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**BOARD MEETING**

**DATE:** July 12, 2016  
**TIME:** 12:00 p.m.  
**PLACE:** Ventura County Community  
Foundation  
4001 Mission Oaks Blvd,  
Camarillo, CA 93012

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**Minutes**

**BOARD MEMBERS PRESENT:** Donna Davies, Dennis Wood, Sue Tatangelo, Dani Anderson (via phone) Dr. James Herman, Kristen Linton and Dotti Oliver

**NON-BOARD MEMBERS PRESENT:** Staff: Charles Watson, Chrissy Stamegna and Alicia Hoffman

**1. CALL TO ORDER**

Donna Davies called the meeting to order at 12:10 pm.

**2. ROLL CALL**

**3. ACCEPTANCE OF AGENDA**

**The agenda was adopted as presented by unanimous consent (4-0).**

**Dennis Wood arrived at the meeting at 12:12 pm**

**4. ACCEPTANCE OF MAY 2016 MINUTES**

**The agenda was adopted as presented by unanimous consent (5-0).**

**5. PRESIDENT'S REPORT, Donna Davies**

Ms. Davies reported on the following items:

- Reported the resignation of Executive Director Jeanette Villanueva and the Executive Committee's action in hiring an Interim Executive Director

**MOTION: Mrs. Oliver move the board accept the the Executive Committee's decision to hire Interim Executive Director Charles Watson. The motion seconded by Ms. Linton and approved on a 5-0 vote with no abstentions.**

- Introduction of Interim Executive Director Charles Watson
- Update on grant applications and grant contractors, including LOIs for a Dignity Health grant and one for a Ventura County Credit Union grant. It was noted that Sue Tatangelo serves on the VCCU board. She recommended applying for a \$10,000 grant. Mrs. Davies also announce the award of a \$6,000 Swift Healthcare Foundation grant with presentation this evening and an afternoon meeting with grant writer Nic Daniels for a report on her research and progress.

**6. TREASURER'S REPORT, John Cortes**

Mr. Watson delivered an abbreviated report to the board, in Mr. Cortes's absence, noting the following:

- Intended updates to the cash flow report to better show cash instead of accrual.
- Reserve account balance
- New procedure on requesting use of reserve funds
- Increase in salaries for June/July due to payout to former executive director, including hours worked and personal time, and a 5-week month in June.
- Review of Profit & Loss report, noting intended changes to the report
- Tweaks to internal controls

**Dr. James Herman arrived at 12:38 pm**

Mr. Watson advised the board that he would have updated formats and information to the board by the end of July.

**7. COMMITTEE REPORTS**

**A. An Evening of Magical Memories Committee - Dotti Oliver, Chair**

Mrs. Oliver reported the following information:

- Numbers from the Winchester's fundraiser July 28
- Survivor of the Year Honoree, Ryan Clem
- Voting for Trauma Nurses for Community Award at both Los Robles and VCMC
- Sponsorships are a little below normal at this point in the year
- Nametags for board members to wear at events, grant acceptance luncheons. Mr. Watson agreed to look into cost and ordering of nametags.

**B. Finance & Development Committee – Sue Tatangelo, Chair**

Ms. Tatangelo reported on the following

- Incentive plan for sponsors
- Forwarding annual appeal statistics to Mr. Watson
- Membership funds
- Upcoming meeting.

**8. PROGRAM REPORT, Kristen Linton & Chrissy Stamegna**

Ms. Linton and Ms. Riley delivered the report to the board based on the printed report in the board packet outlining the pre and post assessments for clients in each of the programs and how they plan to analyze and report program data based on those assessments. The following were highlighted in the report:

- The program would make use of Ms. Linton's CSUCI students to input data, and she would then do the analysis.

- Support group members would receive phone surveys in spring and fall with a Stop, Start, Continue format. Those who quit coming to support group would receive calls asking what improvements could be made to have them return
- Individual support services would be surveyed on an as-needed basis and reports would reflect numbers served, goals and progress
- An annual report for referral numbers.

Mrs. Stamegna reported that she has been working with TBI Suite representatives at Q90 to improve the software and how to enter data correctly to deliver the reports BIC needs. She said she can start with the Brain Injury Conference data based on the evaluation sheets for each session.

Dr. Herman noted VCMC may be gathering some of the data needed for the referral report and BIC should collaborate and coordinate with the VCMC and Los Robles personnel to determine who will collect what data so more work isn't required from hospital staff.

Mrs. Tantangelo requested that BIC add a question to the Care Transitions survey to include whether or not BIC contacted the survivor within 72 hours and if not, why. She also recommended that after the Care Transition program develop the board look into developing the TeleReach program and its infrastructure as it has grant opportunities and could set BIC up for reimbursement.

Board members also discussed a shift from a nonprofit to a business perspective in relation to the programs offered by BIC.

Mrs. Stamegna and Mrs. Davies reported on the CIT Training they attended noting it was very beneficial and offered tools such as a Personal Health Record and was based on personal goals to empower survivors and follow up on discharge papers. They both stressed the importance of the hospitals seeing BIC as a positive resource and wanting BIC in the hospitals.

Mr. Wood requested he be a part of any "trained" peer support created within the Care Transitions program.

## **9. EXECUTIVE DIRECTOR'S REPORT, Charles Watson**

### **A. Status report**

Mr. Watson included the following:

- Changes in internal controls for banking
- Questioned the reason for use of two banks
- Noted he is getting "the lay of the land" and meeting with staff and board in preparation for an internal evaluation
- Determining whether to do a full audit or a financial review
- Plans to deliver a 60-day plan and 90-day preliminary plan to the Executive Committee by the end of the month

### **B. Change of signatories for Pacific Western Bank**

C. Change of signatories for Rabobank

**MOTION: Mrs. Oliver move the board remove Jeanette Villanueva as a signatory on all bank accounts at Pacific Western Bank and Rabobank. The motion seconded by Mr. Wood and approved on a 5-0 vote with no abstentions.**

**10. UNFINISHED BUSINESS:**

- Board Development:

It was noted that Linda Wells was unable to attend board meeting to be approved as new board member. According to the bylaws, she needs to attend an additional meeting.

Mrs. Oliver reported that Bill Kearney was unable to apply for a position on the board because of current responsibilities, but would refer any potential candidates to the BIC board.

**10. NEW BUSINESS:** None

Board members agreed to hold a Special Meeting at noon, Aug. 10, (Location TBD) to go over Mr. Watsons reports.

**12. ADJOURNMENT:** 1:40 pm

Respectfully submitted by Alicia Hoffman