

COURT APPOINTED SPECIAL ADVOCATE
 2356 Myrtle Avenue
 Eureka, CA 95501



Tuesday, April 26, 2022 5:30 – 7:00 p.m.
 Zoom Meeting ID: 839 0538 3751 and Passcode: 329742

<p>WELCOME AND CHAIR’S REMARKS</p> <ul style="list-style-type: none"> • Meeting called to order by Board Chair at 5:32 p.m. • Introductions Present: <i>Board Members: Jessica Estes (Vice Chair), John Gracyalny (Treasurer), Jason Baxter, Madison Stefaniuk DiDomenicantonio, Madison Goddard and Allison Tans (Secretary).</i> <i>Others: Jeanne Gordon (Executive Director) and Amber Madrone Anderson (Develop Director).</i> <i>Absent: Samantha Day.</i> 	<p>Jessica</p>
<p>APPROVAL OF MINUTES FROM LAST MEETING</p> <p>Motion: John moves to approve minutes from the March 29, 2022 meeting. Jason to second. Ayes: All; Nays: None. The motion passed unanimously.</p>	<p>Jessica</p>
<p>SPECIAL SHOUT OUT</p> <ul style="list-style-type: none"> • Jessica reminded everyone of the hard work that Jocelyn and Krista have been doing and reminded everyone to send them a thank you email if possible. 	<p>Jessica</p>
<p>UPDATES FROM EXECUTIVE DIRECTOR (per Jeanne’s Report)</p> <ul style="list-style-type: none"> • Compliance Fiscal <ul style="list-style-type: none"> ○ The fiscal audit has been finalized by JWT and Associates, LLP and results were sent out today. They will require Board approval. 	<p>Jeanne</p>

- John, Amber and Jeanne will meet with Tirzah to review the format, the accounting processes at Cunningham, Malone, and Morton and changes to the codes. John suggested they lay the foundation and the focus will need to be on consolidating of all the codes.

IT

- No updates this month

Program

- Jeanne continues to stay connected through attendance at the Executive Director and Program Manager meetings hosted by California CASA.
- The National CASA Self-Assessment that began on January 31 end on April 30. The policies and processes that have been developed will ensure that Humboldt CASA is in compliance with all National Standards and some best practices. The Diversity, Equity and Inclusion Plan, the Outreach and Community Education Plan, the Growth Plan and the comprehensive Risk Management Plan remain “in development.” Jeanne will contact those who have not submitted all of their background check items.
- **Serving Children and Youth**
 - The updated Dashboard Report was included in the packet.
 - Krista send a robust tracking spreadsheet over the last month and it would be encouraged to send her a thank you for her hard work (krista@humboldtcasa.org)
 - Currently there are 106 children in need of CASA services. The number of people able to be served are driven by 1) the number of paid Case Supervisors and 2) the number of available advocates. Part of the strategic planning process will include a Growth Plan, which is in development and being worked on.

- We need to begin a dialogue of where we are and where we want to be, and also determine a number of children: number of advocate ratio. This must also be proportionate to Case Supervisors. Currently their caseloads are large and they are maxed out.
- Five cases have closed in the last six months and they can be filled relatively quickly.
- There is a list of 170 advocates that is really difficult to track. It will need to be weeded out to get an accurate list.
- Some children are detained, or removed from the birth parent and placed in an alternative home. These children should be the focus. Currently there are 62 detained children.
- Humboldt County also has chosen to send children who are not detained. Not detained can mean that birth parents are given the voluntary option for voluntary services. The court may also request this.
- The unique part is that children who still live with parents are normally not referred.
- The Volunteer Handbook has been updated and is being shared with new volunteer advocates.
- Case Supervisor Training Materials have been used to train staff on the following processes:
 - Completing a matching interview with new volunteers. Jeanne stated she would like to adopt a clinical approach to determine priorities. This would consist of standardized questions and a matching interview.
 - Jeanne shared an example of a poor match that caused triggers. There had been five placements within the last year. She is hoping to avoid this with the Matching Interviews.

<ul style="list-style-type: none"> ▪ Jeanne stated they are looking at boundary/prior trauma issues and advocating for self-care—especially for Sr. Case Supervisors. She hopes to develop reflective practice sessions for others who may be dealing with vicarious trauma. ▪ Completing annual performance review for volunteers ▪ Obtaining authorization for volunteers to take photos of children for court reports and memory books ▪ Driver agreement and transportation log for volunteers ▪ Monthly case supervision for volunteers ▪ Two-case limit exception form for volunteers ▪ Monthly in-person exception form for volunteers. ○ Optima: Jocelyn, the Operations Coordinator has helped to streamline and improve data collection, tracking and reporting. ○ Volunteer Appreciation Week is April 17-23. Volunteer advocates are being recognized with a card and a \$10 gift card to Ramone’s. ○ Jessica also asked id advocates could be recognized with something personal from the board—a gift card or packet. This usually would happen after the first case is assigned. ● Other <ul style="list-style-type: none"> ○ Retreat Facilitation: Three community members were invited to submit a proposal to facilitate staff and board retreats. The proposal deadline is April 29. ○ Building has some water damage that will need to be repaired. ● Funding <ul style="list-style-type: none"> ○ The Development Report by Amber Madrone Anderson— <ul style="list-style-type: none"> ▪ Spring mailer went out. ▪ Focus is on Impact. ▪ Care Appreciation Month ▪ Jessica plans to ask Redwood Capital Bank for \$5,000 and Coast Central for 	
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<p>\$10,000. She can also ask the Schmidbauer Foundation.</p> <ul style="list-style-type: none"> ▪ Goal for the public is a \$1:\$1 match ▪ CASA was awarded a grant from Coast Central Credit Union for \$5,000. They were 1 of 14 awardees out of 54 applicants. The plan is to use if for keyless entry to the CASA House. ▪ The funds are at approximately 70% of what was forecasted. SuperKids came in under because no one was leading it. ▪ No numbers are in yet form the Big Impact Challenge. <ul style="list-style-type: none"> ○ Jeanne and Jessica praised Amber for all that she has done. <ul style="list-style-type: none"> • Audit Report <ul style="list-style-type: none"> ○ Jeanne shared the audit report via email earlier in the afternoon. Only John was able to review it. ○ There were no findings, but some adjustments will need to be made to journal entries. ○ John plans to circle back to address Auditor questionnaire. He had hoped for recommendations/best practices given that that were no findings. ○ Jeanne mentioned there being a \$200 threshold for items needing a depreciation procedure. ○ Jeanne recommended that we go with what we have. ○ Jeanne recommended a Special Meeting to approve the audit once everyone reviews it. The meeting will be for fifteen minutes on Thursday at 5 p.m. 	
<p>FINANCIAL REPORT</p> <ul style="list-style-type: none"> • The Financial Report is included in the packet. 	Jeanne
<p>ITEMS FOR REVIEW</p> <ul style="list-style-type: none"> • Procurement Policy <ul style="list-style-type: none"> ○ John mentioned having concern of the word “must” at the bottom of page 3. ○ It was suggested that “...must engage...” be replaced with “...attempt to engage...” 	John and Jeanne

<ul style="list-style-type: none"> • Internal Fiscal Controls <ul style="list-style-type: none"> ○ John recommended that this be brought back to the board as a separate agenda item due to the questions around why \$1 million was picked and given the growth of the endowment. ○ Jeanne stated that this policy did not require board approval so could be left as is. ○ Jeanne also stated that she is not inclined to have a petty case fund, so this could also be removed. 	
<p>ITEMS FOR DISCUSSION</p> <ul style="list-style-type: none"> • Website <ul style="list-style-type: none"> ○ Amber’s goal with the website is to streamline and simplify it with a clear message. She mentioned that it is close to being finished and will hopefully be launched prior to the next board meeting. The hope is that it instigates a feeling of a call to action, while being inspirational to learn more, to give, to volunteer. ○ Changes include having donors of \$5,000 or more being featured on the home page. ○ There will be: <ul style="list-style-type: none"> ▪ a board picture with a white background and a bio-what brought you to Humboldt? She suggested scheduling a day for pictures. ▪ a Contact Us page for volunteers, advocates, an interest form and any open positions with an online application. ▪ A Donate page. ▪ A Communication page that will include Big Impact, Sponsors and other things. ▪ An Advocate login site with password protection. ○ It was asked if there are marketing guidelines and Amber stated there is a Style guide colors and logos, but not really content. Jason mentioned he would like to include really good local pictures on it. 	<p>Jeanne</p>

<p>CLOSING</p> <p>Jessica thanked everyone.</p>	Jessica
<p>QUESTIONS AND ANSWERS</p>	Jessica
<p>BOARD MEMBER ANNOUNCEMENTS</p> <ul style="list-style-type: none"> ○ Jason’s term is only until the end of June. 	Jessica
<p>PUBLIC COMMENT MAY BE LIMITED BY THE CHAIR</p>	Jessica
<p>ADJOURNMENT</p> <p>Meeting adjourned at 6:46 p.m.</p>	Jessica
<p style="text-align: center;">Next Special Meeting: April 28, 2022 Next Meeting: May 31, 2022 5:30 p.m.</p>	

CASA of Humboldt
Board of Directors
July 1, 2021 – June 30, 2022

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