

**Child Abuse and Neglect Prevention Board**  
**Governance Committee**  
Regular Meeting Minutes  
June 03, 2025  
Video Teleconference

**I. Roll Call**

The Governance Committee meeting was called to order at 11:06 a.m., on June 03, 2025, via Zoom video teleconference, by Committee Chair, Jill Seyfred. In addition to Ms. Seyfred, Eboni Thompson, Michelle Sanborn, and Serah Wiedenhofer were present.

**II. Review of December 3, 2024, Special Meeting Minutes for Action by the Committee**

An extra word was deleted from the proposed minutes. Ms. Seyfred made a motion to approve the minutes as corrected. Ms. Thompson seconded the motion. The motion was unanimously approved.

**III. Review and Discuss Draft Self-Assessment Tool**

This agenda item was addressed later in the meeting. Ms. Thompson left the meeting at 11:30 a.m. and was not present for the following discussion.

Ms. Seyfred suggested presenting the self-assessment tool for Board approval during its meeting on July 21, 2025. Ms. Sanborn agreed. The Committee then discussed plans for distributing the survey if approved. Ms. Sanborn suggested sending the survey to the Board by the end of July, requesting responses within two weeks, and presenting survey results to the Board during its meeting on September 22, 2025. Ms. Seyfred agreed.

**IV. Review and Discuss Draft Policies and Procedures Manual**

The Committee discussed elements of a communications policy. Ms. Seyfred will request communications policies from other state trust funds for the Committee's consideration. Ms. Sanborn will prepare a draft and circulate it to the Committee for review and comment. The Committee will meet on July 8, 2025, to finalize a communication policy for presentation to the Board.

**V. Adjournment**

The meeting was adjourned at 11:45 a.m.

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