



Children's Trust Fund
Protecting Michigan's Children

Board of Directors Regular Meeting

May 21, 2020

1:30 p.m. – 3:30 p.m.

Microsoft Teams Virtual Meeting

Minutes

Members Present: Tammy Bernier, Rabbi Amy Bigman, Jason Gold, Stan Hannah, Bill Hardiman, Kelle Jo Ilitch, Amy Tattrie Loepf, Sgt. Martin Miller, Alisande Shrewsbury, Jill Simms, David Zyble

Members Not Present: Willie Dubas, Lauren Rakolta, Orlando Todd, Kathleen Trott

Guest Speakers: Michelle Boggs, Sarah Preus-Hecker

Public: Sue McCloskey

Staff Present: Suzanne Greenberg, Heidi Coggins, Abby Mealy, Alan Stokes, Emily Schuster-Wachsberger, Taylor Williams

1. Welcome and Call to Order: Amy Tattrie Loepf

- a. The meeting was called to order by Board Chair, Amy Tattrie Loepf, at 1:35 p.m.

2. Board Chair Comments: Amy Tattrie Loepf

- a. Draft board committees have been created with co-chairs proposed, and a recommendation that the committees meet within the next month so that they can provide updates at the next board meeting. Amy will follow-up with individuals re: their committee(s) involvement.
- b. Suggestions from this discussion included:
 - i. That a meeting template be used for these committee meetings.
 - ii. Explore whether board members wish to be involved in multiple committees.
 - iii. Adding other interested parties to these committees who may not be board members.

3. Minutes: Motion to approve the March 31, 2020, minutes was made by Sgt. Martin Miller and seconded by Jason Gold. The motion passed unanimously.

4. Financial Report: Alan Stokes

- a. Alan reviewed the current budget revenues and expenses. The budget is currently on pace with what is expected. Of note, although donations are down, there is a significant CBCAP grant increase anticipated, from \$740,000 in 2020 to approximately \$1.1M.

5. Director's Report: Suzanne Greenberg

- a. CTF Executive and Board Committees – See “2” in above notes.
- b. Federal CBCAP Grant – CTF has completed its current CBCAP grant application for the 2021 fiscal year and, at the time of the board meeting, was going through MDHHS and other Michigan approvals so that it can be submitted on time. Suzanne expressed sincere appreciation to all staff for their CBCAP contributions and especially Alan Stokes for his role in coordinating the grant effort. In order to keep from filling your inbox, the application is available if board members would like to read it. *(FYI – Stan Hannah wished to have the application sent to him.)*

- c. CTF Audit – This current comprehensive state audit covers CTF administration and programming from 2017 thru 2020. It is anticipated that CTF will receive an audit report with any findings sometime in the fall. Suzanne thanked staff for their responding to audit requests and Alan for being the point of contact with the auditors.
- d. Pam Posthumus Signature Auction Event – Suzanne along with Michelle Boggs and Sarah Prues-Hecker (CTF auction event contractors) presenting.
 - i. After committees’ discussion, it was decided to propose moving the live auction forward as a virtual event on Wednesday, September 16th which would highlight premier auction items. The online silent auction will last a week, ending on the September 16th date.
 - ii. This mission-driven virtual event will highlight CTF’s Local Councils and Direct Services grantees. Due to it being online this will enable greater outreach and participation throughout the state.
 - iii. Suzanne expressed deep appreciation to CTF board member Kelle Jo Ilitch for her generous premier auction donation. This spectacular auction package consists of professional sporting event and theatre tickets, autographed jerseys, hotel stays and food. All board members are encouraged to also support the event by becoming a sponsor and/or helping to secure auction items.
 - iv. Current auction endeavors include: Updating, developing and printing marketing materials; obtaining event sponsorships, and both live and silent auction donations; and assuring that all processes related to this online event are in full compliance with all regulatory requirements.
 - v. While seeking sponsorships and donations CTF will be sensitive and respectful to not present any conflict of interest with CTF Local Councils’ or Direct Services’ fundraising efforts.
 - vi. Other event details were discussed including cost considerations as a result of switching from a live to virtual event were also discussed.
 - vii. **Motion: A motion was made to move forward with the virtual Pam Posthumus Signature Auction Event by Rabbi Amy Bigman and seconded by Tammy Bernier. The motion passed unanimously.**
- e. Local Council Tier Review Process – CTF has a plan to move forward to review and revise the current tier system. CTF Local Councils will design and detail this effort. Suzanne thanked Emily for her assistance with this project. It is hoped that with eventual increased revenues, more financial and other support can be given to the council network.
- f. Employee Furloughs – All non-essential state employees will be on an abbreviated work schedule from Friday, May 22nd thru July 25th. All CTF employees will be on a 32 hour work week with Fridays off.

6. Program Reports: Heidi Coggins, , , Taylor Williams

- a. Administration Project Summary (**Alan Stokes**): Alan announced that the CTF State Plan is at the printer and is scheduled to be completed June 4th. After the report is released to the legislature, a PDF will be available to all. Alan also shared that he has been coordinating the CBCAP grant and state audit endeavors.
- b. Local Councils (**Emily Schuster-Wachsberger**): Emily shared that she will be scheduling virtual meetings with approximately half of all local councils this summer. She is also

planning facilitated sessions in which specific local councils will participate as part of the local council contributions to the tier review process. Technical assistance has been developed and given to the local councils for their role in supporting and endorsing the Direct Services applications. Finally, Emily is in the process of reviewing second quarter reports.

- c. Direct Services - Heidi reported that the Direct Services 2021 RFP was released on May 20th with a deadline for applicants to submit for the local council endorsement by June 24th. Technical support will be given to potential applicants the week of May 27th. It is hoped that there can be 8 new grants starting in fiscal year 2021. Heidi is seeking individuals who would like to participate in being part of application reviewing teams. She noted that the RFP is available to see within EGrAMS (Electronic Grant Application Monitoring System). Additionally, she is setting up virtual site visits with current direct services grantees. Heidi is also writing a proposal for bringing Adverse Childhood Experiences (ACEs) education including the Strengthening Families, Protective Factors framework to the CTF grant community so that this important information can be shared throughout the state to all adults (and children where appropriate) in Michigan. Finally, Heidi is also in the process of reviewing 2nd quarter reports.
- d. Public Awareness - Taylor thanked everyone who participated and assisted with CAP Month social media marketing efforts. Stan Hannah stated that he was impressed by CTF's CAP Month social media. Suzanne also praised Taylor for the terrific work she did for CAP Month by quickly developing the *Parent and Caregiver* and contributed to the *Educators Guide* which has been recognized and used by other states across the country. In addition, a last-minute Guide for creating the virtual CAP month activities as well as instituting promotional materials for our programs to use along with the CAP month toolkit that could be modified. Currently Taylor is working to further evolve the CTF Kids Store online site, including researching product line which can feature the *Stand UP for Kids* tagline.
- e. Data/Outreach – Anne oversees the distribution of written materials for CTF. She created the *There Will Be Tears* flyer which resulted in 30K ordered in a 13-month period. She also has provided input to CTF's software updating efforts. Finally, Anne assists Suzanne with many administrative endeavors.

7. **Public Comment:** Although Sue McCloskey was invited to speak, she did not.

8. **Adjourn:** A motion to adjourn was made by **Bill Hardiman** and seconded by **Kelle Jo Ilitch** with the motion being passed **unanimously**. The meeting was adjourned at 3:10 p.m.