COURT APPOINTED SPECIAL ADVOCATE
2356 Myrtle Ave.
EUREKA, CALIFORNIA 95501

Tuesday, March 29, 2021 5:30 – 7:00
Zoom Meeting ID: 839 0538 3751 and Passcode: 329742
https://us02web.zoom.us/j/83905383751?pwd=SXJETGhzUmZWR3FVRk5KYVQvSFpNZz09

WELCOME AND CHAIR'S REMARKS	Sam
APPROVAL OF MINUTES FROM LAST MEETING	Sam
UPDATES FROM EXECUTIVE DIRECTOR • **Compliance** • **Serving Children/Youth** • **Funding**	Jeanne
FINANCIAL REPORT	Jeanne
ITEM FOR APPROVAL • **CASA of Humboldt Board Bylaws** • **CASA of Humboldt – Screening and Selection Procedure for Board**	Allison and Jessica
ITEM(S) FOR APPROVAL • **Policy and Document Review Schedule** • **Communications Policy** • **Crisis Communication Plan** • **Record Retention Policy** • **Social Media Policy** • **CASA of Humboldt Succession Plan**	Jeanne
ITEM FOR REVIEW • **Insurance Policy**	Jeanne

ITEM(S) FOR DISCUSSION
• **National CASA Self-Assessment**
  ○ **Upcoming Items from Board:**
  ▪ **Signed Procedures**
  ▪ **Background Check**
  ▪ **Board Agreements**
  ○ **Fiscal Policies/Procedures**
  ○ **Other additional items, as needed**
	Jeanne

ITEM FOR DISCUSSION • **Board Retreat in June**	Jeanne
CLOSING	Sam
QUESTIONS AND ANSWERS	Sam
BOARD MEMBER ANNOUNCEMENTS	Sam
PUBLIC COMMENT MAY BE LIMITED BY THE CHAIR	Sam
ADJOURNMENT	Sam

CASA of Humboldt

BOARD OF DIRECTORS

July 1, 2021 – June 30, 2022

BOARD CHAIR
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HSRC, Director of Social Services

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Manager, Loan Administration

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Program Manager

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VP- Member Digital Services

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Marketing Consultant

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Service Coordinator

Executive Director Board Report
March 29, 2022

Compliance

Fiscal

- The fiscal audit with JWT and Associates, LLP continued this month. Documents have been provided as requested.
- In late April, I plan to work with Tirzah Walsh to complete an overhaul of our expense codes. Currently, there are too many account codes and there is overlap in the levels of coding (account vs class vs program). These changes will align with a more simplified budget report.
- CASA of Humboldt's credit card through Redwood Capital Bank was approved. We should receive it in the next two weeks.
- It came to my attention that there was potentially fraudulent activity with our PayPal account on March 18th. A claim regarding activity since March 11th (in the amount of $3,796.30) was filed and notice was received on March 23rd that our account will be credited in that amount. All charges were confirmed as being fraudulent. Passwords for this account were updated.

IT

- No updates this month

Program

- I continued to attend an Executive Director and Program Manager meetings hosted by California CASA.
- The National CASA Self-Assessment began on January 31st and will continue through the end of April. Over the last month, efforts have focused on obtaining needed transportation agreements for children currently being served by an Advocate, an overhaul of the volunteer handbook, and several organizational-level documents on the agenda for today.
- I met with Judge Joyce Hinrichs to introduce myself and solicit her feedback regarding CASA services. Efforts are underway to update the MOU between CASA of Humboldt and Humboldt County Superior Court.

Serving Children/Youth

- Dashboard Report: Attached is an updated report.

- Recruitment: The Senior Case Supervisor position is posted and recruitment efforts will increase in early May (after the fiscal audit and National CASA self-assessment are completed).
- Advocate Recruitment and Training: Below is a table summarizing the status of prospective advocates.

Completing Pre-Training	13
Finishing Training	4
Being Scheduled for Oath	2

Additionally, a procedure manual for tracking and onboarding prospective advocates was finalized.

- Onboarding New Case Supervisor: Krista is now being assigned to cases.
- Case Supervisor Training Materials: Efforts continue to create clear procedures for opening and closing a case assignment. Following that, procedures will address ongoing contact with volunteer advocates and case management.
- Optima: With the support of Joselyn Lindsey, Operations Coordinator, efforts to streamline and optimize data collection, tracking, and reporting continues. Over the last month, the primary areas of focus have been: 1) fields required for reporting to grant funders (CA Office of Emergency Services for VOCA grant and Judicial Council), 2) annual data report for National CASA, 3) referral tracking in Optima, 4) a case supervisor dashboard summarizing key metrics, such as timely documentation, routine contact with advocates, etc.
- Diversity Equity and Inclusion (DEI) Training and Organizational Plan: Joselyn Lindsey, Operations Coordinator, and I are participating in the DEI training being hosted by CA CASA. This training includes 54 hours of in-person training over the next 9 months. Related, efforts are underway to create a DEI plan for the organization, which is required by National CASA. Since this will not be completed by April 30th, it will be noted in the National CASA self-assessment as being "in the process of being developed". This will be brought to a future Board meeting and/or retreat for discussion and goal setting.

Funding

- Judicial Council: CASA of Humboldt opted in for a one-time amendment to this fiscal year's contract, which will provide an additional $9,510.58 of funding. Funds are allocated to address 1) workload requirements related to remote court appearance, 2)

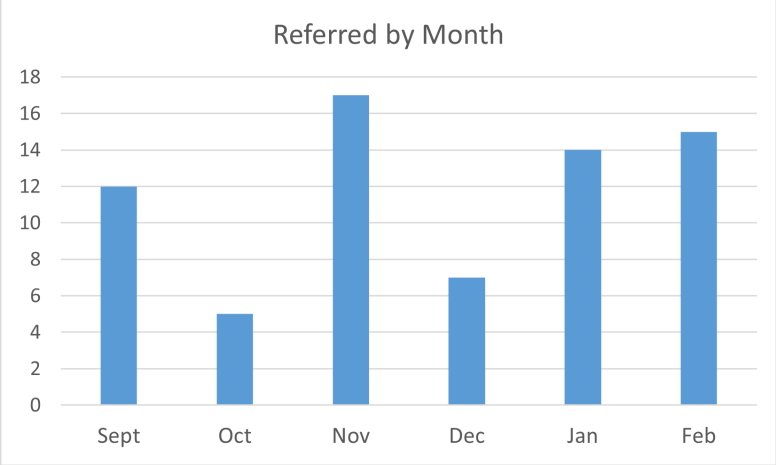
efforts to increase volunteers and service hours during the pandemic, and 3) efforts to expand diversity of volunteers.

- Additional information regarding grants and fundraising will be included the Development Report by Amber Madrone Anderson.

CASA
Court Appointed Special Advocates
FOR CHILDREN
HUMBOLDT COUNTY

DRAFT DASHBOARD REPORT

FISCAL YEAR 2021-2022 - PREPARED MARCH, 2022



NUMBER OF CHILDREN REFERRED

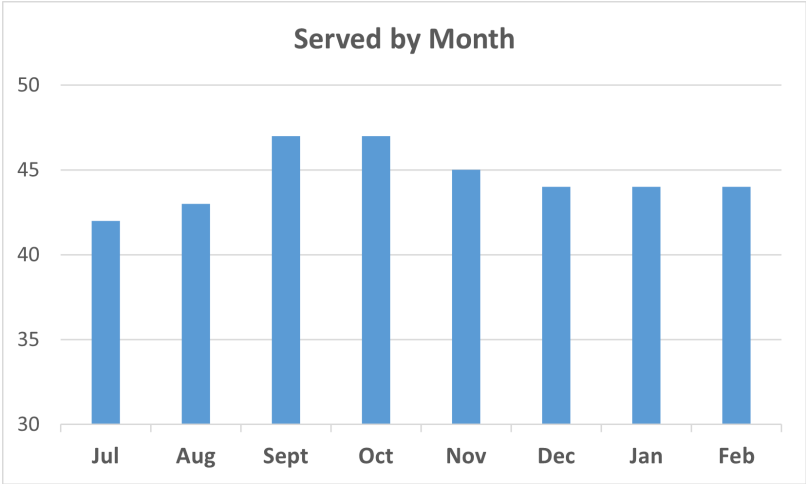
CASA of Humboldt receives referrals in two ways—spreadsheet emailed by the Court Clerk and hard copies of jurisdiction reports from the judge that are picked up from the Court. This data reflects children referred electronically.

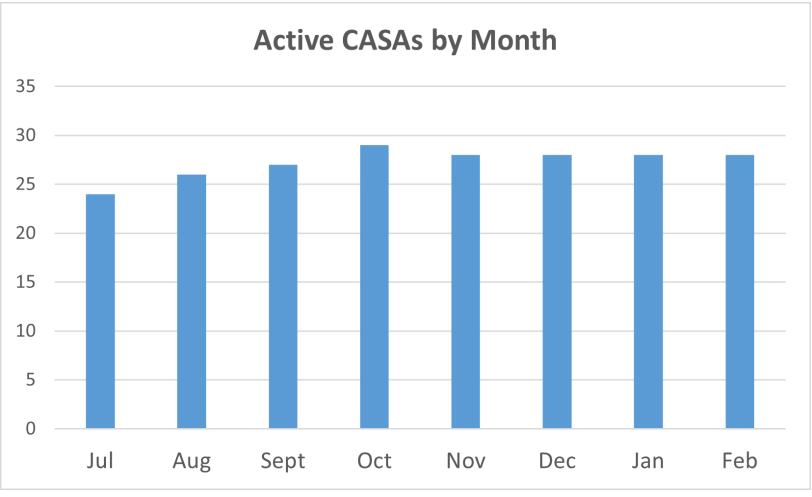
On average this fiscal year, CASA of Humboldt receives 11 referrals per month.

NUMBER OF CHILDREN SERVED

CASA of Humboldt provides advocacy services to children and youth involved with child welfare services. Since July, 1.0 FTE was providing case supervision to volunteer advocates. In January, an additional 1.0 FTE case supervisor was hired and has taken on several already open cases.

Fiscal year to date– 49 children have been served.





NUMBER OF ACTIVE ADVOCATES

CASA of Humboldt offers continuous opportunities for training over the course of the year. There are currently 13 prospective advocates in the process of interviewing and/or completing the background check, 4 who are finishing training and 2 who are ready to take their oath.

The number of active advocates has remained relatively consistent.

Campaign Updates:

- Winter/ Spring Appeal is currently at the printer, they are scheduled to mail out this week
- Big Night has turned into Big Impact
    - As we discussed at the February board meeting, due to the uncertainty of COVID and ever changing safety regulations we will be putting our annual Gala (Big Night) on hold for one more year. In it's place we will be running a Big Impact Campaign to reach our fundraising goal.
    - During the month of April, we will be reaching out to secure our Community Match Partners and our $1,000 and up sponsors. Included in the sponsorship package is a variety of different recognition opportunities as well as an invitation to a donor appreciation event that will take place in the early fall.
    - The campaign will go public in May and will run through June.

Grants:

Current:

- Humboldt Sponsors was awarded for $2,500 on March 18th, reception and check presentation will be on April 7th.
- An application was submitted in the amount of $20,000 to Coast Central Credit Union to increase safety, access, and fun at the CASA house. Decisions on this grant opportunity will be announced mid-April.
- An application was submitted in the amount of $50,000 to St. Joe's Sisters of Orange to support the case load of a .60 FTE case supervisor and .20 FTE operations coordinator. Decisions on this grant are announced mid-May.

Upcoming For Consideration:

- National CASA background checks
- National CASA needs based
- First 5 & DHHS ACES Collaborative Partnership
- HAF Sign and Ruth Smith Fund

March 29, 2022

Major Gifts:

Board members can play an imperative role in these relationships by making introductions and/ or sending personal thank you notes to donors that you know. Therefor we are including a list of donors that gave over $1,000 since last report (board members are not included in this list):

California Foundation for Stronger Communities	Lorraine Miller-Wolf	

Funds Report:

- See attached

Additional Items:

- Website design is underway for updating and transitioning to a new website

Board Involvement:

- Make a personal gift/ become a sustaining partner
- Write thank you cards
- Join the fundraising committee
- Purchase gas gift cards for advocates

	CASA of Humboldt - Statement of Activities - previous year & budget comparison						
	A	B	C	D	E	F	
	Income	**Jan-22**	**Jan-21**	**Budget**	**YTD 21-22**	**YTD 20-21**	
1	Board Donation			3,000	871	0	
2	Dolls Donated						
3	Cash Donations	56,179	18,057	125,000	153,587	99,935	
4	Super Kids/Kid's Walk		50	76,000	27,523	59,775	
5	Baroni Jewelry-Taxable						
6	Big Night			48,000	0	-463	
7	Cards - Taxable						
8	Scrip			800	0	603	
9	Judicial Council & Title IVE	10,511	0	30,000	22,723	21,023	
10	VOCA Contract	7,241	0	128,750	75,721	61,657	
11	Miscellaneous Income				640	3,625	
12	Net Assets Released Restrictions						
13	Restricted Net Assets Received				0	-2,089	
14	Grants			30,000	15,000	2,693	
15	Grants Restricted (PPP)			0		43,800	
16	**Total revenue**	73,931	18,107	**441,550**	296,064	290,558	
							% of Budget
17	Wages	21,786	18,830	273,530	134,045	140,949	49%
18	Retirement	146	159	2,500	684	159	27%
19	Health & Dental benefits	0	847	21,167	14,239	11,388	67%
20	Workers Compensation	170	525	1,283	1,701	525	133%
21	Payroll Taxes	2,099	1,768	19,341	11,598	11,313	60%
22	Accounting	1,358	600	12,000	6,116	3,651	51%
23	Audit			5,200			0%
24	Bank Charges	346	550	3,400	1,775	2,737	52%
25	Copier Rental Charges	440	406	7,000	3,228	3,065	46%
26	Equipment Purchases			4,000	0	1,029	0%
27	Depreciation	1,825	1,632	0	11,787	11,421	#DIV/0!
28	Fundraising Expense	500	98	20,000	6,955	12,241	35%
29	Insurance	492	283	5,000	3,304	2,922	66%
30	Janitorial / landscape	0	60	2,000	0	795	0%
31	Misc Expense	225	0	0	443	1,378	#DIV/0!
32	Office	1,242	199	18,000	47,773	7,734	265%
33	Postage	0	167	1,500	555	750	37%
34	Repairs & Maintenance	0	210	2,500	68	1,302	3%
35	Phone, Internet, Web Hosting, misc	853	2,233	14,300	7,302	8,249	51%
36	Program Activities	0	164	2,500	0	2,472	0%
37	Travel and Training			3,000	141	540	5%
38	Utilities	372	1,258	5,700	3,248	3,446	57%
39	Volunteer	563	1,365	24,500	12,965	10,681	53%
40	**Total Expense**	32,416	31,354	448,421	267,926	238,744	
41	Operating Income	41,515	-13,247	-6,871	28,138	51,813	
42	Other Income	-38,765	-6,080		-5,937	124,750	
43	Other Expense	-541	-483		-4,243	-3,807	
44	**Net Income**	2,209	-19,810	-6,871	17,958	172,755	

NOTE: MORGAN STANLEY DONATED STOCK ACCT - NOV & DEC ACTIVITY ENTERED THIS MONTH