

COURT APPOINTED SPECIAL ADVOCATE
 2356 Myrtle Avenue
 Eureka, CA 95501



Tuesday, February 22, 2022 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), 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: Samantha Day (Chair), John Gracyalny (Treasurer), and Jason Baxter.</i></p>	<p>Jessica</p>
<p>APPROVAL OF MINUTES FROM LAST MEETING</p> <p>Motion: Madison G. moves to approve minutes from the January 25, 2022 meeting. Madison D. to second. Ayes: All; Nays: None. The motion passed unanimously.</p>	<p>Jessica</p>
<p>UPDATES FROM EXECUTIVE DIRECTOR</p> <ul style="list-style-type: none"> • Compliance <ul style="list-style-type: none"> ○ Fiscal <ul style="list-style-type: none"> ▪ Tirzah continues to clean up fiscal documents and has produced reports for tonight’s meeting. ▪ Fiscal Audit: Shout out to John G. for his assistance. ▪ Jeanne and Amber have access at Redwood Capital Bank. ○ IT <ul style="list-style-type: none"> ▪ Working with NYLEX.Net, Inc. on issues. ○ Program <ul style="list-style-type: none"> ▪ Attend CA CASA Meetings (Executive Director and Program Manager) 	<p>Jeanne</p>

- National CASA Self-Assessment is the main focus now.

- **Serving Children and Youth**

- Reviewed Dashboard Report.
 - There has been a lower rate of children entering the CWS system and it is uncertain why.
- Recruitment
 - Senior Case Management position is posted.
 - Holding off on filling Volunteer Coordinator position.
 - Onboarded a new Case Supervisor, Krista.
 - Rebecca Stevens is carrying cases and will attend required facilitator training.
 - There are 12 perspective advocates, with three almost completing CASA University.
- Case Supervisor Training Materials will be developed
 - Want to pair staff with a pro-active approach while creating a tailored advocacy plan.
 - Taking more of a social work approach for court report.
- Optima
 - A systematic approach is under way to make sure the value of each field is fully understood.
 - Would encourage board members to give a shout out to Jocelyn Lindsey for her thoughtful and hard work on this project: Jocelyn@humboldtcasa.org
 - Advocacy Plan can be created within Optima.
 - Desire for data-driven decisions
 - Fields required for reporting to grant funders
 - Volunteer tracking

- **Funding**

- Cost savings:

<ul style="list-style-type: none"> ▪ Lack of Senior Case Manager being hired. ▪ Volunteer Coordinator resigned in January. <ul style="list-style-type: none"> • Mentorship Month: Big Brothers and Big Sisters of the North Coast asked to collaborate with CASA to receive Board of Supervisors, City of Eureka and City of Arcata Proclamations. 	
<p>FUNDS DEVELOPMENT REPORT</p> <ul style="list-style-type: none"> • Campaign updates – staff time will be tracked at future events • End of Year Appeal <ul style="list-style-type: none"> ○ Amber’s estimate was very close: 99% of goal. ○ ROI was \$32.79/\$1 spent ○ ROI staff time = \$2,000/hour • Winter Appeal will be sent out at the end of the month • There will be four scheduled appeals this year. • Grants <ul style="list-style-type: none"> ○ Application submitted for \$2,000 to Humboldt Sponsors ○ Application due to Coast Central Credit Union on 2/28 for increased safety and access, keyless entry, better lighting, outdoor play areas. ○ Application due to St. Joe’s Sisters of Orange on 3/15 to cover a 0.5 FTE Case Supervisor • Major gifts: Donors who gave above \$1,000 last year have an ongoing personalized stewardship plan. • In general, donations are on track. • Super Kid Season came in at only 38% of goal. • Big Night happens in spring normally. This year the focus will be Big Impact Event. A committee will be required. • New website will be more user friendly/relevant and will happen within the next few months. • Community Voices was taped and will play within the next week or two. 	Amber
<p>FINANCIAL REPORT</p>	Jeanne

<ul style="list-style-type: none"> • November 2021: <ul style="list-style-type: none"> ○ Wages were high; not surprising due to open positions. ○ Spent 52% on health benefits; may be due to cost increase in health and dental. ○ There is future potential for more accurate budget forecasting. ○ Ages that were over budget includes: <ul style="list-style-type: none"> ▪ Office ▪ VOCA grant (Use/Lose) so Contract Monitor encouraged spend down on desks, chairs, file cabinets. Also purchased incentives/milestone acknowledgments for advocates (pens, notebooks, water bottles) • Updated budget format is coming. 	
<p>BOARD APPROVAL: Resolution to list Jeanne Gordon and John Gracyalny as points of contact for Morgan Stanley</p> <p>Motion: Madison G. moves to approve Resolution. Allison to second. Ayes: All; Nays: None. The motion passed unanimously.</p>	Jessica
<p>DISCUSSION ITEM: Credit Card for CASA of Humboldt</p> <ul style="list-style-type: none"> • Jeanne led discussion to determine whether Redwood Capital Bank (RCB) or Coast Central Credit Union (CCCU) credit card would be better for CASA of Humboldt. Jeanne shared John G.’s recommendation to obtain CASA credit card with RCB due to simplicity of having all accounts at one location. CCCU has a better interest rate and points. RCB has no points. <p>Motion: Madison G. moves to approve Jeanne as authorized user of a Redwood Capital Bank with \$5,000 limit. Allison to second. Ayes: All; Nays: None. The motion passed unanimously.</p>	Jeanne
<p>BOARD APPROVAL: Resolution regarding closing Coast Central Credit Union bank account</p>	Jessica

<p>Motion: Madison G. moves to approve Resolution. Madi D. to second. Ayes: All; Nays: None. The motion passed unanimously.</p>	
<p>DISCUSSION ITEM: Bylaws</p> <ul style="list-style-type: none"> Allison reported that she has been working on Bylaws with Ad Hoc Committee members Jessica and Madison G. and would like to review final version on February 28 with committee and Jeanne and Amber. Jeanne will send out invitation for 4:30 p.m. 	Allison
<p>DISCUSSION ITEM: Procedures for Interviewing and Orienting New Board Member</p> <ul style="list-style-type: none"> Jessica led discussion regarding procedures for new board members and standardized interview questions. She proposed that Step 1 be the application. She also suggested that we share out bios, that interested members attend a meeting and sign a non-disclosure agreement. National CASA requires vetting, the background check and a brief interview. Recruitment efforts could be ongoing all year long due to smaller board size. 	Jessica
<p>DISCUSSION ITEM: Big Night</p> <ul style="list-style-type: none"> Big Night is normally a gala event with a silent auction and dinner the first Saturday in March. Amber shared research that she has been doing on other local fundraising efforts. Chamber events have been outside or virtual. This year it could look different, and it could have a theme of “Big Impact.” It could be a donor thank you event at the end of summer/early fall. <ul style="list-style-type: none"> The goal would be to have people feel excited and appreciated. The focus would be on relationships and themes may include: Fun; Intimacy; Impact Report; Child’s voice; Former CASA Youth. 	Jessica/Amber
<p>Discussion: National CASA Self-Assessment</p> <ul style="list-style-type: none"> There is a 179-item survey Jeanne and Sam will need to sign off on it. Jason had previously asked about P&Ps – review cycle for some will be 1 year and 3 years for others. 	Jeanne

<ul style="list-style-type: none"> • There is an MOU with the Humboldt County Superior Court that will need to be updated every two to three years. Jeanne will meet with Judge Heinrichs. • The children’s referral process will also need to be updated including dependency court and placement in foster care. • Another area to look at would be how to grow and expand – an example of this may be Family Preservation Services – those not severe enough to be removed. • Procurement Policy will require board members’ expertise. • Insurance coverage will be updated with George Peterson in March. • Onboarding & Board recruitment Matrix will be shared with Jessica. • Internal Fiscal Controls: John can help and this will be based on recommendations from the fiscal audit. • Two items are on hold until after April 30: <ul style="list-style-type: none"> ○ Annual Meetings ○ Strategic Plan (either three or five year version), which may happen at the Board Retreat. 	
<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 6:59 p.m.</p>	Jessica
<p style="text-align: center;">Next Meeting: March 24, 2022 5:30 p.m.</p>	

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

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