

COURT APPOINTED SPECIAL ADVOCATE  
 2356 Myrtle Avenue  
 Eureka, CA 95501



Tuesday, March 29, 2022 5:30 – 7:00 p.m.  
 Zoom Meeting ID: 839 0538 3751 and Passcode: 329742

<p><b>WELCOME AND CHAIR’S REMARKS</b></p> <ul style="list-style-type: none"> <li>• <b>Meeting called to order by Board Chair at 5:30 p.m.</b></li> <li>• <b>Introductions</b>  <b>Present:</b>  <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: Jeanne Gordon (Executive Director) and Amber Madrone Anderson (Develop Director).</i>  <i>Absent: None.</i></li> </ul>	<p>Sam</p>
<p><b>APPROVAL OF MINUTES FROM LAST MEETING</b></p> <p><b>Motion:</b> ? moves to approve minutes from the February 22, 2022 meeting. ? to second. Ayes: All; Nays: None. The motion passed unanimously.</p>	<p>Sam</p>
<p><b>UPDATES FROM EXECUTIVE DIRECTOR (per Jeanne’s Report)</b></p> <ul style="list-style-type: none"> <li>• <b>Compliance</b>  <b>Fiscal</b> <ul style="list-style-type: none"> <li>○ The fiscal audit with JWT and Associates, LLP continued this month. Documents have been provided as requested.</li> <li>○ In late April, Jeanne plans 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</li> </ul> </li> </ul>	<p>Jeanne</p>

changes will align with a more simplified budget report.

- CASA of Humboldt's credit card through Redwood Capital Bank was approved. It should be received within the next two weeks.
- It came to Jeanne's attention that there was potentially fraudulent activity with our PayPal account on March 18. A claim regarding activity since March 11 (in the amount of \$3,796.30) was filed and notice was received on March 23 that the account will be credited in that amount. All charges were confirmed as being fraudulent. Passwords for the account were updated.

#### **IT**

- No updates this month

#### **Program**

- Jeanne continues to attend an Executive Director and Program Manager meetings hosted by California CASA.
- The National CASA Self-Assessment began on January 31<sup>st</sup> 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.
- Jeanne 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 and Youth**
  - An updated Dashboard Report was included in the packet.
  - 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

<p>Board meeting and/or retreat for discussion and goal setting.</p> <ul style="list-style-type: none"> <li>• <b>Funding</b> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Additional information regarding grants and fundraising will be included the Development Report by Amber Madrone Anderson.</li> </ul> </li> </ul>	
<p><b>FINANCIAL REPORT</b></p> <ul style="list-style-type: none"> <li>• The Financial Report is included in the packet.</li> </ul>	Jeanne
<p><b>ITEMS FOR APPROVAL:</b></p> <ul style="list-style-type: none"> <li>• CASA of Humboldt Board Bylaws John suggested the following changes: <ul style="list-style-type: none"> <li>○ Page 5: Composition to be “...not less than seven (7) and not more than twenty-one (21).”</li> <li>○ Page 9 paragraph four (4): Drop “...Attorney General...”</li> <li>○ Page 12: Change Treasurer section to include email distribution and months of distribution to include April, July, October and January.</li> </ul> </li> </ul> <p><b>Motion:</b> John moves to approve Bylaws with John’s recommendations. Madison G. to second. Ayes: All; Nays: None. The motion passed unanimously.</p> <ul style="list-style-type: none"> <li>• CASA of Humboldt Screening and Selection Procedure for Board</li> </ul> <p><b>Motion:</b> Madison G. moves to approve Bylaws with John’s recommendations. Madi to second. Ayes: Sam, Jessica, Jason, Madi, Madison and Allison. Nays: John. The motion passed. Ongoing modifications are anticipated.</p>	Allison and Jessica
<p><b>ITEMS FOR APPROVAL:</b></p> <ul style="list-style-type: none"> <li>• <b>Policy and Document Review Schedule</b></li> </ul>	Jeanne

<p>John recommended that Risk Assessment be scheduled more frequently and one year rather than every three years. Perhaps once the situation with CASA is more established, then it can be three (3) years.</p> <ul style="list-style-type: none"> <li>• <b>Communications Policy</b></li> <li>• <b>Crisis Communication Plan</b> John/Madison G. recommended “crisis” be defined or perhaps include behavior representative of CASA—something that might disrupt provision of services; force de majeure, etc.</li> <li>• <b>Record Retention Policy</b></li> <li>• <b>Social Media Policy</b></li> <li>• <b>CASA of Humboldt Succession Plan</b></li> </ul> <p><b>Motion:</b> John moves to approve six (6) items with recommendations. Madison G. to second. Ayes: All; Nays: None. The motion passed unanimously.</p>	
<p><b>ITEMS FOR REVIEW:</b></p> <ul style="list-style-type: none"> <li>• <b>Insurance Policy</b></li> </ul>	Jeanne
<p><b>ITEMS FOR DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>• <b>National CASA Self-Assessment</b> <ul style="list-style-type: none"> <li>○ <b>Upcoming Items from Board:</b> <ul style="list-style-type: none"> <li>▪ <b>Signed Procedures</b></li> <li>▪ <b>Background Check</b> Must be completed by all board members by the 30<sup>th</sup> of April.</li> <li>▪ <b>Board Agreements</b></li> </ul> </li> <li>○ <b>Fiscal Policies and Procedures</b></li> <li>○ <b>Other additional items, as needed</b> Jason and Jessica discussed how helpful it was to serving on a CASA Committee prior to serving on CASA Board. They knew the commitment that was required. Perhaps diversity, equity and inclusion should be priority or certain talents, skills, recommendations from others. A focus should be a better job of onboarding. Also, helpful to use committees as process to allow for acclimation. Two applications on hand: Ashley and Beth. Now that Bylaws are solidified, Jessica will keep packet alive and updated for new</li> </ul> </li> </ul>	Jeanne

<p>members. Jessica thanked the new board members who were approved based on gut instinct and recommendations.</p> <p>Discussion continued about whether members should be 21 or older, or be open to anyone 18 or older and who had been youth in the system.</p> <p>Race, ethnicity and gender should be a focus of new member recruitment. Consider outcomes within the system. Are they equal for all children? How to tell the story—it would be good to have Tribal representation. Sam had been told this may be a conflict due to ICWA. Amber commented on the importance of having a diversity discussion. Overall, it was agreed upon that the board would be stronger if precious CASAs chose to serve on it.</p>	
<p><b>ITEM FOR DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>• <b>Board Retreat in June</b> Survey will be distributed via email.</li> </ul>	Jeanne
<p><b>CLOSING</b></p> <p>Sam thanked everyone.</p>	Sam
<p><b>QUESTIONS AND ANSWERS</b></p>	Sam
<p><b>BOARD MEMBER ANNOUNCEMENTS</b></p>	Sam
<p><b>PUBLIC COMMENT MAY BE LIMITED BY THE CHAIR</b></p>	Sam
<p><b>ADJOURNMENT</b></p> <p>Meeting adjourned at 7:02 p.m.</p>	Sam
<p><b>Next Meeting:</b> April 26, 2022 5:30 p.m.</p>	

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

**CHAIR**

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