> <li>July 2018</li> </ul> <p><u>Other Updates:</u> Jill has been doing a lot of travelling and had lots of meetings including recent meetings with Frank Ordway, Connie Lambert-Eckel, and Luba Bezborodnikova. She also has a meeting setup with Jody Becker and Steve Grilli.</p> <p>Jill met with Luba Bezborodnikova, Assistant Secretary of Licensing. Luba was ready to dive in and make improvements starting with the formation of a workgroup in mid- September. The goal of the workgroup is to have firm recommendations by the end of December. In addition to Jill, Jessie, Nikki, Jeff, and Mark Fullington will participate in the workgroup. Luba wants to do what she can without regulation and identify what needs to be done within regulation. Jill was encouraged by their meeting and is very hopeful. Jill has sent Luba the list of the documented DLR recommendations that the CPA Division prepared.</p> <p>A lot of Jill's time is also spent working on FCFC. There has been a bit of a setback with Qualtrics. Their system is \$55K/year, which is much more than anticipated. Andrea put Jill in contact with some Microsoft people to discuss a possible platform through them.</p> <p>Jill reported that she had a great meeting with Buxton. She thinks it will be a very cost-effective way to do marketing.</p>	<p>Jessie prepared a letter to US Bank and asked Brian to sign, along with Megan as a witness. The letter, along with meeting minutes from May, 2018 will be presented to the bank requesting that Jill and Jack, our CPA, be added to the bank account.</p> <p>It was decided that in Quickbooks, the member dues income should be differentiated by WACF dues and FCFC special assessment dues. Jessie will contact Jack to add separate categories under Membership Dues.</p>
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<p><b>5. Board Governance</b></p>	<p>Megan reviewed sections of the Bylaws and a draft document she created with some examples of decision-making models. The Board discussed the need to define roles and responsibilities. Some of the recommendations that came from the conversation were creating:</p> <ul style="list-style-type: none"> <li>• Working policies &amp; procedures – define roles</li> <li>• Facilitated half day Board and staff Retreat</li> <li>• Decision-making matrix</li> </ul> <p>A decision-making matrix would be tangible and offer direction and hold people accountable. It could include roles and responsibilities of members and divisions as well.</p>	<p>Megan and Brian will work together on a Board Retreat with a tentative date of 9/10/18, 11:30 a.m. – 4:00 p.m. Brian will contact Luma Consulting to look into the possibility of having them facilitate.</p>
<p><b>6. Membership Recruitment</b></p> <ul style="list-style-type: none"> <li>• <b>Strategies for true Statewide recruitment/participation</b></li> </ul>	<p>Jill reported that she spent a few days in Spokane in July and met with the current WACF members and also ran into the FIN people. There is a plan to go back in November for the next quarterly BRS provider meeting and lunch afterwards. Jill, Brian, and Nikki will hopefully talk with agencies including those that aren't currently members. While in E. WA, Jill also visited our new member agency Northwest Children's Home.</p> <p>Jill informed the group of her scheduled visit to Yakima 8/13/18 to meet with 4 non-member agencies:</p> <ul style="list-style-type: none"> <li>• Sunrise Outreach Center</li> <li>• Community Resource Group</li> <li>• Yakima Valley Farm Workers Clinic</li> <li>• Catholic Charities of Yakima</li> </ul> <p>Dick Watkins suggested that Jill talk to Sheila Morley with FIN to get her perspective of which agencies she should talk to in Eastern WA and for FPSS referrals.</p>	

<b>7. National policy issues impacting member agencies</b>	<p>CWAC has asked agencies to sign on in opposition to national legislation that would allow faith-based organizations to discriminate against LGBTQ people by not licensing certain families.</p> <p>WACF did not sign on and now the question is what do we do in the future? We need to make sure members know what they can and cannot do. We also need to make sure that there are hand offs of families to agencies that would be a better fit, making sure we do not lose families.</p>	
<b>8. Division legislative agendas</b>	<p>Brian is still waiting for agendas from the Intensive Services and FPSS Divisions.</p>	
<b>9. Adjournment</b>		<p>The meeting was adjourned at 12:15 p.m.</p>

*Prepared by Linda Conchi*