

Child Abuse and Neglect Prevention Board
Governance Committee
Special Meeting Minutes
November 05, 2024
Video Teleconference

I. Roll Call

The Governance Committee meeting was called to order at 11:04 a.m., on November 05, 2024, via Zoom video teleconference, by Committee Chair, Jill Seyfred. In addition to Ms. Seyfred, Mary Carpenter, Michelle Sanborn, and Serah Wiedenhoefer were present.

II. Review/Discuss Committee's Mandates as Stated in the Bylaws

The Committee reviewed the Bylaws and Strategic Plan to identify its assigned tasks. The priority is the development of a framework for evaluating the Board. Additional tasks include the development of a policy and procedures manual and a written communications plan and the review of statutory provisions governing the Board.

III. Next Steps

a. Timeline for Implementation of Mandates

The Committee will begin work on a draft of the evaluation with the goal of presenting a final version to the Board no later than March 2025. Other tasks will be addressed after the Board approves an evaluation process.

b. Plan for Implementation of Mandates

The evaluation will be divided into two distinct components. Ms. Carpenter will create a process for assessing the Board's progress on the tasks outlined in the strategic plan. Ms. Seyfred and Ms. Sanborn will develop an assessment of the Board's internal operations. Other tasks will be addressed after the Board approves an evaluation process.

c. Other Tasks to Tackle

The Committee will meet the first Tuesday of even months at 11:00 a.m.

IV. Adjournment

The meeting was adjourned at 11:57 a.m.

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