The purpose of the NAMI-New York State shall be to serve as an alliance of local mutual support, advocacy, self-help groups and individual members at-large dedicated to improving the quality of life for people with serious mental illness and to the eventual eradication of the severe effects of mental illnesses.

Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Attendance</th>
<th>Name</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Canastra</td>
<td>X</td>
<td>Stamatia Pappas</td>
<td>X</td>
</tr>
<tr>
<td>Ariel Coffman</td>
<td>X</td>
<td>Lynda Regan</td>
<td>Phone</td>
</tr>
<tr>
<td>Sue Gagne</td>
<td>Phone</td>
<td>Rina Riba</td>
<td>X</td>
</tr>
<tr>
<td>Ceceile Green</td>
<td>X</td>
<td>Ellen Ritz</td>
<td>X</td>
</tr>
<tr>
<td>Colleen Johnson</td>
<td>X</td>
<td>Dhanu Sannesy</td>
<td>X</td>
</tr>
<tr>
<td>Rob Laitman</td>
<td>Phone</td>
<td>Irene Turski</td>
<td>Excused</td>
</tr>
<tr>
<td>Jayette Lansbury</td>
<td>X</td>
<td>Evelyne Tropper</td>
<td>X</td>
</tr>
<tr>
<td>MaryJo Muscolino</td>
<td>Phone</td>
<td>Judy Watt</td>
<td>Phone</td>
</tr>
</tbody>
</table>

Other: Wendy Burch, Executive Director, NAMI NYS.

Called to Order by Ariel at 3:26 PM

Agenda Accepted

Motion to approve the September 7 and 8, 2018 Board Meeting Minutes by Dhanu, seconded by Colleen. Approved. Voted for: 10 Abstain: Ceceile, Judy.

Motion to approve the Nov 30th and December 1st 2018 Board Meeting Minutes by Stamatia, seconded by Ceceile. Approved. Voted for: 11 Abstain: Judy.

Motion for ratification of the December 12, 2018 Executive Committee Minutes by Ceceile, seconded by Colleen. Approved. Voted for: 10 Abstain: Ellen & Judy.

Motion to approve the January 21, 2019 (Phone) Conference Meeting by Colleen, seconded by Stamatia. Approved. Voted For: 12


Discussion of the phone call with OMH on January 28th. The preliminary report that was sent by OMH will be filed with the notes taken.

Treasurer’s Report

- Linda discussed a concern about the turn around time for the current process of checks being sent-signed-returned to the office for timely payment of invoices with a few vendors. Suggestions by board members were made including UPS or Fed-Ex, the possibility electronic signature, the invoices sent electronically to the treasurer to approve that would provide back-up documentation, on-line bill payment options, or looking at utilizing the credit card to pay some of the invoices.

- Wendy will check with the accountant on possible ways to address this and get his thoughts on what is the best way to handle. The finance committee will follow up and present to the board the options.
• Lynda discussed the cost of the conference travel for a particular speaker who took a cab from NYC to the Albany conference at the cost of $900. The finance committee discussed and found that there was some loose wording around the verbage “will cover travel”. The conference committee did revamp the wording to avoid this in the future.

• Discussion of the financials. Investments are down a bit, but overall essentially the same as previous years.

Motion to approve the Treasurers Report by Evelyne, seconded by Rina. Approved. Voted For: 12

Legislative Day
• Weather is an issue. The two busses are not coming now due to the weather. Matthew is following up with all the individuals registered.

• Nami Smarts is scheduled for all who will attend Legislative Day in the morning. Packets are ready for folks. The commissioner, Ann Sullivan is scheduled to come at noon (weather depending).

• Appointments will be kept as much as possible. Packets will be dropped off at each representative’s office, and there will be encouraged to visit the legislative home groups.

• This is the second year that weather could be an issue. Board discussion of the timing of when the day falls. Important to do it at this time of year, due to the NYS Budget process. Can always encourage people to visit the home offices.

• Suggestion to have a list of representatives available to have. Important to connect with Matthew—he knows who is already supportive, so you can do a visit and say “thank you” and not necessarily have an “ask”.

• Ariel, Evelyne, Ann, Jayette and Matthew presented this afternoon on a few issues to include: Housing, LMHCs being able to diagnose, COLA-2.9% increase, Mental Health Workforce, Veterans/Joseph Dwyer funding, Criminal Justice, Interface/access to Medicaid and Mental Health Court/CIT.

• Ariel discussed the Extreme Risk Protection Order legislation that was passed. Allows families to apply to the court if a family member has a weapon and provides an order to remove the weapon from the home.

• Matthew presented the updated schedule and briefs for the day and reviewed with board members their visits.

NAMI Smarts Training
• Ann and Ariel provided a brief NAMI Smarts Training to the Board. Focused on telling your story/meeting with your legislator. Discussed the importance of having a focused story. How can you provide a positive story—what could have helped?

Motion to break for dinner at 5pm by Ceceile, Ellen seconded. Approved. Voted for: 12

Meeting resumed at 5:53pm
Mary Jo joined the meeting by phone at 5:53 pm.
Rob joined the meeting by phone at 6pm.

Committee Reports: Ariel reminded committee chairs to type up/documents committee meeting reports. This is helpful when there is action needed by the board. The template has been provided to assist the write up. Suggested just keeping notes of any meetings/calls that are held.

Criminal Justice Committee: Jayette reported that she attended the media training at NAMI National which focused on addressing/responding to the media about criminal justice issues. She also attended several criminal justice focused meetings and provided support to families dealing with their loved ones in the criminal justice system. (see report)
Audit Committee: (Ann) The committee will focus on the follow up of the OMH Audit.

Development Committee:
- Ann shared some ideas on how we are board members can support NAMI NYS. Ann referenced the “Glitter Gala” in Syracuse and the money that is raised as an example.
- Discussion of the need to support local affiliate as well. There are opportunities for “sharing agreement” for the Gala for local affiliates. Contact Wendy for more information on how to do this if interested.
- Ann would like people to think about the Fall Conference-More raffles, more sponsors, etc. Ann will research some fundraising training for board members-to assist board members to increase their skills in this area.
- Ann will send out a list of ideas to board members to start thinking about.

Veterans Committee:
- Ann reported that her committee has met. She does have a good mix of veterans and family members on the committee. She is looking for veteran/family member in NYC and/or Buffalo. They shared ideas with the conference committee.
- Matt mentioned the New Jersey Devils hockey player who may be a good connection for the committee.

Personnel Committee:
- Colleen submitted written report and touched on a few areas that the committee has focused on including the Pinnacle contract vs. Needs of the office, (which include but are not limited to updating policies and procedures and updating the employee manual, updating job descriptions and employee evaluations, identifying Exempt and Non-exempt status of each position, updating and managing systems of tracking employee work hours such that they are in compliance with NYS Labor Laws, identify and schedule state mandated training, i.e., ([Sexual Harassment Training]). (See report)
- Ceceile brought up Relias Training as a possible resource - provides sexual harassment training. Some cost and some are free.
- Discussion if the board has to do a sexual harassment training. Even if it is not a requirement, it would be good for board members to have. Ariel has access through work, and will follow up.

Motion to combine the Consumer Affairs Committee & the Child and Adolescent Committee and rename it Consumer and Family Affairs Committee by Stamata seconded by Rina. Approved. Voted For: 12

Consumer and Family Affairs Committee (Colleen)
- The Conference focuses on many different perspectives: age/culture/demographics/veterans, etc. They are looking to formulate a committee – have sent out invitations to 10 individuals. Once this group is together, they will receive a modified NAMI Smarts training to learn how to share their stories. Would like to work with conference committee to present as many stories as possible at the conference.
- Child & Adolescent focus on the conference-children’s track. Will be bringing the following to the Conference Committee as suggestions. The major focus is on Children’s Stress and Anxiety:
  1. Behavioral Responses that range from Normal or Predictable to Behavioral Indicators of Minor to Major Mental Health Issues (depression, self-harm, mood disorder)
  2. Identifying tools for Parents to use when guiding children through normal stress responses and how to proceed if a parent is concerned about possible indicators of a mental health issue.
  3. New Treatments/Partnerships Community Services, etc. – Non-drug (CBT, Biofeed, Art/play/music therapy and medication therapy.)
ByLaws & Policies and Procedures: (Ellen) Committee has reviewed the information and is now working with the attorneys for review and will bring back the information to the board for review and discussion.

Multicultural: (Ceceile): Discussion of the Black and Puerto Rican Legislators Conference. Feb. 15th-Feb 17th Ceceile and Jayette will be attending on behalf of NAMI.

Government Affairs: Evelyne reports that there have been two meetings so far. Preparation for Legislative Day. Evelyne did a presentation for Legislator Gunther. Also met today with John Koury, MH Committee Director for the Senate and also talked to the Assembly representatives.

Employment Committee: (Evelyne). Work will start on that committee following Legislative Day.

Nomination/Election Committee: Stamatia shared the committee documents (revised application letter/template) with MaryJo (chair). Wendy will assist MaryJo with timeline for the process.

Research: (Stamatia & Rob) - information has been sent out. Making Recommendations to the education conference.

Re-affiliation Committee: Suggestion to look at changing the name of the committee due to most affiliates already being re-affiliated.

Strategic Planning Committee: Sue, Ariel & Wendy will connect.

Staff Report Review- reports were sent out via email.

- Tina - Discussion of the Off the Mask event. Donations are coming in. There is an opportunity to donate art. Encouraged each affiliate to get some donated art for the event. Also talked about the need for another model-looking for a local model. Looking for affiliate buy-in. There are currently about 23 models for the event.
- Matt Shapiro Report- Board supported the change in Matt’s title from Associate Director of Public Affairs to Associate Director, Public Affairs.

Discussion of credit card use for employees.

- Some employees have been paying out of pocket for expenses and having to wait to be reimbursed. Suggestion to have a card that is signed out or have individual cards for each employee. The Finance committee will review this topic and get some parameters set and bring back recommendations on a policy to the board.
- Ann requested that the finance committee look at how reimbursements are done for travel. (ie. Un-receipted method vs. receipted method)

Executive Director Report- Wendy working on updating the website.

- Convention in Seattle-the office is going to start making arrangements. Early Bird registration ends February 28th. Travel arrangements will be made sooner this year.

OMH Audit Preliminary Results

- The report was sent out to everyone before the call on 1/28. There were many recommendations made. The final report will be issued within 30 days to the full board. The Audit Committee will work on the response with board input. A lot of the recommendations were specific to board functions. Ariel asked that all board
members participate in furthering the mission of NAMI and work together. Discussion on how to shed a positive light on the work of NAMI, how we as board members can bring our best efforts.

- Ariel & Ellen attended a board training by Judy Seigel from ProBono. Ariel distributed some resources for the board to review.
- Ariel talked about Cyber Insurance for the organization. We may be covered under National’s insurance. Wendy will look into that with the insurance company.

**Board Training**- Possibly looking to do the training the day after the Off the Mask Event. Stamatia mentioned that NAMI National sent someone to provide a board training in Albany. Judy Seigel is a resource for NAMI NYS if any question comes up about board operations-reach out to Ariel or Wendy.

**Travel Vouchers**- Get them done as soon as possible after the meeting and submit.

**Executive Director Job Description**

**Motion** accept the job description for Executive Director Job description received by the Board on 2/11/19 by Ceceile seconded by Ellen. **Approved.** Voted For: 10

Colleen will present the official description on NAMI Letterhead.

**President’s Report**- Ariel reviewed her submitted report.

- Ariel distributed the PowerPoint from the Pro Bono training on 2/6/19 for the board to review.
- Committees should meet at least quarterly-if they aren’t, should be evaluated for need.
- Emails- Be sure to check before sending any email that it is going to who intended.
- Make sure Wendy has your updated email address. Copy Ariel as well if it has changed.
- Policy & Procedures/Bylaws committee looking at term limits and absences. If you are going to be absent contact Wendy and Ariel ahead of time. If you do not reach out-it will be considered an unexcused absence. Phone contact is to be used if you have some sort of circumstance that prevents you being physically at the meeting. More to come from the committee.
- Procedure for committee expense-fill out the form, send to Wendy, she will forward to the finance committee for review.
- Complaints and Grievances-sometimes come through National or through the state for local affiliates. Need to have something outlined on how to handle complaints, how to respond, etc. Clarify how to work best with National and local affiliate to address issues. Bylaws and P&P will look at a process.

**Reclassifying Schizophrenia as Brain Disease**

- Evelyne passed out information. Part of the Government Affairs committee. National Institute of Health statistics were presented. Discussion of how much funding is designated for other diseases as compared to major mental health diseases.
- Rob has information he has that he will share with the board from SARDAA on this topic.

**Motion** to adjourn at 9:30pm by Jayette, Rina seconded. **Approved**

Respectfully Submitted,

Sue Gagne
Secretary