

COURT APPOINTED SPECIAL ADVOCATE
 2356 Myrtle Avenue
 Eureka, CA 95501



Tuesday, October 26, 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 5:31 pm • Introductions <p>Present: <i>Board Members: Jessica Estes (Vice Chair), John Gracyalny (Treasurer), Madison Goddard and Allison Tans (Secretary). Others: Amber Madrone Anderson (Develop Director) and Jeanne Gordon (Executive Director) Absent: Samantha Day (Chair), Jason Baxter, Madison Stefaniuk DiDomenicantonio</i></p>	<p>Jessica</p>
<p>APPROVAL OF MINUTES FROM LAST MEETING</p> <p>Motion: John moves to approve minutes from September 28 meeting. Madison G. to second. Ayes: All; Nays: None. The motion passed unanimously.</p>	<p>Jessica</p>
<p>UPDATES FROM EXECUTIVE DIRECTOR</p> <p>Jeanne announced the ongoing transition is going well and thanked John for the assistance he has provided. Priority areas continue to include the following:</p> <ul style="list-style-type: none"> • Compliance <u>Site Visits:</u> National CASA informed Jeanne that site visits for 2022-23 will be happening. A Self-Assessment will be completed in late December to early January. April is the deadline. California CASA has been helpful in offering guidance. <u>Volunteer Advocates:</u> There is a focus on Volunteer Advocates and their needing support regarding documentation. Close to one quarter are working with Rebecca (Program Manager) on this. There is a requirement of 12 hours of CEUs/year. It is believed that the most anyone has at this point are 8 hours. In the 	<p>Jeanne</p>

past, monthly service trainings were available. Jeanne is exploring additional potential options for earning these hours.

Optima: As stated last month, Optima is the system used to track the CASA program, and it is not being used to its capacity. There are gaps to fill in.

CASA maintains hard charts/files, service logs and court reports. Jeanne hopes to implement electronic charting.

HR: Jeanne had to provide a response to workers regarding comp time and family medical leave. The handbook has been finalized and is in the process of rollout. It is approximately 20 double-sided pages and is being delivered to staff in smaller, more digestible portions. Jeanne had to pull I-9 and W-2 forms from files. There are also gaps in personnel files.

- **Serving Children and Youth**

Recruitment: The Case Supervisor and Sr Case Supervisor salary ranges have been obtained from California CASA. The Case Supervisor position has been posted since July. It was sent to the NorCAN distribution list.

Data: Nothing appears to be out of the ordinary. Active Advocates decreased and this was due to reconciliation of staff not uploading into the system.

Volunteer Advocate Training: This had been planned for October, but the trainer is currently unavailable for an extended period of time. An in-house training will be offered at some point in January. Training will likely focus on boundaries with the court and children dealing with trauma.

Staffing Updates and Recruitment: The Case Supervisor and Sr Case Supervisor salary ranges have been obtained from California CASA. The Case Supervisor position has been available since July. The Office Manager left at the end of October and there has been some budget savings due to these unfilled positions. Jeanne is planning to pause and evaluate the Office Manager position prior to refilling it. If it is refilled, it will be intentional. It is anticipated that the Volunteer Coordinator may be out between three and six months. Between Jeanne, Amber and Rebecca, they have been managing. Allison asked Jeanne where she has advertised the Case Supervisor position and Jeanne stated that it was initially shared via

the NorCAN distribution list. Allison offered to share it with her contacts. Jeanne will send it out to everyone.

- **Funding**

Super Kids Season: Amber announced that SuperKids ended October 15. She is sifting through the numbers and will hold off until she is able to deliver it with 100 percent accuracy. She stated that Coast Central Credit Union had contributed over \$11,000 and the North Coast Co-op's round-up campaign had gathered more than \$12,000. There will be more recruiting, teams, work and participation next year.

Annual Giving Campaign: This is the next focus with the theme, "Change a Child's Story." She explained the importance of expressing gratitude to donors through phone calls and cards. An email asking for volunteers will be sent out next week. Packs of cards can be picked up or Amber can drop them off. Giving Tuesday is another important upcoming date. There will be a hard ask to donate via mail, email, social media, etc.

COVID Relief/ CARES Act Funding: Amber has updated the state with her information and anticipates that \$15,000 will be made available to CASA.

RFP - Juvenile Delinquency Prevention Grant: This amount of \$450,00/ three-year grant term through the Humboldt County Probation was submitted. Jeanne added that she reached out to the Boys and Girls Club's Executive Director for a potential partnership on a comprehensive service package, but they said they were unable to collaborate at this time. They are other groups also may have applied for the funding and may be more competitive and aligned with the specific topics that it is looking to fill.

- **General Updates**

- Donor Snap is live and data was imported today. This will have a big payoff in that a dashboard with annual goals can be created. Jessica expressed concern that the Board Support column has not been accurate and would like to see that. It will be good to see how much is pulled in from fundraisers and have a more accurate breakdown of costs to host them.

<ul style="list-style-type: none"> ○ Board members are encouraged to make donations – whether it is a consistent donation of small amounts or larger amounts throughout the year. ○ Case Supervisor position will be posted on the website, resubmitted to NorCAN and also shared with Project Handshake at HSU. Madison asked about minimum qualifications for Case Supervisor position. Jeanne reported this would require a Bachelor’s degree and a minimum of six months experience working with children/families. She also specified that the Sr. Case Supervisor requires a Master’s and preferably clinical licensure for supervision purposes. 	
<p>FINANCIAL REPORT</p> <ul style="list-style-type: none"> ● No fiscal reports received from accountant since July John expressed concern about this because September 30 was the end of the fiscal year. Jeanne reported that she has been working with the accountant to adjust the payroll mistake and will follow up with this request. John also volunteered to follow up with her. John started researching local firms, but no one has the capacity. He was able to locate firms with capacity in both Chico and Fresno, so plans to send at least two letters requesting bids. ● Humboldt Area Foundation Investment Report John announced that this took a bit of a hit during September and is curious which direction the board would like investments to go; capital preservation, income or growth. John advised that board agreement on investment direction would be good. It was suggested that an HAF representative attend the January meeting to provide an update. John tends to prefer conservative bonds in the market. He encouraged everyone to think about a long-term investment strategy and come prepared to discuss next month. Jessica mentioned that she will be having lunch with Tammy Brown this week, so can ask Tammy what her recollection is. Tammy served two full terms on the board, took a break and served another two full terms, so should be able to share some of the history. 	<p>John</p>

<p>STRATEGIC DISCUSSION</p> <ul style="list-style-type: none"> <p>Board Goals</p> <p><u>In-person Meetings</u>: Jessica stated that she would like to hear how the board feels about meeting in person, but that it would still be possible to meet via conference call or Zoom if anyone was uncomfortable. CASA has a relatively large sized meeting room in the back of the building and there would be room to space out. John, Madison and Jeanne reported that they would like to meet in person. Allison reported she is not yet decided based on booster situation.</p> <p><u>Holiday Schedule</u>: Jessica asked about the upcoming meeting schedule and whether we would like to reschedule the November meeting and then cancel the December meeting. Moving the November meeting up a week was proposed, but John will be on the east coast. Allison proposed meeting on December 7 and the date was agreed upon. The regular meeting schedule will resume in January.</p> <p><u>California CASA</u>: Jeanne shared that Sharon Lawrence offered support and resources and could meet with our board. She will see if there is a possibility of this happening on either December 7 or within the next few months.</p> 	Jessica
<p>CLOSING</p> <p>Jessica thanked everyone.</p>	Jessica
<p>QUESTIONS AND ANSWERS</p>	Jessica
<p>BOARD MEMBER ANNOUNCEMENTS</p>	Jessica
<p>PUBLIC COMMENT MAY BE LIMITED BY THE CHAIR</p>	Jessica
<p>ADJOURNMENT</p> <p>Meeting adjourned at 6:16 p.m.</p>	Jessica
<p style="text-align: center;">Next Meeting: December 7, 2021 5:30 – 7 p.m.</p>	

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

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