**NAMI Board Retreat/Planning Meeting**

**August 11, 2018**

In attendance: Carol, Hugh, Tina, Melissa, Betsy,

Advisory Members: Lynda, Nancy

Absent: Warren

1. Welcome
2. Setting the stage what will success look like for you?

* End up happy
* Clear next steps
* Confidence moving forward
* Learn about each other

1. Board role and Responsibilities. How are we doing?

Scores

Establishing Direction 4-5

Ensuring Necessary resources 3-4

Providing Oversight 2-3

Board Operations 2-3

Ideas:

Big Deal: support new staff, layout of office, tasks and systems

Plan for recruiting new Board members; advertise to the public and on website for more attendance at meetings, invite 10 minute guests from our teachers/presenter/volunteers to encourage more attendance from volunteers who could become board members. Lynda and Tina will help hold us accountable.

Good on programs. Need strategic plan for longer range that one year.

Our small board works great in many ways, we have strong trust and efficiency.

Need more diversity on board.

Board could be more active with fundraisers, especially with ideas, although all are active in some way with events that we do.

Could use more help with Task Force work.

Consultants work well, expand use: Need financial review, could use Front St’s auditor/CPA.

Review risk management policies – could use outside consultant like NIAC.

Ideas: have a board member “attached” to a program, the way Betsy has “attached” to lead WarmLine group. Invite program coordinators to present at board meetings.

1. Accomplishments 2017/18

Document list reviewed, a very successful year

1. Board’s role in critical work: Concerns 2018-19

New Executive director:

* Reflecting on former ED process
* Better recruitment process. Didn’t have enough good candidates
* Don’t hire anyone if no one is the right one. Pause. Don’t rush.
* Delve into background with criminal background check between 1 and 2 interview, ask “Can you pass a criminal background check? Lynda will provide her sample application
* We want to talk to previous employers
* More thorough reference investigation
* More thorough interviews in second round
* Have board review questions. Melissa will add.
* Questions must lead to the answers we want, e.g. How do you feel about….. being micro-managed? About being mentored? And give scenarios.
* Use Technology testing through Front St.
* Use writing sample test through Front St. (write their own press release)
* Clear probationary period, 3 mos., 6 mos., annual
* Provide a 90 day plan. Shared Nancy’s draft plan.
* Accountability – provide deadlines for tasks and follow up on status
* Looking for candidate who: Super organization skills, personal confidence: ability to ask for help, can say “ I don’t know, I’m lost”, easy communication, good capacity and maturity, to be open and honest, need good org skills and clarity, foundational skills, excel, etc. need personality match. Camaraderie. Deep understanding of s.m.i. and our mission a big plus.

1. Approval of 2018/19 budget

* Approved Budget presented, Column E, $279,200, which assumes 9 month ED, 10 mo Admin, 12 mo Prog. Manager.

Motion by Betsy, second by Hugh, approved.

1. Discuss budget/ fundraiser this year?? Agreed to postpone, but do Human Race.
2. Quick exercise, getting to know each other
3. Peer Programs discussion

* Ideas; Hugh: add $ to stipends for presenters (up from $30 to $40) and facilitators up from $35 to $40)

CW estimate total costs, $1500/year: (+$400 IOOV, $600 ETS, Connections $500)

* Will have 3 new Connection facilitators trained 8/18 &19.
* Team plan for recruitment from peer to peer classes for IOOV
* Social group: NAMI could provide each group $ to spend on social activity
* Create peer advisory council
* NAMI provide $ and support for pilot peer program?
* IOOV is on hold waiting for new video from national, and creating new “ambassadors program” for crisis care facilities Telecare, El Dorado, Telos. Need to co-create good discharge resource packet. Annie has created draft of nami resources.
* Idea for hospital: Freedom phones, pre-loaded with contact information. Resources. Lynda and Hugh will work on report.
* Hugh reports from meeting with peers. Dis-banding for now. Some would like to see their group run a Peers on Demand, like NAMI Peer Pals or Mentors on discharge.

Maybe Nami could help start it, structure, $, then the group take it over. Pilot. Requires lots of admin support to supervise and pay peer people, and to find peers willing to do the work.

* NAMI should host a party with Board members of other mental health groups, especially MHAB, but Advocacy Inc, MHCAN, others. Maybe at the Food Lounge? Build relationship with MHCAN. Lynda recommended. All agreed.

1. Advocacy

* September 29, 2018, first Stakeholders meeting re MHSA and County strategic plan and MHSA plan. NAMI California, NAMI Santa Cruz, and County Behavioral Health will present info and provide discussion opportunities in break groups about how best to engage the community in the stakeholder process. All board encouraged to participate.
* We want to build relationship with County and be seen as advocates for their needs also.
* Time ran short. Advocacy priorities will be clearer after the August29 meeting, wait for that discussion.

1. Making our Commitments

Organization goals 2018-19

New staff on-boarding

Infrastructure development, operations, staff rolls

Strengthen relationships with County and other Boards:

Board Goals and individual commitments

Expand Board membership (Tyrene, Donna Mosich?), Board Match?

Invite other boards to a dinner or party: MHCAN, Advocacy Inc, MHAB, Encompass?, Front St?, Volunteer Center : Lynda & Carol

Create personnel/employee policies: Betsy and Nancy

OnBoard new staff: Carol, Betsy, Nancy, Melissa

Holiday Party MHCAN, and Provider Ed food, a recognition gift: Tina

1. Closure

Appreciation of Nancy, good location and food, appreciation of good feelings between board, trust, humor, honesty. Great day.