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California Association of Marriage and Family Therapists

**CAMFT BOARD OF DIRECTORS**

**MEETING MINUTES**

September 24-25, 2016

Hyatt Fisherman's Wharf

San Francisco, CA

*Board Members In Attendance:*

Liz Birch

Bob Casanova, President-Elect

Jonathan Flier

James Guay

Cathryn Leff, Secretary

Mark Perlmutter

Patricia Ravitz, President

Laura Strom, Past President

Chris Trailer, Chief Financial Officer

Katie Vernoy

Curt Widhalm

Danah Williams

*Staff:*

Cathy Atkins, Deputy Executive Director

Jill Epstein, Executive Director

Ron Hynum, Managing Director, Finance and Operations

*Observers:*

Graeme Daniels

Ben Jones

**I. Call to Order**

President Patricia Ravitz called the meeting to order at 8:30am on September 24, 2016.

## **II. Acknowledgements**

President Ravitz acknowledged that the CAMFT Board adheres to the CAMFT Policy on Antitrust Compliance. President Ravitz also acknowledged the CAMFT Strategic Plan and Mission as guiding documents for decisions made by the Board.

## **III. Consent Agenda**

Motion (1) – Trailer: Accept the consent agenda, removing the 2018 Annual Conference and Continuing Education minutes for later discussion.

APPROVED

## **IV. Member Open Forum**

Two members participated in Member Open Forum. Graeme Daniels recalled his 2015 protest of AB 1775 and expressed his continuing concerns about the law. Ben Jones expressed concerns about AB 1775 and a desire for the Department of Managed Health Care to provide more oversight of out-of-state insurance companies doing business in California.

## **V. Policies and Procedures**

### *A. Purchase and Contracts Policy*

The Board discussed the challenges experienced by staff to comply with the requirement to obtain three bids. Staff provided examples of soliciting three bids, but only obtaining proposals from one or two of the vendors.

The Board directed staff to create language that would provide an exception to the requirement and bring back to the Board in December, 2016.

### *B. Policy and Procedures on Executive Director Evaluation*

The existing policy no longer comported with terms in the Executive Director's contract and was unclear in various areas.

Motion (2) – Perlmutter: Approve changes to the Policy and Procedures on Executive Director Evaluation, as presented.

APPROVED

### *C. Board and Committee Reimbursement Policy*

The Board discussed whether Board members should get a waiver of fees for CAMFT's online offerings in addition to the waiver offered for live events, as provided in current policy. It was noted that providing online offerings at no charge to Board members would have minimal financial impact.

Motion (3) – Williams: Board members shall have access to CAMFT's online offerings at no charge in order to become more familiar with CAMFT products and to help market those products.

APPROVED

Motion (4) – Strom: President and President-Elect (or the President’s designees) shall be reimbursed for travel, food, and lodging to attend all CAMFT live events.

APPROVED

Pursuant to current policy, changes to the Board and Committee Reimbursement Policy that result in an increase in benefits to any member of the Board do not take effect until the June Board meeting (new Board year).

*D. Policy on Presentations/Proposals*

The Board reviewed proposed changes to the policy to clarify that all members, including Board members and Committee members, need to follow the same protocol for submitting proposals to the Board. The Board also discussed other proposed changes regarding proposals and presentations.

Motion (5) – Trailer: Approve changes to Policy on Presentations/Proposals, as proposed.

FAILED

The Board directed staff to modify the Member Presenter section and bring policy back to Board for review in December, 2016.

*E. Committee Chair Participation Agreement*

The Board reviewed a Committee Chair Participation Agreement to complement the Committee Member Participation Agreement.

Motion (6) – Vernoy: Adopt the Committee Chair Participation Agreement, as amended.

APPROVED

*F. Procedures for Non-Member Communications to the Staff/Board*

The Board agreed that it is important to manage resources efficiently and deferred to staff to use their best judgment when determining how to communicate with non-members. The Board took no action.

*G. Late Fee Schedule*

The Board reviewed a recommendation, approved by the Finance Committee, to raise the late fee from \$5 to \$25 for members who renew more than 45 days after their anniversary due date. The Board discussed the concept of, instead, charging a late fee reflecting a percentage of each class of member dues instead of the same set fee for all members. The Board noted the significant resources spent by CAMFT trying to collect dues after the renewal date has passed and the vast amount of unpaid dues CAMFT must cover during the grace period.

The Board directed staff to research the costs involved with charging different late fees to different classes of members and report back in December.

*H. Policy on Use of CAMFT CEPA Logo*

The Board reviewed a policy to share with CEPA providers to facilitate the use of the CEPA logo on promotional material and certificates.

Motion (7) - Strom: Adopt the Policy on Use of CAMFT CEPA Logo, as presented.

APPROVED

**VI. Finance**

Ron Hynum, Managing Director, Finance and Operations, presented the financial reports and noted that as of August 31, 2016, the portfolio has a value of \$6.15 million. This reflects a gain of \$290,000 since the April report.

In December, 2015, the Board directed funds to be withdrawn from reserves, pursuant to the Reserve Policy, to pay for unanticipated legal expenses incurred in 2015. Those funds were replaced back into the reserves in July, 2016.

Motion (8) – Casanova: Approve the financial reports.

APPROVED

The Board reviewed a recommendation of the Finance Committee, to proceed with a five-year copier lease agreement with Xerox/MRC.

Motion (9) – Strom: Accept the recommendation of the Finance Committee to approve the copier lease agreement, as presented.

APPROVED

**VII. Proposed Partnerships**

*A. Arthur J. Gallagher (Office Depot/Office Max)*

Motion (10) – Strom: Accept Arthur J. Gallagher proposal, as presented.

APPROVED

*B. 2BenefitU*

The Board took no action on the proposal.

*C. ShrinkSync*

The Board took no action on the proposal.

*D. Practice Management System Partner*

The Board considered proposals from Simple Practice, TheraSoft Online, and Therapy Notes.

Motion (11) – Casanova: Accept Simple Practice proposal, as presented.

APPROVED

### **VIII. Executive Director Report**

The Board received written reports on CAMFT Staff/Operations, External Groups, *The Therapist*, Marketing and Public Relations, Continuing Education Provider Approval Program Report, Chapter Relations, and Professional Development.

Jill Epstein, Executive Director, provided updates on the Sacramento property, the soft launch of CounselingCalifornia, and the discontinuation of the CE Registry program. Ms. Epstein noted that staff has been divided into teams to dive deep into each section of the website and make changes to the organization and structure. The Board suggested giving members tasks to test the user-friendliness when the site is improved.

The Board reviewed several proposed changes to the "Office Policies" section of the Employee Handbook.

Motion (12) – Strom: Approved amended Employee Handbook.

APPROVED

### **IX. Closed Session - Personnel**

The Board went into closed session at 1:54pm to discuss a personnel issue. The Board returned to open session at 2:04pm and noted that Political Solutions will replace Shannon Government Relations when Tim Shannon retires at the end of 2016.

### **X. Closed Session – Executive Director Review**

The Board went into closed session at 2:20pm to conduct Ms. Epstein's performance review. The Board returned to open session at 5:45pm and noted that the Board had offered Ms. Epstein a new employment contract. The Board recessed until Sunday, September 25.

### **XI. Committee Actions/Nominations**

#### **A. Amend Motion (35) from June, 2016, Board meeting**

The Board adopted an amended motion regarding nominations from June, 2016.

Motion (13) - Trailer: Motion to Amend Something Previously Adopted to correct that Dean Lobovits was not mid-term on the Ethics Committee and is not currently serving on the Committee.

APPROVED

#### **B. Grassroots Task Force**

President Ravitz requested the Board approve the creation of a Grassroots Task Force to expand CAMFT's effectiveness with legislation and legislators.

Motion (14) – Vernoy: Create a Grassroots Task Force.

APPROVED

Curt Widhalm, Katie Vernoy, Danah Williams, Jonathan Flier, and Patricia Ravitz to serve on the Task Force.

*C. CEPA Committee Description*

Motion (15) – Strom: Increase CEPA Committee composition to up to 30 people.

APPROVED

*D. Committee Nominations*

Motion (16) – Strom: Approve the nominations for the Nominating and CEPA Committees.

APPROVED

*E. Chair Nominations*

Motion (17) – Widhalm: Approve the nominations for the Chairs of the Elections, Honors and Bylaws Committees.

APPROVED

*F. 2018 Annual Conference and Continuing Education Committee Meeting Minutes*

There was discussion about several speakers and a topic being considered for the 2018 Annual Conference, focusing on addictions. The Board members were invited to contact the Committee with their concerns. There was some discussion about whether CAMFT should have a policy to guide the organization on speakers/positions. Such a policy would need to be proposed through the Policy on Policies process.

**XII. Member/Chapter Issues**

*A. New Chapter*

A group of members is aiming to form a new chapter in Santa Clarita and hopes to submit the requisite material to the Board in December.

**XIII. Proposed Project**

*A. Letters to the Editor in The Therapist*

The Board took no action on a member proposal requesting a limitation on the Policy on Content of “Letters to the Editor” for *The Therapist*.

**XIV. Legislative/Advocacy Update**

The Board received written reports on the BBS and state and federal legislation/advocacy and heard updates on CAMFT’s 2016 bills. The Board received feedback from the March, 2016, DC fly-in. The Board also received an update on the Texas Medical Association v. Texas State Board of Examiners and TAMFT lawsuit and was pleased that the motion for rehearing was accepted. The Board also noted that CAMFT joined an amicus brief in the case of Regents of University of California vs. Rosen.

The Board reviewed all of the legislative and advocacy ideas for 2017 and the recommendations of the Legislative Committee.

Motion (18) – Casanova: Accept the legislative and advocacy priorities identified as recommended by the Legislative Committee.

APPROVED

Motion (19) – Casanova: Convene a Task Force of the President, Legislative Committee Chair and up to two others to help formulate which groups should be included in a focus group on the scope of practice issue.

APPROVED

**XV. Open Forum**

The Board brainstormed and engaged in a discussion of the Board process.

**XVI. New Business**

The Board discussed emerging issues for future Board agendas. Items discussed included:

- Reporting back to Board on items in New Business where no action is taken
- Outreach to Native American tribes
- Process for issues to get to Purview Committee

**XVII. Adjourn**

The meeting adjourned at 11:17pm on September 25, 2016.