

COURT APPOINTED SPECIAL ADVOCATE  
 2356 Myrtle Avenue  
 Eureka, CA 95501



Tuesday, December 7, 2021 5:30 – 7:00 p.m.  
 Zoom Meeting ID: 839 0538 3751 and Passcode: 329742

<p><b>WELCOME AND CHAIR’S REMARKS</b></p> <ul style="list-style-type: none"> <li>• <b>Meeting called to order by Board Chair at 5:32 pm</b></li> <li>• <b>Introductions</b>  <b>Present:</b>  <i>Board Members: Samantha Day (Chair), 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: None</i></li> </ul>	<p>Sam</p>
<p><b>APPROVAL OF MINUTES FROM LAST MEETING</b></p> <p><b>Motion:</b> John moves to approve minutes from the October 26, 2021 meeting. Jessica to second. Ayes: All; Nays: None. The motion passed unanimously.</p>	<p>Sam</p>
<p><b>BOARD STRUCTURE AND FUNCTION</b></p> <ul style="list-style-type: none"> <li>• <b>Presentation by Michelle Griffin, Vice-Chair California CASA</b></li> </ul> <p>Sam and Jeanne welcomed Michelle Griffin. Michelle is currently the Vice Chair of the California CASA Board, which supports 44 chapters throughout the state. She serves as Interim CFO for the San Francisco chapter when they are without an Executive Director (ED). She served as an education rights holder for a special youth and became his CASA until he turned 21 years old. She is a consultant by trade and a professional volunteer. Her board experience includes serving on the International Board for the Juvenile Diabetes Research Foundation (JDRF).</p>	<p>Sam and Jeanne</p>

Michelle shared the Board's Roles and Responsibilities, and touched on its Mission, Purpose and Goals. Her top three include:

- 1) Hire and support the ED in terms of performance review, ongoing management and a clear understanding of goals and priorities).
- 2) Ensure that there are adequate resources, fundraising goals are met and resources are appropriately allocated.
- 3) Recruit and orient new board members. Seek out the right people, seek those who are fresh and vibrant and dedicate time to onboarding them. Michelle suggested an Annual Strategic Retreat.

As the Development Committee Chair for the JDRF, which promotes research that accelerates breakthroughs, especially for those who lack access and affordability of pumps and Continuous Glucose Monitors, she stressed the importance of having a great leader, especially with National CASA Compliance coming down the pike. She also stated that the board is responsible for planning and budgeting approval. She appreciates and welcomes discussion, especially around fundraising strategy. To do well, it is important to believe in the mission. Joan Garry's book, Guide to Nonprofit Leadership was highly recommended because "nonprofits are messy."

Michelle encouraged having an executive committee who can function as a "kitchen cabinet." They can lead the annual assessment of the ED. Michelle also encouraged having committees. The Executive Committee could meet every two to three months and the full board could meet quarterly. This is a good strategy in that it frees up time for staff. Other key committees may include: Board Nomination and Development; Fund Development; Finance – Fiduciary Responsibility; and Audit (especially when over \$2 million/year). Optional committees may include: Annual Event Committee (Annual Gala); Marketing; Outreach and Volunteer Recruiting; Stewardship; Strategic Planning (update every three years). She has also seen a Task Force established to refresh memberships, rather than a committee. She encouraged the board to think about how big the board should be and felt that seven members was rather lean. Sam suggested ten board members may be a good goal. At her last job, Michelle mentioned seeing

incentives and stipends being used. In general, the best board members are altruistic, generous and kind-hearted.

A Board Assessment and Self Evaluation is a good way to measure the board's composure. Michelle offered to share a Survey Monkey Assessment comprised of 12 questions. She recommended doing this at the start of the year and to present the survey at the final meeting of the Fiscal Year. This would include the top three goals for the following year. The results could help provide a sense of how things are going. A Richter Scale of 1 to 5 could be used with anything above a 3 being adequate and to look at the lower metrics. One question may ask if there is another committee that you'd like to create or join. It is important to consider development and what could be done differently. What is something that you are most proud of given your board service? Board service can be hard and may also feel difficult, so it is important to celebrate the things that do go well. "Educate, celebrate and inspire!"

Michelle reviewed some of the common board shortcomings. She suggested that term limits are a really good thing and suggested fulfilling a three-year term and then taking a break for a year and coming back. She referred to lawless governance being anarchy without leadership.

She suggested that board recruiting should occur 24/7 and 365 days/year. It is important to always think about needs and who would be a good fit. She suggested that it is common that some may have a low interest in fund raising—and even that does not need to be daunting.

It is important to have a high performing board and that it can be hard to recruit when the board is not high-performing. A needs list could be drafted. Have board members do a self-assessment to understand what their interests are. Michelle offered to share a Skills/Diversity Matrix. It is helpful to have a strategic conversation for two hours every quarter-year. Dashboard metrics can be used to communicate the problem. Discuss what a great board looks like – "Time, Talent and Treasure." A great board is one where members believe in the mission and become part of the solution.

<ul style="list-style-type: none"> <li> <b>Meeting Schedule</b>            Based on Michelle’s presentation, Sam and Jeanne recommended that the board meetings may be less frequent and suggested that every other month may be a good option. The National CASA Self-Assessment will happen between January and April, and certain sections of the handbook must be approved, specifically policies and procedures must be in place prior to that, so a January meeting must happen and other ad hoc meetings could also happen, as necessary. It was recommended that a January 25 meeting should happen and may only require a half-hour to approve the sections. After that, meetings can resume on February 22, then in April, June, August, October and December.         </li> </ul>	
<p><b>UPDATES FROM EXECUTIVE DIRECTOR</b></p> <p>Jeanne announced the new Employee Handbook is almost complete and will be sent out soon. She and Jolene have been finalizing it.</p> <ul style="list-style-type: none"> <li> <b>Compliance</b>  <u>Employee Handbook:</u> Jeanne announced the new Employee Handbook is almost complete and will be sent out soon. She and Jolene have been finalizing it.  <u>Site Visits:</u> National CASA informed Jeanne that site visits for 2022-23 will be happening. A Self-Assessment will be completed in January, with April being the deadline. California CASA continues to be helpful in offering guidance.         </li> <li> <b>Serving Children and Youth</b>  <u>Recruitment:</u> Advertising occurred through Craigslist, the Employment Development Department, HSU Social Work Department and NorCAN. There have been seven interviews for the Case Supervisor position. Two interviews for the Senior Case Supervisor have happened. Jeanne is still seeking someone with a bit more experience with the development of case management case plans. The salary range is \$25-26 and Jeanne compared it to Humboldt County salaries and the California CASA salaries. It is believed that it may be harder to recruit during the holiday season.         </li> </ul>	<p>Jeanne</p>

<p><u>Meeting with current advocates:</u> Jeanne has been meeting with the advocates to determine what is going well and what could be better.</p> <ul style="list-style-type: none"> <li>• <b>Funding update from Amber Madrone</b>  <u>California CASA:</u> A request was submitted for \$75 million/three years. Amber will learn more about this on Friday. The Governor may choose to fund CASA.  <u>Background Check Reimbursement:</u> Amber announced that she is looking into this being covered for the entire volunteer program.  <u>COVID Relief/ CARES Act Funding:</u> Amber confirmed that the check for \$15,000 was executed November 18 and should arrive to CASA by December 18.  <u>RFP - Juvenile Delinquency Prevention Grant:</u> This grant was not awarded to CASA, but Amber confirmed that she will keep trying.  <u>Other Items:</u> <ul style="list-style-type: none"> <li>○ End of year appeals - Handwritten cards were sent to donor contributing \$300+ in the previous year.</li> <li>○ Clean-up of donor base is ongoing.</li> <li>○ 12/1 – Direct Appeal.</li> <li>○ St Joes Sisters of Orange Grant – CASA had previously received funding, but this time it was dedicated to food, housing and family violence prevention.</li> <li>○ Donations last month were received from Kramer Properties, the Sheriff’s Office Morgan Stanley.</li> <li>○ Donor Snap is good at clean up and November donation amounts are accurate.</li> <li>○ Fundraising Goals include the development of an annual fundraising plan and development of P&amp;Ps – a Stewardship Plan.</li> <li>○ New website – upcoming.</li> </ul> </li> </ul>	
<p><b>FINANCIAL REPORT</b></p> <ul style="list-style-type: none"> <li>• <b>Humboldt Area Foundation Investment Report</b> John announced that Humboldt Area Foundation will be invited to attend second half of next meeting.</li> <li>• <b>Morgan Stanley Stock Donation</b></li> </ul>	John

<p>A \$48,000 donation through Morgan Stanley was received, so it will be important to determine how to store/invest it.</p>	
<p><b>DISCUSSION ITEMS</b></p> <ul style="list-style-type: none"> <li> <p>• <b>Closure of the Coast Central Credit Union Account</b>            The account has been dormant for many years, so will be closed. Redwood Capital Bank is where the operational account is based.  <u><b>Motion:</b></u> Jessica moves the Board Resolution to approve Jeanne, Amber and John to have access to the CASA Account at Redwood Capital Bank. John to second. Ayes: All; Nays: None. The motion passed unanimously.</p> </li> <li> <p>• <b>Holiday Recognition of Staff</b>            The board agreed that two staff will receive \$150 bonuses.</p> </li> <li> <p>• <b>National CASA Self-Assessment</b>            Materials to arrive prior to the next meeting.</p> </li> <li> <p>• <b>Staffing</b>            CASA Humboldt Staffing Plan           <ul style="list-style-type: none"> <li>○ Senior Case Manager               <ul style="list-style-type: none"> <li>▪ Reduced case load</li> <li>▪ More complex cases</li> <li>▪ Reflective Practice session</li> <li>▪ Able to pitch in more.</li> </ul> </li> </ul> </p></li> </ul>	<p>Jeanne</p>
<p><b>CLOSING</b></p> <p>Sam thanked everyone.</p>	<p>Sam</p>
<p><b>QUESTIONS AND ANSWERS</b></p>	<p>Sam</p>
<p><b>BOARD MEMBER ANNOUNCEMENTS</b></p>	<p>Sam</p>
<p><b>PUBLIC COMMENT MAY BE LIMITED BY THE CHAIR</b></p>	<p>Sam</p>
<p><b>ADJOURNMENT</b></p> <p>Meeting adjourned at 7:02 p.m.</p>	<p>Sam</p>

<p><b>Next Meeting:</b> January 25, 2022 5:30 p.m.</p>	
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**CASA of Humboldt**  
**Board of Directors**  
**July 1, 2021 – June 30, 2022**

**CHAIR**

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