



Wednesday, June 19, 2019  
5:30 pm Regular Meeting  
UNM-LA, Building 5  
Los Alamos, NM

## MINUTES

1. **Call to Order and Welcome** – Jordan Redmond, Chair called meeting to order at 5:34. Jennifer Guy is serving as proxy for Kristine Coblenz and Jordan Redmond is serving as proxy for Sharon Hurley.
2. **Introductions** – All in Attendance
3. **Approval of Today's Agenda-** Motion to approve made by Gillian Sutton, seconded by Morrie Pongratz and approved unanimously.
4. **Review/Approval of Previous Meeting Minutes** – Motion to approve May Minutes made by Alicia Justus, seconded by Morrie Pongratz and approved unanimously.
5. **Executive Director Report**
  - a. Emailed to all members. Additional items include support for Kristine Coblenz for mindfulness and conscious discipline, which is being piloted at Pinon and Aspen Elementary Schools.
  - b. NM Continuum Coordinators meeting held today in Santa Fe. The meeting went well as the Continuums invited CYFD Secretary Blaylock, who gave a presentation and provided information. He spoke about initiatives related to Behavioral Health. Also discussed was JJAC will be going to a 4-year grant cycle as opposed to yearly grants, which would be extremely beneficial for planning programming and support. JJAC will also have an additional \$200,000 available for this FY, after September. There are 20 Continuums who serve 22 Counties. The JJAC meeting will be held tomorrow and Lisa Zuhn will be attending.
  - c. JJAB established a MOA with the LA Makers group to partner with them for joint services for families and at-risk youth. The MOA is non-binding and was in response to the LA Makers application for a Federal grant to make their space accessible to those with disabilities in addition to other services. If the group receives their funding, the JJAB Board will vote on final terms of partnership.

### **Discussion and/or Possible Action Items:**

6. **Budget/Financials**
  - a. FY19 Funding Update – The future finance committee will review past reports and financial information to decide what monthly financial reports would serve the Board best and be

most useful to members.

- b. JJAB will revert funding back to CYFD, LAC-FRS and LAPS this year due to a variety of factors. The CYFD reversion is estimated at \$10,600 with \$8,000 for coordinator funding (due to hours not used and CYFD hourly funding max set this year), \$600 for Truancy packets and \$2,000 for the RS program. LAC-FRS will receive \$4,500 back for the RS program, while LAPS will receive \$12,500 back from funding for the RS program and the delay in hiring for the truancy position at LAMS. These reversions comprise 5% of the budget for an approximate total of \$27,600.
- c. Approval of FY20 Budget-The budget before the Board is almost identical to the one presented at the May meeting with the following exceptions; operating funds decreased slightly, and designated funding is increased by \$1,311 due to becoming the fiscal agent for the Girls Discovery Workshop, who we partnered with for their program last year. The funds are designated for that project so JJAB is a pass-through. Direct service is 67% of budget.
- d. Schools did receive funding for the extended learning opportunities, but the new program will not include Saturday School, as previously thought. Therefore, JJAB will continue to assist in funding Saturday School for the School District.
- e. As part of parenting support programming, JJAB is looking at providing 6 sessions of Parenting University during the time the extended learning sessions are held. There will be 3 sessions in the Fall and 3 in the Spring.
- f. Motion to approve Budget as presented made by Morrie Pongratz, seconded by Elizabeth Allen and approved unanimously.

## 7. **JJAB Policies**

- a. Statement of Non-Discrimination and Sexual Harassment Policy were emailed to members for their review before the meeting. A Motion to approve both policies as presented made by Jennifer Guy, seconded by Gillian Sutton and approved unanimously.
- b. BOD Policies – Formation of Ad Hoc Committee-The committee will meet to discuss and create new BOD policies and procedures and review policy templates from other organizations. Examples of procedures for the Board include communication and use of Proxies. Elizabeth Allen volunteered to meet in July and August, Lisa Zuhn will follow up to see if more members will join.

8. **BOD Meeting Schedule**-Lisa Zuhn stated meetings as a whole will be shorter and will stick to schedule as the emailed information showed. Lisa is working on putting the info in the shared app DropBox for all Board Members and committees.

## 9. **BOD Committees**

- a. Overview of Committee Formation and Duties- Lisa Zuhn described the process of using the strategic plan to direct the committees and that each committee will elect a chair. That chair will then serve on the Executive Committee, which meets twice per month on Wednesday mornings. The committees are as follows:
  - Programs
  - Marketing/Communication
  - Finance/Fundraising
  - Youth

10. **Next Meeting** – Scheduled for July 17, 2019 No Meeting in August

11. **Adjourn** - Motion to Adjourn made by Elizabeth Allen and seconded Chris Ross and approved unanimously.