

South Dakota CASA Commission
Meeting Minutes
April 28, 2016 – 8:30am Central
Room 412, Capitol Building, Pierre, SD

Commissioners: Kristie Fiegen, Judge Patrick Smith, Judge Karen Jeffries, Kim Max, JoLynn Bostrom

SCAO: Sara Kelly, Alison Goetz (recording secretary)

CASA Directors: Scott Bader, Taryn Sietsema, Kate Kelley, Sherri Rodgers-Conti, Julie Wermers, Jackie Horton

Call the Meeting to Order

Ms. Max called the meeting to order at 8:33am.

Approve the 2015 Meeting Minutes

Judge Smith moved and Ms. Bostrom seconded the motion to approve the 2015 meeting minutes. The motion passed unanimously by voice vote.

Sub-Recipient Assessment

Ms. Sara Kelly explained the Governor's new internal control initiative.

- The Bureau of Finance and Management (BFM) is creating an assessment for pass through funds to insure the recipients are coming from a sound agency that is using money appropriately.
- The risk assessment will likely be available this summer.
- Ms. Sara Kelly will send the assessment to the Commission and then they will discuss whether they need to have a conference call regarding the assessment/guide.
- The Unified Judicial System (UJS) will report assessment results back to BFM.

Award History and Amount Available for 2016

Ms. Max explained that they have \$200,000 to disperse today and provided a history of the award money.

The Commission looks for the following criteria in awarding funds:

- 1) Legal Ethical Values
- 2) Board Development
- 3) Financial Strength
- 4) Volunteer Recruitment
- 5) Strategic Plan
- 6) SMART Goals
- 7) Staff Support

CASA Program Updates and Acknowledgments

Ms. Max informed the group that the National CASA point of contact is Julie Wermers. Kate Kelly is on the Court Improvement Committee and Jackie Horton is on the National CASA planning committee.

Ms. Sara Kelly stated that she has done research on healthcare stipends and spoke with Dan Rice, an accountant in Pierre. It was advised to not provide a nontaxable amount acting outside of the Affordable Care Act. The options are to either do away with the stipend or increase the person's salary. A stipend cannot be given and specified that it is for healthcare, otherwise, there is a penalty. Insurance companies are supposed to provide to their customer an IRS 1095 form to show proof of insurance.

Ms. Kate Kelley stated their program used to do a stipend. Their accountant said they could not do a stipend but could do a payback—she will double check on this change. Ms. Sara Kelly stated the money has to be taxed, not pretaxed.

Ms. Max informed the group that the Commissioners have a set of questions that they would like each program to answer during their presentations:

- Share what your relationship is like with the Department of Social Services (DSS), what works and what could be improved.
- How do you communicate with DSS and what meetings do you attend.
- Talk about your staff to volunteer ratio – the national standard is 1 to 30.
- The number of children served and the number of children on the waiting list.
- What does monitoring children mean in your program.
- What is the board and staff giving to the annual campaign.
- Is your program following federal guidelines on healthcare.

Presentations and Question/Answer

First Circuit CASA (Mitchell)

Ms. Horton thanked the Commissioners for their support of the First Circuit CASA program and provided an update on the program.

- Last year, the First Circuit CASA had a good board, good core of volunteers and new staff.
- The best practice document was welcomed by the board, which helped create a board development committee that meets quarterly. Statistics are now included in the minutes and mission moments are incorporated at meetings.
- A salary assessment was done and Ms. Horton now has an IRA with retirement match. The board took out group health insurance for employees and offer vision and dental (at no cost to the program).
- In 2015, the program helped 53 children and 33 families. There were 29 cases and all were served but 2.
- They have 32 active volunteers and the process for choosing volunteers was explained.
 - Trainings are offered quarterly.
- In 2015, the staff to volunteer ratio was 1 to 30.

- A new training and recruiting person was recently hired in Hutchinson County.
- A Mitchell business, Navigant, who is a Baskets of Hope donor, did a community drive for personal hygiene kits, which are taken to child protection meetings and provided to kids as well as kids in need in the community.
- There are currently 19 active board members. They have 7 new board members who were selected based off a profile grid that the board development committee created.
- The board has done 6 community presentations since January and 100 % of the board donated to CASA – doubling board giving from last year.
- Received donations from Douglas County and the City of Mitchell. Potentially will receive \$5,000 from Navigant through a 3rd party fundraising event.
- Donations saw a large increase this year and they have ended in the black the last few years.
- They have a good relationship with DSS and work with 3 DSS offices (Yankton, Chamberlain and Mitchell). They have regular telephone calls and meetings with DSS staff.

Ms. Max stated she was glad to hear about their attendance at PPRT meetings.

Ms. Bostrom remarked on the board member who was removed after 6 months and that it is good to have them removed when they are not participating.

Ms. Fiegen stated that the 1st Circuit CASA application was a enjoyable to read. The listing of goals and accomplishments were good. There are no children on a waiting list and the volunteer numbers are up.

Ms. Fiegen asked about the interactive in-service training. Ms. Horton replied that the trainings are being developed by the new staff Tim.

Ms. Fiegen asked about the contract with Armour for advertising. Ms. Horton replied that they received a grant from the Armour Community Foundation and that the community movie theater in Armour was supposed to run an advertisement for CASA and they haven't run it yet. Ms. Horton has some community members looking into this.

Ms. Horton informed the group that staff doesn't always give money to CASA, but they are involved in events.

Ms. Horton stated they are working on building a mentoring program where a veteran volunteer can be a mentor and can be a resource for the newly trained volunteers.

Ms. Fiegen commended the City of Mitchell donation of \$5,000 and the board development plan.

Ms. Fiegen asked about the #5 audited amounts, where revenue is given. Ms. Horton replied that it was not audited it was a financial review.

Ms. Fiegen asked about major gifts. Ms. Horton replied that the board is going to conduct an annual gifts campaign where they will do face-to-face solicitation and each board member has to bring 2 names to the table.

Ms. Fiegen noted that the Baskets of Hope fundraiser nearly doubled and asked how the Cool Night expenses were cut in half. Ms. Horton replied they were able to do so by moving the event to a different location.

Ms. Fiegen congratulated her on the equity and strategic plan; however the board needs to review fundraising on the plan since they have lost national grant money and do an amendment.

Ms. Max complimented the program on utilizing the World of Work students.

Judge Smith thanked Ms. Horton for being good stewards of money given the growth of the program and costs associated.

Judge Smith suggested communicating with the State's Attorney or judge prior to hearings to determine the nature of the court hearing to help save on travel costs, especially due to the fact the 1st Circuit is large geographically.

Judge Jeffries noted in 2015, 1st Circuit CASA had 8 ICWA cases where one was referred back to the Tribe. She asked if these cases are handled differently and if volunteers are provided cultural training. Ms. Horton replied that they provided an ICWA in-service training and that there is a cultural training but the cases are not handled differently.

Ms. Bostrom asked about monitoring 8 children. Ms. Hortron replied that monitoring means when they don't have a CASA to assign. They still attend meetings and hearings but a volunteer is not specifically meeting with the family.

Southeast CASA (Yankton)

Ms. Rodgers-Conti thanked the Commissioners for their support of the program and provided an update on the program.

- It has been 4 years since they first assigned a CASA volunteer.
- 100% of children are provided service in their area.
- They have 18 trained CASA volunteers and are serving more children every year.
- In 2015, they advocated for 37 children.
- They work with DSS offices in Yankton and Vermillion. The biggest challenge is their turnover but DSS staff is always willing to meet with them and return calls and email. The relationship is good and CASAs are starting to be named on safety plans for children. They attend planning placement team meetings in Yankton and Vermillion.
- The program expanded last July to include Clay and Bon Homme Counties. The volunteers have been active in Clay County and they have yet to have a new case open in Bon Homme County but when they do, a volunteer is ready.
- There are 11 members on the board of directors.

- The board authorized hiring a second staff member. A USD graduate was hired and after 6 months left for personal reasons and they are in the process of searching for a replacement but the salary is not competitive and no benefits are offered.
- Two board members last year did not make a donation but this year the board reaffirmed that they want to do 100% board giving.
- The board completed a strategic plan, which was finalized in November and is reviewed every other month.
- The board hosts a friendraiser, where they invite volunteers and donors to celebrate and discuss CASA. The board also put on their annual gala in Yankton and are looking to do something similar in Vermillion in the fall.
- They received a \$600 donation from the Credit Union during the month of March. The Credit Union displayed information about CASA in the lobby and then they collected donations at the teller window from the public. The donations were matched by the Credit Union.
- A sorority at USD does two fundraisers for CASA and the women help at other events.
- The board meetings include mission moments.
- The program is a member of the United Way in Yankton and they have applied in Vermillion.
- Recently partnered with Mt. Marty College and provided students presentations on child abuse. The speaker, from Children's Home Society, also presented at the library and to a professional women's group.
- Received a grant from Dakota Hospital Foundation to help pay training costs this year.

Ms. Max congratulated Ms. Rodgers-Conti on the growth of the program over the past year and commented that the board of directors has changed a lot.

Ms. Bostrom commended on the expansion and noted she appreciates volunteers on safety plans and the CASA mission moments.

Ms. Fiegen stated it was a delight to read the board minutes this year. The board was active and participatory, and the board is now more diverse.

Ms. Fiegen remarked that the program goals are vague and don't have the SMART test but the strategic plan does use SMART. Ms. Fiegen suggested making sure the goals are close to the strategic plan and show how they are being measured.

Ms. Fiegen noted the volunteer numbers went up but has concerns about staffing and the support of the board in this respect. She added that a salary review should be completed.

Ms. Fiegen asked how the expenses decreased. Ms. Rodgers-Conti replied that she thinks some of the expenses haven't come in yet and will check on that.

Ms. Fiegen noted that this year the current liabilities are a negative \$7,200, she requested more research on this and to report it to Ms. Sara Kelly.

Ms. Fiegen stated that the equity looks good, as well as the operating reserve policy. The board minutes show that the board is attending and active and it's great that there are checks for a

conflict of interest at every meeting. The meeting minutes and directors report attached helps give a good history.

Ms. Fiegen stated that the employee handbook needs to be updated regarding the PTO policy and that the change is not documented in the board minutes. Also, there are no notes regarding what happened at the board retreat. Ms. Rodgers-Conti replied that the retreat was a strategic planning event. Ms. Fiegen reiterated to make sure that when there are changes that it is reflected in the minutes and that resolutions are included for policy changes.

Ms. Fiegen stated that the board needs to know about the support staff concern and review salary and benefits for all staff. Judge Smith agreed.

Sioux Falls Area CASA (Sioux Falls)

Ms. Sietsema stated she has been with Sioux Falls CASA for 6 months and provided an update on the program.

- There are currently 120 children on the waiting list and the goal is to be serving 100% of the children. The board of directors is very vested in this goal.
- The board volunteer committee has a new campaign and KSFY did an interview about the campaign. The campaign is spreading out to churches and radio stations. The goal is to drive volunteer recruitment.
- They have partnered with Avera and Sanford to place advertisements in their employee newsletter.
- Volunteer numbers are down but they are being selective in who is selected as it costs \$1,000 to train a volunteer and they want to retain them.
- Volunteers will be trained on compassion fatigue and the program will be partnering with Avera's EAP. They will also be implementing a mentor program.
- They currently hold 4 volunteer trainings a year.
- A new website will be released in the next couple of weeks, and they are using social media more actively.
- They are subscribing to Constant Contact and are emailing information instead of mailing but will still have two mail campaigns going forward.
- A formal corporate campaign is being developed.
- Board development training will be implemented this fall and they are also working on a board matrix.
- A board member who works in IT is coming up with a way to look at data and factors in all the cases.
- The DSS relationship is getting better and meetings are held quarterly with them. There is good communication with email and phone calls.

Ms. Max stated she was glad to see they are recognizing mental health aspects of volunteering on these cases to help take care of volunteers.

Ms. Bostrom stated she appreciates the energy and that the waiting list will take time. She added that being part of the debriefings after critical incidents and keeping secondary trauma at the forefront is a good way to handle these issues. She noted she was glad to see 4 trainings a year.

Ms. Fiegen asked why the 2016 budget has \$5,000 for vacation accrual. Ms. Sietsema replied that it might be because there are 6 staff that have been there for 7 years. She also clarified that out of 6 staff, only 2 use the program health plan.

Ms. Fiegen remarked that Sioux Falls has been given additional money in the past because the former director was asked to mentor other CASA programs. She also asked why the budget shows a \$37,000 deficit. Ms. Sietsema replied that part of the reason is that they have too much cash on hand from the United Way and that they have to spend down their assets. They can have 2 months of reserves on hand. The program will be spending money on new brochures, the new website and for compassionate fatigue training.

Ms. Fiegen stated she enjoyed reading the board minutes and saw some issues with DSS that were concerning regarding communication. Ms. Sietsema replied that the communication issues were addressed and a plan is in place if someone is not getting a response back.

Ms. Fiegen asked about the executive director meetings with every board member. Ms. Sietsema replied that she has the information from those meetings, including fundraising and development and how much they are giving.

Ms. Fiegen stated she appreciated seeing the resolutions for check signers and the 1,000 bushels of soybean donation.

Ms. Fiegen referred to the June minutes where the professional recruiter did a training and asked that Ms. Sietsema let Ms. Sara Kelly know what was learned about the ask.

Ms. Sietsema discussed adding former board members onto committees.

Ms. Fiegen suggested recruiting a high-level HR person for the board.

Ms. Fiegen referred to the July minutes where the board survey reveals the number one reason why someone leaves a board is due to a conflict with a case manager. The group clarified that that information was taken from a national survey.

Ms. Fiegen noted that the payroll went to the auditors in September and that is conflict of interest and needs to be changed.

Ms. Sietsema explained her own training with the board and developing 6 and 9-month plans with them.

East Central CASA (Brookings)

Ms. Wermers thanked the Commissioners for their support and provided an update about the program.

- Forty-six children were served with 23 volunteers last year.
- There are no children on the waiting list and they continue to work with the tribal program in Flandreau.

- Have been offering volunteer training opportunities through a variety of sources.
- Had a change in staff and hired someone who has experience with DSS.
- They have a strong working relationship with DSS and the lines of communication are open.
- They continue to raise awareness and do fundraising. The Fire and Ice event was successful this year and they have 100% giving with the board, which is made up of 7 members.
- Last year donations increased. The Mission Coffeehouse chose CASA as their recipients of donations for a month. Ms. Wermers discussed other fundraising events.
- They continue to find ways to recognize volunteers and increase retention.
 - Thank you cards are sent after a case, which are signed by the board of directors.
- The board meets bimonthly and on the off months, they get together for a social and discuss topics. Board meetings include mission moments.
- They often get SDSU students as interns and workstudy.

Judge Jeffries asked about the expansion into Watertown. Ms. Wermers replied that they continue to move forward with the expansion. There is a kick-off planned in May and they will be hosting a wine tasting. They have had meetings with Judge Means and two meetings with DSS.

Ms. Max remarked that expansion is a big effort and to proceed with caution and asked how involved the board is with the expansion. Ms. Wermers replied the board is very committed to the expansion. Currently the board members all are from Brookings County with one member from Moody County. There is an advisory board in Watertown and one of those members will transition to board of directors. They can have up to 13 board members.

Ms. Bostrom noted that the Watertown DSS office reported to her that they are not aware of the status of the expansion. She also commended the program for no children on the waiting list.

Ms. Fiegen asked for clarification on the stipends. Ms. Wermers replied that it is all taxable income since 2015 and they are clear of all regulations with the Affordable Care Act. Ms. Fiegen asked why the stipend is noted on their national report in "other." Ms. Wermers replied that that is inaccurate. Ms. Fiegen instructed to make the change and inform National CASA.

Ms. Fiegen remarked on the application goals, which talk about the Codington County expansion but that the expansion was not elaborated on in the presentation today. Ms. Wermers replied that the expansion is in process and that a kickoff plan is in place.

Ms. Fiegen asked about the follow up taskmaster on the Watertown expansion. Ms. Wermers replied that there are notes from the November meetings on this and it is a work in progress.

Ms. Fiegen remarked that the Commission expects a board to be very aggressive when it comes to expansion and suggested having committee meetings and including minutes from those meetings. Ms. Fiegen asked about the \$19,000 income budget for Watertown. Ms. Wermers replied that they have not yet raised those funds.

Ms. Fiegen asked about county and city funding. Ms. Wermers stated she has been to the council meetings in the past and has filled out the application for funding the first 4 years she was director. She added there would be an opportunity to make a presentation to the council.

Ms. Fiegen suggested working on board development and the expansion plan.

Ms. Max asked where the expansion is at with the judicial system. Ms. Wermers replied they have talked with Judge Means and the new State's Attorney and they need to revisit these conversations.

Judge Smith suggested working with the judge and prosecutor to help with DSS. He also remarked that there are two large communities to draw board members and suggested recruiting more board members.

Northern Hills CASA (Spearfish)

Ms. Kate Kelley thanked the Commissioners for their support through the years and provided an update on the program.

- The board president reached out to Ms. Fiegen and the board did a review to give staff more PTO.
- This year they incorporated mission moments.
- For the Northern Hills CASA 30th anniversary, they wanted to do extra awareness and asking. They did pinwheels for prevention and a local owned ice cream did a CASA cone where the program received some of the funds. There was a newspaper article and proclamations by the Governor and 3 mayors. Other events included a volunteer banquet, chamber mixer, and lunch and learns.
- The CASA connection visitation center is one of the best things that has happened to program.
- The DSS relationship is very good and the intention is to meet with them quarterly.
- All cases are monitored until a volunteer is assigned, that means staff will go to hearings but they do not visit the child or families.
- The staff ratio is 1 to 30 max, but they are not at that level yet.
- Board and staff giving is 100%.
- In the past, a healthcare stipend was provided, but with the Affordable Care Act, their accountant said they can do a reimbursement instead—not sure if it is taxable. An issue with hiring is not being able to offer healthcare.

Ms. Max congratulated Ms. Kelley on the visitation center and for paying down the mortgage. Ms. Kelley replied that they received a \$100,000 endowment, which was used to pay down the mortgage.

Ms. Max commented that there was a large increase in volunteers and that none resigned.

Ms. Bostrom remarked that the visitation center is a great asset and commended the program for zero children on the waiting list and for the process of monitoring long-term children. Staff and volunteer retention looks good.

Ms. Fiegen remarked that the application was enjoyable to read and asked about term limits for board members. Ms. Kelley replied that they have 3-year terms.

Ms. Fiegen asked if Ms. Kelley would be willing to be a mentor to other CASA programs on county and city grants. Ms. Kelley agreed.

Ms. Fiegen requested that director's notes be attached and asked about the auditor's report of the staff's frustration with the board. Ms. Kelley replied that the frustration had to do with the PTO and office hours. Ms. Fiegen stated that there is nothing in the minutes about PTO. Ms. Kelley replied that it was probably a separate attachment, the PTO was increased and they will attach this information. Ms. Fiegen added that the strategic plan was approved but not attached, it should be attached along with mandatory policy changes.

Seventh Circuit CASA (Rapid City)

Mr. Bader thanked the Commissioners for their support and provided an update on the program.

- The program went through significant changes on the board. Four new board members were added in the last three months. The chair resigned unexpectedly last year and the vice chair took over, therefore they were unable to accomplish things such as the strategic plan but the plan is to complete the strategic plan this year.
- Mission moments and statistics are provided regularly at meetings and the board is expected to take a more active role in fundraising and give at 100% this year.
- The program has had some turnover in staffing and the program cut back on staff to 5 employees. They hired someone for a new special events and public relations position.
- There have been 6 volunteers trained this year and trainings are set at a specific time during the year with ongoing training monthly.
- A letter was written from the presiding judge and sent to their volunteers. It was a successful method of recognizing volunteers.
- The program did an awareness walk, which received coverage on TV.
- A facilitator will be brought in to work on SMART goals.
- The Fire and Ice raised funds were down this year and they plan to bring back a 5k walk in June.
- The board is planning a fundraising drive and a stronger mail appeal is planned.
- In 2015, they served 174 kids. Currently there is 1 advocate per case and they have been pushing to have 2 advocates.
- 26% of children have a CASA volunteer and the waiting list is at 252 children. They currently have 66 volunteers.
- Financially they ended in the black and the budget for 2016 is a 5% increase over '15's actual.
- The program used to offer a healthcare stipend and the auditor informed them that that was a mistake and they had to go back and tax that money. The program now offers group insurance.

Ms. Fiegen asked how the number of volunteers is calculated. Mr. Bader says that it has do with the case system and the 100 number was inflated, as there were certain people included that were capable of taking a case but not interested in taking a case.

Ms. Max stated that there are 274 kids on the waiting list and 274 being monitored. Mr. Bader replied that when they monitor, they track everything but do not attend meetings but do attend court and monitor paperwork for when a volunteer is available. Ms. Max noted that 36 volunteers resigned in 2015 and asked if that was attributable to dropping off tracking system. Mr. Bader stated he would need to double check who said they do not want to volunteer anymore, which may be around 5 or 6 and the others were attrition.

Ms. Max noted that the national assessment shows the program was not compliant with background checks. Mr. Bader stated that they were doing the checks but it was not written in the policy. The board changed the policy for board staff and volunteers. The current chair thought back-tracking addresses was complicated but they did not change the method for background checks and still use the central registry.

Ms. Max stated that there were some board meetings that did not have enough attendance to constitute a quorum. Mr. Bader replied that some board members had been around too long and needed to move on and since then they have gotten a board that is enthusiastic. Ms. Max stated when policy changes aren't in the minutes that it is always a question on how that happened for new board members and the director.

Ms. Bostrom remarked on the waiting list numbers going from 174 last year to 274 this year and that there are 38 active volunteers as noted in the September minutes and asked what the plan is regarding this. Mr. Bader replied that they need to have a stronger recruitment effort and work on the strategic plan in this respect.

Ms. Fiegen pointed to the 6 board meetings that were canceled. The board members have two individuals from the same insurance company and two members from the same health system. She noted that the board membership needs to be spread out. Ms. Fiegen suggested broadening the requirement for the chairperson.

Ms. Fiegen asked why the money from the United Way was down. Mr. Bader replied that the previous year the United Way had extra money to give.

Ms. Fiegen asked if the board looked at salaries and pointed out that the range between the executive director and program coordinator is wide and is of concern. Mr. Bader replied that the board has not looked at salaries yet.

Ms. Fiegen asked about health benefits and the discussion to not offer a group plan but to increase salaries. Mr. Bader thought it would be a good choice but it didn't work because salaries would then need to be raised based on age and that could be discrimination.

Ms. Fiegen referred to the May minutes where board development was a big priority and inquired on the progress. Mr. Bader replied that the current chair drafted a board development task force.

Ms. Sara Kelly informed the group that she received confirmation from National CASA that the 7th Circuit CASA is in compliance with background checks.

Ms. Fiegen noted that she struggled reading the minutes because she didn't know how many board members there were because resignations were not accepted. Mr. Bader replied that they will accept resignations and will note in the minutes. He further explained when a board member who is check signer leaves, they are removed as check signers but check signers are not voted on annually but they can do that.

Ms. Fiegen suggested that Mr. Bader write board/committee minutes.

Ms. Fiegen asked if staff can handle more volunteers and if there is a volunteer recruitment committee. Mr. Bader replied staff can handle more volunteers and that there is no recruitment committee.

Commission Discussion, Allocations, and Action

Ms. Max thanked the directors for doing the applications and presentations. She explained that historically they have done contingency funding, which is dispersed at a later date if the criteria assigned was met. Funds awarded are not based on a formula and are based on a competitive basis on how sound the children are served.

Ms. Max explained that there is \$200,000 available.

Ms. Fiegen made a motion for distribution of funds: ~~\$15,000~~ ~~\$30,000~~ to 1st Circuit CASA, ~~\$30,000~~ ~~\$15,000~~ to Southeast CASA, \$65,000 to Sioux Falls CASA, \$10,000 to East Central CASA, \$30,000 to Northern Hills CASA with a requirement that a letter from the HR person be sent that states that the program is abiding to the Affordable Care Act, and \$0 to 7th Circuit CASA.

Contingency funding:

- \$10,000 to Yankton CASA, if the board reviews and sends the Commission a staff compensation and benefits survey by October 1.
- \$15,000 to Brookings CASA if a plan with dates and accomplishments, advisory board structure, and plans for funding the Watertown expansion is sent to the Commission by Oct. 1.
- \$25,000 to Rapid City CASA if by Oct. 1 the following is submitted to the Commission:
 - The board development committee creates a plan that includes accomplishments.
 - Complete a salary and benefits compensation review.
 - Have a strategic plan in place with bylaws reviewed and if they need amendments.
 - A 360 done by the executive director of the organization.
 - Need to find a mentor for board development.
 - Ms. Bostrom asked that they include a detailed recruitment plan.
 - Judge Smith asked that a recruitment committee be established.

Ms. Sara Kelly will set up a teleconference in October to review contingency funding.

Judge Jeffries seconded the motion to distribute the funds as listed including the additions by Ms. Bostrom and Judge Smith.

The motion passed unanimously by voice vote.

Discuss 2017 meeting dates

Ms. Sara Kelley will send out a meeting wizard to survey meeting dates for next year.

Grant Application Changes

The Commission discussed continuing to include a letter from a judge on the application and decided to remove it as a requirement of the application.

The Commission agreed to change #2 program accomplishments to all accomplishments for the year.

The Commission suggested that Ms. Sara Kelly include in the letter to board members the 7 criteria that is looked for when awarding funds, as noted under the "Award History" section in the beginning of these minutes.

Adjourn

Judge Jeffries made a motion and Ms. Bostrom seconded the motion to adjourn. All agreed by voice vote at 1:05pm.