

COURT APPOINTED SPECIAL ADVOCATE
 2356 Myrtle Avenue
 Eureka, CA 95501



Tuesday, September, 2021 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 5:35 pm • Introductions <p>Present: <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: Amber Madrone Anderson (Development Director) and Jeanne Gordon (Executive Director)</i> <i>Absent: No one</i></p> <p>The Board Chair introduced and welcomed Amber as the Development Director. Board members introduced themselves and their backgrounds to Amber.</p>	<p>Sam</p>
<p>UPDATES FROM EXECUTIVE DIRECTOR</p> <p>Jeanne has been with CASA for eight weeks and reiterated ongoing transition with settling into the E.D. position. During September, she reported on three priority areas that have been addressed:</p> <ul style="list-style-type: none"> • Compliance: <u>Security:</u> Jeanne and John met with Nylex.NET, Inc to determine the level of security necessary. It was determined that extra security is available at a relatively low cost, with the possibility of no additional cost, compared to what is being paid currently. A summary from Nylex should be arriving soon. <u>Accounting:</u> Jeanne met with Cunningham, Malone & Morton, Inc., an accounting firm, to streamline processes, to perform general booking and to handle payroll. 	<p>Jeanne</p>

Files: Jeanne has been cleaning up and clearing out old information. Amber's assistance has been appreciated. They have been working in attic to sort through old files and materials and even filled a Recology dumpster. There is sensitive information that has been sorted and shredded and a policy has been developed on handling personally identifiable information. Amber plans to closeout older files and dispose of them securely and then switch to all electronic files.

Facilities: Jeanne reported that the building itself needs TLC. An outlet is broken, there are gutters that need cleaning, in addition to general cleaning and painting. Three quotes from cleaning services have been obtained.

- **Serving Children/Youth:**

Employee Handbook: Jeanne stated that she is working with the HR consultant on a new Employee Handbook. The one that is currently in place is dated 2012. The new handbook requires one file review and should be ready to share with staff.

Service Delivery: In terms of services, Jeanne has been evaluating staff and their workloads in an attempt to maximize their service delivery.

Yurok Tribal Court: Jeanne met with the Title IVE Yurok Tribal Court. They are interested in partnering with both CASA Humboldt and CASA Del Norte. It was discovered that CASA Humboldt should have an MOU in place with the local Superior Court and these are typically renewed every two years. The current MOU is dated 2015. Once the new MOU is in place, it will be possible to also enter into an MOU with the Yurok Tribe.

- **Funding:**

Super Kids Season: No update at this time.

COVID Relief/ CARES Act Funding: Amber and Jeanne are seeking State funding related to COVID relief/CARES Act funding. They realized someone had applied, but had not responded to emails solidifying request for \$15,000. Amber has spoken with state, explained the situation and believes they are in cue for the next release of funds.

Taxes for 2020:The 2019 taxes have been filed, but there is no evidence of the 2020 tax returns.

RFP - Juvenile Delinquency Prevention Grant: in the amount of \$450,00/ three-year grant term through the

<p>Humboldt County Probation is due October 15. Its target is a community-based organization that address the following:</p> <ul style="list-style-type: none"> ○ School attendance and academic performance ○ Structured recreational activities ○ Positive prosocial activities ○ Mentorship or positive adult non-family relationships ○ Cultural connections ○ Development of coping skills ○ Employment or employment readiness training 	
<p>FINANCIAL REPORT</p> <ul style="list-style-type: none"> ● FY 2020-21 Financial Report Sam shared this report. Given the formatting and lack of clearly defined categories, it continues to be challenging to decipher. This past year came in under budget. This is likely due to turnover and less dedicated to salaries/benefits. The format of the report will be updated and the financials will be audited as CASA transitions to a new system, which is likely to occur by 2022. As it stands, the Year to Date donations than anticipated. It was reported that VOCA is on the federal fiscal year. John offered to look at the financials and recategorize them as best he could so that they were grouped with other items that made more sense. He suggested categorizing salaries and fringe benefits, office expenses, etc. Jeanne reiterated the mantra is “Moving Forward!” ● Resolution for additions/removals from Redwood Capital Bank Account Sam suggested there be a resolution to remove Tammy Brown, Rollin Richmond and other previous board members with signatory authority. It was decided that a motion with specific members having signatory authority may be better/easier. <p>Motion: John moved that the following list includes all individuals with Automated Clearing House (ACH) signatory authority on behalf of CASA at Redwood Capital Bank:</p> <ul style="list-style-type: none"> ● Jeanne Gordon; 	<p>Sam</p>

<ul style="list-style-type: none"> • Amber Madrone Anderson; • Samantha Day; • Jessica Estes; and • John Gracyalny. <p>Allison to second. Jeanne discussed that Amber is trustworthy based on experience working together, and that it is good to have a backup person. Ayes: All; Nay: None. The motion passed unanimously.</p> <p>Sam suggested that there also be dual authority so that there can be a second approver and that this is a best practice.</p> <p>Motion: Madison G. moved that there be dual authority related to ACH activities. Jessica to second. Ayes: All; Nays: None. The motion passed unanimously.</p>	
<p>STRATEGIC DISCUSSION</p> <ul style="list-style-type: none"> • FY 2021-22 Strategic Plan Jeanne continues to work on updating the plan. This includes rebuilding the foundation of the program to grow and sustain services. This should be completed by late winter/early spring. • Dashboard Report Jeanne reviewed the Dashboard Report that showed referrals and services. A discussion about young cases being open 12 to 18 months and older cases being open longer. The goal is 12 to 18 months, but it is important to keep in mind that there are outliers. A Case Supervisor has a 30-35 caseload capacity. It would be helpful to have more Case Supervisors and more Advocates, so that the focus could be on the highest quality of service. It was reported that referrals who are unable to be served sit in a pile. Other counties triage those to a Supervisor or Advocate and use a list – pool of children who could benefit most or who are having placement issues that could be moved to the top of the list. An idea that Jeanne shared is to have a student placement who could work on the list. Jeanne envisions a system that would track matches to an advocate and the amount of time that it takes, The CASA case could remain 	<p>Jeanne Amber</p>

open until reunification happens. The relationship of the Advocate would be honored as it may be the one constant in the child's life.

Optima is the system that tracks client data. Staff may not be using it to its fullest capability. Jeanne is meeting w/ another county to see how they are using Optima. She also is planning a formal training for herself and all staff with Optima so that they can be certain the data is clean and accurate.

Board and Team Collaboration on New Mission and Vision Statement

Jeanne would like to have a separate event, a half-day retreat -visioning session, for staff and the board that could be a meaningful experience. Jeanne reported the staff are eager to meet and connect with the board. Sam suggested that it be facilitated by either Jolene, Lynette Mullen or another consultant. Allison will share Lynette's contact information with Jeanne.

- **Development and Fundraising**

Introduction: Amber Madrone Anderson introduced herself. Eighteen years ago, she became a Foster Parent of three children under the age of four. She had an incredible CASA advocate that showed her the benefit of the CASA program and feels a deep connection to CASA. Recently, Amber has been on maternity leave and is returning to work. She has a degree in Social Work and has experience in direct services, management and business. Her last role was the Director of Philanthropy for Hospice of Humboldt. It is important "doing good for the love of humanity." She has experience with the Foster Care system, Children's Mental health--and resiliency within kids, and fundraising efforts. She values and recognizes the importance of human connection within fundraising. She looks forward to connecting to the work, the volunteers, the staff--and the donors.

Fundraising: 80% of donations come from 20% of donors.

- **Annual Giving:** SuperKids, Peer to Peer, social media, news, tabling, sustaining members.
- **Major Gifts:** individual time/ creating change. Last year there were 17 donors contributing \$1,000 or more. \$1,000 = \$83.34/month.

<ul style="list-style-type: none"> ○ Planned Giving: Estate Gifts(this is unknown so cannot be contained in budget forecast). ○ Grants & Foundations: Boards involvement in fundraising <p><u>Fund Management System:</u> This would help to maximize Amber’s time and to create an Annual Fundraising Plan. Amber has researched six programs and is interested in Donor Snap. There is no contract and the startup fee is minimal.</p>	
<p>CLOSING</p> <p>Sam thanked everyone and Jeanne let everyone know that she and Amber will send out a follow-up email.</p>	Sam
<p>QUESTIONS AND ANSWERS</p>	Sam
<p>BOARD MEMBER ANNOUNCEMENTS</p>	Sam
<p>PUBLIC COMMENT MAY BE LIMITED BY THE CHAIR</p>	Sam
<p>ADJOURNMENT</p> <p>Meeting adjourned at 7:04 p.m.</p>	Sam
<p style="text-align: center;">Next Meeting: October 26, 2021 5:30 – 7 p.m.</p>	

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

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