



**Ohio Children's Trust Fund  
Board Meeting Minutes  
October 13, 2011**

**Board Members Present:**

Senator Kevin Bacon, Chairman  
John Fishpaw  
Michael McCreight

Crystal Ward Allen  
Karen Hughes  
Lisa McDuffie

Mary Deel  
Kelly Lynch  
Molly Stone

**Board Members Absent:**

Senator Edna Brown  
Dr. Lolita McDavid

Representative Lou Gentile  
Representative Kirk Schuring

Carolyn Mack  
Ericka Thoms

**Staff Present:**

Monica Gillison, Executive Director  
David Monder, Program Manager  
Carolyn Brewer, Administrative Assistant

**Guests:**

Denise Pleska, Senior Staff Attorney for ODJFS  
Tanya Long, Parents Anonymous  
Representative from McDonald Hopkins

Chairman Bacon called the Ohio Children's Trust Fund (OCTF) Board Meeting to order at 1:10pm on October 13, 2011.

**Old Business**

Chairman Bacon asked for any additions or revisions to the July 14, 2011 board meeting minutes. Seeing no additions or revisions Kelly Lynch motioned that the minutes be approved. Jon Fishpaw seconded the motion. The board voted unanimously to approve the minutes as submitted.

**New Business**

Chairman Bacon welcomed our new board member, Molly Stone, Manager, Division of Prevention Services of the Ohio Department of Drug and Alcohol Addiction Services (ODADAS). Molly Stone will serve as the designee for Director Orman Hall. Chairman Bacon also welcomed our guest, Tanya Long from Parents Anonymous.

**Executive Director's Report**

Monica Gillison presented the Executive Director's report to the board. She highlighted the following topics:

**FFY 2011 CBCAP Application**

OCTF received our FFY 2011 CBCAP Award in the amount of \$1,274,027 which is an increase of \$180,220 over last year's award. We were able to increase the award amount by leveraging additional funds from other areas of the agency that were spent on prevention work in the area of child abuse and neglect.

**SFY 2012 County Allocation Release**

OCTF released its SFY 2012 1st half county allocations from the State Special Revenue 1980 fund on September 23, 2011 and the federal CBCAP 3D30 fund on September 26, 2011. Director Gillison noted some administrative mishaps by fiscal concerning several county FCFC allocations, but assured Board members that the administrative issues have been resolved and all county FCFCs will have their allocations in the next few days.

**SFY 2012 County Allocations Applications**

Director Gillison advised the Board that all twelve counties that proposed strategies that were denied at the July Board Meeting have submitted revised strategies that have been approved. Director Gillison also reported that the Cuyahoga County FCFC would now be sub-contracting with Providence House to provide services for their county.

**SFY 2012 Penalty County**

Director Gillison reviewed a letter from Hamilton County FCFC (which was sent to Board members prior to this meeting) in which the council expressed their disapproval of being penalized (\$2,262.13) by the Trust Fund Board for not having obtained all of the signatures required in the SFY 2012 County FCFC Application by April 1, 2011. Hamilton County FCFC requested that the Trust Fund Board reconsider the pro-rata daily penalty it imposed (pursuant to ORC 3109.171 B) because the council believes it is unreasonable and would negatively impact their child abuse/neglect prevention programming. Board members discussed the letter and decided to stand by their decision to impose the penalty. Members instructed the OCTF staff to relay this decision to the FCFC and remind them that they have the option of applying the pro-rata daily penalty to the 5% administrative funds they can receive as part of their local allocation. Therefore, it is a county FCFC's decision as to whether to take the penalty from the administrative funds they receive or to pass the penalty on to their program provider.

**SFY 2011 County Allocation Annual Reports:**

Director Gillison reported that 86 out of 88 Counties turned in their SFY 2011 Annual Program and Fiscal Reports by the August 15<sup>th</sup> deadline. The Director explained the reasons why the two FCFCs did not submit on time as well as reviewed the penalty (per ORC 3109.171 C) that the OCTF Board can impose on them. She also advised them that the OCTF Finance Committee recommended requiring that these counties submit a corrective action plan in lieu of a financial penalty. After a brief discussion of the Finance Committee recommendation, board members decided that the reasons for the two county FCFCs failing to timely submit their annual report do not justify avoidance of the financial penalty.

Michael McCreight motioned that the board assess the prorated penalty for Henry County and Williams County. Crystal Allen seconded the motion. The board voted unanimously to approve the motion.

**SFY 2011 PCSA April Allocations**

Director Gillison reported that only 58 out of 88 Public Children's Service Agencies submitted their reports for the \$2,000 April Prevention Month Allocations. As of the closing date for claiming SFY 2011 funds, only \$137,902.71 out of \$176,000.00 had been claimed. Therefore, \$38,097.29 was unclaimed. The Director noted that per the OCTF Finance Committee recommendation, the OCTF staff contacted the ten PCSAs that did not expend or claim any funds in order to ascertain whether this was due to a coding error. Two PCSAs confirmed this was due to a coding error and the OCTF staff is working with them to resolve the administrative mishap.

### **SFY 2011 Unspent Funds**

Director Gillison noted that for SFY 2011, 25 of the 88 counties had unspent allocations. The Director advised that 18 of those 25 counties have already returned their unspent funds to the Trust Fund and the remaining 7 counties who still owe money have been contacted and are in the process of returning the funds.

### **Providence House Proposal**

Chairman Bacon recognized a visitor attending the board meeting from McDonald Hopkins representing Providence House.

Director Gillison explained that the OCTF staff held a follow-up phone conference with Providence House staff on July 26, 2011 in which they reviewed the issues and unallowable costs contained in Providence House's July 14, 2011 proposal to the OCTF Board. The Director noted that the OCTF received assurances from Providence House that they would revise their July 14<sup>th</sup> proposal and send it back to the OCTF within two weeks for review and feedback. The Director explained that the Trust Fund did not receive the revised proposal from Providence House until October 3<sup>rd</sup> and it turned out to be a different project with a different funding request. This new proposal was included in the board members folders. Board members decided not to review this new proposal given that it was for a different project and they advised Providence House to resubmit their proposal after the new Vendor Proposal Application Guidelines were established.

### **Application Guidelines**

The board reviewed the draft application guidelines prepared by the OCTF staff and held a brief discussion regarding how often we will accept applications, the amount of funding we have available and how often we should review them. They also noted that, if a board member would like more information on programs then we could arrange for someone to make a presentation to the board.

Board members suggested the following revisions to the application guidelines: including the OCTF strategic plan; clarifying that organizations who wish to apply for funding must submit a completed application packet to the Trust Fund by March 1<sup>st</sup>; clarifying that proposals will be considered by the OCTF Board during its May board meeting; defining statewide significance; requiring applicants to explain the statewide scope of their proposed program as well as indicate whether their proposal is a new or start-up program or if they are seeking funding to sustain the operations of a current program; requiring applicants to provide a brief history of their organization as well as an explanation of how their proposal aligns with the OCTF strategic plan and a description of how their proposal is responsive to the needs identified in their county.

The board requested that OCTF staff incorporate their suggested revisions into the application guidelines and then e-mail the revisions to Board members for their review. The revised guidelines can then be voted on during the January board meeting.

### **Program Menu**

The OCTF staff presented information about the Program Menu and how the menu was developed noting the use of an evidence based programming worksheet based on several parameters (strong child abuse/neglect prevention outcomes, building of protective factors, cost, flexibility in program implementation, research based, Ohio's current investment and developer adaptability).

The OCTF staff also shared the key takeaways from the subgroups including the concerns of subgroup members and the recommendations for OCTF program investment. The OCTF staff then presented the program menu to board members.

Director Gillison discussed Home Visiting with the board and noted that the OCTF had collaborated with ODH and the experts who worked on their Home Visiting initiative (MIECHV) to come up with recommendations for OCTFs home visiting program list. The Director then presented the home visiting recommendations to the board.

The Director also shared the public awareness subgroup's recommended public awareness program guidelines with board members.

Following discussion of the staff's program menu presentation, Crystal Allen motioned to approve the Program Menu as recommended and to include an annual review of the program menu. Kelly Lynch seconded the motion. The board voted unanimously to approve the motion.

### **Budget**

David Monder provided a budget update. He discussed unspent grantee funds and the increase in the FFY 2011 CBCAP award amount we received.

### **Safe Sleep Program**

Director Gillison recommended focusing on prioritizing increased attention to consumer education and social marketing by investing in a safe sleep campaign. Based on data from the most recent Child Fatality Review Report and the Infant Mortality Task Force Report, she recommended that the OCTF partner with ODH, Child Fatality Advisory Committee, the Ohio Commission on Minority Health and the Ohio Chapter of American Academy of Pediatrics to develop and implement a Safe Sleep Campaign.

### **Data Collection Software System**

Director Gillison recommended implementing a Data Collection Software System that would offer:

- 100 % Web-based submission of applications, amendments, fiscal reports, financial reports and program reports
- Automated e-mail notification and enforcement of application and report submission deadlines
- Real-time summarized reports of subgrantee awards, program-wide participation statistics and financial disbursements
- Flexible data collection capabilities for incorporating surveys, site visit monitoring, performance metrics and many other OCTF specific needs
- Provide grantees with Technical Assistance Tools for monitoring the status of their applications, reports and expenditures
- One Centralized System – Data on Demand
- Maintains years of historical grant data for quick reference and audit traceability

After a brief discussion, Mary Deel motioned to approve to investing approximately \$200,000 in the Data Collection Software System as well as approximately \$400,000 in a Safe Sleep Campaign and other Public Awareness Campaigns for a total of approximately \$600,000 (specifics to be overseen by the Finance Committee). Kelly Lynch seconded the motion. The board voted unanimously to approve the motion.

### **Travel Reimbursement for mandatory grantee meeting**

The OCTF staff reviewed the agenda for the mandatory grantee meeting (presentation and discussion of program menu, the SFY 2013 County FCFC application as well as optional FRIENDS Network Protective Factor Survey (PFS) evaluation and interpretation presentation). The OCTF staff asked whether board members wanted to require that FCFCs attend the mandatory meeting in person or if presentation via webinar would suffice. The board instructed the OCTF staff to conduct the mandatory grantee meeting via webinar and offer it during two sessions (November 15 and 16, 2011) for county FCFCs.

Crystal Allen motioned to approve OCTF reimbursing county FCFCs for their travel expenses if they choose to attend the mandatory grantee meeting in person rather than participate via webinar. Kelly Lynch seconded the motion. The board voted unanimously to approve the motion.

**Other as Requested by the Board Members**

Board Member Karen Hughes distributed pamphlets to the board about the newly launched Red Treehouse. This is a collaborative effort of Ohio Family and Children First and the Ronald McDonald House. Any questions or comments can be directed to Angela Sausser-Short.

In order to ensure that the board has sufficient time to thoroughly cover all agenda items, Board members decided to increase the OCTF quarterly board meetings by 1 hour (12pm-3pm).

Chairman Bacon adjourned the meeting at 3:24 pm.

**Summary of Action Items and Next Steps**

- The OCTF staff will revise the Application Guidelines and e-mail them to board members for comments.
- The OCTF staff will assemble a list of county programming over the last several years as well as amounts spend and unspent by county FCFCs for the board to review.
- The OCTF staff will send follow-up letters to Hamilton County FCFC and Providence House

***Handouts:***

OCTF Board Meeting Agenda for October 13, 2011  
OCTF Board Draft Meeting Minutes July 14, 2011  
Executive Director's Report  
Hamilton County Family and Children First Letter  
Ohio Children's Trust Fund Board Meeting – PowerPoint  
Ohio Children's Trust Fund - CTF Application Guidelines  
Children's Trust (Fund 1980) – SFY 2012 – Actuals  
Ohio Children's Trust Fund: 2012 Board Meeting Schedule  
The Monthly Pause – 1<sup>st</sup> Edition