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

Tuesday, May 31, 2022 5:30 – 7:00 pm
In-Person at CASA Office
or
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	John and Jeanne
ITEM FOR APPROVAL • **Resolution to transfer donated funds from Morgan Stanley to Humboldt Area Foundation**	Jeanne
ITEM FOR APPROVAL • **Resolution to add Amber Madrone Anderson as an authorized user of CASA of Humboldt's VISA card through Redwood Capital Bank**	Jeanne
ITEM FOR DISCUSSION • **Dates for Board retreat**	Jeanne
ITEM FOR DISCUSSION • **FY 22-23 Budget**	John and Jeanne
ITEM FOR DISCUSSION • **Opportunities for Board to support Big Impact Community Challenge**	Amber
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

Madison Stefaniuk DiDomenicantonio
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Community & Corporate Social Responsibility

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Service Coordinator

Executive Director Board Report
May 31, 2022

Compliance

Fiscal

- A draft budget for FY 22-23 has been created. I am working with John to refine and finalize the budget before bringing it to the Board for approval.

IT

- No updates this month

Program

- I continued to attend an Executive Director meetings hosted by California CASA.
    - I was invited to participate in a small workgroup (representing the norther region of CA) discussing the Families First Prevention Services Act and its potential impact on CASA services. The group has met twice.
    - The Families First Prevent Act was passed at the federal level and its focus is on supporting families to care for their children (e.g., reduce entry into out of home care and maintain connection to family when placed in foster care).
    - Cindy Sutcliffe is leading the effort in Humboldt County. When I met with Cindy, I learned that the local focus will be in prevention services through the enhancement of services offered through Family Resource Centers. There are plans to use Motivational Interviewing, an evidence-based practice, as part of the enhancement. Cindy invited me to join the Child Abuse Prevention Coordinating Council and she will continue to invite me to join planning meetings around this legislation.
- The National CASA Self-Assessment began on January 31st and was completed on April 30th. The items that continue to be "in development" are the Diversity, Equity, and Inclusion Plan, an Outreach and Community Education Plan, a Growth Plan, and a comprehensive Risk Management Plan.

Serving Children/Youth

- Dashboard Report: See attached for an updated Dashboard Report.
    - There are 114 children currently in need of CASA services. CASA of Humboldt's ability to serve children is driven by two key factors: the number of paid Case Supervisors and the number of available advocates.
    - Of 114 children in need of CASA services:
        - 69 children (61%) are detained (removed from their home of origin)
            - Of those, 3 children are in the process of being matched with an advocate

        - 45 children (39%) are not detained (living with birth parents and receiving court-ordered or voluntary services)
    - Tribal Affiliation for children in need of CASA services:
        - Children and families with tribal affiliation are covered under the Indian Child Welfare Act (ICWA)
        - Of the 69 children detained,
            - 31 (45%) have confirmed/pending confirmation of ICWA status
            - 37 (54%) are not covered under ICWA
            - 1 (1%) is unknown
        - Of the 45 children not detained,
            - 15 (33%) have confirmed/pending confirmation of ICWA status
            - 28 (62%) are not covered under ICWA
            - 2 (5%) are unknown

- Case Supervisor Training Materials: Staff were trained on the following updated processes/forms this month:
    - Release of Information
    - Procedures for Opening a Case
    - Client file storage—server and Optima
- Case Supervisor Dashboard Report: I implemented a dashboard report that is personalized for each case supervisor and summarizes key metrics of their work (# of open cases, # of volunteers assigned, timely documentation, % of case supervisors who receive support each moth, % of cases that receive follow-up).

Other

- Community Engagement: I have expanded outreach into the community in the following ways:
    - *Humboldt County Visitors Bureau*: Through an introduction from Jason, Amber and I met with Julie Benbow (Executive Director) on May 31st to discuss opportunities for collaboration.
    - *Humboldt County Foster and Homeless Youth Executive Advisory Committee*: In this meeting, the group discussed community resources available for youth and reviewed data comparing local and state data on attendance and graduation rates.
    - *Child Abuse Prevention Coordinating Council*: I joined this group's meeting on May 6th where the group discussed funding for Family Resource Centers, the new Live Well Humboldt initiative, the proposed prevention planned locally in

response to the Families First Act, and establishing "best practices" for mandated reporter training in the community.
    - *Live Well Humboldt Data Workgroup*: I signed up to participate in this meeting where local ACEs data will be discussed. This meeting is scheduled to occur in the first two week of June.
- Retreat Facilitation: We invited three community members to submit a proposal to facilitate our staff and board retreats, and we received one proposal. JMT Consulting will work with us on our retreats.
- Garden Work Party: On May 7th, a small group (2 volunteers, 2 CASA children, and 3 staff) worked in the front garden. We will continue to host work parties.
- Building: The contractor who began office painting will not continue to work with us. The repair work near the back door (hole in wall near gutter) still needs to be done. If you know a handy-man or contractor who might be available to help, please let me know.

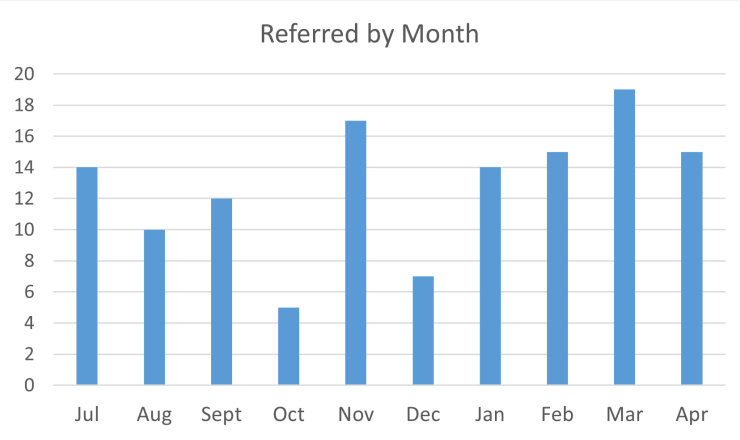
Funding

- VOCA Contract: California Office of Emergency Services released a Request for Applications (RFA) for FY 22-23 funding with a due date of June 2, 2022. I prepared all application materials. Our funding would remain at the same level $128,750.
- 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

DASHBOARD REPORT

FISCAL YEAR 2021-2022 - MAY, 2022



NUMBER OF CHILDREN REFERRED

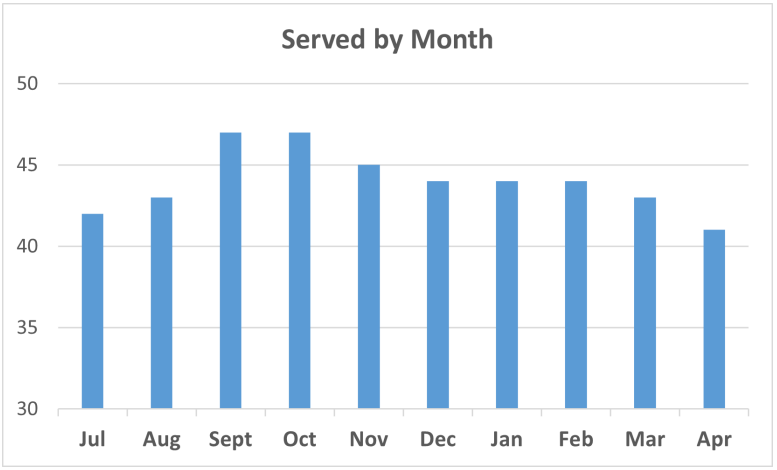
CASA of Humboldt receives referrals in two ways—spreadsheet emailed by the Court Clerk and hard copies of jurisdiction reports from the judge that are picked up from the Court.

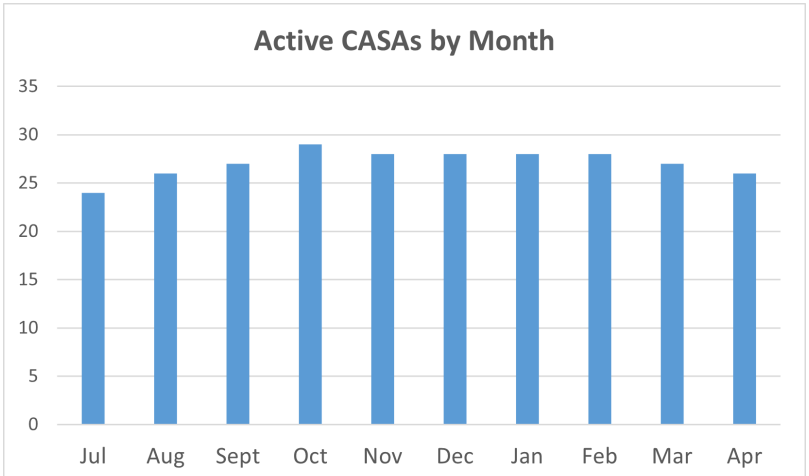
On average this fiscal year, CASA of Humboldt receives 13 referrals per month. There are currently 114 children in need of CASA services (69 children detained and 45 not detained).

NUMBER OF CHILDREN SERVED

CASA of Humboldt provides advocacy services to children and youth involved with child welfare services. CASA of Humboldt's ability to serve children is driven by two key factors: the number of paid Case Supervisors and the number of available advocates. As part of the strategic planning process, a growth plan will be created to increase children served.

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 5 prospective applicants in the interviewing process, 4 who are completing training, and 3 who are scheduled to be sworn in on June 10th.

In the last month, orders to relieve were filed for 4 advocates—2 left the program when their cases were complete and 2 are currently "on leave".

Staff Name **EXAMPLE**
Case Supervisor Dashboard **April, 2022**
FY 21-22

Indicator	Goal	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Avg
# of children open		41	43	43	47	45	43	43	42	41	39			**43**
# of cases open	45	25	26	26	29	28	27	27	26	25	24			**26**
# of volunteers assigned	30	24	26	26	29	28	27	27	26	25	24			**26**
% volunteers with any monthly contact	95%	0%	0%	4%	48%	18%	26%	30%	12%	36%	38%	#DIV/0!	#DIV/0!	**21%**
# of Volunteers contacted		0.00	0	1	14	5	7	8	3	9	9	0	0	**56**
# of Volunteers		24	26	26	29	28	27	27	26	25	24	0	0	**262**
% of volunteers with monthly in-person or zoom (Case Supervision)	90%	0%	0%	4%	7%	0%	7%	11%	8%	12%	0%	#DIV/0!	#DIV/0!	**5%**
# of Volunteers supervised		0	0	1	2	0	2	3	2	3	0	0	0	**13**
# of Volunteers		24	26	26	29	28	27	27	26	25	24	0	0	**262**
% of cases with monthly follow-up	93%	4%	0%	8%	28%	18%	15%	52%	23%	44%	46%	#DIV/0!	#DIV/0!	**24%**
# of cases with follow-up		1	0	2	8	5	4	14	6	11	11			**62**
# of Cases		25	26	26	29	28	27	27	26	25	24	0	0	**263**
# of contact logs created by CS		1	0	3	30	20	18	23	17	38	42	0	0	**17**
Average # of CS contact logs per case		0.0	0.0	0.1	1.0	0.7	0.6	0.8	0.6	1.5	1.7	#DIV/0!	#DIV/0!	**0.6**
% of logs entered ≤ 2 days	90%	0%	0%	100%	80%	65%	56%	70%	53%	71%	62%			**67%**
# of logs modified ≤ 2 days		0	0	3	24	13	10	16	9	27	26			**128**
# of logs created by CS		1	0	3	30	20	18	23	17	38	42	0	0	**192**
% of logs entered 3+ days after encounter		100%	0%	0%	20%	35%	44%	30%	47%	29%	38%			**33%**
# of logs modified 3+ days		1	0	0	6	7	8	7	8	11	16			**64**
# of logs created by CS		1	0	3	30	20	18	23	17	38	42	0	0	**192**
% of volunteer logs approved ≤ 4 days of submission	95%	34%	47%	68%	83%	66%	58%	61%	88%	93%	98%			**69%**
# approved ≤ 4 days		26	54	65	76	67	67	79	107	82	63			**686**
# of volunteer logs		77	116	96	92	101	116	130	121	88	64			**1001**
Continuing Education Progress	12	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			**0%**
# of hours accumulated		0	0	0	0	0	0	0	0	0	0			
# of hours expected		7	8	9	10	11	12	1	2	3	4	5	6	

May 31, 2022

Fundraising Updates:

Most of the donations for the Spring appeal have been received, although there are still some trickling in. As of 5/27/22 this appeal brought in $4,743.

Our Big Impact Challenge is off to a strong start. We began by personalizing asks for the top 12 sponsors from Big Night 2021 to sponsor the Big Impact Community Challenge at a higher level this year. Last year, these 12 sponsors brought in $11,500 and this year the same donors gave a total of $38,000, with almost all of them giving at the level we asked for. With 80% of our goal secured, we have begun our public campaign that will run through the end of June.

CASA of Humboldt will be the recipient of the proceeds from the Bear River Golf Tournament on July 29th. Last year this fundraiser brought in $25,000 for the Eureka Chamber.

Grants:

Current:

- The Coast Central Credit Union Community Impact grant will be used to install a keyless entry system for the CASA house so advocates and children can access the house evenings and weekends.
- Our application to St. Joe's Sisters of Orange was approved for $30,000! This is a new grant for us that we have not received in any recent years. This will be used to support operational costs for the 22-23 fiscal year.

Upcoming For Consideration:

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

Funds Report:

- See attached

Additional Items:

- The new website is live! We are doing a soft launch to work out any issues so please poke around in it and let me know and feedback. We are still in the process of building out our advocate section as well as including more local content and increasing our donor recognition.

Board Involvement:

- Make a personal gift/ become a sustaining partner
- Write thank you cards
- Join the fundraising committee
- Purchase gas gift cards for advocates
- Provide five contacts to send a personal ask to for the Big Impact Challenge
- Sign up a team or volunteer at the Bear River Golf Tournament (7/29/2022)

Month of fiscal year:	10	Percent of fiscal year completed :	83.33%	April		
		Income source	FY21-22 Goal (Gross)	FY21-22 Rec'd YTD	% to Goal	Notes
Board Giving			**$3,000**	**$1,575**	**52.5%**	
General	ongoing	General Donations	$37,000	$34,329	92.8%	
	ongoing	Sustaining Partner	$10,000	$10,517	105.2%	
	July	Summer Newsletter 2021	$7,800	$3,935	50.4%	
	march	Spring Appeal	$6,000	$3,993	66.6%	
	ongoing	third party fundraising	$5,000	$18,925	378.5%	
	Dec	End of year appeal	$40,000	$39,147	97.9%	
	ongoing	Major Gifts	$20,000	$46,000	230.0%	
General Total			**$125,800**	**$156,846**	**124.7%**	
Super Kid Season	Aug-Oct	SKS Teams	$40,000	$17,039	42.6%	
	Aug-Oct	Cooperate events	$15,000	$0	0.0%	
	Aug-Oct	Online Auction	$10,000	$2,968	29.7%	
	Aug-Oct	Corporate Sponsorships	$6,000	$10,000	166.7%	
	Aug-Oct	General SKS giving	$5,000	$0	0.0%	
SKS Total			**$76,000**	**$30,007**	**39.5%**	
Big Night	May	Community Match Partners	$15,000	$20,000		$5,000 from RCB, $15,000 from Schmidbauer Foundation. $10,000 secured from CCCU that will be reflected in May
	May	Sponsorship	$18,000		0.0%	
	May	Donations	$15,000	$150	1.0%	
Big Night Total			**$48,000**	**$20,150**	**42.0%**	
Grants Total	**ongoing**		**$30,000**	**$18,500**	**61.7%**	*California Relief ($15,000), HAF($1,000), Humboldt Sponsors ($2,500). Secured but not reflected in April CCCU $5,000 & St Joes $30,000*
BUDGETED TOTAL		**TOTAL**	**$282,800**	**$227,078**	**80.3%**	
Planned Giving						
Total Funds Received				**$227,078**	**80.3%**	

	CASA of Humboldt - Statement of Activities - previous year & budget comparison					
	A	B	C	D	E	F
	Income	Apr-22	Apr-21	Budget	YTD 21-22	YTD 20-21
1	Board Donation			3,000	1,575	250
2	Dolls Donated					
3	Cash Donations	6,051	5,995	125,000	175,047	155,761
4	Super Kids/Kid's Walk	883	2,397	76,000	29,477	63,424
5	Business Partners	5,000	0		5,000	0
6	Baroni Jewelry-Taxable					
7	Big Night	15,000	11,275	48,000	15,000	24,067
8	Cards - Taxable					
9	Scrip	0	0	800	0	603
10	Judicial Council & Title IVE			30,000	22,723	21,023
11	VOCA Contract	12,860	0	128,750	108,662	68,445
12	Miscellaneous Income				809	3,625
13	Net Assets Released Restrictions					
14	Restricted Net Assets Received				0	-2,089
15	Grants	2,500	2,000	30,000	17,500	4,693
16	Grants Restricted (PPP)			0	0	43,800
17	Audit Adjustment			0	-549	0
18	**Total revenue**	42,294	21,667	**441,550**	375,244	383,600
19	Wages	27,866	18,159	273,530	213,558	200,981
20	Retirement	123	120	2,500	1,192	721
21	Health & Dental benefits	3,014	3,074	21,167	25,512	18,187
22	Workers Compensation	170	141	1,283	2,210	948
23	Payroll Taxes	1,935	1,431	19,341	18,034	16,686
24	Accounting	1,309	1,065	12,000	12,790	6,131
25	Audit			5,200	3,675	7,200
26	Bank Charges	135	0	3,400	2,189	3,065
27	Copier Rental Charges	479	540	7,000	4,685	4,417
28	Equipment Purchases			4,000	0	1,029
29	Depreciation	1,703	1,632		16,494	16,315
30	Fundraising Expense	1,908	-174	20,000	11,015	16,604
31	Insurance	492	512	5,000	4,782	3,962
32	Janitorial / landscape	0	60	2,000	0	1,069
33	Misc Expense	1,342	0		2,132	2,467
34	Office	1,110	6,886	18,000	51,807	16,503
35	Postage	104	0	1,500	685	1,600
36	Repairs & Maintenance	885	200	2,500	953	2,332
37	Phone, Internet, Web Hosting, misc	1,373	717	14,300	11,385	10,755
38	Program Activities			2,500	0	2,472
39	Travel and Training	32	22	3,000	172	815
40	Utilities	698	318	5,700	6,397	4,538
41	Volunteer	560	553	24,500	12,398	13,976
42	**Total Expense**	45,237	35,256	448,421	402,064	352,773
43	Operating Income	-2,942	-13,589	-6,871	-26,820	30,827
44	Other Income	673	40		32,724	-2,095
45	Unrealized Gains (Losses)	-59,515	27,406		-116,077	184,253
46	Other Expense	-529	-498		-6,120	-5,449
47	**Net Income**	-62,313	13,359	-6,871	-116,293	207,536