

## **SOUTH DAKOTA CASA COMMISSION**

Meeting Minutes

April 18, 2018 – 8:00 am

Room 412, Capitol Building

Pierre, SD

**Commissioners:** Judge Patrick Smith, Kimberley Max, Jolynn Bostrom, Kristie Feigen  
Karen Jeffries was not present.

**SCAO:** Sara Kelly, Lori Grode (recording secretary)

**Roll Call of CASA Directors:** Angie McKie, (7<sup>th</sup> Circuit Board Chair), Kehala Two Bulls, Kate Kelley, Taryn Sietsema, Jackie Horton, Julie Wermers, Sherri Rogers-Conte

**Call the Meeting to Order:** Ms. Feigen called the meeting to order at 8:10 am.

**Approve 2017 Meeting Minutes:** Judge Smith moved and Ms. Max seconded the motion to approve the 2017 meeting minutes. The motion passed unanimously by voice vote.

### **Open SD Discussion and Overview of the State Administered SD CASA Organization – Sara Kelly:**

Sara attended the National CASA conference and state directors meeting as a representative for the State Association. The SD CASA Commission funds covered Sara's costs for attending the NCASA meeting. Ms. Feigen suggested setting funding aside by the Commission to send Sara to the annual conference and meeting. The commissioners agreed to do so.

The State Court Administrator, Greg Sattizahn, approved Sara taking on the role and duties of State Association in August 2017. Sara has been in communication with Paige Beard from The National CASA Association to discuss the duties of a new state association. Sara stated a program assessment toolkit will be available after January 2019 to assess local programs and determine the status level of the program as (Established, Advancing, Highly Effective). As of Monday, April 16, 2018, the state has a provisional membership with NCASA.

National CASA asked the state association to create a multimedia presence in the state. Sara is working with John Kayser from the UJS IT office to make the CASA offices more accessible on the UJS website. The current UJS website is currently undergoing revision, Sara is working with the IT department as to what they can design for CASA. Sara would like to see links online to connect to all the different CASA offices throughout the state. Judge Smith asked if there are established guidelines as to what can be put on the website. Sara stated she doesn't know what limitation or restrictions IT will have for the website and links. The new website is expected to be finished in the fall of 2018. The CASA link will be on the home page under the resources tab.

The state association participated in the Children's Day at the capitol, Sara Kelly and Kate Kelley set up a CASA table with information for the public. They received good comments and

questions while there. Sara has created two posters for the future informational table displays. Ms. Fiegen suggested getting a CASA banner and said funds should be used to purchase one.

NCASA is currently undergoing rebranding, public awareness material will be purchased after the new CASA branding and marketing is made public. Sara is working with NCASA on a growth assessment plan, the plan will help identify the stagnant programs, create a flow chart, and assess the data of children in child welfare cases, and where expansion could happen. However, NCASA does have a moratorium on the creation of new programs, maybe 2019 will allow new programs to develop.

The NCASA fundraising campaign will roll out soon. Grant availability, for local programs, will start October 2018. NCASA requires a letter of support for these grants from the state association. Ms. Fiegen asked if there are any state CASA programs eligible for these grants. Sara replied that there are a variety of grants for local programs. NCASA offers a start-up grant to state association. Ms. Fiegen asked if the grant may be disbursed among the local programs. Sara said she will talk to Paige Beard at NCASA to see how the grant money may be used. Ms. Horton stated the grants are harder to get every year.

Ms. Fiegen thanked Sara for taking on the role of state commission.

#### **PROGRAM PRESENTATIONS:**

##### **a. Southeast CASA (Yankton) – Sherri Rodgers-Conti**

Sherri Rogers-Conti thanked the Commissioners for their support of the program and provided an update:

- The program has been in existence for 6 ½ years.
- They have always been able to provide for 100% of the children eligible.
- Their service area now includes Yankton, Clay and Bon Homme Counties
- In the past 6 years, they have helped 146 total children.
- Last year they provided help to 54 children, an increase from 45 the year prior.
- As of March, of this year, 56 children are on the case load, so the number has risen dramatically
- They plan to add Union County by the fall of 2018.
- Southeast currently has 21 volunteers.
- Two trainings will be offered this year. Last year they did not hold a training.
- 57% of the cases were from Yankton, 41% Clay, and 2% from Bon Homme County.
- Most children served are between birth to five years old.
- Volunteers are included in the DSS safety plan.
- Crystal Gemar prepared a training program for the new volunteers with the updated National curriculum. Crystal has invaluable experience from working as a child protection worker with DSS for eight years.

- Crystal coordinates a monthly Lunch Bunch in Yankton and Vermillion. They receive information on in-service topic, get to know each other and know who to reach out to.
- Crystal is a member of the Child Protection Team in Yankton and Clay Counties. She meets regularly in Vermillion with the volunteers.
- Sherri now puts more work into board development. She meets with each new member prior to meetings to discuss their role and responsibilities.
- Sherri sends out a weekly update to the board.
- Board of directors put on their 5<sup>th</sup> annual Reverse Your Luck gala in March. Each board member provided a gift basket to be raffled. Bad weather prevented a good attendance so the revenue was about half of what it should have been. May move the event to April next year.
- A Red Shoe fundraising event was held in Vermillion last September trying to get more awareness and support from Clay County, which was a big success.
- Last September they had to move their 2 offices out of the Yankton County Courthouse. They found 2 new offices in a building that has more room and also signage out front. They now pay office rent but discontinued storage rental they had before.
- Donations continue to increase. Sherri uses the Bloomerang Donor Management System software to manage donors.
- 100% of the Board and staff donate to their program.
- In October 2017, they implemented a program called Champions for Children for automatic donation withdrawals which range from \$5.00 to \$100 a month.
- Received \$15,500 from 100 Women of Yankton organization.
- The Kappa Alpha Theta sorority at USD hosts 2 events every year, with benefits going to the SE CASA. They held a carnival in the park and this month are hosting a spaghetti feed. Some sorority members attend CASA meetings.
- From a Strategic Planning session, it was determined SE CASA should be more visible. Sherri is working on marketing, signage, and other promotional items.
- Sherri writes a monthly article for the local newspaper on CASA topics.
- Website will be improved.
- Churches support their program with mission fund drives.
- SE CASA is an agency of the United Way in Yankton.
- Sherri continues to make presentations in her three counties.
- Sanford Vermillion pledged funds for volunteer recruitment and training.
- The focus is to expand into Union County.

Kim Max inquired why they didn't train volunteers in 2017. Sherri replied they were waiting for the new curriculum to come out from NCASA. Sherri stated Crystal was trained on the new curriculum in May. Sherri added they have an ample number of volunteers at this time who are meeting the needs. They plan to do Union and Clay County training at the same time this year.

Ms. Max suggested contacting the local college students and professors for help with the website revisions as they are a very helpful resource. Sherri was asked if they intend to serve Charles Mix County. Sherri replied the Board voted against taking on that additional responsibility at this time. Ms. Max encouraged Sherri to make more presentations in Charles Mix and continue to influence the board to serve Charles Mix County's children in need.

Judge Smith stated expansion into Union County was an excellent move. Sherri said there is one volunteer assigned there and they plan to recruit more to meet the needs in the future. Judge Smith also stated that Charles Mix County is the "elephant" in the circuit as it receives the least attention and would like to see expansion into that county.

Ms. Bostrom said she would like to see more expansion and growth in the Southeast. She inquired if Sherri has regular meetings with DSS staff. Sherri replied she doesn't, but that Crystal has had some, but has decided she would not schedule regular monthly meetings with DSS in the future. Ms. Bostrom suggested Sherri have more contact with the DSS agency in the future. Sherri said she feels comfortable that Crystal had made a valiant effort to work with the agency and trusts her judgment.

Ms. Fiegen thanked Sherri for the in-depth presentation and congratulated Southeast for providing 100% service since 2013. She mentioned she loves the mission moments, trainings, board development and strategic planning. She finds the executive director report very fascinating. Ms. Fiegen suggested the board could do a declaration of conflict once a year instead of monthly and asked Sherri to look into their bylaws regarding that.

Ms. Fiegen stated that the executive succession plan was interesting and very detailed. She asked that motions need to be stated in the minutes. She also suggested check signers also need approval at board meetings, along with board resignations. Ms. Fiegen also suggested Sherri have more contact with DSS.

**b. First Circuit CASA – Jackie Horton**

Ms. Horton thanked the commission for their support to the First Circuit and thanked Sara for all her work. She finds great passion working with CASA.

- From 2014 to 2017 the number of children increased by 65%.
- The number of volunteers increased by 82%.
- The budget increased by 52%.
- In the last year, the number of volunteers increased by 13%.
- In the last year, the number of children increased by 6%.
- No children were put on a waiting list.
- Average time for a volunteer to be assigned a case was 11 days, down from 1958 in 2016.
- 67% of the cases were related to substance abuse issues.
- 80% of the children were under age 11.

- 49% are Native American.
- 1<sup>st</sup> Circuit CASA currently has 39 volunteers; 28 have a case.
- 1 volunteer is assigned as a Safety Plan provider for DSS.
- 89% of volunteers completed a Volunteer Survey and responded that 80% of them feel they are making a difference.
- In 2018 they have trained 8 new volunteers.
- They offer trainings June, August, September and October.
- This month of April they are focusing on child abuse safety month. Marco's and Dairy Queen are holding fundraisers.
- A concert was planned for 4/8 but cancelled due to weather.
- They are receiving Jeans dollars from 2 elementary schools.
- They send Foster Parent appreciation and Mother's Day cards.
- Staff spent over 100 hours customizing the volunteer manual to meet the new National curriculum.
- Hired Sage Consulting to rewrite a 3-year strategic plan for future growth.
- Hired Network For Good to improve the donor management system and fundraising campaigns.
- Jackie networked at National conference and Texas and California will share campaigning help.
- Jackie is currently looking for 2 new volunteers to work on fundraising and social media
- Interns from MTI and DWU help with office duties.
- Board members completed 415 hours of in-service training/community outreach.
- 24 people presented at the Children's Justice Conference in Sioux Falls
- The Board chairman and vice-chair attended the National conference in Boston
- The Board gives 100%.
- 32 presentations were made last year to 11 communities.
- Board consists of 17 members at present; 4 of them are new.
- Using Board Source tool through National to offer training at board meetings
- Increased major gifts to \$30,000. To date have raised 40% of goal.
- Net assets had positive change to \$24,669.

Judge Smith suggested they think of more ways for fundraising. Jackie answered she'd like to have each board member facilitate a special event in their community. Ms. Bostrom asked about the mandatory reporting training, Jackie said they watched the online video and volunteers and staff are required to submit their training certificate to her to place in their files. Ms. Bostrom commented that the Mitchell DSS office appreciates the support from CASA and congratulated Jackie on their good progress and work they had done the last year.

Ms. Fiegen said she loved the graph in the application that shows growth. She commented they have a strong strategic plan. She said they should vote on resignations and check signers at their board meetings.

Ms. Max congratulated the 1<sup>st</sup> Circuit CASA for all they've accomplished. Ms. Max inquired whether they should expand into Charles Mix County or work with Southeast CASA to serve the children in that county that aren't being served. Jackie replied that Southeast CASA was starting the Southeast CASA Development Board decided they would cover the area. Ms. Fiegen suggested that Sara initiate a meeting between the two organizations so they can collaborate on a plan for Charles Mix County.

Ms. Max asked if the volunteers were being trained on how to handle the increasing methamphetamine cases. Jackie replied that the program brings in Mitchell Police Department and others to train on substance abuse.

**c. Seventh Circuit Area CASA – Kehala Two Bulls**

Ms. Two Bulls started as executive director Jan 2016. She thanked the Commission and gave the following update:

- Last year they restructured board meetings and now read a mission statement.
- Held 3 New Volunteer Trainings. To date have trained 11 new volunteers.
- Made a recruiting plan by setting up booths at many different locations and plan to host 10 booths in the upcoming year.
- Received Vucurevich Foundation program funding of \$75,000.
- In October received instruction on the National CASA Volunteer Training Manual.
- Ms. Two Bulls addressed diversity initiatives. Today they serve 75% cases that are ICWA cases. She feels strongly the staff and clients need diversity education.
- Increased the number of Native Americans with 2 new staff members and 2 new board members who are Native American.
- In 2017 they had 90% Caucasian, 4% Hispanic and 6% Native American volunteers.
- As of today, there are 84% Caucasian, 5% Hispanic, 9% Native American and 2% Asian.
- Establishing partnerships with tribal and nontribal Native-focused programs.
- Switched to new database called Optima.
- Made magnets, banners, bags, etc., for advertising.
- Established a memorandum of understanding partnership with college.
- This fall start 2 practicums in social program working in the CASA agency.
- By the end of the year they hope to have 25 new volunteers.
- They plan to increase number of children served to 40 by end of the year.
- Plan on hosting 4 in-service trainings in 2018.
- Will increase social media presence.
- Plan to analyze the current budget with finance committee.

Ms. Bostrom stated Ms. Two Bulls has accomplished a lot since joining the program. The Board minutes reflect her hard work by securing \$80,000 in new funds in the first four months. Ms. Bostrom stated she liked the detailed minutes. She sees great growth there by the new trainees and the new board members. She likes how the problems have been dealt with and the excellent communication.

Ms. Fiegen stated it was fun to read her report and she agreed there has been great growth within the program with added volunteers and board members. She asked the board members be more engaged. She asked that they try to increase the board members to 15 members and talk with other team members to get help with board development. She stated it was wonderful they received the Vucurevich Foundation grant for \$75,000. Ms. Fiegen encouraged to have all checks signed by two signatures. Ms. Two Bulls stated she is currently in the process of updating their policy and procedures. Ms. Fiegen asked Ms. Two Bulls to send updated policies to Sara, which will be shared with the Commissioners. They discussed the bank reconciliation process between the treasurer and the bookkeeper. Ms. Fiegen asked if they had board committees and suggested they should have a committee report at every board meeting which will hold the board members more accountable. Ms. Two Bulls reported she does use Board Source to do board assessments and shares the results to help engage the board.

Ms. Max complimented Ms. Two Bulls on the work she has done for the program and the huge task she undertook. She suggested they need to keep moving forward and keep serving the children.

Judge Smith thanked Ms. Two Bulls for the hard work, working on goals, gaining more confidence in the community and making great progress.

**d. Sioux Falls Area CASA – Taryn Sietsema**

Taryn Sietsema thanked Sara Kelly for all her help and the Commissioners for their support of the program and provided this update:

- Sioux Falls CASA currently has 230 children on the waiting list.
- Added training sessions for staff and volunteers involving substance abuse, situational awareness and mental health
- In 2017 trained 33 new volunteers. They have 22 going through in April.
- Presented to over 80 different groups.
- Secure funding for an additional part-time case manager.
- Maxed out on volunteers to staff by the July training.
- Will serve 50 to 75 more kids within the next year.
- Received the Avera Tradition of Caring grant which offers free advertising on TV and radio and been featured 3 times on Keloland.
- Received grant from Sioux Falls Area Community Foundation to be used for new strategic plan that will start in September.
- Performance metric was implemented for all staff. Case managers have several contacts each month with volunteers.
- Implemented volunteer touch-points such as thank you calls or notes from board member, 60-day note from executive director and then further touch points to keep volunteers engaged.
- Created volunteer pipeline to get volunteers into training more quickly.
- Hold 4 new volunteer trainings per year: January, April, July and October.

- Created Case for Support and Annual Fund Plan to track fundraising.
- Have a robust nominating committee with a waiting list for people to serve on the board.
- Use a matrix to identify skilled board members.
- Implemented a Dashboard to show agency metrics for the different committee involvement.
- Implemented Board Bulletin for times the board does not meet to keep them updated.
- Added ad-hoc committee members to fund development committee and volunteer committee.
- Held the Red Cape Virtual fundraising event. Hope to raise \$40,000.
- Will host the Charity Pro-Am golf tournament at Bakker Crossing in July with silent auction.
- Continue to plan meetings with DSS workers and problem-solve.
- Hope to have a development director to work 20 hours per week that will work on an annual fund plan for 2018.
- Partnering an event with Honda in June to raise funds, Honda and Hop.

Ms. Fiegen commented she loved the idea of a nominating and ad-hoc committee. She said speaking to over 80 groups is impressive. Ms. Fiegen suggested looking at their internal control and would like Taryn to update Sara on changes to check signing.

Ms. Max stated she likes the idea of mentor volunteers; it's a great way to retain volunteers and provide support. Ms. Max likes the trainings offered 4 times a year at a set date, this allows for people to plan ahead. The exposure Taryn has done with Keloland has been wonderful.

Judge Smith also commented the 80 visits within the community is phenomenal and shows productivity. He stated Taryn is doing a really good job and wishes she could serve more children. He added his thanks and to keep up the good work.

Ms. Bostrom told Taryn they have a great training program for volunteers. She likes the informational bulletin board. She appreciates the interaction with the Sioux Falls DSS office. Taryn replied there is a good relationship and collaboration among the staff.

**e. Northern Hills CASA – Kate Kelley**

Kate Kelley thanked the Commissioners for their support of the program and provided an update:

- The Northern Hills CASA covers seven counties of the 4<sup>th</sup> Circuit.
- Last year they served 105 children. This year to date they are serving 60 children.
- Have 2 cases out of state that they are monitoring.
- Last year there were 2 cases in Perkins County and 4 in Corson.



- Seeing more methamphetamine cases and working with Spearfish Regional Hospital and the State's Attorney on how to deal with these growing cases.
- Trained 9 volunteers last year.
- Training is offered twice a year, spring and fall.
- Utilizing new National CASA curriculum for this spring training.
- 5 volunteers in spring training. The training is more hands-on.
- Presentation from Tanya Fritz from Children's Home
- Hold monthly luncheons with board members.
- In January held a court report writing refresher.
- Speaker Jenny Greslin presented in February re: behavior management services and motivational interviewing.
- March held the new volunteer informational presentation
- April luncheon to discuss the National CASA convention.
- Evening mixers and Cup of CASA, an informal mentoring program for old and new volunteers.
- Upcoming events include:
- May 1<sup>st</sup> Volunteer Appreciation Banquet with awards ceremony and speakers.
- May 4<sup>th</sup> Child Watch Tour where they'll visit the Box Elder Job Corps, Full Circle and Children's Home.
- May 16<sup>th</sup> joining with Rapid City CASA to training featuring Fostering Futures Training, which focuses on transitioning out older youth.
- May 14<sup>th</sup> Board in-service meeting to review bylaws.
- Joined SD CEO Develop Small Businesses.
- Women in Networking luncheon every month
- Annual Jamaica trip raffle fundraiser put on by the Board.
- Informational training planned for substance abuse and babies born with meth in system.

Judge Smith thanked Kate for her good communication skills and meeting the needs of the area. He suggested enlarging the Board to include members from the northern areas of Sturgis and Belle Fourche. He said he is impressed with the strong city support and suggested approaching the cities for additional funding.

Ms. Bostrom congratulated Northern Hills CASA on 100% retention of volunteers in 2017, working with Regional Health and law enforcement, the mortgage burning ceremony, Ace training. She also suggested reaching out to the northern counties.

Ms. Fiegen stated the governmental funding is phenomenal. She suggested strategic planning with more rural volunteer involvement. Ms. Fiegen questioned the why they were involved with the Rapid City Culvers funding. Kate answered they do not solicit in Rapid City, but they were offered the fundraiser and didn't feel they could turn it down. They did communicate with 7<sup>th</sup> Circuit CASA regarding this. Ms. Fiegen reminded them to remember the territory lines and look at an MOU for the future. Judge Smith asked Sara to look to see if NCASA has a policy on

crossing territory lines. Sara stated she will contact NCASA. Sara will follow up with all program boards to discuss her findings.

Ms. Max encouraged more activity and presence in the future with the northern counties.

Ms. Bostrom commented that Kate does have a strong active relationship with the DSS agencies. Kate plans to work closely with DSS and keep a friendly working relationship.

**f. East Central CASA – Julie Wermers**

Julie Wermers thanked the Commissioners for their support of the program and provided an update:

- East Central continues to see growth.
- Expanded into Codington County
- Served 88 children with 25 volunteers.
- 52% increase from 2016.
- Last year recruited six new volunteers, 4 from Codington County and 2 from Brookings.
- Training offered in April and May with 6 people signed up.
- Continue to increase awareness of program.
- Continue to work with DSS agencies.
- Meets with DSS and State's Attorneys monthly.
- Continues to use students from SDSU
- Students encoding Optima, the new data tracking/case management system.
- Continue to recruit new volunteers and keep abreast of any issues regarding volunteers.

Ms. Bostrom mentioned the board minutes are generic and need more detailed minutes. Discussed the small volunteer waiting list and the definition of zero persons on the volunteer waiting list. Ms. Fiegen asked for a standard definition of zero waiting list.

Ms. Fiegen asked if they plan to hire a part-time staff person. Julie said they are in the process of putting together a job description and will put out a notice for this position with the hope within 2 months they will have someone new hired. Ms. Fiegen mentioned it is interesting to see the F&I was down but income was the same. Julie replied there were more contributions and less expenses. She added there was a \$5,000 donation the year previous which they did not receive again. Ms. Fiegen asked if they had an ongoing strategic plan. Julie answered strategic planning was postponed last November and not rescheduled. Ms. Fiegen stated they need to increase board members, board meetings, more committees needed, bring ad hoc members on board, visit with the city and county municipalities for funding. Ms. Fiegen questioned why the bookkeeper, who writes the checks is also a signer for checks. She stated that the check signers need to be changed immediately to avoid the possibility of embezzlement. Ms. Fiegen also commented the financial reports need to be approved by the Board.

Ms. Max noted the board minutes need to be detailed and easier to read. The small number of board members is concerning to her. Expansion and forward movement needs to happen.

Judge Smith agreed the small board is an issue. He strongly suggested more area support from the local governments and service clubs such as Kiwanis, Lions and Shriners. He suggested Julie meet with the judges and county commissioners to solicit their involvement.

#### **Other Business – Grant Allocation and Action:**

Discussion on grant allocation: Ms. Fiegen entertained discussion and motion.

Judge Smith responded by saying he wished there was more money to allocate, but they only have \$205,000 to distribute this year. Overall the groups have made great strides. They have listened and taken into consideration the Commission's recommendations and he would like to reward their efforts. He looks at which programs are raising funds outside of the grants and who could do more to fill the gap.

Further Discussion: Ms. Bostrom said it is important to recognize those who have active boards and work toward moving forward with the program. She feels a strong responsibility to recognize the good things done and what needs improvement.

Ms. Fiegen agreed with all comments so far but added nonprofits are extremely important and need to operate efficiently.

No further discussion was had. Ms. Fiegen asked for a motion.

Judge Smith proposed the following allocation:

- Yankton - \$24,000
- Mitchell - \$28,000
- Rapid City - \$55,000
- Sioux Falls - \$55,000
- Spearfish - \$28,000
- Brookings - \$12,000
- State Association - \$3,000

Ms. Max would like to see the State Association receive \$5,000 for travel and promotional items. Sara mentioned if not all the funds are used, they will roll into the next year's fund. Ms. Max stated Rapid City has had a lot to take on. She would like to see Sioux Falls be able to get more staff, Southeast and 1<sup>st</sup> Circuit serve Charles Mix, and East Central need to move forward.

Ms. Bostrom said her numbers are similar to Judge Smith's numbers. She also allocated \$5,000 to State Association.

Ms. Fiegen's suggestion for allocation:

- Mitchell - \$28,000
- Yankton - \$24,000
- Sioux Falls - \$60,000
- Brookings - \$13,000
- Spearfish - \$28,000
- Rapid City - \$47,000
- State Association - \$5,000

Ms. Bostrom suggested the following allocation:

- Mitchell - \$30,000
- Yankton - \$24,000
- Sioux Falls - \$62,000
- Brookings - \$12,000
- Spearfish - \$27,000
- Rapid City - \$45,000
- State Association - \$5,000

Ms. Max stated her numbers are similar to Ms. Bostrom's.

Ms. Fiegen asked for any more discussion. Hearing no further discussion, asked for a motion. Ms. Bostrom made a motion to use Ms. Fiegen's numbers. Motion seconded by Ms. Fiegen. The motion passed unanimously by voice vote.

**Further Discussion and set date and backup date for 2019:**

There was a suggestion to edit the application for next year by removing the question on how the money was spent. Redefine goals to be more specific with smart goals, and distinguishing between the objectives. Also, keep the accomplishments section to be more brief and bulleting the items is easier to read. Ms. Max prefers to read the board minutes to get a better idea of the programs. Another suggestion is to add the program's interaction with DSS. Sara said she will change the 2019 application to meet the recommendations.

Sara inquired of the Commission if they would like more information from the site visits other than going through the Uniform Grant Governance (UGG) Compliance Checklist. Ms. Fiegen would like to offer suggestions through email after the meeting. Ms. Kate Kelly asked for a statewide template for policies and requirements. Further suggestions for Sara's site visits were to discuss, such as, board development tools, size of boards, policy and procedure, and support for local programs.

Sara will contact the Commission in October to set a date for the 2019 meeting.

**Motion to Adjourn:** Ms. Max made a motion to adjourn, which was seconded by Judge Smith. The motion passed unanimously to adjourn by oral vote. Meeting adjourned at 1:17 p.m.