

Child Abuse and Neglect Prevention Board Meeting- September 19, 2022

I. Call to Order

The Child Abuse and Neglect Prevention Board meeting was called to order at 1:01 p.m. on September 19, 2022, in Conference Room A of the Office of the Attorney General, East Office, by Board chair, Heather Wagers.

II. Roll Call

Present

Heather Wagers, Office of Attorney General
Bradly Stotts, Kentucky State Police
Jill Seyfred, Prevent Child Abuse Kentucky

Virtual attendees

Jamie Link, Education and Workforce Development (Left meeting at 2 pm – no effect on quorum)
Andrea Bruns, Kentucky CASA Network, Inc.
David Meade, Kentucky State Representative
Julie Raque Adams, Kentucky State Senator
Mona Womack, Justice and Public Safety Cabinet
Caroline Ruschell, Children’s Advocacy Centers of Kentucky
Mary Carpenter, Cabinet for Health and Family Services
Dr. Jaime Pittenger, Kentucky Chapter of the American Academy of Pediatrics (Left meeting at 2:06 pm – no effect on quorum)
Steve Shannon, Kentucky Association of Regional Programs
Michelle Sanborn, Child’s Alliance
Eboni Thompson, Kentucky Administrative Office of the Courts
Shannon Moody, Kentucky Youth Advocates (Left meeting at 2:37 pm – no effect on quorum)

Guests

Susan Clary, Executive Director of the Executive Branch Ethics Commission
Stacy Woodrum, Executive Director, Office of Administrative Services, Office of Attorney General
Ali Parham, Office of Attorney General
Jami McLemore, Office of Attorney General
Serah Wiedenhofer, Office of Attorney General
Trenton Armstrong, Office of Attorney General

III. Ethics Presentation by the Executive Branch Ethics Committee

Susan Clary, Executive Director of the Ethics Commission, provided a presentation on Ethics to the Board. She gave handout materials to the Board including Executive Orders on Ethical Guidelines and other Ethics Commission publications. She discussed the importance of providing a Statement of Financial Disclosure.

Ms. Clary reviewed ethical conduct and discussed that it is important in promoting public confidence in the system. She referenced KRS Chapter 11A, KAR Title 9, and Executive Orders 2008-454, 2009-886, 2016-377, and 2020-423 as relevant information when seeking ethics guidance. Ms. Clary cited KRS Chapter 11A.002 (1)(2) as guidance to explain that public servants are prohibited from certain conduct, specifically voting on matters in which they have a personal interest and acceptance of gifts.

Board members must state their abstention from any topic. Members should state their intention to abstain during an open meeting of the Board and ensure the abstention is noted in the meeting minutes. Ms. Clary stated that the best practice is to leave the meeting. Ms. Wagers reiterated when in doubt leave the room when voting. Ms. Clary further discussed conflicts of Interest. Ms. Wagers asked all board members to review KRS related to conflict of interest. The ethics publications will be sent to all members attending virtually.

IV. Review of August 23.22 Minutes

Ms. Wagers noted that on the first page of the minutes a sentence was duplicated, which needed to be removed. After hearing the ethics presentation, members realized that they should have abstained from some votes due to conflict. Because August was the inaugural meeting of the Board edits are being made to reflect abstention on some of the grant votes by some members. Mary Carpenter stated that after listening to the ethics information she should have abstained from voting. August minutes were amended to reflect that Ms. Carpenter abstained from voting on all funding grants, and Mona Womack agreed to second the motion for CAFCA that Mary had previously entered. Steve Shannon made the motion to approve the 8.23.22 minutes as discussed. Michelle Sanborn seconded the motion. The motion was approved unanimously.

V. Financial Update by Stacy Woodrum, Office of the Attorney General

Ms. Woodrum asked if anyone had questions concerning the August financial report for 2022. At the previous meeting, Ms. Seyfred had inquired about the money that must be retained to continue qualification as a trust fund. Ms. Woodrum indicated there is no statutory requirement to maintain a minimum balance retain a certain amount of money in the CVTF account. Ms. Woodrum stated she would make the correction on the financial page to reflect \$857,000.00 in the "YTD" balance column.

Ms. Wagers advised that The Office of Administrative Services had made her aware that since the contracts were voted on at the last meeting, the Office needed to transfer money from the Child Victims Trust Fund account to the Child Board Fund. Ms. Woodrum explained that the money is kept in the Trust Fund account as long as possible so that it can accrue interest. Ms. Wagers explained that the Office of State Budget Director needed the transfer of money noted in our minutes before proceeding with approval. Ms. Wagers made a motion to transfer \$175,000.00 from the Child Victims Trust Fund, account 6305, to the Child Board Fund, account 1368, to make payments to contract holders. Steve Shannon seconded the motion. The motion was unanimous.

Heather Wagers informed the Board that OAG staff does not currently have an administrative operating budget. She advised that the prior CASEP Board by-laws allowed staff to purchase needed items under a \$500.00 threshold without bringing to the Board for a vote.

Mona Womack motioned to continue operating under the prior by-laws until such time as new by-laws are created and voted on by the Board.

Second: Andrea Bruns

All in Favor: Unanimous

VI. Review of CVTF License Plate Audit Documents

Ms. Wagers stated according to the JV EMARS system the Trust Fund received \$25,441.00 from the Kentucky Transportation Cabinet for the ICareAboutKids license plate. There appears to be a discrepancy in the amount donated to CVTF based on the amount received, the amount listed on KYTC website, and the amount stated in Kentucky Revised Statute. Ms. Wagers has contacted KYTC for explanation and was advised that due to different accounting procedures and how the money was transferred before the close out of the fiscal year, the amounts “never be the same.” KYTC stated that 259 I Care About Kids license plates were issued and another 2,115 were renewed during the fiscal year ending June 30, 2022. Ms. Wagers explained the audit process that must be done as a result of receiving funding from a specialty license plate and that first right of refusal must be made to conduct the audit by the Auditor of Public Accounts. Routinely, this is refused as the cost of the audit would be more than the money received. Therefore, internally the Office of the Attorney General would conduct the audit. Best auditing practices includes that a different auditor perform the audit than the previous year. As the office has a few auditors, this year the internal audit was conducted for free by James Hamilton from the Office of Medicaid Fraud and Abuse. Ms. Wagers presented the Board with the audit documents. Steve Shannon made a motion to use the abbreviated language presented for the audit documents. Capt. Bradly Stotts seconded the motion. The motion was unanimous.

Ms. Wagers noted that her staff had reviewed other states’ revenue sources, and that several states received substantially larger funding from specialty license plates. For example, instead of \$10, other states receive \$25. Ms. Wagers inquired if the Board wanted to look at legislation to find out if there is interest in increasing the amount of funding to the recipient organizations from the specialized plates. Rep. Meade asked that information be forwarded to him as he was always happy to review.

VII. KECC Campaign Update

CVTF will co-host a KECC Lead Coordinator breakfast meeting in partnership with Prevent Child Abuse Kentucky. This is scheduled to take place on December 14, 2022, and Ms. Wagers will update the Board as the event draws closer. Board members are encouraged to attend.

Ms. Wagers asked to approve the purchase of five (5) name tags for staff at a total cost of \$66.10. The Board approved the purchase under the operational budget.

Ms. Wagers updated the Board on the need for promotional items in order to get more visibility for CVTF throughout the state. Mr. Shannon described the items the Marketing and Development subcommittee would like to purchase. The items suggested: clear tote bags,

spinner pens, badge holders, and magnet picture frames that will all have CVTF branding on them. A motion was made by Steve Shannon to purchase not more than \$12,500.00 in the listed promotional items and the selection will be left to OAG staff as to the particular amount of each item purchased, and the design. Mary Carpenter seconded the motion, and the motion was unanimous.

VIII. Contracts with Grantees Update by Heather Wagers

Ms. Wagers indicates staff have been working on the contracts with the grantees. She created and provided a spreadsheet to Board members to track progress of the contracts. Ms. Wagers anticipates an effective date of November 1, 2022, for the grants that were voted on at the August 2022 meeting.

The Board discussed the Family Nurturing Center amended grant proposal. Jill Seyfred and Mary Carpenter abstained from this discussion and left the meeting so that the Board could discuss. The Board agreed to table a decision on the amended grant proposal as the scope and goals of the Board were still being considered. Andrea Bruns motioned to table the vote on the Family Nurturing Center amended grant proposal until the Board has a new scope in place for proposals. Mr. Shannon seconded the motion, and the motion was unanimous.

Jill Seyfred and Mary Carpenter rejoined the meeting.

IX. Committee Updates

a. Grants Management Chair, Andrea Bruns:

Eboni Thompson is new to the board and committee. Ms. Bruns stated that the committee will have a proposed draft of changes to the request for proposals process by the November 21 meeting. The Board is interested in looking into a potential database for grant proposals. OAG staff member, Jami McLemore, will gather information to provide to the subcommittee.

i. Barren River CAC Training Request and Action

Andrea Bruns would like to speak to Barren River CAC and inquire if the training may be offered statewide in 2023. Andrea Bruns made motion to table Barren River's training request until further information is gathered. Mr. Shannon seconded the motion, and the motion was unanimous.

b. Marketing & Development Chair, Steve Shannon:

The committee met and agreed upon promotional items which was discussed earlier in this meeting. The committee discussed that it is considering options to move the information from the I Care About Kids website due to the lack of traffic and cost of the site to maintain. As such promotional items may not have the website included on them.

c. Operations Chair, Michelle Sanborn:

The committee is scheduled to meet on October 13. For bylaws, the subcommittee will look at examples from other states that already exist and decide if they should be implemented.

d. Strategic Planning Chair, Mona Womack:

The committee is scheduled to meet tomorrow, September 20. The priority for the committee is the end-of-the-year report that is due to the legislature on December 1, 2022. Ms. Womack explained that this year's report will not be as in-depth due to time limitations.

X. Partner Updates and Announcements:

Jill Seyfred confirmed the KECC PCAK/CVTF KECC breakfast is December 14, 2022.

Next regular meeting is November 21, 2022, at 1:00 pm.

XI. Adjournment:

Motion to adjourn was made by Ms. Seyfred and seconded by Ms. Womack. Motion was unanimous. The meeting adjourned at 2:41 p.m.