

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



Wednesday, October 25, 2023
5:30 – 7:00 pm

Zoom Meeting ID: 839 0538 3751 and Passcode: 329742
<https://us02web.zoom.us/j/83905383751?pwd=SXJETGhzUmZWR3FVRk5KYVQvSFpNZz09>

WELCOME AND CHAIR'S REMARKS	Madison
APPROVAL OF MINUTES FROM LAST MEETING	Madison
UPDATES FROM EXECUTIVE DIRECTOR	Jeanne
DEVELOPMENT UPDATE	Amber
FINANCIAL REPORT	John and Jeanne
ITEM FOR DISCUSSION: Staff Recruitment and Retention	Jeanne
CLOSING	Madison
QUESTIONS AND ANSWERS	Madison
BOARD MEMBER ANNOUNCEMENTS	Madison
PUBLIC COMMENT MAY BE LIMITED BY THE CHAIR	Madison
ADJOURNMENT	Madison

CASA of Humboldt

BOARD OF DIRECTORS

July 1, 2023 – June 30, 2024

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COURT APPOINTED SPECIAL ADVOCATE
2356 Myrtle Avenue
Eureka, CA 95501



Wednesday, August 30, 2023 5:30 – 7:00 p.m.
Zoom Meeting ID: 839 0538 3751 and Passcode: 329742

WELCOME AND CHAIR'S REMARKS <ul style="list-style-type: none">• Meeting called to order by Board Chair at 5:31 p.m.• Introductions Present: <i>Board Members:</i> Jessica Estes (Chair), Hannah Winans (Vice Chair), Allison Tans (Secretary), Mary Bain, Ashley Kane and Robin Kissinger, PhD. <i>Others:</i> Jeanne Gordon (Executive Director) and Amber Madrone Anderson (Development Director) <i>Absent:</i> John Gracyalny (Treasurer).• Chair's Remarks: Madison advised that Jeanne's Annual Review will need to be performed prior to the next meeting. She recommended a small ad-hoc committee be formed and include the Executive Board Members. Hannah and Allison agreed to serve on the committee.	Madison
APPROVAL OF MINUTES FROM LAST MEETING Motion: Mary moved to approve the minutes from June 28, 2023. Hannah to second. Ayes: All; Nay: None. The motion passed unanimously. Discussion: None	Madison
UPDATES FROM EXECUTIVE DIRECTOR <ul style="list-style-type: none">• Service: Jeanne reviewed the Dashboard Report noting this is an updated version-<ul style="list-style-type: none">○ In July, 27 children served by 21 Volunteer Advocates and five (5) children were served by Staff Advocates. This numbers are consistent with the fiscal yearly average.○ Since the COVID-19 pandemic, there has been a decrease in CASA Volunteer Advocates. Staff advocates is allowed by National CASA and is a good option for Humboldt County.	Jeanne

- CASA STAR, which is developmental screening for children zero (0) to three (3) years currently has a 13% reach and the goal is to increase this amount.
- California Child Welfare Indicators Project (CCWIP) is a collaborative venture between the University of California at Berkeley and the California Department of Social Services (CDSS). The project provides critical information and reports that as of April 1, 2023, point in time, 327 children are in Foster Care in Humboldt County. Per Humboldt CASA reporting, 10.4% are served at this time. The goal is to increase this amount. (<https://ccwip.berkeley.edu/>)
- CASA Volunteer Advocates take an average of 113 days to complete the pre-service program. The E-Learning section occurs on an advocate's own time.
- During July, 2023, eight (8) children were referred to Humboldt CASA. Of these, seven (7) had a detained status, which means they have been removed from their biological families, and one child had a non-detained status, which means they are able to stay with the family provided there are additional supports in place.
- Currently, there is a gap of 249 children who need a CASA volunteer advocate (based on referral data).
- Indian Child Welfare Act (ICWA) of 1978 is a federal law governing jurisdiction over removal of American Indian Children from their families in custody, foster care and adoption cases. It gives Tribal governments exclusive jurisdiction over children who reside on, or are domiciled on a reservation. More than half of the referrals received by Humboldt CASA with a detained status are covered under ICWA. Jeanne and staff are focused on best way to support children and their families.

Discussion: Jeanne was asked about Volunteer Advocates taking their time to complete the E-Learning section. She reported that this is the model used in El Dorado County

and that other areas have shared that this is the best method. There are four sessions that take two and a half (2.5) hours each. Hannah shared that she enjoyed her 12-session training that was twice each week and created a sense of community. Jeanne stated that her cohort was comprised of 20 participants and upon completion, only two (2) advocates were matched with children. The priority is to build the community and training is offered every month.

- The new court report template that Jeanne created for consistency/guidance in reporting is still awaiting review and approval from the court system. This includes protective factors/self sufficiency additions.

- **People**

- New Board Member Orientation was provided to the three (3) new board members.
- Staff Rounding: Nothing to report at this time.

- **Community**

- **National CASA:** Jeanne continues to participate in the Rural and Tribal Affinity Learning Group that meets quarterly. Jeanne is focused on recruitment.
- **CA CASA:** Continues to attend Executive Director Meetings. She and Amber plan to meet with Growth strategists this week. More information will be available soon. Jeanne participated in the Learning for Action (LFA) meeting which addresses data and outcomes. Jeanne was sad to miss the Executive Director Conference in Orange County due to illness. She will share her presentation at the Executive Director meeting in October.
- **Local Community:**
 - Greater Eureka Chamber of Commerce's Leadership Redwood Coast program: Jeanne served as a representative on a non-profit panel.
 - Child Welfare Services (CWS) System Improvement Meetings: Jeanne is participating.

- **Quality Compliance and Data**

- Fiscal
 - Nothing to report at this time.

<ul style="list-style-type: none"> ○ Victims of Crime Act (VOCA) funding: On August 17, 2023, Jeanne and John participated in the Annual Audit. • Funding <ul style="list-style-type: none"> ○ California Operation of Emergency Services (CA OES): No word yet on who has been awarded. Jeanne submitted an application to fund CASA staff to work with the Humboldt County Family Wellness Court program. <p>Discussion: None.</p>	
<p>DEVELOPMENT UPDATE</p> <ul style="list-style-type: none"> • Fundraising <ul style="list-style-type: none"> ○ The first meeting for the 2024 Annual Gala will be in October. Please contact Amber if board members or others would like to serve on committee. ○ A direct mailer has been sent out and new board members will be added to the list. ○ Super Kid Season: Teams should form and do everything from bake sales to yard sales, etc. There will be raffles for a 2022 ATV Quad and \$500 gift card or other cards for the Blue Lake Casino. ○ Block Party with the City of Eureka will occur on September 30 from 11 a.m. to 3 p.m. ○ Additional funding opportunities include: <ul style="list-style-type: none"> ▪ Coast Central Credit Union ▪ Eureka Rotary ▪ CA OES ▪ Child and Youth Behavioral Health (Rounds five (5) & six (6) that are most appropriate for Humboldt CASA will open soon.) ▪ In-N-Out Burger grant funding opportunity will open in April. ○ Development focus is on Outreach, which is positive due to new staff. ○ During July and August donor data has been transferred from “Donor Snap” to “Donor Perfect.” This will merge with Constant Contact and will eliminate data entry and be more efficient. 	Amber

<ul style="list-style-type: none"> ○ September 11 will be Humboldt Bay Provisions. ○ Amber shared the current CASA Fundraising Snapshot and reported that July is typically a slow month for fundraising. 	
FINANCIAL REPORT: <ul style="list-style-type: none"> • Nothing to report this month. 	Jeanne
ITEM FOR APPROVAL: FY 22/23 AUDIT RESULTS Motion: Hannah moved to approve the FY 22/23 Audit. Mary to second. Ayes: All; Nay: None. The motion passed unanimously. Discussion: Jeanne reported there were no findings. There were no adjustments needed. Jeanne conveyed that John is pleased with the report and that it is clean and organized.	Jeanne
ITEM FOR APPROVAL: RESOLUTION TO UPDATE AUTHORIZED USERS FOR REDWOOD CAPITAL BANK ACCOUNTS Motion: Allison moved to approve Resolution for Madison Goddard, John Gracyalny, Jeanne Gordon and Amber Madrone Anderson to be authorized users at Redwood Capital Bank. Other users should be removed. Hannah to second. Ayes: All; Nay: None. The motion passed unanimously. Discussion: None.	Jeanne
ITEM FOR APPROVAL: NEW BOARD MEMBER LISA GAETJE Motion: Robin moved to approve Lisa Gaetje to serve on the Humboldt County CASA Board of Directors for FY 23/24 – FY 24/25. Hannah to second. Ayes: All; Nay: None. The motion passed unanimously. Discussion: Everyone discussed how Lisa Gaetje will be a positive addition to the board. Lisa works at College of the Redwoods as Vice President of Instruction. She has volunteered as a CASA previously. Madison reported that she had interviewed Lisa and had no concerns. She feels that Lisa has great ideas about how to assist and support CASA.	Madison

<p>ITEM FOR APPROVAL: ORGANIZATIONAL LIABILITY INSURANCE – COMMERCIAL PACKAGE, PROPERTY AND UMBRELLA POLICIES</p> <p>Motion: Hannah moved to approve the Organizational Liability Insurance – Commercial Package, Property and Umbrella Policies. Ashley to second. Ayes: All; Nay: None. The motion passed unanimously.</p> <p>Discussion: There have been no changes since last year.</p>	Jeanne
<p>ITEM FOR DISCUSSION: FUNDING OPPORTUNITY THROUGH CALIFORNIA CASA: Jeanne explained that there is \$60 million available; \$48 million will go to 44 local programs and \$12 million will go to CA CASA. CA CASA will use the funds for 1) Curriculum Development, 2) HR Support, 3) Documentation and Data Tracking, 4) Marketing and Advocate Recruitment. Cycle 2 will be due 9/30/2023. The term will be 11/2023 to 6/2025. The goal would be to increase the number of children served. Some of the CA CASA Marketing money was used to fund a National Public Radio NorCal ad. The ad has led to only two (2) interest forms.</p> <p>The Cycle 1 award was \$93,719 and was used to:</p> <ul style="list-style-type: none"> Area 1) Stabilize the network including computers, benefits and fundraising. \$790 remains in the account. Area 2) Staffing and capacity/staff training, and employer match. \$12,000 remains. Area 3) New staff and increasing the Development Director's time. <p>The Cycle Two (2) forecast is to increase number of children served in 12 months.</p> <ul style="list-style-type: none"> Area 1) 56 kids served last year = \$25,500 Area 2) Three percent (3%) annual payroll increase = \$11,500 Area 3) Competitive – one application with focus on serving more children through volunteer or staff (paid) advocacy. <p>Jeanne anticipates the top five largest populated counties in the state with greatest room to grow the number of children served will receive the funds. For Humboldt, Cycles 2 and 3 could fund additional part time marketing and outreach work, and also sustain staff from 6/2024 to 6/2025 (0.5 FTE and 0.25 FTE). Direct Service staff</p>	Jeanne

<p>between 12/2023 and 6/2025 could increase to 2.0 additional FTE Case Supervisors, 0.1 FTE Executive Director, 0.1 FTE Operations Coordinator and 0.2 FTE/Consultant Senior Case Supervisor (to focus on Reflective Practice and Clinical Supervision), associated taxes, benefits, supplies and mileage.</p> <p>Discussion: Allison volunteered to proofread application prior to submission.</p>	
<p>ITEM FOR DISCUSSION – COMMUNITY FEEDBACK REGARDING CHILD WELFARE SERVICES: Jeanne shared that the main concern is that CWS – Social Workers are not submitting timely reports to the Judge. Only 43% were submitted on time. If the Judge is unable to review the reports the Court Hearings must be continued. Jeanne has received calls from community members asking her to speak out at a Board of Supervisors meeting to express displeasure. Jeanne prefers to do CASA’s part to be part of a team. The focus is on how to best engage with CWS. Attempts to date have not been effective. Calls have been passed to others without a response. Ivy Breen is currently unavailable. It was suggested that Jeanne reach out to Connie Beck and see if she could facilitate a connection to the CWS Director.</p> <p>Jeanne will email the CWS Grand Jury Report to board members.</p>	Jeanne
<p>CLOSING Board members complimented Madison on leading her first meeting.</p>	Madison and Everyone
QUESTIONS AND ANSWERS	Madison
BOARD MEMBER ANNOUNCEMENTS	Madison
PUBLIC COMMENT MAY BE LIMITED BY THE CHAIR	Madison
<p>ADJOURNMENT Meeting adjourned at 6:35 p.m.</p>	Madison
<p align="center">Next Meeting: October 25, 2023 5:30 p.m.</p>	

CASA of Humboldt
Board of Directors
July 1, 2023 – June 30, 2024

BOARD CHAIR

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TREASURER

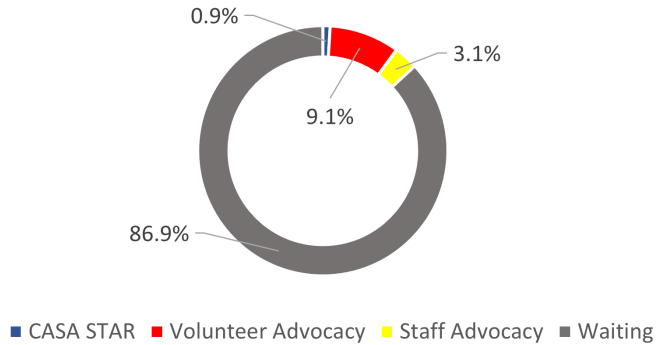
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DASHBOARD REPORT

FISCAL YEAR 2023-2024 - OCTOBER, 2023

CASA of Humboldt Program Coverage



APPROXIMATE PROGRAM COVERAGE

The most recent estimate from the California Child Welfare Indicators Project indicate that there are 321 children involved in the child welfare system in Humboldt County.

Fiscal year to date (through Sept), CASA of Humboldt achieved a coverage rate of 13.1%.

VOLUNTEER ADVOCACY

Children Served: 28
Active Advocates: 22

AGES OF ACTIVE CHILDREN

0-2 years: 1 (3.6%)
3-5 years: 4 (14.2%)
6-10 years: 8 (28.6%)
11-15 years: 8 (28.6%)
16+ years-: 7 (25.0%)

FISCAL YEAR TO DATE

Children Served: 29
Active Advocates: 23

STAFF ADVOCACY

Children Served: 10

AGES OF ACTIVE CHILDREN

0-2 years: 2 (20.0%)
3-5 years: 2 (20.0%)
6-10 years: 0 (0.0%)
11-15 years: 4 (40.0%)
16+ years-: 2 (20.0%)

FISCAL YEAR TO DATE

Children Served: 10

CASA STAR

Children Served: 0

AGES OF ACTIVE CHILDREN

<1 year old: 0 (0%)
1 year old: 0 (0%)
2 years old: 0 (0%)
3 years old: 0 (0%)

FISCAL YEAR TO DATE

Children Served: 3

CASA Volunteer Pre-Service Roadmap

Point in time reflection of applicant and trainees stages as of October 12, 2023

Inquiry and Application

12 Active Inquiries

Interview

3 Applicants

References and Background Check

3 Applicants

eLearning and Facilitated Training

3 Trainees

Oath Ceremony

2 Trainees scheduled

Matching Process

5 Advocates

Estimated Current Need

246 Children

VOLUNTEER PRE-SERVICE SUMMARY (AS OF OCTOBER 12, 2023)

Since January 2023, 77 individuals have submitted interest forms. Of those, 4 (5.2%) have been assigned to the program, 11 (14.3%) are in process, 12 (15.6%) are active inquiries awaiting to apply, 11 (14.3%) have dropped the preservice program, and 39 (50.6%) did not apply.

It takes an average of 95 days for a volunteer to complete the pre-service program.

NUMBER OF CHILDREN REFERRED

CASA of Humboldt receives referrals in two ways—a spreadsheet emailed by the Court Clerk and hard copies of jurisdiction reports from the judge that are picked up from the Court.

Fiscal year to date (through Sept), 17 children were referred to received CASA of Humboldt.

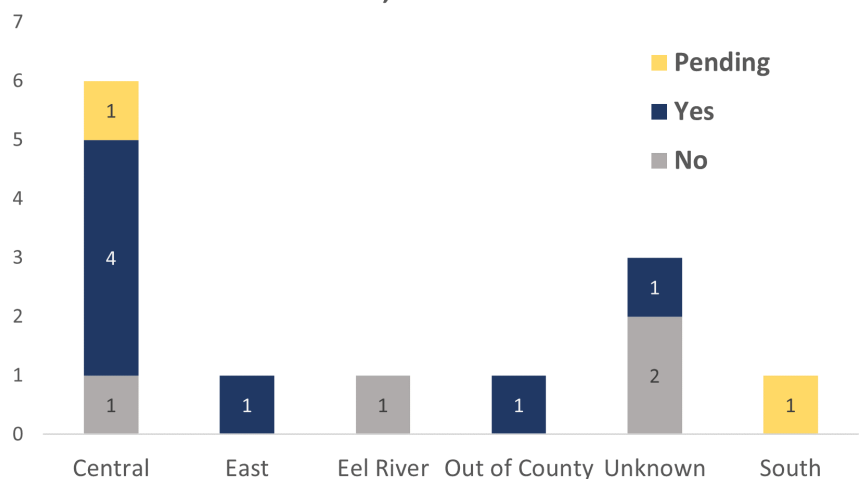
- 13 (76.5%) had a “detained” status
- 4 (23.5%) had a “non-detained” status

ICWA AND GEOGRAPHIC LOCATION

More than half of the detained referrals received so far this fiscal year are covered under ICWA.

Placement locations for children are sometimes kept confidential, and are reported as “unknown” until communication with social workers results in an updated placement location.

ICWA and Geographic Location Referrals, Detained FY 23-24



Executive Director Board Report

October 25, 2023

Service

- Dashboard Report: See attached for an updated Dashboard Report.
- Enhanced Case Work:
 - Service Utilization: We went live with a module in CasaManager that allows Case Supervisors to track recommended services, the status of services (e.g., service received, service refused, etc.) and key service details if received (e.g., provider, frequency, location). Case Supervisors are provided an open case list each week that allows them to view “at a glance” services by child, which will make it easier to coordinate care for children on their caseload.
 - Documenting Notes and Hours: The process for volunteers and staff to document their notes and hours was quite cumbersome. They had to navigate to two separate areas of the database to log this information. We were finding that it was a common mistake for volunteers/staff to log one piece of information but forget to log the other. We made a request to CasaManager to adapt the database to allow both pieces of information to be entered simultaneously. We have received positive feedback from staff and volunteers that this has made it easier for them to document their work.
- CASA STAR: We have encountered some barriers related to scheduling screenings. Specifically, many birth parents and substitute care providers have not responded to CASA of Humboldt’s efforts to schedule screening appointments.

We have identified and implemented several ideas to overcome this challenge. I am optimistic that the scheduling process for screening will become much smoother over time. Obstacles like this are not uncommon when creating new community-based programming.

- Current Placement Information: We are finding that contact information for children’s placements included in the referrals from Humboldt County Superior Court are not consistently current. As such, we reach out the children’s social workers to obtain this information. Given the high caseloads of social workers, it is not possible for them to consistently reply to our requests for information in a timely manner. To resolve this, we will be working with leadership at CWS to identify an alternate method for obtaining current placement information in a timely manner.

- Hospital Placement: Some children referred to CASA of Humboldt are residing in the hospital at the time of referral. Depending on the medical needs of children, hospital stays may last anywhere from a week to a few months. We are working to identify a streamlined way for learning a child's anticipated discharge date and information regarding their next placement.
- Program Brochure: We created brochure describing the CASA STAR program that will be sent to birth parents and substitute care providers in advance of scheduling phone calls. This brochure will be an introduction to our service and will allow families to anticipate our phone calls.
- Family Wellness Court: Approximately 30% of the children 0-3 years of age referred to CASA of Humboldt by the Court participate in Family Wellness Court, a specialized program for children under the age of 5. In Family Wellness Court, providers meet with parents at least monthly to talk about the open child welfare services case, progress toward case plan completion, and the needs of their children. The CASA of Humboldt staff person who completes the screenings now attends Family Wellness Court to share the results for children who have been screened and introduce the program to the parents of children who are in the process of being scheduled. We are hopeful that this in-person connection with birth parents will be an important first step in building rapport and subsequently scheduling the screening appointment.
- Scheduling Procedures: We are carefully reviewing and refining scheduling procedures around the timing and frequency of phone calls and efforts.

People

- Board Recruitment—Treasurer: I have done outreach to solicit contacts for someone to replace John as Board Treasurer in FY 24-25. Please talk with John or I if you have any ideas or recommendations for filling this essential position on our Board.
- Open Staff Positions and Changes:
 - Case Supervisor: A full-time Case Supervisor position is posted, and recruitment is underway.
- Board Orientation: In September, I met individually with our new Board member to orient them to CASA of Humboldt and provided them with a binder of materials.
- Student Intern From Cal Poly Humboldt: Eva Tsenin, a 3rd year student majoring in social work, will be volunteering her time with us for the fall 2023 semester. Eva will work 4-6 hours per week and support outreach and administrative tasks.
- Employee Handbook: Our Employee Handbook that was written in October 2021 is being reviewed by PBO, the HR Consultant hired by CA CASA. I requested this review to

make sure our current practices are in line with current labor laws. If updates are required, the revised handbook will be brought to the Board for approval.

- Staff Rounding: Monthly staff rounding continues (e.g., what is working well?, what could be “even better”?, what is the best thing you’ve done in your job over the last month?, do you have what you need to do your job?, what can I do to support you?). This has been a good opportunity connect with staff and give them an opportunity to share what is on their mind.

Community

- National CASA: I participated in an affinity group call for Rural and Tribal programs on September 26th where the focus was on the finalized strategic plan that will guide National CASA through 2030. The strategic plan will be formally released in late fall 2023.
- CA CASA:
 - Executive Director Meetings: I continued to participate in the monthly Executive Director meetings. On October 13th, I presented to the group on how I use staff and board dashboards to convey priorities and track key metrics.
 - Growth Strategist: On September 19th, Amber and I participated in a call with APCO where we discussed our goals around fiscal growth and sustainability and identified that would be the key area of focus for our work together. APCO provided a written summary of the meeting and potential goals, which will be shared with CA CASA. Pending CA CASA’s approval of this plan, our work with APCO will begin.
 - Marketing Consultant: CA CASA released a request for proposals (RFP) to hire a marketing consultant for the larger network. I was invited to serve on the review panel and participate in interviews with the three finalists on October 27th.
- Local Community
 - Judicial Council Training with Judge Hinrichs: Judge Hinrichs extended an invitation to me, CWS leadership, and minors attorneys to view a training series hosted by the Judicial Council. The focused on the neurodevelopmental impact of trauma. I was able to attend two of the four trainings.
 - Inter-Agency Leadership Team Executive Advisory Committee: I was invited by the Director of Child Welfare Services to join this committee that meets monthly. The was group established as a result of Assembly Bill 2083, which requires local counties to develop an a coordinated, timely, and trauma-informed system of care (e.g., assessment, treatment, and supports) for children in foster care.
 - Child Welfare Services- System Improvement (SIP) Meetings: On September 15th, September 29th, and October 6th, CWS hosted meetings to seek input on their

system improvement plan, which is a requirement of the State Department of Social Services. Together, this group identified the following goals and areas of focus.

- Goal 1: Reduce the recurrence of child maltreatment
 - Improve the quality of child and family team (CFT) meetings
 - Hire subcontractor to facilitate CFT meetings; RFP by June 2024
 - Increase family supports
 - Hire subcontractor to focus on family finding efforts; RFP by June 2026
 - Increase efforts around paternal engagement
 - Hire more SWs
 - Provide staff training on Safety Organized Practice model
 - Increased efforts around connecting children and families to services
 - Increase family stabilization post-CWS involvement
 - Hire CWS “housing navigators” to assist families in finding housing
 - Implement supports during family visitation
- Goal 2: Reduce re-entry into child welfare services
 - Increase the completion and usage of assessment (e.g., Child Assessment Needs and Strengths- CANS)
 - Provide staff training on measure and using results
 - Increase family engagement
 - Provide staff training on having difficult conversations, coaching children/families, and Motivational Interviewing
 - Increase family stabilization post-CWS involvement
 - Transition plans to better prepare families post-CWS involvement
 - Consistent use of Structured Decision-Making tool to track family risk and readiness
- Families First Preventive Services Act Cross System Collaborative: On October 13th, I attended the monthly meeting where service data from the family resource centers was reviewed.
- CAPCC: I attended the meeting on September 22nd and participated in the mandated reporter subcommittee meeting on October 10th. In the general meeting, the group identified members to participate in each sub-committee and planning goals for the upcoming year.

- Media: In September 2023, CASA of Humboldt was featured in two media opportunities.
 - Thursday Night Talk on Access Humboldt
 - Focus: Civil Grand Jury Report from Spring 2023
 - Length: 60-minute panel discussion
 - <https://www.youtube.com/watch?v=8jNiWhB-zU>
 - Redwood News
 - Focus: General Information
 - Length: approximately 3-minute segment
 - <https://kiem-tv.com/2023/09/25/a-deeper-look-into-casa-of-humboldt/>

Quality- Compliance and Data

Fiscal

- VOCA Contract: California Office of Emergency Services conducts program audits with grantees every two years. John Gracyalny and I participated in a virtual audit on August 17th. As a result of the audit, I had to update our fiscal procurement procedures to more clearly 1) indicate that subcontractors awarded a contract over \$25,000 would have to be verified through SAM (System for Award Management) and 2) address our conflict of interest procedures around procurement. Dennis Hall, our Contract Monitor, approved our revised procedure and the audit was officially completed
- Judicial Council Contract: No new updates. Everything with this contract is running smoothly.

IT

- There are no updates at this time.

Date Reporting

- VOCA Contract: VOCA quarterly report was submitted on October 13th.
- Judicial Council Contract: The quarterly report for Judicial Council was submitted on September 11th.

Optima/Data Tracking

- With the support of Joselyn Lindsey, Operations Coordinator, we have implemented bi-weekly and monthly data cleaning processes to ensure that volunteer and staff advocacy hours are accurate and that key child information (e.g., hearings, educational information, and placement) are as current.

Funding

- CA CASA: CA CASA released an RFP for cycle 2 funding in early September, and I submitted applications for the three opportunities that were available to us. Thank you to Alison Tans for reviewing our proposal for the third funding opportunity. CA CASA is expected to notify applicants of their funding decisions in November.

- California Office of Emergency Services: We have not yet received a response regarding the funding request we submitted in July. If awarded, funding will begin in January 2024. Our application requested funding that will allow us to hire a staff person to participate in Humboldt County's Family Wellness Court to assist with advocacy on behalf of mothers and their babies and supporting access to services.
- Children & Youth Behavioral Health Initiative Grant: There are two remaining cycles of this funding and unfortunately, neither opportunity will be a fit for our work.
- Additional information regarding grants and fundraising will be included the Development Report by Amber Madrone Anderson.

October 25, 2023

Fundraising Updates:

- **Annual Gala:** Our first gala meeting will be on October 30th at 5:30pm via zoom. Thank you to board members Ashley, Madison, Hannah, Lisa, and John, for joining the committee. Please let me know if you would like to join the committee or if you know of anyone who might be a good fit.
- **End of Year Appeal:** Our end of year appeal campaign calendar is set including donor impact/ gratitude cards going out at the beginning of November, giving Tuesday, end of year appeal going out at the beginning of December and accompanied by social media and emails.
- **Super Kid Season:** Thank you to everyone who participated in SKS. We condensed SKS to the month of September this year. We wrapped the month with a block party celebration in partnership with the City of Eureka's volunteer month celebration.
- **Upcoming Funding Opportunities Being Explored:**
 - Coast Central Credit Union Community Investment- applied
 - CA CASA, cycle 2- applied
 - California Office of Emergency Services- applied
 - St Joseph's Sisters of Orange- opens January 2024
 - In-N-Out Burger Foundation- opens April 2024
 - Foundations- currently researching or outreach to local foundations

Outreach:

With an increased focus on recruitment and retention of volunteers we are increasing our presence in the community. This includes tabling at community events, hosting opportunities for current and prospective volunteers to gather, and events to recognize our volunteers and community partners. The following is a list of some of our community for Sept-November

- September 1st-30th Super Kid Season
- September 11th- Mentor Monday- Humboldt Bay Provisions
- September 17th- Redwood News- Deeper Look at CASA

October 25, 2023

- September 21st- Access Humboldt Thursday Night Talk
- September 29th- Mentor takeover night- Friday Night Market
- September 30th- City of Eureka & SKS volunteer block party
- October 2nd- Mentor Monday- Humboldt Bay Provisions
- October 4th- Munch and Mingle- Cal Poly Humboldt
- October 19- Eureka Chamber Mixer
- November 2nd- 2023 Service Providers Roundtable
- November 2nd- Arcata Chamber Mixer
- November 11- Veterans Day walk- Community Connections
- November 13th- Mentor Monday- Humboldt Bay Provisions

Funds Report:

- See attached

Additional Items:

- Our new customer relationship management (CRM) system is up and running and we are continuing to learn and customize tracking and reporting tools
- I continue to participate in CA CASA's monthly Marketing and Development meetings. Including providing input into the creation of peer driven cohorts for deeper dives into specific development topics.
- Jeanne and I participated in a call with growth strategist APCO. We are excited to be working with this growth consultant to on a strategic financial growth plan to align with our strategic plan

Board Involvement:

Below are ways the board can get involved with fund development.

- Write thank you cards
- Join the gala committee
- Stop by Humboldt Bay Provisions for Mentor Monday on November 13th
- Make a personal gift/ become a sustaining partner

Sep-23		CASA Fundraising FY 2023-2024			% of Year	25.00%
Donation Type	3	July Monthly Report	FY22-23 actual	FY 23-24 budget	FY 23-24 YTD	YTD %
Grants	Ongoing	Community Grants	\$21,000	\$30,000	\$0	0.00%
	June	St Joes	\$30,000		\$0	
	Ongoing	Foundations	\$0	\$20,000	\$16,000	80.00%
Grants Total			\$51,000	\$50,000	\$16,000	32.00%
Board Giving			\$4,480	\$4,000	\$100	2.50%
Seasonal Appeals	Aug	Summer Newsletter	\$3,702	\$5,000	\$1,605	32.10%
	Nov-Dec	Year end giving	\$52,231	\$50,000	\$0	0.00%
	May	Spring Appeal		\$5,000	\$0	0.00%
Appeals Total			\$55,933	\$60,000	\$1,605	2.68%
Fall Fundraiser	Aug-Oct	SKS Teams	\$49,196	\$30,000	\$26,742	89.14%
	Aug-Oct	SKS Sponsorship	\$11,000	\$15,000	\$8,750	58.33%
	Aug-Oct	General Giving	\$4,793	\$12,000	\$10,419	86.83%
	Aug-Oct	Raffle	\$0	\$5,000	\$2,580	51.60%
Fall Total			\$64,989	\$62,000	\$48,491	78.21%
Spring Fundraiser	Mar-May	Sponsorship	\$27,325	\$30,000	\$0	0.00%
	Mar-May	Tickets	\$4,500	\$10,000	\$200	2.00%
	Mar-May	Silent Auction	\$8,259	\$10,000	\$0	0.00%
	Mar-May	Live Auction	\$8,667	\$10,000	\$0	0.00%
	Mar-May	fund a need	\$37,150	\$40,000	\$0	0.00%
	Mar-May	General donations	\$6,996	\$10,000	\$0	0.00%
			\$92,897	\$110,000	\$200	0.18%
General Donations	Ongoing	General Donations	\$33,250	\$43,000	\$5,005	11.64%
	Ongoing	Sustaining Partners	\$9,500	\$10,000	\$2,787	27.87%
	Ongoing	Third Party Fundraising	\$4,407	\$5,000	\$42	0.84%
	ongoing	Major Gifts	\$20,000	\$25,000	\$0	0.00%
General Total			\$67,157	\$83,000	\$7,834	9.44%
TOTAL		TOTAL	\$336,456	\$369,000	\$74,230	20.12%

CASA of Humboldt
Staff Recruitment and Retention

Team Rounding

Strengths From Team

- Tangible Benefits (e.g., health, dental, vision, etc.)
- Teamwork and Support
- Purpose and Mission
- Accountability and Quality
- Community Support

Recommendations That Can Be Addressed by the Team

- Find ways to keep CASA House full of kids and advocates
- Continue community outreach and engagement

Recommendations That Require Board Input

- Provide benefits for family members
 - No action recommended at this time
 - As a small non-profit, we are fortunate to fully cover benefits for staff (medical, dental, and vision). It is not financially feasible to cover the cost of benefits for family members. Staff do have the option to purchase benefits for their family members through our plan.
- Increase vacation accrual
 - No action recommended at this time
 - Our current accrual rate is as follows:
 - <3 years= 10 days/year (max accrual 20 days)
 - 3-6 years= 15 days/year (max accrual 30 days)
 - 6+ years= 18 days/year (max accrual 36 days)
 - As a small non-profit, we do not have the capacity to increase maximum accrual level as those benefits would need to be paid out when the employee leaves the organization.
- Try work schedule being piloted in other places (4-day work week with no reduction in pay)
 - Paid wellness days would be a benefit offered to staff similar to holidays. This time would allow staff to prioritize their own health, wellness, and overall work/life balance. There would be no changes to productivity expectations.
 - Pilot 3 months of paid wellness days on the 1st and 3rd Fridays of the month and evaluate potential to continue in the future
 - Work schedule of 40 hours/week= 8-hour wellness days
 - Work schedule of 33 to 36 hours/week= 4-hour wellness days
 - Work schedule of 32 hours or less= not eligible for wellness days
- Ability to work remotely part of the time
 - Consider for the future
 - Thoughtful planning would need to occur around the parameters for remote work (e.g., how would it apply to roles/functions on the team, IT infrastructure, criteria for home set-up/functions, implications for confidentiality and workers compensation, etc.).

Compensation

- **Case Supervisor (job description since September 2021)**

- Current salary range
 - Offers competitive wage for those who are early in their careers; many of whom come from a childcare background.
 - Does not attract more experienced community members or those who are looking to build their career over time.
- Proposed job description and salary range
 - Creates levels of Case Supervisor position to account for varying levels of responsibility and allow for room for growth over time (e.g., developmental screening and facilitated training for volunteers)
 - Accounts for recent increases of cost of living

Position	Min Qualifications	Current (30% spread)			Proposed (40% spread)		
		Min	Mid	Max	Min	Mid	Max
Case Sup I	Bachelors' + 6 months' experience	\$19.26	\$22.66	\$26.06	\$22.66	\$27.19	\$32.63
Case Sup II	Bachelors' + 4 years' experience				\$24.93	\$29.91	\$35.89

- Fiscal Impact for Current Staff (total)
- \$12,771 annually

- **Operations Coordinator (job description since December 2021)**

- Proposed salary range
 - Accounts for proposed change to Case Supervisor range since this position has higher min quals and similar levels of responsibility

Position	Min Qualifications	Current (30% spread)			Proposed (40% spread)		
		Min	Mid	Max	Min	Mid	Max
Operations Coord	Masters' + 1 year experience	\$23.23	\$27.33	\$31.43	\$26.80	\$32.15	\$38.59

- Fiscal Impact for Current Staff (total)
- \$4,722 annually

- **Outreach and Development Associate (job description since April 2023)**

- Will re-evaluate in the future

- **New Positions for Future (develop job description and salary grids)**

- Referral Coordinator: process incoming referrals
- Child and Family Specialist: offer support and advocacy; lived experience replaces education as minimum qualification
- Lead Case Supervisor: provide support/reflective supervision to Case Supervisors and assist in developing procedures/guidelines