

Crook County Family Violence & Sexual Assault Services, Inc.pro

Board Meeting Minutes

Present at the meeting were: Randy Pridgeon, Robin Seeley, Laura Gennings, Kristen Clausen, Harry Stordahl, Lisa McGuinness Sandra Stevens (Director), Tracy Darling (Advocate)

**I. Call to Order**

Board Chair Kristen Clausen called to order the meeting of the Board of Directors at 5:10 p.m. on February 24, 2016. The meeting was held in the Life Skills Room of the CCFVSAS office.

**II. Approval of minutes from last meeting**

The minutes of the previous meeting (11/4/2015) were unanimously approved as distributed. (RS, KC)

**III. Financial Report**

The Treasurer found no discrepancies with the presented financials for November 2015-January 2016.

November financials accepted as presented (KC, HS).

December financials accepted as presented (KC, HS).

January financials accepted as presented (KC, HS).

The Director explained private donations that had been received to go towards ESG Grant matching funds requirement. A private individual had made a \$2500.00 donation in hopes that it would be matched by the community. Sundance State Bank matched the individual donation with \$2500.00. A grant was submitted to Powder River Energy to match this donation amount, but a decision has not been made at this time. \$925 was donated in memoriam of Mr. Pridgeon.

Approximately \$7750.00 is needed to match for the ESG shelter grant. Suggestions were made to seek donations from the saw mill and other businesses in Hulett. There is still quite some time to reach the goal amount.

The Broncos jersey raffle fundraiser is going well, \$1300.00 raised so far. The jersey may be displayed in Hulett at the bank. The drawing will be held on April 1<sup>st</sup>.

The 2014 990-EZ tax forms were submitted with total revenue of \$166,734.00 and expenses of \$164,900.00.

Spending is on track for the remainder of the fiscal year, however funds may need to be reallocated from travel to cover office supplies.

An in-house audit by the Board Chair and Treasurer will be conducted in March or April.

#### **IV. Program Reports**

Tracy Darling presented her volunteer and advocacy program report. She gave a brief victim service update; there have been ten new clients since November, along with pre-existing clients, which have been very time-consuming and intensive cases. Each case has been a learning experience, but attitudes remain positive.

A Core Rural Advocacy Training session has been scheduled for March 11<sup>th</sup>, 12<sup>th</sup>, 18<sup>th</sup>, & 19<sup>th</sup> from 8am – 5pm. There is a train the trainer session tentatively scheduled for May which hopefully Tracy will be able to attend.

January was Stalking Awareness Month and activities were limited to online exposure through CCFV's social media and website. For February (Teen Dating Violence Awareness Month), CCFVSAS hosted home basketball games at Sundance (vs. Moorcroft) and Hulett. These games were great exposure for our agency and opened up invitations from the Principal at Sundance and the counselor at Hulett to be more active in the schools.

Outreach has primarily been focused on snack bags at the schools through the Booster Clubs. Approximately 250 snack bags were distributed through the fall and winter of the '15-'16 school year. Due to office renovations/moving, the snack bag outreach program will be put on hold until the Fall 2016 school year. Tracy will be focusing on hooking up with Moorcroft Booster Club for the upcoming year to continue/expand the snack bag program.

#### **V. Old Business**

##### **Shelter Update**

Board members were approached individually to approve Done Right Construction (Mike Johnson) as the contractor for shelter renovations. Board approved, and construction has begun on the shelter. Construction began in the bathroom, however the wrong shower was ordered so construction will continue next week with the bathroom, kitchen, flooring, painting, and roof.

A board member brought up a question of security. The Director explained that a remote key pad and window sensors would be installed. Not much can be done to ensure/increase confidentiality at the shelter, but safety will remain a top priority.

program. Having a dedicated third person will allow the agency to implement extensive, long-term prevention programs in the schools and the community at large. The community as a whole seems receptive and supportive of outreach activities, so now is the best time to expand these services. A potential candidate for this position, pending board approval, would be Kayleigh Gould, former shelter advocate in Casper. This position would be under the direct supervision of the Crisis Advocate, and would begin July 1, 2016. A motion was made to approve Ms. Gould as potential candidate (HS, KC). The motion was passed unanimously. The Director will consult a coalition attorney to verify the legal obligation to post/advertise the position.

The Director reported that at the Coalition meeting, it was recommended for the new grant that all insurance benefits be in the form of a stipend on each paycheck. Taxes will then automatically be taken out, on good faith that the stipend will be used for insurance/medical expenses. This insurance benefit is dependent upon the state salary increase. If the increase is not allocated or cut, there will be no insurance benefit to CCFV employees. The motion was made to have insurance benefits in the form of a stipend (KC, LM). The motion was approved unanimously.

#### **Budget**

A motion was made to approve the fiscal year 2017-2018 budget (LM, LG). The motion was approved unanimously.

#### **Bank Pledge**

Sundance State Bank matched a private donor pledge in the amount of \$2500.00.

#### **Powder River Energy Grant**

The grant was written and submitted, but no response has been given yet.

#### **TANF Grant**

County commissioners are still deciding on if they want to be the supporting entity for the grant. This grant would allow CCFV to expand life skills and financial classes throughout the community, not specifically just to victims.

#### **VAWA/VOCA/FVPSA – Year End Report**

These reports are changing and new. They are time consuming to complete. The Feds have instituted these new reporting policies to ensure fiscal responsibility.

#### **2016 Silent Witness Ceremony**

CCFV/SAS will be hosting the Annual Silent Witness Ceremony at Devil's Tower Monument. The ceremony will be Friday October 7<sup>th</sup> at 2pm. There will also be a training for law enforcement/service providers by a nationally renowned expert on domestic violence (possibly Casey Gwinn or Mark Wynn).

#### Law Enforcement Training

CCFV Director and Public Health Home Visitor Sherri Davis put on two 4-hour trainings for law enforcement, DFS workers, and other services providers. The program called "Healthy Moms, Happy Babies" focuses on recognizing domestic violence and practicing "warm referrals" to advocates. This program was combined with training about Protection Orders and was well attended by law enforcement, school officials, DFS, and youth probation workers.

#### Expert Witness

CCFV Director was qualified as an Expert Witness in two domestic violence cases out of Campbell County. She will be out of the office March 7-13 and March 28-April 1 for trials.

#### ALC Program

Director graduated from 18-month Advocacy Learning Center program!

Director has accumulated 37 hours of comp time to be approved by the board to roll over. A motion was made to approve the comp time (HS, KC). The motion was passed unanimously. The comp time must be used by the start of the new grant (July 1, 2016).

#### VIII. Executive Session

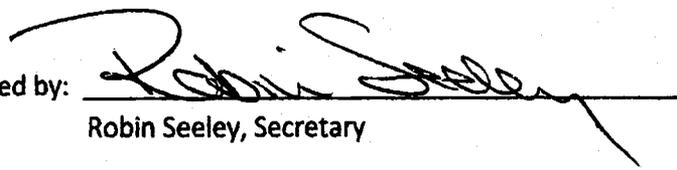
The board went into executive session at 6:13 pm to discuss salaries and the Director's Evaluation.

The board came out of executive session at 6:45 pm.

The next CCFVSAS Board Meeting is set for April 2016 specific date to be determined.

No further business, meeting was adjourned at 6:50 pm (KC, RS).

Minutes submitted by:

  
Robin Seeley, Secretary