

COURT APPOINTED SPECIAL ADVOCATE
 2356 Myrtle Avenue
 Eureka, CA 95501



Wednesday, December 6, 2023 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 5:33 p.m. • Introductions Present: <i>Board Members: Madison Goddard (Chair), Hannah Winans (Vice Chair), Allison Tans (Secretary), John Gracyalny (Treasurer), Mary Bain, Ashley Kane, Robin Kissinger and Lisa Gaetje.</i> <i>Others: Jeanne Gordon (Executive Director) and Amber Madrone (Development Director).</i> <i>Absent: None.</i> • Chair’s Remarks: Madison welcomed everyone. 	<p>Madison</p>
<p>APPROVAL OF MINUTES FROM LAST MEETING Motion: John moved to approve the minutes from October 25, 2023. Hannah to second. Ayes: All; Nay: None. The motion passed unanimously. Discussion: None.</p>	<p>Madison</p>
<p>UPDATES FROM EXECUTIVE DIRECTOR</p> <ul style="list-style-type: none"> • Service Jeanne reviewed the Dashboard Report. <ul style="list-style-type: none"> ○ This Fiscal Year, there have been 36 children served by Volunteer Advocates and 10 children served by Staff Advocates. ○ CASA STAR which is developmental screening for children zero (0) to three (3) years: Five (5) screenings have been conducted. ○ The most recent estimate indicates that there are 321 children involved in the Humboldt County Child Welfare System. The coverage rate through November is 15.9%. Jeanne is wanting to increase the rate and is working with Krista and Rachel with the hope to help them prioritize so that the focus can be on advocacy. 	<p>Jeanne</p>

<ul style="list-style-type: none">○ Currently, there are four children in the process of being matched with an advocate. There are 34 children detained and 14 who are non-detained/remain in the home.● People<ul style="list-style-type: none">○ Jocelyn Lindsey resigned as Operations Coordinator and her final day will be this Friday, December 8. She reported there were two reasons for her departure: 1)She was seeking an opportunity to promote into a leadership position and 2)she was interested in a higher salary.<ul style="list-style-type: none">▪ Jeanne is looking at the job description to determine if it could be split into two positions with unique skillsets. The first would be focused on volunteer recruitment and referral processing, and the second would cover data reporting and outcomes. Jeanne reached out to Cal Poly's Sociology and Psychology Projects and hope there may be a linkage to a service learning project.▪ Community<ul style="list-style-type: none">○ CA CASA: Jeanne met with APCO (the Growth Strategist) and they submitted a general growth plan outline. The work on this project will begin in early 2024.○ Local Community:<ul style="list-style-type: none">▪ Jeanne continues to attend local meetings within the community.▪ Jeanne has the opportunity to so a 30 minute interview with KLOVE Christian Radio. She will share an overview of the Humboldt County CASA program.▪ Victims of Crime Act (VOCA) funding: continues to go well.● IT<ul style="list-style-type: none">○ New phone system called Wildix will allow for texting and messaging.● Funding	
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<ul style="list-style-type: none"> ○ CA CASA: No decision has been made on Cycle 2. The Cycle 1 payment should be arriving any day. ○ Unfortunately, the California Operation of Emergency Services (CA OES) application was not successful. <p>Discussion: None.</p>	
<p>DEVELOPMENT UPDATE</p> <ul style="list-style-type: none"> ● Fundraising <ul style="list-style-type: none"> ○ Amber plans to focus on increasing diversified funding. ○ This year is going well and the current year to date total is at 99.49% of where we had hoped to be. ○ The Annual Gala will be on Saturday, April 13. We are setting a higher goal of \$110,000 this year and it would be great if each board member could fill a table for eight individuals. Amber is seeking auction items. Experiences seem to be effective auction items, such as a timeshare, sharing a talent, a pilot taking a group out on a flight somewhere, or a chef catering a dinner, ○ The End of Year Appeal is in effect and thank you messages were sent out. <p>Discussion: None.</p>	<p>Jeanne on behalf of Amber</p>
<p>FINANCIAL REPORT:</p> <ul style="list-style-type: none"> ● Funds are even this month. ● Good shape for the overall year. ● Need to exercise caution when adding expenses. ● It should be noted that Printing and Postage are related to fundraising. ● Overall, Jeanne's spending is on track with what was budgeted. 	<p>Jeanne/John</p>
<p>ITEM FOR APPROVAL: Employee Handbook October 2023</p> <ul style="list-style-type: none"> ● Jeanne sent this out to everyone in November. The areas that are highlighted were updated by the CA CASA attorneys who reviewed it. 	<p>Jeanne</p>

Motion: John moved to approve the Employee Handbook that was updated in October. Lisa to second. Ayes: All; Nay: None. The motion passed unanimously.

DISCUSSION: John is happy. Jeanne is happy and owes a huge thank you to Jolene Thrash and the work that she completed on this.

ITEM FOR APPROVAL:

Staff Recruitment and Retention Recruitment and Retention

- o **Pilot of Staff Wellness Days**
- o **Positions of Case Supervisor I and Case Supervisor II**
- o **Salary Range for Case Supervisor I and Case Supervisor II**

Motion: Mary moved to approve the Pilot of Staff Wellness Days. Lisa to second. Ayes: All; Nay: John. The motion passes 7:1.

DISCUSSION: During the Staff Rounding discussions, two themes emerged: 1) More community outreach and engagement and 2) Keep the CASA House full.

The Pilot of Staff Wellness Days will begin in March with the first and third Fridays off to value wellness and work/life balance. The Remote Work Request will be considered in the future. No action will be taken on benefits for family members nor will there be an increase in vacation accrual rates. Board members shared personal experience and challenges with the four day work week. Jeanne confirmed with this arrangement, there will be a diverse set of needs to track. There may also be issues with Virtual Private Network (VPN) and Personally Identifiable Information (PII).

Jeanne reminded everyone that this schedule applies to those who are scheduled to work full time and part time workers would not be eligible.

Motion: Hannah moved to approve the Positions of Case Supervisors 1 and II with salary increases of 10%. Ashley to

Jeanne

<p>second. Ayes: All; Nay: None. The motion passes unanimously.</p> <p>DISCUSSION: Jeanne is recommending salary increases for the Positions of Case Supervisors 1 and II. This is now proposed at 10%, where previously it had been at 17.6%. The Operations Supervisor position is being pulled back. This is viewed as an investment in the team with changes having a large impact. A board member reported he was in favor of an increase for these specific positions, but not across the entire board increase. Other board members and Jeanne feel this is a good starting point.</p>	
<p>ITEM FOR DISCUSSION - BOARD TRAINING</p> <p>Madison reminded everyone this is a follow-up to Jeanne’s Annual Performance Appraisal. Some ideas include Board learning and development on items such as Robert’s Rules and CASA Advocate Training. A board member suggested it might be useful to go to court with a child, or to learn from those with court system experience such as an attorney or a social worker. Jeanne expressed that judge would need to grant permission for something like this to occur. Hannah volunteered to share her experiences with three past cases. It was suggested that a half hour be dedicated to learning during each board meeting.</p>	Madison
<p>ITEM FOR DISCUSSION- BOARD RECRUITMENT</p> <p>Jeanne reminded everyone that John’s term is coming to an end and CASA will need a Treasurer. Ideally this would be someone with accounting, financial planning and/or fundraising skills. The Board would also like to see someone with lived experience who may be divers. A board member suggested instructors who teach business or accounting</p>	Jeanne
<p>CLOSING</p>	Madison
<p>QUESTIONS AND ANSWERS</p>	Madison

BOARD MEMBER ANNOUNCEMENTS	Madison
PUBLIC COMMENT MAY BE LIMITED BY THE CHAIR	Madison
ADJOURNMENT Meeting adjourned at 6.34 p.m.	Madison
Next Meeting: February 28, 2024 at 5:30 p.m.	

CASA of Humboldt
Board of Directors
July 1, 2023 – June 30, 2024

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