

Child Abuse and Neglect Prevention Board
Governance Committee
Regular Meeting Minutes
December 03, 2024
Video Teleconference

I. Roll Call

The Governance Committee meeting was called to order at 11:03 a.m., on December 03, 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 of November 5, 2024, Special Meeting Minutes for Action by the Committee

Ms. Sanborn made a motion to approve the minutes as written. Ms. Carpenter seconded the motion, and the vote to approve was unanimous.

III. Review and Discuss Logic Model

The Committee reviewed the proposed logic model and discussed additional changes. Ms. Sanborn made a motion to accept the proposed logic model with the changes discussed. Ms. Carpenter seconded the motion. The vote to accept the proposed logic model with the changes was unanimous. The Committee will present the revised logic model to the Board for approval during the January meeting.

IV. Discuss Development of Board's Self-Assessment Tool

Ms. Sanborn prepared a draft self-assessment tool that she presented to the Committee. The Committee discussed the draft and considered revisions to its content. The Committee also discussed ways to distribute the survey to the Board that would allow anonymous responses. Ms. Carpenter made a motion to approve the survey as presented and discussed. Ms. Sanborn seconded the motion. The vote to approve was unanimous and the survey will be presented to the Board at its next meeting.

V. Timeline and Plan for Developing Procedures Manual

The Committee discussed the need to address matters not included in the Board's bylaws. The Committee agreed that a separate document should be developed to provide guidance for the Board's policies, procedures, and operations. Ms. Sanborn offered to create a draft for the Committee's consideration.

VI. Review and Discuss Out-of-State Travel/Conference Attendance Report

Ms. Seyfred created a template for reporting on attendance at out-of-state functions that she presented to the Committee. The Committee agreed that the Board's policies, procedures, and operations manual should include a reporting process for attendance at out-of-state functions and this template would provide the format for that reporting. Ms. Seyfred will revise the report to incorporate comments from the Committee and submit it to the Board.

VII. Adjournment

The meeting was adjourned at 11:53 a.m.