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

Tuesday, December 7, 2021 5:30 – 7:00
CASA House (in-person)
or
Zoom Meeting ID: 839 0538 3751 and Passcode: 329742
https://us02web.zoom.us/j/83905383751?pwd=SXJETGhzUmZWR3FVRk5KYVQvSFpNZz09

WELCOME AND CHAIR'S REMARKS • **Introductions**	Sam
APPROVAL OF MINUTES FROM LAST MEETING	Sam
BOARD STRUCTURE AND FUNCTION • **Presentation by Michelle Griffin, Vice-Chair, California CASA Board Of Directors** • **Meeting Schedule**	Sam and Jeanne
UPDATES FROM EXECUTIVE DIRECTOR • **Compliance** • **Serving Children/Youth** • **Funding with additional update from Amber Madrone**	Jeanne
FINANCIAL REPORT • **Humboldt Area Foundation Monthly Report** • **Morgan Stanley Stock Donation**	Jeanne
DISCUSSION ITEMS • **Closure of the Coast Central Credit Union Account** • **Holiday Recognition for Staff** • **National CASA Self-Assessment** • **Staffing**	Jeanne
CLOSING	Sam
QUESTIONS AND ANSWERS	Sam
BOARD MEMBER ANNOUNCEMENTS	Sam
PUBLIC COMMENT MAY BE LIMITED BY THE CHAIR	Sam
ADJOURNMENT	Sam

CASA of Humboldt

BOARD OF DIRECTORS

July 1, 2021 – June 30, 2022

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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

WELCOME AND CHAIR'S REMARKS • **Meeting called to order by Board Chair at 5:31 pm** • **Introductions** ***Present:*** *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),Gracyalny (Treasurer), Jason Baxter, Madison Stefaniuk DiDomenicantonio	Jessica
APPROVAL OF MINUTES FROM LAST MEETING **Motion:** John moves to approve minutes from September 28 meeting. Madison G. to second. Ayes: All; Nays: None. The motion passed unanimously.	Jessica
UPDATES FROM EXECUTIVE DIRECTOR Jeanne announced the ongoing transition is going well and thanked John for the assistance he has provided. Priority areas continue to include the following: • **Compliance** Site Visits: 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. Volunteer Advocates: 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	Jeanne

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.

○ 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.	
FINANCIAL REPORT • **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.	John

STRATEGIC DISCUSSION • **Board Goals** In-person Meetings: 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. Holiday Schedule: 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. California CASA: 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.	Jessica
CLOSING Jessica thanked everyone.	Jessica
QUESTIONS AND ANSWERS	Jessica
BOARD MEMBER ANNOUNCEMENTS	Jessica
PUBLIC COMMENT MAY BE LIMITED BY THE CHAIR	Jessica
ADJOURNMENT Meeting adjourned at 6:16 p.m.	Jessica
Next Meeting: December 7, 2021 5:30 – 7 p.m.	

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

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P&B, CSR Director

Executive Director Board Report

December 7, 2021

Compliance

Fiscal

- The transition to Cunningham, Malone & Morton is completed. Payroll is being processed accurately and on-time. Our new accounting contact, Tirzah Walsh, is reviewing and updating records for July – October 2021, including streamlining expense codes. She understands that a fiscal report will be shared with the Board according to our meeting schedule.
- There has been one response to our request for proposals for annual fiscal audit for FY 20-21. References for JWT and Associates, LLP are being checked. Six references were requested and four have been returned. All references have been positive. The agreed upon rate for this audit will be $7,500, which is $2,000 lower than the proposed rate.

IT

- Migration to a secure cloud-based server will be completed by mid-December.
- Email encryption is now available.

Program

- I attended an Executive Director Orientation for new leaders with National CASA.
- I continued to attend an Executive Director "boot camp" for new leaders hosted by California CASA.
- 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). There are a number of documents that will need approval by the Board.
- With the support of California CASA, I was able to successfully respond to a subpoena for our records regarding a high profile case of a youth who formerly received our services.

Serving Children/Youth

- Dashboard Report: A Dashboard Report will not be provided this month as the Court Clerk has not sent the referral list for November 2021. The number of children served and advocates assigned to a youth did not change significantly over the course of the month. This report will be updated when all data is available.

- Recruitment: Below is a summary of recruitment efforts to date.

Position	Posted Date	# of Applicants	# of phone Screenings	# of 1st Interviews	# of Planned 2nd Interviews
Case Supervisor	10-29-21	11	11	8	3
Senior Case Supervisor	10-29-21	2	2	2	0

- Advocate Training Program: The advocate training program is being updated to maximize engagement for advocates when they first show interest in becoming an advocate and enable a more steady stream of advocates over the course of the year as opposed to be limited to training only four cohorts annually. This training model is followed by other CASA programs in the State and approved by California CASA. Staff from CASA of El Dorado will support our transition to this new curriculum by providing us training schedules, procedures, and PowerPoint presentations as well as co-facilitate one month of facilitated advocate training. The charge for this support is being determined.
    - Old Structure: Upon completion of an application and interview, prospective applicants waited until the next scheduled training session. Once enrolled in a training session, prospective applicants completed online CASA University modules as well as in-person training twice weekly. After completion of the training, prospective applicants then completed the mandated reporter training online and completed the background check process. Finally, prospective advocates are sworn in by the judge.
    - New Structure: Upon completion of an application and interview, prospective applicants can begin their self-guided learning (CASA University modules and mandated reporter training). Once the online training is completed, prospective applicants will be able to sign up for the facilitated portion of training, which includes 4 sessions of instructor led discussion and review of material. The facilitated training sessions will be offered monthly. Simultaneously, the background check process will be initiated for prospective applicants. Finally, prospective advocates will be sworn in by the judge.
- Rounding with Advocates: There are currently 30 active volunteer advocates. Rounding meetings are being scheduled to get to know advocates, learn what is working well, and identify opportunities for improvement. The purpose of this is to support advocate retention. As of our Board meeting, 9 rounding sessions will have been completed and 6

are scheduled to happen later in the month. Below is a summary of themes identified during rounding meetings.

What is working well?	What could be "even better"?
• Relationships with youth • Supportive Case Supervisor	• More continuing education opportunities • Opportunity to socialize and seek support from other advocates (feel more part of a team) • Report writing (sometimes redundant with social worker report and it can be difficult to know where to include information)

- CASA House: The CASA House is now open for advocates to visit with their children. To ensure health and safety of advocates and children, space will be available by scheduled appointment. Space, including any toys/games that are used, will be cleaned in between appointments.
- Student Interns from HSU: In collaboration with Yvonne Doble, MSW (Director of Field Education, HSU Department of Social Work) and Stacy Becker (Community Partner Coordinator, HSU Center for Community Based Learning), I will be recruiting an undergraduate student intern for the Spring 2022 Semester. This pilot will allow us to build the foundation of our student intern program, which allow CASA of Humboldt to expand service capacity at no direct cost to the organization.

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
- The following are newly identified potential funding streams for our program that will be further explored:
    - California CASA: In collaboration with their lobbying firm, Niemela Pappas and Associates, California CASA is moving forward with a request for $75 million to be spent over three years. The strategy is to request that Governor Newsom include this in his proposed state budget which will be released in January. If unsuccessful, they will go to the state legislature to request an appropriations bill and then finally, request this that funding be included in the revised budget presented in May 2022. More information will be provided to the Executive Directors on December 10th.

    - National CASA Background Check Reimbursement Program: Currently, advocates pay out of pocket for fees associated with the background check process. Through this funding, CASA of Humboldt would be able to cover this expense on behalf of advocates. By doing this, we would hope to increase advocate engagement.
    - National CASA Grants: National CASA offers two types of grant through an annual funding cycle.
        - Program Need Grant: allows for up to $70,000 per grant application
        - Professional Development Grant: allows for up to $12,000 per grant application
- Grant Applications:
    - Cover Costs of Existing Program
        - California Small Business COVID-19 Relief Grant Program--Awarded $15,000
    - Expand Services Currently Provided
        - Humboldt County Juvenile Justice Crime Prevention—Not Awarded
- Additional updates for this section can be found in the Funds Development Report.

November 2021

Campaign Updates

End of Year Appeal:

- Handwritten gratitude cards were sent to donors who gave over $300 this past year. Thank you to everyone who participated in sending cards!
- Donor database cleanup was implemented to achieve an accurate list of active donors.
- Direct appeal was mailed on December 1st.
- Mailer went out to just over 2,000 active donors.
- Mailer is being complimented with email and social media asks.
- Our end of year appeal will run for the month of December.
- We have an active wish list for holiday gifts for CASA kids; advocates will deliver gifts to kids.

Grants

Status Updates:

- *California Small Business COVID-19 Relief Grant Program:* $15,000 grant was approved and executed on 11/18/21, funds should be deposited into our account by 12/18/21.
- *Humboldt Area Foundation Holiday Program Funding:* We were awarded $1,000 for holiday gifts for youth.
- *Humboldt County Juvenile Justice Crime Prevention:* We did not receive this grant.
- *CO-OP Seeds of Change:* As recipients of the round up program for September we received the check for $12,000.

Upcoming:

- *St Joseph's Sisters of Orange:* opens January 15, 2022. This year, they are narrowing their focus to housing security, food security, family violence prevention and support. CASA aligns with their focus area of family violence prevention and support. We have not received this grant in multiple years.
- *National CASA Needs Based:* Applications are accepted on a rolling basis. We are currently evaluating criteria to apply.
- *National CASA Livescan Reimbursement:* Applications are accepted on a rolling basis. We are currently evaluating criteria to apply.

Major and Planned Gifts

- Kramer Properties: $2,500

- Humboldt Sheriff Department: No-Shave November- split evenly between Wild Souls Ranch and CASA of Humboldt- each agency receiving $1,495
- We received a stock donation through Morgan Stanley in the amount of $48,416. This is on the agenda to discuss in more detail.

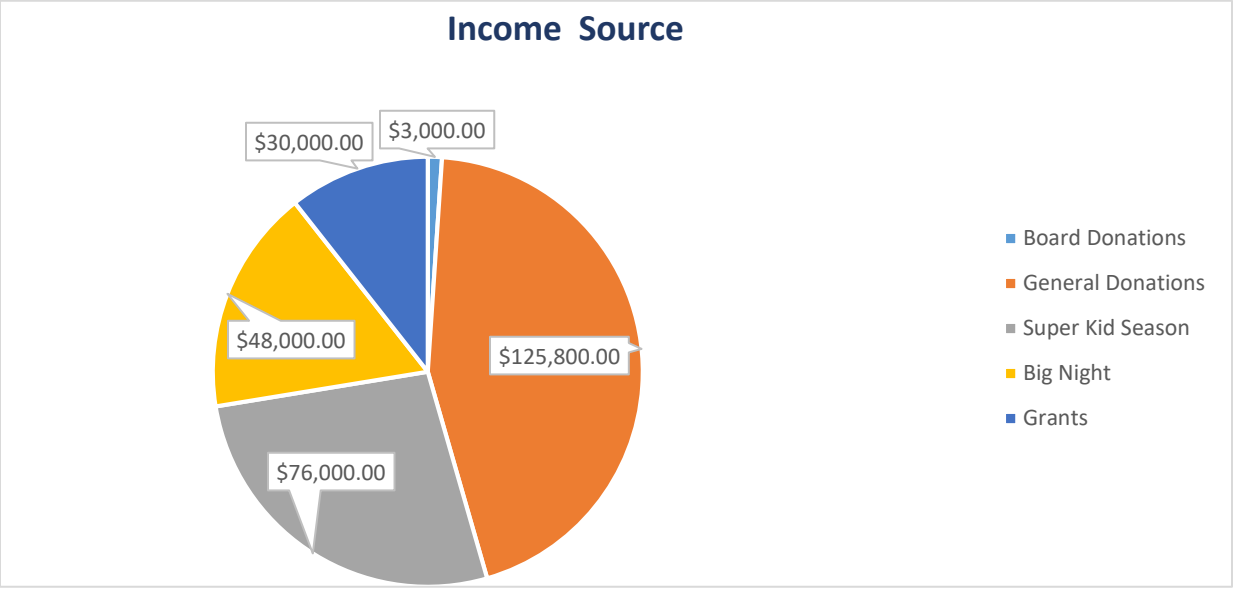
General Update

- We have successfully transitioned to DonorSnap. We are still doing clean-up and system refinements to ensure consistent and accurate tracking of donations and donors.
- We are now confident with numbers being entered into our new donor database. We are still working on verifying numbers for the beginning of the fiscal year. Once this is completed our YTD fundraising numbers will be tracked.
- We have developed and are currently implementing our Annual Development plan to reach our fundraising goals.

Board Participation

- Consider making an end of year gift or becoming a sustaining donor
- Purchase a gift off our wish list
- Forward our emails with a personal note to anyone you know personally who may want to give

CASA OF HUMBOLDT ANNUAL FUNDS DEVELOPMENT PLAN 2021-2022



General Donation Appeals		
Appeal	**Timeline**	**Goal**
General donations	ongoing	$40,800
Sustaining partners	ongoing	$12,000
Third party fundraising	ongoing	$10,000
Summer newsletter 2021	July	$8,000
End of Year Appeal	December	$40,000
Winter newsletter 2022	February	$7,000
Spring Appeal	April	$8,000
General Donation Total		**$125,800**

Strategic Goals	
Goal	**Completion Date**
Transition to new donor management system	11/1/2021
Develop annual plan to meet fundraising goals	12/1/2021
Develop and implement policies and procedures for accepting, tracking and recognizing donations	3/1/2022
Design and transition to new website	6/1/2022

Activity

	July 2021	August 2021	September 2021
Campaign	Summer Newsletter	Super Kid Season	Super Kid Season
Grants			Coop- Seeds of Change National CASA- Professional Development
Events			Major gifts recognition event (2022)
	October 2021	**November 2021**	**December 2021**
Campaign	Super Kid Season	End of Year Appeal	End of Year Appeal
Grants	HC Juvenile Justice CA Relief HAF		Berg Foundation National CASA- needs based
Events		SKS- celebration	
	January 2022	**February 2022**	**March 2022**
Campaign	End of Year Appeal	Winter Newsletter Sustaining donor	
Grants	St Joe's Sisters of Orange	Coast Central Credit Union	HAF- Carol Sund
Events		Volunteer appreciation	
	April 2022	**May 2022**	**June 2022**
Campaign	Spring appeal	Big Night	
Grants	Humboldt Sponsors		
Events		Big Night	Open house

HUMBOLDT AREA FOUNDATION
Wild Rivers COMMUNITY FOUNDATION

363 Indianola Road, Bayside, CA 95524
info@hafoundation.org
(707) 442-2993

Court Appointed Special Advocates of Humboldt
CASA of Humboldt c/o Talia Ciarabellini
2356 Myrtle Ave
Eureka, CA 95501-3328

CASA of Humboldt Endowment Fund

Oct 2021 - Fund eStatement

Summary:	Current Period 10/01/2021 - 10/31/2021	Year to Date 07/01/21 - 10/31/21
Beginning Fund Balance	**765,307.74**	**771,501.92**
Gifts	0.00	0.00
Total Investment Return	28,329.94	23,776.10
Grants, Payments & Fees	(478.89)	(2,119.23)
Total Other Activity	0.00	0.00
Ending Fund Balance	**793,158.79**	**793,158.79**

Details:		
Investment Activity:		
Interest	37.27	156.70
Dividends	220.23	2,182.24
Realized Capital Gains/Losses	0.00	0.00
Unrealized Capital Gains/Losses	28,072.44	21,437.16
Other Income	0.00	0.00
Total Investment Return	**28,329.94**	**23,776.10**
Grants, Payments & Fees:		
Grants/Scholarships	0.00	0.00
CRT Payments	0.00	0.00
Foundation Support Fees	(478.89)	(1,938.91)
Fundraising Expense	0.00	0.00
Quarterly Investment Consulting Fee	0.00	(180.32)
Total Grants, Payments & Fees	**(478.89)**	**(2,119.23)**
Other Activity		
Grants Canceled/Reduced	0.00	0.00
Misc. Adjustment	0.00	0.00
Total Other Activity	**0.00**	**0.00**
Ending Fund Balance	**793,158.79**	**793,158.79**

If you'd like to receive your statement via email - please call or email us anytime.

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CASA of Humboldt Endowment Fund

No gifts this period.

No grants this period.

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CASA of Humboldt Fund in Memory of Jessie Hansen

Oct 2021 - Fund eStatement

Summary:	Current Period 10/01/2021 - 10/31/2021	Year to Date 07/01/21 - 10/31/21
Beginning Fund Balance	**76,327.04**	**76,992.39**
Gifts	0.00	0.00
Total Investment Return	2,825.48	2,372.40
Grants, Payments & Fees	(63.68)	(275.95)
Total Other Activity	0.00	0.00
Ending Fund Balance	**79,088.84**	**79,088.84**

Details:

Investment Activity:		
Interest	3.72	15.65
Dividends	21.96	217.73
Realized Capital Gains/Losses	0.00	0.00
Unrealized Capital Gains/Losses	2,799.80	2,139.02
Other Income	0.00	0.00
Total Investment Return	**2,825.48**	**2,372.40**
Grants, Payments & Fees:		
Grants/Scholarships	0.00	0.00
Foundation Support Fees	(63.68)	(257.96)
Fundraising Expense	0.00	0.00
Quarterly Investment Consulting Fee	0.00	(17.99)
Total Grants, Payments & Fees	**(63.68)**	**(275.95)**
Other Activity		
Grants Canceled/Reduced	0.00	0.00
Total Other Activity	**0.00**	**0.00**
Ending Fund Balance	**79,088.84**	**79,088.84**

If you'd like to receive your statement via email - please call or email us anytime.

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CASA of Humboldt Fund in Memory of Jessie Hansen

No gifts this period.

No grants this period.

Board of Directors Meeting on December 7, 2021

Discussion Item: Staffing

CASA of Humboldt Staffing Plan

Background

CASA of Humboldt hired a New Executive Director in August of 2021. For the last four months, the Executive Director has evaluated the workload of existing staff with the goal of assessing whether the current staffing model provides adequate coverage for current program needs and provides a solid foundation for future growth. Included at the end of this document is the organizational chart provided to the New Executive Director during the recruitment process. This chart included a total of 6.75 FTE.

Additionally, over the next year, planning will continue to determine the number of case supervisors needed in order to serve 100% of the children in foster care in Humboldt County. National CASA expects each local program to achieve this goal. If a local program is not provided this level of care, they are expected to submit a growth plan to the National CASA office as part of the self-assessment process.

Rationale for Change

CASA of Humboldt's Executive Director made decisions outlined in this restructuring plan by analyzing data from a variety of sources including the following: staff report of work load, direct observation, and job description and compensation information gathered by California CASA.

The following positions will be changed and/or eliminated:

- Office Manager at .75 FTE: Per staff report and direct observation of the Executive Director, the volume of work and program needs do not warrant this specific position.
- Program Manager at 1.0 FTE: Given the size of the team and the clinical needs of the program, the Program Manager role as it is currently defined is not needed. Specifically, an additional formal leadership position is not needed. Given the sensitive and complicated nature of the work provided by Case Supervisors, support and mentorship by someone with a higher level of clinical training is warranted.

The following positions will be added:

- Operational Coordinator 1.0 FTE: This position will replace the Office Manager noted above. This job description and FTE better matches the administrative needs of CASA of Humboldt. The job summary for this position is summarized later in this document.
- Senior Case Supervisor 1.0 FTE: This position will replace the Program Manager noted above. This position will provide clinical support to case supervisors and volunteer advocates. This minimum qualifications for this position will be licensed-eligible degree, such as Social Work or Marriage and Family Therapy. The job summary for this position is summarized later in this document.

The following position continues to be evaluated:

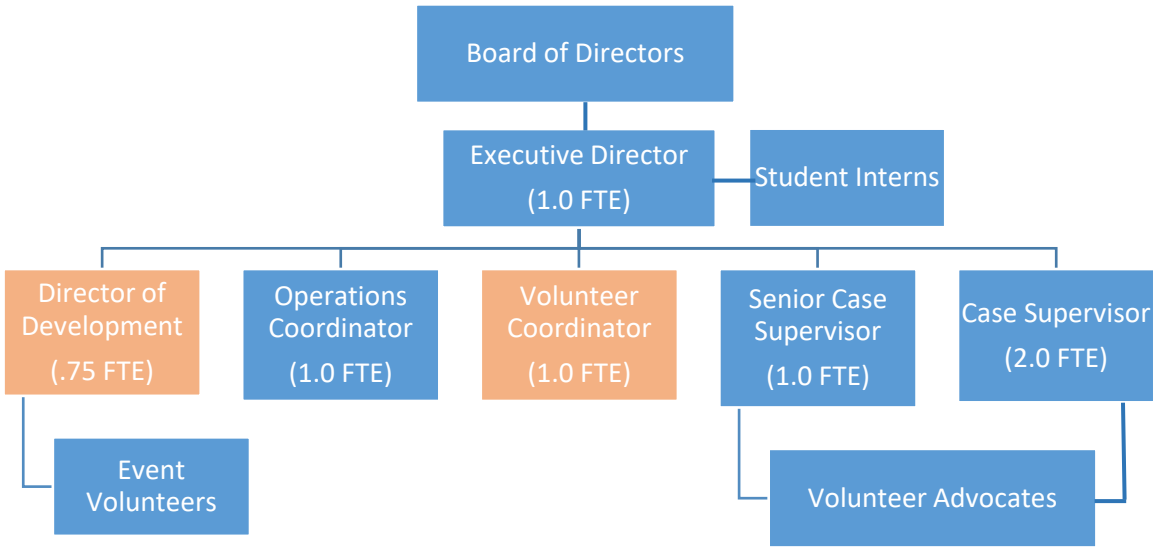
- Director of Development at .75 FTE: This position is currently part time and the need for this position to be 1.0 FTE will be considered over the upcoming months.

- Case Supervisors: The needed FTE for this position will be evaluated over the upcoming months and a growth plan will be created in order to comply with requirements from National CASA to serve 100% of eligible children.
- Volunteer Coordinator at 1.0 FTE: This primary duties of this position involves the training of new volunteer advocates. Since the volume of prospective advocates does not require a full-time position, this position has provided additional support to the Director of Development.

New Staffing Plan

Under the new staffing plan, the total FTE for the organization will remain 6.75. As outlined above, the primary changes include the following: 1) former Office Manager position will be converted to an Operations Coordinator with the FTE increasing from .75 to 1.0 and 2) former Program Manager position will be converted to a Senior Case Supervisor position with no change to the FTE (remain 1.0). The FTE associated with the Director of Development and Case Supervisor positions as well as the Volunteer Coordinator position in general will continue to be evaluated.

Organizational Chart



Job Summaries

- **Executive Director**
  Serves as the organization's Chief Executive and Administrative officer, reporting directly to the Board of Directors; set the direction for the CASA program and guides the Board in formulating the mission and strategic plan of the organization; serves as the chief spokesperson for the agency and gives voice to the organization's vision, provides inspiration and leadership for the achievement of the vision, and manages the organization to

achieve its goals; Builds and maintains strong relationships with local political, philanthropic and community leaders

- **Director of Development**
  Develops, executes and maintains procedures that ensure the successful and effective implementation of the department's annual development plan; Oversees, organizes and secures foundation and government grants each year based on annual revenue budget; Designs, implements and evaluates an organization-wide and comprehensive donor relations and stewardship system that appropriately recognizes and promotes interaction with all donors at all levels; Maintains program website, radio, and social media content; Creates and implements an annual outreach plan to recruit a diverse array of volunteer advocates to serve all regions of the county. The FTE associated with this position will continue to be evaluated.
- **Senior Case Supervisor**
  In addition to responsibilities of Advocacy/Case Supervisor, accepts additional, complex cases and CASAs above and beyond a regular caseload when requested; provides support to senior management as requested, including serving as a peer mentor and trainer for newly hired Advocacy/Case Supervisors; assists in facilitating continuing education and small group meetings for volunteers; attends and supports CASAs at court hearings, trials, Treatment Team meetings, Team Decision Making meetings, and Individualized Education Program meetings as needed; Participates in development, implementation, and evaluation of volunteer training and continuing education curriculum; participates in the volunteer candidate screening and selection process and acts as an instructor during CASA training.
- **Case Supervisor**
  Ensures that dependency children assigned to CASAs receive the advocacy they need, that the volunteers are supported and that policies and procedures of the CASA program are followed by all volunteers. Maintains an ongoing caseload of CASAs; provides supervision and support to CASAs in the exercise of their duties; establishes routine contact with all volunteers and maintains detailed records concerning all contact with volunteers and other parties involved in a child's case; with support, conducts annual evaluations with each volunteer and maintains a written record of the evaluation in the volunteer file; Implements and participates in volunteer training and continuing education as assigned.
- **Operations Coordinator**
  Provides organizational and logistical support to ensure smooth operations of the organization; ensures the tracking of relevant and accurate program data by providing technical support to the team and/or entering data directly into system(s); assists in the analysis of program and fundraising data to inform decision making, track progress toward goals, and dissemination efforts; supports the preparation of bills/invoices and incoming checks for processing by the accountant; participates in the creation and implementation of workflows and systems to maximize efficiency and ensure that all requirements regarding preparation and maintenance of case files and volunteer files are met according to Rule 5.655 and agency policies; as time permits, serve as a Case Supervisor for a small caseload of dependency children assigned to advocates.
- **Volunteer Coordinator**
  This position continues to be evaluated. Currently provides training to new volunteer advocates and support around fundraising and outreach.

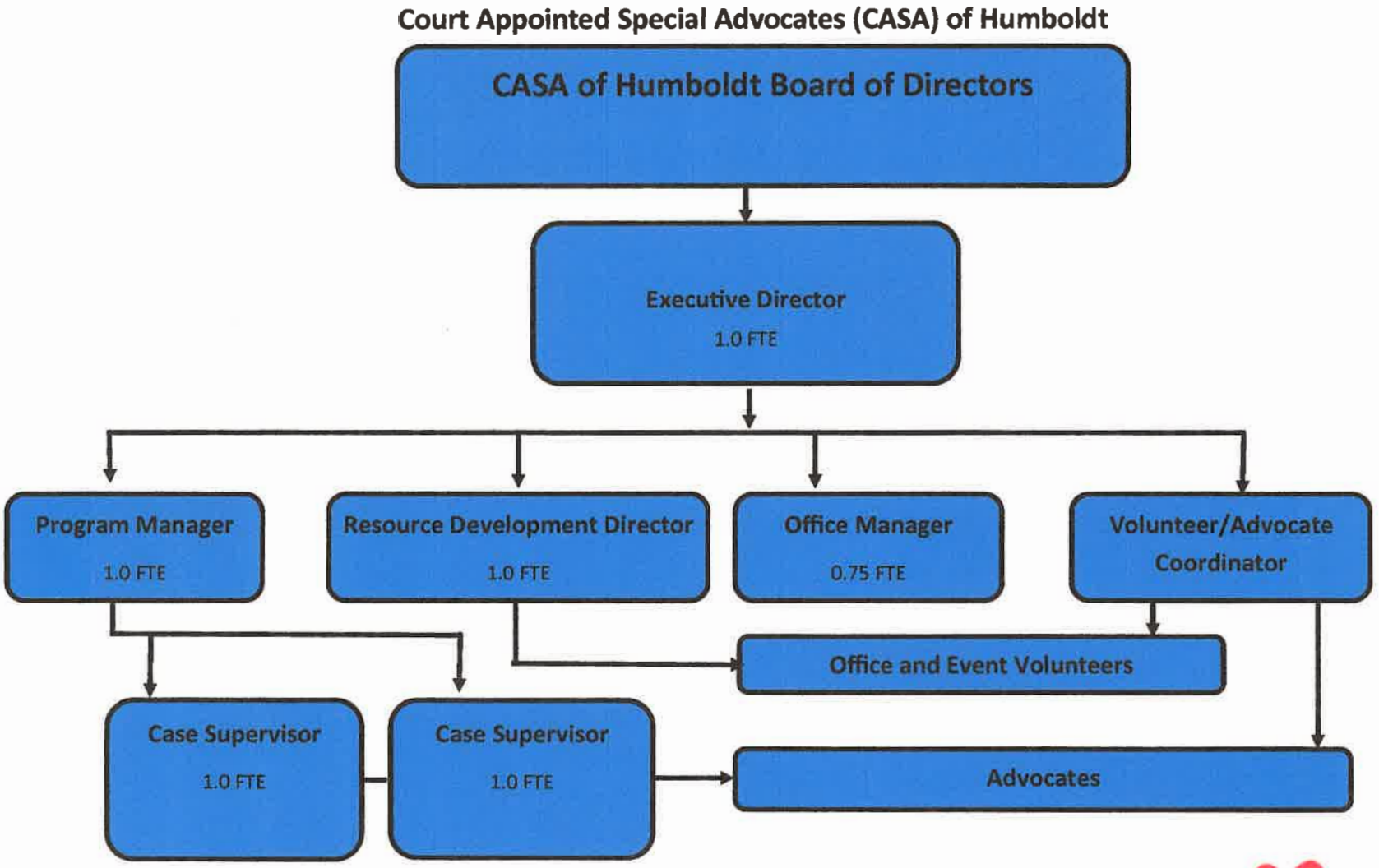
Implementation Plan

This restructuring will include a two-step process. In the first phase, job descriptions will be updated and staff may be given the opportunity to apply for or transfer into a new role. As part of the second phase, the compensation for

each position will be examined and a salary range will be established for each position. The executive Director will meet individually with all staff to review the new organizational structure and the implication of this change on their role at CASA of Humboldt. Staff whose positions were eliminated and/or changed may be given the opportunity to apply for or transfer into a new role.

CASA of Humboldt
2356 Myrtle Avenue Eureka, CA 95501

Organizational Chart



CASA
Court Appointed Special Advocates
FOR CHILDREN
HUMBOLDT COUNTY