

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



Tuesday, October 26, 2021 5:30 – 7:00  
 Zoom Meeting ID: 839 0538 3751 and Passcode: 329742  
<https://us02web.zoom.us/j/83905383751?pwd=SXJETGhzUmZWRk5KYVQvSFpNZz09>

<b>WELCOME AND CHAIR'S REMARKS</b> • <b>Introductions</b>	Sam
<b>APPROVAL OF MINUTES FROM LAST MEETING</b>	Sam
<b>UPDATES FROM EXECUTIVE DIRECTOR</b> • <b>Compliance</b> • <b>Serving Children/Youth</b> • <b>Funding</b>	Jeanne
<b>FINANCIAL REPORT</b> • <b>No fiscal reports received from accountant since July</b> • <b>Humboldt Area Foundation Investment Report</b>	John
<b>STRATEGIC DISCUSSION</b> • <b>Board Goals</b>	Sam
<b>CLOSING</b>	Sam
<b>QUESTIONS AND ANSWERS</b>	Sam
<b>BOARD MEMBER ANNOUNCEMENTS</b>	Sam
<b>PUBLIC COMMENT MAY BE LIMITED BY THE CHAIR</b>	Sam
<b>ADJOURNMENT</b>	Sam

# CASA of Humboldt

## BOARD OF DIRECTORS

July 1, 2021 – June 30, 2022

### BOARD CHAIR

Samantha Day  
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Service Coordinator

### BOARD VICE CHAIR

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Manager, Loan Administration

### BOARD SECRETARY

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Program Manager

### BOARD TREASURER

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Community & Corporate Social Responsibility



## Executive Director Board Report

October 26, 2021

### Compliance

#### Fiscal

- The transition to Cunningham, Malone & Morton is on schedule to start November 1, 2021.
- Efforts underway to identify an Accounting Firm to complete our annual fiscal audit for FY 20-21.

#### Program

- In advance of National CASAs program audit that will occur in 2022/2023, there will be a Self-Assessment completed between January and April 2022. CA CASA provided supporting documentation to assist in this effort (e.g., draft policies and procedures).
- Volunteer Advocates: Approximately 25% of the advocates are not completing their documentation. Additionally, not a single advocate has fulfilled their annual continuing education training requirements. Efforts are underway to learn the barriers associated with both of these items and identify ways to address them.
- Staff Documentation and Record Keeping: Staff have not been using Optima, our current data system, to tracking contacts made on behalf of clients or required information for volunteer advocates. Related, there is no standard process regarding hard files. This is in the process of being addressed. The Case Supervisor is now documenting all contacts in Optima and creating electronic files for all existing clients. The Executive Director will be working on creating a process for tracking all required volunteer advocate information.

#### Human Resources

- In October, the Executive Director worked with an HR consultant to create and implement procedures related workers compensation claims and leave requests that fall under California Family Rights Act (CFRA) and the Family and Medical Leave Act (FMLA).
- The revision of the Employee Handbook for CASA of Humboldt was finalized.
- Personnel files: In preparation for the transition to the new Accounting Firm, it was identified that historical personnel files were not created or maintained. Where applicable, items were gathered. Going forward, there is a new system to gather and store personnel related items.
- Efforts have been started to update job descriptions and create salary grids for each position to ensure fair and consistent salary offers at the time of hire. CA CASA completed a compensation survey for programs across the state and the results of this survey were used to inform the salary grids that were drafted.

## **Serving Children/Youth**

- The updated Dashboard Report includes an overview of referrals, children served, and advocates.
- Case Supervisors: The currently posted Case Supervisor position will be re-posted with the revised job description. Additionally, a Senior Case Supervisor position will be posted.
- Volunteer Advocates: The Fall 2021 training was cancelled due to staff illness. Back-up plans are being created in the event that the current Volunteer Coordinator does not return for the Winter 2022 training (scheduled to start in late January 2022).

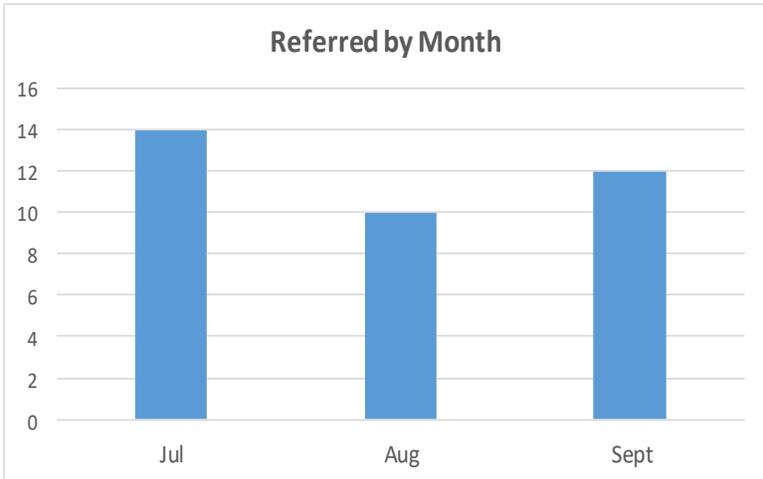
## **Funding**

- The following are items contributing to budget savings:
  - Case Supervisor: open from July to present
  - Office Manager: position vacated October 20, 2021
  - Volunteer Coordinator: out on extended leave since September 20, 2021.
- Additional updates for this section can be found in the Funds Development Report.



# DRAFT DASHBOARD REPORT

## FISCAL YEAR 2021-2022



### NUMBER OF CHILDREN REFERRED

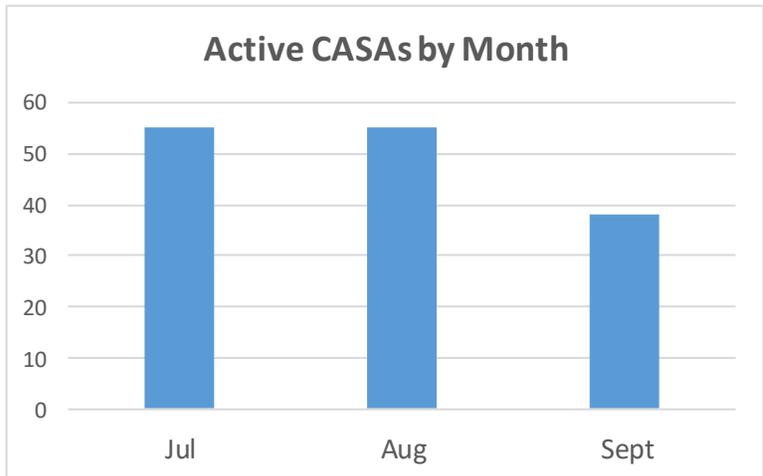
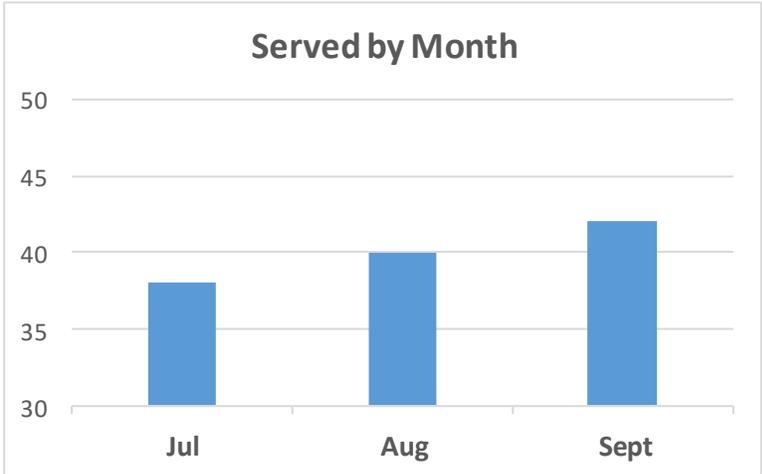
CASA of Humboldt receives referrals in two ways— spreadsheet emailed by the Court Clerk and hard copies of jurisdiction reports from the judge that are picked up from the Court. This data reflects children referred electronically.

On average this fiscal year, CASA of Humboldt receives 12 referrals per month.

### NUMBER OF CHILDREN SERVED

CASA of Humboldt provides advocacy services to children and youth involved with child welfare services.

Since July, 1.0 FTE was providing case supervision to volunteer advocates. There is an opening for an additional 1.0 FTE case supervisor. With additional funding, more case supervisors could be hired.



### NUMBER OF ACTIVE ADVOCATES

CASA of Humboldt hosts 4 trainings annually for new advocates and ongoing training for existing advocates. The Fall training (starting in October) was cancelled due to staff illness.

The decrease in September is related data tracking. The process for reviewing and updating advocate status in tracking system (Optima) has been implemented.

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## Funds Development Board Report

October 26, 2021

### Campaign Updates:

#### Super Kid Season

Our official season ended on 10/15/21. We are still reviewing the final SKS numbers for accuracy. One complicating factor is that donations received during the previous fiscal year were included in this year's total. We do not have an accurate comparison for last year due to inconsistencies in record keeping and no clear record of what was attributed to SKS last year. For the 2020 season \$38,000 was attributed to teams and \$30,000 was not attributed to teams. It is unclear what these donations were. We will have a final total for SKS at the November meeting.

#### Highlights of this year:

- Coast Central Credit Union coming in at over \$11,000!
- Candy Girl, an individual team of one brought in over \$6,000!
- Dutch Bros one day fundraiser brought in over \$3,000!
- Coop's round-up brought in over \$12,000- this is the most they have received for any non-profit this year!

#### Reflections for next year:

- Each team will start fresh at the beginning of the season, we will no longer be including donations from the prior fiscal year- this will provide us with cleaner accurate numbers
- Enhanced recruitment of new teams and support for returning teams
- We will be encouraging board teams and friendly competition
- A robust array of peer-to-peer fundraising opportunities will be accessible through our new website

#### SKS TOP TEAMS

**Corporate: Coast Central Credit Union**

**Public Agency: EPD**

**Individual & Small Group: Candy Girl**

**Service Clubs: Trinidad Civic Club**

**Small Business: Trillium Realty**

### **Annual Giving Campaign**

Our end-of-year giving campaign will begin in early November with notes of gratitude, and continue through the end of the year. The theme of this campaign will align with the national campaign of Change a Child's Story™

### **Grants:**

#### **California Relief Grant: \$15,000**

This grant has been completed with all necessary changes and documentation submitted. All changes have been approved and we are waiting for it to be funded.

#### **Humboldt Area Foundation Holiday Program Funding: up to \$2,000**

Mini-grant to fund holiday gift exchange for advocates and youth. Submitted 10/15/21

#### **Juvenile Justice Grant: \$450,000 for three years (\$150,000/yr)**

This funding would expand our dependency court services to include cases in delinquency court. This expansion model is being piloted and successfully executed by CASA programs throughout the country. Funding would allow for the hiring of two additional case supervisors to be assigned to the delinquency court cases. Submitted 10/15/21

### **General Updates:**

#### **Donor Management:**

We have begun the process to transfer our database from FileMaker to DonorSnap. All information has been extracted from FileMaker and we have done an extensive overhaul to clean up our data and only transfer good data to our new system. This week data is being imported into our new system and we will be building out the components of the new system.

#### **Funds Report:**

Once we have fully transitioned to DonorSnap we will be providing a monthly dashboard with annual goals and progress.

### **How can I help? Board Participation**

**Consider an end of year gift**

**Donor connections**

**Notes of gratitude:**

**Write thank you cards**

**Thank you calls**



**CASA of Humboldt  
Resource Wish List  
Updated: 10-25-21**

Item	Cost
<b>Case Supervisor:</b> With funding for 1 full-time Case Supervisor, CASA of Humboldt could serve an additional 40 children annually.	<b>\$45,760</b>
<b>Extra-Curricular Class for Youth:</b> Give a youth the opportunity to explore their interest from guitar to horseback riding to soccer.	<b>\$150</b>
<b>Holiday Gift Card for Youth:</b> Provide a gift card to a youth for the holidays (local shops, Target, iTunes, etc.)	<b>\$25</b>
<b>Donor Tracking Software:</b> update our donor software so we can track and acknowledge our donors and use data to strategically plan efforts to increase donor base and funding.	<b>\$2,500</b>