

## Board Meeting of OHPSAC

September 17, 2009

In attendance: Linda Lewin, Jill Kilanowski, John Ladd, Julie Kenniston, Erna Olafson, Brian Wear, Patricia Harrelson, Kristen Johnson, Christine Julian. Jonathan Thackeray detained due to patient needs

Meeting called to order at 10:09

**Minutes** from June 2009 approved Erna and seconded by Brian. The minutes are available on website and had been sent to those in attendance for corrections and suggestions. As requested Chris reported that a correction in the email list for style of address format is first initial last name@ihs-trainet.com address. Jill will correct this in the email address list.

**Treasurer's report** by John Ladd, balance \$3,996.45 in checkbook. Current costs were second website production costs at \$ 417.80.

It is unknown if OHPSAC will be billed for costs for printing of brochures for last week's PCSAO conference held in Dublin, Ohio. Linda will ask Jonathan T. There will be a need to print more brochures for the OH NAPNAP to be held in Oct. Linda is presenting on shaken baby syndrome. Jill is presenting on her research endeavors. Linda will ask Jonathan about printing more.

There was a motion by Julie seconded by Erna to approve printing more brochures up to a cost of \$200. All approved.

### Old Business.

Discussion on who has responsibilities to add to **website**. Jill will add minutes of the meeting. Brian volunteered to look to see if he would be able to update quarterly. Jill will send Brian the administrator password by the end of September. The website address is [www.Ohpsac.org](http://www.Ohpsac.org). Possible items to add to website are organizational themes of months such as: April = Family Violence Awareness month; Oct = domestic violence; Nov = National Adoption month; Dec = Drunk drinking awareness. Brian will also update quarterly the list of meetings and conferences. Brian suggested starting a Wiki to disseminate information on new practices, hyperlink to website. It would be a closed Wiki so others could not post to the site and entrance into the Wiki would be a membership benefit, not for public use. Brian will look into this but it is thought the setting up of a Wiki is a free service. Linda has received several emails from the public regarding child abuse. She recommended that OHPSAC needs to have a disclaimer this is not our statutory role to give out advice and we need an automatic response that can be sent out to all those who email from the website. Can Chris and Kristen help with the wording of this disclaimer? Give to Linda.

Erna gave those present a summary of the **Governor's Task Force** on evidence-based practice. In her subcommittee their charge was to identify evidence-based or informed methods of child maltreatment. They identified sites in Ohio that exhibited excellence in practice.

**Annual meeting of PCSAO** Julie, Linda, and Jill covered the OHPSAC table each for a day. Thank you! It was then suggested that this might be a theme to recommend for next year's conference. Linda suggested that Professor Zull at CWRU would be a good speaker at next year's conference. He is a brain physiologist. Erna will talk to Frank about this as well. Discussion: Do we want to have a presence at this conference next year? New

committee chair for the conference is going to be elected/assigned soon. We heard it is going to be in Oct next year. How do we increase our visibility? Ideas = Co-sponsor, or maintain a presence at a conference. Think about if we want to man a table and share costs with APSAC. Ron Hughes (from Ohio) is the incoming president of APSAC.

**Separating duties of secretary** into two positions: recording and membership. Current bylaws were reviewed by Chris. Linda read the proposed duties of secretary that would include loading minutes into website, sending out notices of meetings, recoding minutes of meetings. The membership secretary would center on promoting membership and membership renewals. Julie and Erna seconded a motioned to separate the secretary posting into recording and membership. All agreed. Kristen motioned seconded by Julie to nominate Patty Harrelson to serve as membership coordinator for a two year term. Dee Dee from the national office is in charge of national membership and can provide a list of current members. Old membership chair had a standard letter of acknowledging renewal and welcoming new members. It is hoped that we gain new members from the PCSAO conference. Patricia Harrelson has volunteered to serve as membership secretary. Jill will send to Patricia email addresses of OHPSAC. Patricia proposed that as a benefit to membership in OHPSAC current journal articles would be listed that can be used in everyday practice. Add a membership only site for next year for special access to articles. Brain proposed adding a survey to obtain the voice and needs of Ohio membership.

**Clarification of duties** Jill will send out meeting minutes first to board for corrections and then to membership and post on website after converting to a PDF file. Kristen will continue formatting and serving as editor of the newsletter that will be sent out twice a year. Patty will send out newsletter after receipt from Kristen. Brian will need to have newsletter to post on website. Patty will send to membership notices to look for minutes and newsletter on the new website.

**NEW BUSINESS** Membership question: APSAC does not have an institutional membership. Julie will look into this on the national committee. This membership feature is being examined as part of the strategic plan.

**By-laws** Linda is checking on obtaining the most current electronic copy of the by-laws and also ascertaining if there is an approval signature in place. Brian will post bylaws on website. Betsy Gordon may have original. Jonathan may have the revised Bylaws.

Agreement between APSAC and OHPSAC needs to be reviewed by March 2010.

Discussion was on the ability to use **electronic voting** by board members to facilitate work of the board. Erna proposed and Brian seconded a motion to allow and enter electronic voting into the Bylaws. All approved.

For the **newsletter** production there will be an Oct 15<sup>th</sup> deadline. Jill has volunteered to have a short summary of nursing articles related on child abuse. Linda will do the presidents' comments. Kristen will do a summary of Crawford cases. Brian will have an article for the newsletter on the website. Linda will be interviewed by Chris in the "Featured Member" article of the newsletter. Patty suggested adding a notice in the newsletter acknowledging Betsy and her long time work. Jill will send photo of table at conference to Kristen with an acknowledgment PCSAO for support in conference with APSAC taking training to regions.

Spring newsletter deadline March 1<sup>st</sup>. Erna will have a summary of governor's taskforce (12 font type, 300-400 words). Patty will review journal articles on trauma and child welfare or the traumatized child. Erna will be the next "Featured Member" for the next newsletter.

Betsy Gordon has resigned due to professional and personal reasons. She has two years left to her board term. The board can assign someone. Board members need to think of potential candidates. Possible replacement candidate: Monique Narrow (psychiatrist) Erna's co-worker. Linda will ask Betsy Gordon for ideas, Brian suggested asking Ron Hughes. Maybe Beth Ann Rodriguez has worked in evidence based.

Patrick Kelly (sheriff). He was elected to the board before he was elected sheriff and his time commitments may have changed. Need to follow up if he is still able to attend meetings.

**Sponsorship Guidelines** PCSAO asked for support for its Fact Book that comes out every year. Discussion followed that we needed clear sponsorship guidelines. Important considerations: What is the exposure in the document? Does sponsorship require man hours? Cost of sponsorship considering percent of OHPSAC income? It was decided that until a form or process is developed each request will be considered separately. We need to develop a form. Each board member is asked to look within their organization for such a form? This discussion was tabled until the next meeting.

Potential discussion for Dec. meeting - Ohio Children's Trust Fund

Next meeting date: Thursday Dec 10<sup>th</sup> at 10 AM in the Children's Advocacy Center at Nationwide Children's Hospital.

Meeting adjourned at 12 noon.

Respectfully submitted,

Jill Kilanowski

