### State Managers Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>State/Office</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betty Berzin</td>
<td>New Jersey</td>
<td>State Adoption Program Manager</td>
</tr>
<tr>
<td>Catherine Meister</td>
<td>New Hampshire</td>
<td>Adoption Program Supervisor</td>
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<tr>
<td>Connie Stevens</td>
<td>Michigan</td>
<td>Designee for Cathe Hoover</td>
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<tr>
<td>Constance Vigil</td>
<td>Colorado</td>
<td>Adoption Program Manager</td>
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<td></td>
<td></td>
<td>Adoption Program and Policy Manager; new to this role</td>
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<tr>
<td>Courtney Smith</td>
<td>Florida</td>
<td>Adoption Field Administrator</td>
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<tr>
<td>Deborah Goodman</td>
<td>Oklahoma</td>
<td>Adoption Field Administrator</td>
</tr>
<tr>
<td>Erin Setla</td>
<td>Michigan</td>
<td>Adoption Program Manager</td>
</tr>
<tr>
<td>Fran George</td>
<td>Georgia</td>
<td>Designee for Deborah Burrus</td>
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<tr>
<td>Frank Perfinski</td>
<td>Delaware</td>
<td>Adoption Program Manager</td>
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<tr>
<td>Heather Davidson</td>
<td>Iowa</td>
<td>Adoption Program Specialist</td>
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<tr>
<td>Jacquelyn Hill-Anderson</td>
<td>Oklahoma</td>
<td>Post Adoption Services</td>
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<tr>
<td>Jamie Bazemore</td>
<td>North Carolina</td>
<td>Adoption Services Manager</td>
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<tr>
<td>John Johnson</td>
<td>Tennessee</td>
<td>Director of Foster Care and Adoption</td>
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<tr>
<td>Julie Hoffman</td>
<td>North Dakota</td>
<td>Adoption Manager</td>
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<tr>
<td>Karen Wahlmeier</td>
<td>Kansas</td>
<td>Adoption Assistance Program Manager</td>
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<tr>
<td>Tracey Parker</td>
<td>Iowa</td>
<td>Adoption Program Manager</td>
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<tr>
<td>Kathy Prouty</td>
<td>Oregon</td>
<td>Adoption Program Manager</td>
</tr>
<tr>
<td>Kristi Poole</td>
<td>Maine</td>
<td>Adoption Program Manager</td>
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<tr>
<td>Leo Farley</td>
<td>Massachusetts</td>
<td>Director of Adoption Support Services</td>
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<td></td>
<td></td>
<td>Adoption and Legal Guardianship Policy Manager</td>
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<tr>
<td>Maggie Molitor</td>
<td>West Virginia</td>
<td>Permanency Program Specialist</td>
</tr>
<tr>
<td>Stephanie Miller</td>
<td>Idaho</td>
<td>Adoption and Consultation Manager</td>
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<tr>
<td>Steve Obershaw</td>
<td>Wisconsin</td>
<td>Adoption Policy Specialist</td>
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<tr>
<td>Sue Schmelz</td>
<td>Arizona</td>
<td>Adoption Specialist; Designee</td>
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<tr>
<td>Ellie Chargueo</td>
<td>New Mexico</td>
<td>Adoption Program Manager</td>
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<tr>
<td>Tracey Parker Hirst</td>
<td>Iowa</td>
<td>Adoption Program Coordinator</td>
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<tr>
<td>Yvonne Hill</td>
<td>Alaska</td>
<td>Adoption Program Coordinator</td>
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**Spaulding for Children Representative:**
Ingrid Parks, Project Manager, Academy for Family Support and Preservation

**Children’s Bureau Representative:**
June Dorn, National Adoption Specialist
Guest Speakers:
- Allison Palmer, Child Welfare Program Specialist, Administration for Children and Families
- Sarah Greenblatt, Director, National Adoption Competency Mental Health Training Initiative
- Melinda Lis, Vice-President, Academy for Family Support and Preservation and Director, National Quality Improvement Center for Adoption/Guardianship Support and Preservation
- Pam Wolf, Harmony Family Center

Call to Order:
The meeting was opened and called to order by John Johnson, NASAP President. John thanked the State Managers for taking time from their schedules to join us today for our annual working meeting.

Recording of Attendance:
Stephanie Miller, NASAP Secretary, recorded the names of the NASAP representatives participating in today’s meeting. Each representative was asked to identify whether they were the State Adoption Manager or the designee. State Managers were also asked to identify if they are new to their role with the State.

NASAP Mission Statement:
John shared the NASAP Mission statement:

“The purpose of the National Association of State Adoption Programs is to provide a forum in which State Adoption Program Managers can pool their expertise and to promote networking activities as an association with other direct child welfare entities and individual professionals so that each state can develop and maintain an efficient, state-of-the-art adoption program.”

John asked the meeting participants to keep the NASAP Mission in mind as we move forward with today’s agenda.

NASAP Executive Committee (EC) Members:
John introduced the 2014 EC members. The EC currently has one vacant member-at-large position that we hope to fill after the 2014 elections.

PRESIDENT
John Johnson
Director of Foster Care and Adoptions
State of Tennessee, Department of Children's Services

VICE-PRESIDENT
Maggie Molitor
Adoption Program Policy Specialist
West Virginia Department of Health and Human Resources

SECRETARY
Stephanie Miller
Permanency Program Specialist
Idaho Department of Health & Welfare

INTERIM TREASURER
Steve Obershaw
Adoption and Consultation Section Manager
State of Wisconsin Department of Children and Families

MEMBERS
Betty Berzin
Assistant Director-Adoption Program Director
New Jersey Department of Children and Families
Division of Child Protection and Permanency

Cathe Hoover
Adoption, Guardianship & Permanency Manager
Michigan Department of Human Services
Bureau of Child Welfare

Tracey Parker Hirst
Adoption Program Manager
Iowa Department of Human Services
Division of Adult, Children & Family Services

EX-OFFICIO MEMBER
Deborah Goodman
Program Administrator
Oklahoma Department of Human Services

NASAP Overview:
NASAP was formed in 1998, with the knowledge of and encouragement from the Children’s Bureau. The Association is incorporated in Utah as a non-profit entity. Utah was selected only because one of the founding members resided there. The Association’s articles of incorporation and by-laws are were shared as handouts for today’s meeting.

NASAP is a professional peer organization. Membership is automatic for all who are identified by their respective States as the statewide adoption manager, adoption specialist, or state equivalent. NASAP charges no membership dues.

Reading/Approval of the October 1, 2013 Annual Working Meeting Minutes:
Stephanie Miller presented the minutes from last year’s annual working meeting which was provided as a handout for today’s meeting.
Stephanie asked NASAP members for a motion to accept the minutes as presented. Maggie Molitor motioned to accept the minutes. Betty Berzin seconded the motion. There were no oppositions or abstentions. The NASAP membership unanimously voted to accept the minutes as presented.

**Review/Approval of the November 20, 2014 Treasurer’s Report:**
Steve Obershaw, NASAP Interim Treasurer, presented the current Treasurer’s Report. Assets as of October 7, 2014 were reported as $6,733.12. Since the last Executive Committee Meeting there were no additions to income, and no expenses were incurred. Net assets as of November 20, 2014 remain at $6,733.12.

Steve also reported that during the past year, the NASAP EC moved the NASAP funds to an internet checking account which will make approving and assigning account administrators and providing access to funds a smoother process when EC members transition from their roles.

Steve asked NASAP members for a motion to accept the Treasurer’s Report as presented. Tracey Parker motioned to accept the report. Stephanie Miller seconded the motion. There were no oppositions to the motion. Michigan abstained from the vote. The NASAP membership voted to accept the Treasurer’s Report as presented.

**Goals and Strategies for 2015-2017:**
John discussed the identified goals and strategies which were provided as a handout for today’s meeting. The initial goals and strategies were developed some time ago and although they have evolved with changing priorities, John stated there is a need to continue to think about how to improve upon these priorities and decide how we should lead the organization as we move forward.

The 1st proposed change addresses Goal 1-D which removes the reference to the NRCA (National Resource Center for Adoption). Although the EC would like to continue to explore the use of a travel agent that may be able to offer reduced fares for State Managers to travel for a NASAP Annual Working Meeting, the cooperative agreement for the NRCA ended September 30, 2014 so they will no longer be available to provide support.

The NASAP Annual Working Meetings have historically been held as in-person meetings in the Washington, DC area. Due to challenges with States’ travel budgets, the Annual Working Meeting was held in conjunction with the Children’s Bureau’s National Policy to Practice Meetings since 2008. NASAP has faced further challenges with holding in-person meetings since the elimination of the Children’s Bureau’s Policy to Practice Dialogue. The last two Annual Working Meetings have been held via webinar. The EC will continue to seek ways to bring State Adoption Managers together and are open to suggestions from the general NASAP membership.

Goal 2 addresses the need to increase opportunities for informal sharing/relationship-building among NASAP members. This goal is linked to planning in-person NASAP Annual Meetings which continues to be considered a priority interest of the membership.
Goal 3 addresses the need to establish, build or strengthen mutually supportive relationships between NASAP and other child welfare peer organizations. This goal was addressed during the past year when NASAP held a webinar which included representatives of the Association of Administrators of the Interstate Compact on Adoption and Medical Assistance (AAICAMA). This forum was helpful for making connections for NASAP and the webinar provided opportunities for discussing and thinking through some of shared challenges experienced by both organizations. As we keep this goal in place we seek to identify different strategies.

Goal 4 addresses the need to assure the continuity and progress toward fulfilling the stated mission and goals of the Association. The strategies identified for this goal continue to viable for our Association.

Goal 5 addresses the need to encourage and support collaboration among individual Association members as well as with members of partner child welfare peer associations and other national organizations for the attainment of positive individual child and family, county, state and national outcomes. Today’s agenda and the professionals presenting for today’s meeting reflects our ability to meet this goal. There are many agencies that have a shared vision of serving children and families and today’s presenters have information about new opportunities to develop innovative programs and practices to improve outcomes for children and families.

The final proposed change addresses Goal 6 which the EC suggests should be removed. This goal continues to address the NRCA and the Children’s Bureau T&TA network. The cooperative agreements for the Resource Centers ended September 30 so this goal no longer applies. The Children’s Bureau is currently working to identify their strategies to support NASAP and other Peer Networks and as plans are developed and identified on what support will be provided, NASAP will be better able identify strategies for supporting and building mutually beneficial relationships.

Sue Schmelz, Adoption Specialist from Arizona serving as interim State Adoption Manager until the vacated position is filled, asked if NASAP reaches out to new Managers as they are hired to provide information on who may be contacted for information and assistance. John stated that NASAP reaches out to new Managers when the EC is informed of changes and orientation information about NASAP is shared along with contact information for the current Executive Committee. John asked the membership to please help keep the EC informed when there are changes in State leadership. NASAP also has a website which provides general information and updates about the organization.

Over the next few months NASAP EC will spend time reframing the goals and refining plans for moving forward. The EC welcomes feedback around the priority goals and anyone with suggestions/feedback may contact John Johnson at John.Johnson@tn.gov or via phone at (615) 253-6351.

**Review of the proposed NASAP By-Laws changes:**
John reviewed the NASAP By-Laws which were provided as a handout for today’s meeting. Proposed changes include:
• Revise Article 4c to include in the clause that the “The Secretary shall act as clerk of all meetings of the members and the Executive Committee. The Secretary shall keep a record of all proceedings of each meeting for inspection by the members. NASAP meeting minutes, By-Laws and Goals and Objectives will also be archived on the NASAP website.” This modification is a “clean-up” to the By-Laws which previously reflected involvement from the NRCA. The NASAP EC will assume these responsibilities going forward.

• Revise Article 5c to state “The Association immediate past president and/or an immediate past Executive Committee member shall serve as an advisor to the President and shall have no voting rights on the Executive Committee. This modification adds an opportunity to recognize an additional immediate past Executive Committee Member, in addition to the immediate past President, to help provide support to the current President and ensure this role is covered. Steve stated that the phrase “as an advisor” should be changed to “as advisors” to correct the proposed changes as discussed by the EC.

To clarify, John stated the proposed change to Article 5c will be voted on as follows: “The Association immediate past president and/or an immediate past Executive Committee member shall serve as advisors to the President and shall have no voting rights on the Executive Committee.”

• Revise Article 6c to state “A representative from the Children's Bureau and/or other organizations, as determined by the Executive Committee, may be invited to the annual meeting.” This change is a “clean up” which maintains the opportunity to invite other organizations to provide the support previously provided by the NRCA.

John asked NASAP members for a motion to accept the By-Laws changes in Articles 4c, 5c and 6c as proposed. Steve Obershaw motioned to accept the proposed changes. Deborah Goodman seconded the motion. There were no oppositions to the motion. Michigan abstained from the vote. The NASAP membership voted to accept the proposed By-Laws changes as presented.

Annual NASAP Executive Committee Elections:
Deborah Goodman, NASAP Ex-Officio member shared that she met with Steve Obershaw as part of the NASAP nominating committee to develop the slate of candidates for this year’s annual elections. In consideration for the ballot, the committee looked to find representatives from regions across the country. Personal contact was extended to those nominated State Manager and they represented on the ballot which was emailed to the NASAP membership.

Deborah presented the slate of nominees as follows:

• Cathe Hoover (MI) – Secretary (2015-2017)
• Stephanie Miller (ID) – Treasurer (2015-2017)
• Marilyn Counts (AR) – Member-at-large (2015-2017)
• Constance Vigil (CO) – Member-at-large (2015-2017)
The unexpired NASAP terms are:

- John Johnson (TN) – President (2014-2016)
- Maggie Molitor (WV) – Vice-President (2014-2016)
- Betty Berzin (NJ) – Member-at-large (2014-2016)
- Tracey Parker Hirst (IA) – Member-at-large (2014-2016)

Deborah provided the NASAP membership instructions for voting:

- Ingrid Parks from the Academy for Family Support and Preservation, a program of Spaulding for Children, will collect ballots via email.
- You may vote for a nominee on the slate or enter a write in candidate.
- All States, the District of Columbia, and the US Territories are each allowed one vote.
- All ballots will remain confidential.
- All ballots must be returned to Ingrid Parks at iparks@spaulding.org by 5:00 pm Eastern time on Monday, November 24, 2014 to be counted.
- An email announcing the election results will be sent out to the NASAP membership on Tuesday, November 25, 2014.

John encouraged everyone to get their ballots in to Ingrid Parks at iparks@spaulding.org so we may finalize the elections and introduce our new members who will begin their terms, effective January, 2015.

**Guest Presentations:**
John introduced the guest presentations for today’s meeting.


- “Introducing the National Adoption Competency Mental Health Training Initiative” – presented by Sarah Greenblatt, Director

- “Introducing the National Quality Improvement Center for Adoption/Guardianship Support and Preservation” – presented by Melinda Lis, Director

- Overview of the upcoming “Adoption Support and Preservation, National Post-Adoption Conference” – Pamela L. Wolf, Founder and CEO, Harmony Family Center

John thanked each of the presenters, specifically the Center for Adoption Support and Education (C.A.S.E.) and Spaulding for Children as they reached out for support from NASAP when they pursued funding opportunities with the Children’s Bureau. The NASAP EC congratulations them on their awards and looks forward to partnering with these projects.

John also thanked Pam Wolf and her work around helping organize the ASAP National Post-Adoption Conference and the opportunities for the event to provide support to help better
understand best practices for supporting families, post-adoption. As a reminder, the conference is scheduled for June 1-2, 2015 in Nashville, Tennessee. You may find more information about the upcoming conference at this link: http://harmonyfamilycenter.org/.

NEW BUSINESS:

Overview and Discussion of the 2014 NASAP Survey:
John stated that due to the discontinuation of the Children’s Bureau’s Policy to Practice Dialogue where travel was sponsored for State Managers, it becomes even more challenging for the NASAP Executive Committee to plan in-person meetings for the NASAP membership, due to costs.

NASAP is constantly looking at ways to reinvent ourselves and the EC is seeking feedback from the membership so we can continue to provide support to State Managers, and keep our organization moving in a successful direction.

Over the next year, the NASAP EC will be looking at the possibility of hosting an in-person meeting. In our attempt to gain feedback on priorities of the membership, NASAP developed a survey. A link to the survey was sent out to State Managers a couple of months ago, requesting feedback on expectations around holding an annual meeting, and also ways we may leverage technology to improve communication and the ability to share information. To date, there have been approximately 20 responses to the survey.

Some feedback received from the survey reported that State Managers are increasingly asked to do more. Due to the culture and climate we work in, the work is no longer just “adoption” work. For many of us, the work includes adoption, foster care, ICAMA, post adoption, kinship care, recruitment, etc. Time is more limited so we exploring ways NASAP can utilize your time wisely and be more supportive.

NASAP received good feedback about what is most beneficial to State Managers, including the Peer-to-Peer Forums that were hosted via webinar this past year. A topic of one these Forums focused on the issue of re-homing, which was well attended. The NASAP EC hopes to continue offering these Forums in the coming year.

The EC also received feedback State Managers would like more information about changes in national policies, programs and laws. The EC hopes to hold a Forum in the future that goes more in depth about the recent Sex Trafficking Legislation and guidance/direction on how Child Welfare Agencies are to implement this legislation in their programs.

State Managers also provided feedback they would like information and announcements to continue to be sent out via the NASAP email listserv. For those that have questions or need input for other State Managers, the EC encourages you to utilize the listserv, which is a great way to learn about what is occurring in other States/agencies. The NASAP EC will continue to support the use of the email listserv.
The NASAP will also further explore the possibility of holding Regional Roundtables as a forum for State Managers to discuss adoption programs, policies and practices with our peers. During the past year, the NASAP EC directed support to specific regions to engage State Managers around the activities of NASAP, and also around hot topics, and policy and practice challenges, for additional opportunities for dialogue. We look forward to increased opportunities to engage State Managers on a regional level over the next year.

**Goal and Priorities for the Coming Year:**
John shared that he will work closely with Maggie Molitor, NASAP Vice-President, over the coming year, to decide how we would like to host next year’s Annual Working Meeting. The EC welcomes ideas and thoughts from the NASAP membership on building opportunities for engaging each other in-person meetings/activities/events.

As more and more State Managers have the opportunity to use technology in their work, the EC is also potentially looking at using Facebook, Twitter or another social media platform to engage each other and provide access to information.

As we confirm activities for the coming year, the EC is planning the next NASAP Peer-to-Peer Forum around the topic of “full disclosure.” John shared that in the State of Tennessee, they have been working with Spaulding for Children to look at how they may improve practice around full disclosure, specifically how they consider/respect HIPAA, while also providing sharing information about their children and providing a clear picture to prospective families about the child we’re expecting them to parent. Tennessee did not have an existing policy around full disclosure and the Technical Assistance received from Spaulding around this issue helped them develop a policy, and also resulted in Tennessee submitting State legislation which was recently picked up by the Governor and will be added to his legislative packet. Tennessee is currently linking legislation to policy to practice.

If other States have examples of rising issues or trends, or promising practices around full disclosure, we are would appreciate you sharing your examples with the NASAP EC.

The EC plans to hold three Peer-to-Peer Forums over the next year and would be interested in hearing about other ideas for topics.

Catherine Meister from New Hampshire stated she would be very interested in the discussion around full disclosure, and she would also be interested in hearing from other States if they have specific policies and practices around determining their matching process.

John stated more information around the Sex Trafficking legislation could also potentially be considered as a topic for a NASAP Forum.

In summary, as NASAP continues to move forward, we are continually looking at ways to reinvent our organization and keep State Manager engaged and informed. We are also looking at ways to strengthen the NASAP Executive Committee, to ensure we continue to provide the needed support and adequate representation for the NASAP membership.
John thank everyone for their participation in the 2014 NASAP Annual Working Meeting and asked that everyone remember to vote and send in their ballots for the NASAP elections to iparks@spaulding.org by Tuesday, November 25.