

Missouri State Foster Care & Adoption Board
Conference Call
Minutes
April 2, 2013
2 p.m. – 3 p.m.

Members in Attendance: Derek Williams, Dean Aye, Melinda Nicholson, Eric Pilson, Janet Richardson, Kelly Floyd, Nickie Steinhoff and Lori Ross

Children's Division Support Staff: Elizabeth Tattershall, Sarah Bashore

Absent: Kelly Schultz, Suzie Forbis

No Guests Present

Introductions/Roll Call:

At 2 p.m. the meeting began with introductions and roll call was taken by Lori Ross.

Annual Report Final Draft:

Members had reviewed the Annual Report final draft prior to meeting. There were no questions presented to members. Before the report can go to print, the board is required to vote. Lori Ross motioned to approve the Annual Report, Melinda Nicholson seconded the motion. By roll call, votes were taken. In favor were; Lori, Janet, Kelly, Melinda, Dean, Nickie, Eric, and Derek. No one opposed, eight votes counted, and the motion was approved.

Custodian of Records:

This agenda item includes taking of minutes and custodian of records. The custodian of records would keep hard copies of records as well as emails or electronic copies of documents. An email account specific to the MO State Foster Care and Adoption Board can be set up for purposes of keeping all emails in one location. The person taking minutes would be considered administrative support to the Board. Dean asked for comments. Kelly thought that it would be helpful to have someone not directly involved with the Board to take minutes. Derek asked if an intern is still an option, the answer was yes, an intern is still an option. Discussion was held around thoughts of liability, reliability, and all the positives of having the Children's Division (CD) become the Board's administrative support. Lori Ross motioned for the MO State Foster Care and Adoption Board to accept the Children's Division offer of providing administrative support to the board for minute keeping. Eric Pilson seconded the motion. By roll call, votes were taken. In favor were; Lori, Janet,

Kelly, Melinda, Dean, Nickie, Eric, and Derek. No one opposed, eight votes were counted, and the motion was approved.

The issue of Custodian of Records was discussed. Lori explained that all emails would be kept for the purposes of Sunshine law. Dean explained that there would be a specific email address for the Board to use in order for all records to be in one location. Hard copies would also need to be kept. Dean was concerned that if the Board takes over and there is a Sunshine request, it would make things more difficult and create an expense for the board. There would not be a significant change; CD has already been keeping emails and documents which CD has been involved in. However, the Board would need to transfer any documents or emails between the last meeting and today's date to the CD. Lori motioned for the CD to become Custodian of Records, including any emails exchanged between members between last meeting and today. Janet seconded the motion. By roll call, votes were taken. In favor were; Lori, Janet, Kelly, Melinda, Dean, Nickie, Eric, and Derek. No one opposed, eight votes were counted, and the motion was approved.

Kelly left the meeting at 2:17 p.m.

Board Vacancies:

Dean discussed the vacancies of the Board. There are vacancies in the Northwest, Northeast, Southeast, Kansas City, two in St. Louis [City](#) and one in St. Louis County. Nickie stated there is a foster parent in St. Louis Co whom has submitted an application. St. Louis has a list of those to contact for membership inquires. The Governor's Boards and Commission web page is the place for interested applicants to apply. Dean will send out the link to all Board members. Dean also stated there is one interested applicant in the Southeast and two in the Northeast. They are now looking for an interested applicant in the Northwest. Dean would like to take all candidates to the Governor's office at the same time. Melinda feels that the Board really needs to gain contributors from each region. Lori stated that she would draft letters for the Northwest to send out. Derek mentioned he has a Facebook page and will share with Lori and Janet to help with recruitment.

Meeting Adjourned:

Dean asked the Board if there was anything further, the group said no. Meeting was adjourned at 2:25.

Next meeting is scheduled for June 11, 2013, 10a.m.-3p.m. at the Governor's Office Building, room 460, in Jefferson City, MO.