



Wednesday, October 16, 2019
5:30 pm Regular Meeting
UNM-LA, Building 2
Los Alamos, NM

MINUTES

1. The meeting was **Called to Order** by Jordan Redmond, Chair at 5:38 PM
2. **Introductions** were made by all in Attendance (see attached attendance sheet)
3. Morrie Pongratz made a motion to **Approve Today's Agenda**, Gillian Sutton seconded. All in favor. Motion carried.
4. Carter Payne made a motion to approve the **Consent Agenda**, Morrie Pongratz seconded. All in favor. Motion carried.
5. **Collaboration Discussion and approval to apply for United Way Grant**
Lisa Zuhn, Executive Director, presented information on two grant application options for United Way. The first grant application would be for \$20,000 for the middle school Resource Specialist program. JJAB has received funding from United Way for several years for this program and the plan is to ask again for 2020.

The second grant submission would be about possible collaboration for a United Way grant application. The United Way Grant application was sent out on October 2nd and is due on October 25th, 2019. The collaboration would be with JJAB, Los Alamos First Born, and Family Strengths Network. It would focus on the need in Los Alamos for case management services for 0-5 year age population. JJAB's main task in this collaboration would be a Resource Specialist that would work with the younger kids, estimated to cost about \$10,000/year. The concern for discussion is Scope Creep, do we feel we are the appropriate organization to fill this service gap for kids ages 0-5?

a. Questions/Inquires from the Board included:

- Elizabeth Allen asked what would be FSN's role? What about Las Cumbres? Does the ED have the capacity to take on another program within JJAB? FSN would provide Parenting Support Groups and Las Cumbres is only up to 3 years of age, only when school is in session and only if they qualify. Technically no, but ED is willing to shift somethings around, such as having someone as a Lead RS so they can supervise the other RS's and report back to her, to make it work.
- Gillian Sutton asked would it duplicate services? With them being younger kids, would it change the job requirements of our RS's? Not significantly, we would be providing basic needs, case management, directing them to different resources.
- Jordon Redmond asked would we have to hire another RS or expand the hours of a current RS? We are estimating it will take a 30% person, we could probably shift some of our current RS's time but ultimately would need to hire another one.
- Morrie Pongratz asked how do we identify the younger kids? Through First Born, word of mouth, and FSN.
- Kristine Coblentz asked what is proposed to be provided? Basically a pot of money that families could access if they need occupational or speech therapy. Also case

management services which would provide them with the links to available resources.

- Carter Payne asked who pays for the resources that JJAB would connect the families too? Has the county tried to target this group or would they be interested in taking this on? It would work the same as it currently does in the Resource Specialist program. We have not discussed with the county yet, but would be something to look into.
- Several mentioned they believe the collaboration would be great, but it has been hard to get money from United Way in the past so they would like to make sure this would be a second priority from the Middle School RS program we have received funding for in the past and will ask for again.

- b. Carter Payne made a motion to approve the application for the United Way Grant in the amount of \$20,000 for the Middle School Resource Specialist, Elizabeth Allen Seconded, All in favor, Motion carried.
- c. Elizabeth Allen made a motion to approve the submission of the application for the Collaborative United Way Grant with the understanding that it comes as second priority to the Middle School Resource Specialist grant if they had to choose between the two. Morrie Pongratz Seconded, All in Favor, Motion Carried.

6. Each Committee chair provided a brief summary of what the committees were working.

7. **Approval of 990 Tax Filing**

Sharon Hurley from the Finance/Fundraising Committee explained the purpose of the 990 form, recommends filing it, no material misstatements found. Carter Payne made a motion to approve the filing of the 990, Morrie Pongratz seconded. All in favor. Motion carried.

8. Jordan Redmond indicated the Next Meeting would be held Wednesday, November 20, 2019.

9. **Closed Session**

- a. Chair Jordan Redmond called for a motion to go into a closed session at 6:45 PM to discuss the Executive Directors performance. Carter Payne moved, Morrie Pongratz seconded. All in favor. Motion carried.
- b. All liaisons, public, and staff were dismissed at this time. The Board convened into an executive closed session.
- c. Suzanne Lynne made a motion that the Board re-convene into open session. Morrie Pongratz seconded the motion. All in favor. Motion carried.
- d. The Board re-convened into open session.
- e. Chair Jordan Redmond stated that in reference to the executive closed session, the purpose for the discussion in closed session was limited to the items stated on the agenda. No action was taken.
- f. Based on discussion during the executive closed session, Gillian Sutton motioned that JJAB Executive Director, Lisa Zuhn receive a 3% salary increase. Morrie Pongratz seconded. The motion was approved unanimously.

10. The meeting was **Adjourned** at 7:19 PM

APPROVED BY BOARD ON NOVEMBER 20, 2019

Jordan Redmond

Jordan Redmond (Dec 9, 2019)

Jordan Redmond, Board Chair