

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



Tuesday, February 22, 2021 5:30 – 7:00
Zoom Meeting ID: 839 0538 3751 and Passcode: 329742
<https://us02web.zoom.us/j/83905383751?pwd=SXJETGhzUmZWVVRk5KYVQvSFpNZz09>

WELCOME AND CHAIR'S REMARKS	Sam
APPROVAL OF MINUTES FROM LAST MEETING	Sam
UPDATES FROM EXECUTIVE DIRECTOR <ul style="list-style-type: none">• Compliance• Serving Children/Youth• Funding	Jeanne
FINANCIAL REPORT	Jeanne
BOARD APPROVAL: Resolution to list Jeanne Gordon and John Gracyalny as points of contact for Morgan Stanley	John
DISCUSSION ITEM: Credit Card for CASA of Humboldt	Jeanne
BOARD APPROVAL: Resolution regarding Coast Central Credit Union	Jessica
DISCUSSION ITEM: Board Bylaws	Allison
DISCUSSION ITEM: Procedures for Interviewing and Orienting New Board Member	Jessica
DISCUSSION ITEM: Big Night	Jessica and Amber
DISCUSSION ITEM: National CASA Self-Assessment	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

BOARD CHAIR

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Program Manager

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Community & Corporate Social Responsibility

Executive Director Board Report

February 22, 2022

Compliance

Fiscal

- Our new accounting contact, Tirzah Walsh, began to create fiscal reports starting from July 2021. Tirzah has invested a substantial amount of time cleaning-up our fiscal information in order to provide these reports. She has also produced a large number of fiscal documents required for our annual fiscal audit.
- The fiscal audit with JWT and Associates, LLP continued this month. Documents have been provided as requested. John and Sam provided input in order to complete a risk assessment and internal quality control survey provided by the Fiscal Audit Team. John has been providing additional guidance to me regarding requested documentation for FY 20-21. This has taken a significant amount of time.
- Amber and I now have access to our bank statements at Redwood Capital Bank.

IT

- There were two issues that came up over the last month: 1) Microsoft365 was not syncing documents I was working on and 2) Permissions for accessing folders was set up inconsistently and incorrectly. I am working with David from Nylex to fix these issues.

Program

- I continued to attend an Executive Director and Program Manager meetings hosted by California CASA.
- The National CASA Self-Assessment began on January 31st and will continue through the end of April. Over the last month, efforts have focused on volunteer tracking (e.g., completion of background checks, continuing education, performance reviews) and an overhaul of the volunteer handbook. In some instances, I have been able to find existing versions of required documents that were created in 2015 and they need significant updating. Additionally, even if there is an existing policy/procedure, that policy/procedure has not been operationalized or hard-wired into everyday practice.

Serving Children/Youth

- Dashboard Report: Attached is an updated report.
- Recruitment: The Senior Case Supervisor position is posted and recruitment efforts will increase when the bulk of work associated with the annual fiscal audit and the National CASA self-assessment begins to taper off.

- Advocate Recruitment and Training: Rebecca Stevens will attend the required facilitator training through National CASA at the end of February.
- Onboarding New Case Supervisor: As part of onboarding process, Krista has been attending trainings through California and National CASA and shadowing Rebecca during court hearings and meetings with volunteer advocates. Krista has also been piloting a new case overview form that I created. This form summarizes key adults in the life of a child, strengths/opportunities for the child by domain (medical, educational, mental health, etc.), key milestones from the CWS case plan, and CASA advocacy goals. This form will provide a snapshot of the relevant information regarding a child and allow case supervisors to take a strategic approach to generating recommendations and tracking their progress for the court report.
- Case Supervisor Training Materials: There are very few existing training materials for new case supervisors and the documents that exist are quite outdated. I have begun efforts 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, we have begun to take a systematic examination of the Optima, the data tracking and documentation software we use. Two areas of data tracking have been prioritized for the start of this project: 1) fields required for reporting to grant funders (CA Office of Emergency Services for VOCA grant and Judicial Council) and 2) Volunteer tracking. As part of this process, we are evaluating the value labels and types for each data field, updating value labels (as needed), creating definitions for each value label, aligning documentation with staff workflows, and establishing data cleaning/quality assurance practices. This will ensure that staff have clear expectations regarding when they should document and what needs to be documented and leadership will have reliable data for decision making and program monitoring.

Joselyn has been invaluable as we start working toward a goal of thorough and accurate data collection and reporting. She is extremely thoughtful in all aspects of her work and shows an outstanding commitment to collaborating with staff, Optima programmers, and CA CASA to ensure the best possible outcome. If you have the opportunity, please consider sending her a brief note to acknowledge her hard work:

Joselyn@humboldtcasa.org. I know she would appreciate hearing from you.

Funding

- The following are items contributing to budget savings this month:
 - Senior Case Supervisor: to be hired

- Volunteer Coordinator: Resigned in January and the need for this position will be evaluated. This position will likely be redefined over the next month.
- Additional information regarding grants and fundraising will be included the Development Report by Amber Madrone Anderson

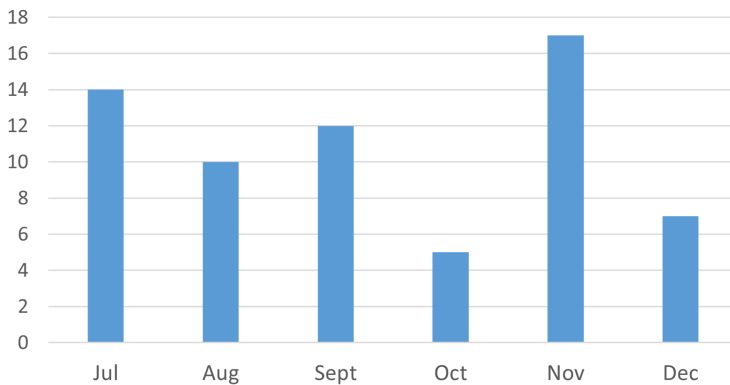
Other

- Mentorship Month: Big Brothers Big Sisters of the North Coast led efforts to collaborate with CASA of Humboldt and Boys and Girls Club of the Redwoods to receive proclamations in the month of January from the Humboldt County Board of Supervisors, the City of Eureka, and the City of Arcata.

DRAFT DASHBOARD REPORT

FISCAL YEAR 2021-2022

Referred by Month



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 11 referrals per month.

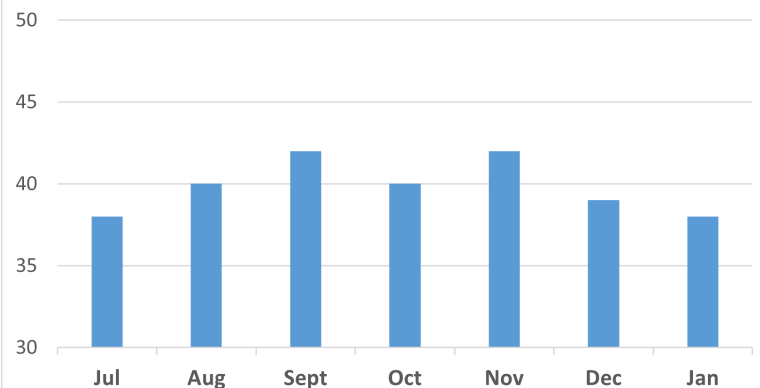
NUMBER OF CHILDREN SERVED

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

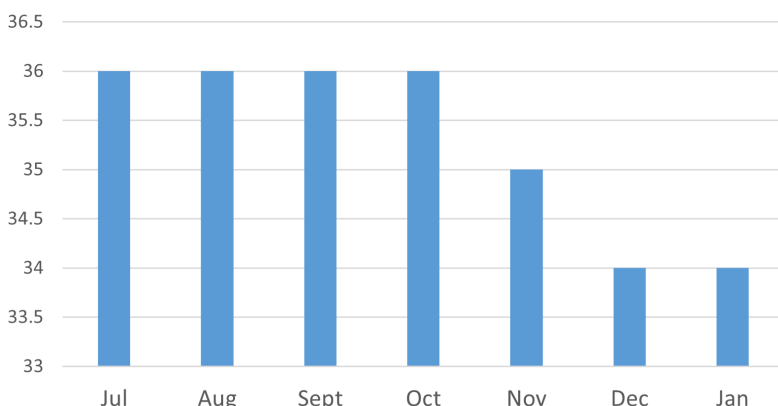
Since July, 1.0 FTE was providing case supervision to volunteer advocates. In January, an additional 1.0 FTE case supervisor was hired and is expected to start opening cases in the next month.

Fiscal year to date, 43 children have been served.

Served by Month



Active CASAs by Month



NUMBER OF ACTIVE ADVOCATES

CASA of Humboldt offers continuous opportunities for training over the course of the year. There are currently 12 prospective advocates in the process of interviewing and/or completing the background check and 3 who are finishing training.

The number of active advocates has remained very consistent, with the number coming down slightly due to closed cases the last few months.

Campaign Updates:

With each fundraising campaign we implement this year, we will be tracking staff time in addition to expenses to establish an ROI for our efforts. This baseline will be used as we make fundraising decisions next year and it will allow us to track growth in our efforts.

- **End of Year Appeal:**

- With a goal set at \$40,000 we came in at \$39,539. This is 98.9% of our goal.
- A direct mailing was sent out to 2,277 donors.
- Total cost was \$1,206 expenses and approximately 20 hours of staff time.
- The ROI on expenses for this campaign was a \$32.79 return for every \$1 spent.
- The ROI on staff time was \$1,977 per hour spent.
- No volunteer time was used on this campaign.

- **Winter Mailer:**

- Our winter mailing will be sent out at the end of this month.

Grants:

- Application was submitted to Humboldt Sponsors for \$2,000 on 2/10 for the Children's Activity Fund
- Application in progress to Coast Central Credit Union for increased safety, access, and fun at the CASA house. Due 2/28
- Application in progress for St Joe's Sisters of Orange to cover a .5 FTE case supervisor for \$25,000. Due 3/15

Major Gifts:

All donors who gave above \$1,000 last year have an ongoing personalized donor stewardship plan. Board members can play an imperative role in these relationships by making introductions and/ or sending personal thank you notes to donors that you know. Therefor we are including a list of donors that gave over \$1,000 since last report (Dec & Jan, board members are not included in this list):

Sean and Katherine O' Day	Celestine Armenta	Cassandra Wanger
Suzanne Kimmel	Seth Einterz	Ronald Witt
Vinit Modi	Tanka Chase	Herb & Sally Pierce

Funds Report:

- See attached

Additional Items:

- Website design is underway for updating and transitioning to a new website.
- CASA of Humboldt will be featured on Community Voices, taping for this program was completed today- broadcast date TBD

Board Involvement:

- Make a personal gift/ become a sustaining partner
- Write thank you cards
- Join a committee:
 - Major donors
 - Big Nigh/ Big Impact

	Income source	FY21-22 Goal (Gross)	FY21-22 Rec'd YTD	% to Goal	Notes
		\$3,000	\$1,575	52.5%	
ongoing	General Donations	\$50,000	\$27,600	55.2%	
ongoing	Sustaining Partner	\$10,000	\$5,023	50.2%	
July	Summer Newsletter 2021	\$7,800	\$3,935	50.4%	
February	Winter Newsletter 2022	\$6,000		0.0%	
ongoing	third party fundraising	\$5,000	\$4,359	87.2%	
Dec	End of year appeal	\$40,000	\$39,539	98.8%	
April	Spring appeal	\$7,000		0.0%	
		\$125,800	\$80,456	64.0%	
Aug-Oct	SKS Teams	\$40,000	\$15,956	39.9%	
Aug-Oct	Cooperate events	\$15,000	\$0	0.0%	
Aug-Oct	Online Auction	\$10,000	\$2,968	29.7%	
Aug-Oct	Corporate Sponsorships	\$6,000	\$10,000	166.7%	
Aug-Oct	General SKS giving	\$5,000	\$0	0.0%	
		\$76,000	\$28,924	38.1%	
May	Ticket sales	\$0			
May	Auction	\$10,000		0.0%	
May	Sponsorship	\$20,000		0.0%	
May	Donations	\$18,000	\$150	0.8%	2021 Big Night Donation- received in this fiscal year
		\$48,000	\$150	0.3%	
ongoing		\$30,000	\$28,060	93.5%	<i>Co-op Seeds for Change grant (\$12,060) occurred during SKS, California Relief (\$15,000), & HAF(\$1,000)</i>
	TOTAL	\$282,800	\$139,165	49.2%	
			\$46,000		Stock gift from Schmidbauers- through Morgan Stanley

CASA of Humboldt - Statement of Activities - previous year & budget comparison						
	A	B	C	D	E	F
	Income	Nov-21	Nov-20	Budget	YTD 21-22	YTD 20-21
1	Board Donation			3,000	871	0
2	Dolls Donated					
3	Cash Donations	20,916	1,587	125,000	59,389	38,922
4	Super Kids/Kid's Walk	0	6,577	76,000	27,523	57,921
5	Baroni Jewelry-Taxable					
6	Big Night			48,000		
7	Cards - Taxable					
8	Scrip	0	2	800	0	603
9	Judicial Council & Title IVE	1,700	3,504	30,000	12,212	17,519
10	VOCA Contract	3,261	8,047	128,750	62,504	39,535
11	Miscellaneous Income				640	3,625
12	Net Assets Released Restrictions				0	-2,089
13	Restricted Net Assets Received					
14	Grants	15,000	0	30,000	15,000	2,693
15	Grants Restricted (PPP)			0		
16	Total revenue	40,877	19,717	441,550	178,138	158,729
17	Wages	26,289	19,593	273,530	93,219	101,125
18	Retirement	-40	0	2,500	432	0
19	Health & Dental benefits	0	1,096	21,167	14,239	7,031
20	Workers Compensation	170	0	1,283	1,361	0
21	Payroll Taxes	2,300	1,553	19,341	7,679	7,823
22	Accounting	1,170	0	12,000	4,224	2,451
23	Audit			5,200		
24	Bank Charges	315	309	3,400	1,162	1,827
25	Copier Rental Charges	440	378	7,000	2,329	2,189
26	Equipment Purchases			4,000	0	1,029
27	Depreciation	1,726	1,632		8,237	8,158
28	Fundraising Expense	399	1,620	20,000	4,755	10,792
29	Insurance	267	489	5,000	2,320	2,150
30	Janitorial / landscape	0	150	2,000	0	600
31	Misc Expense	67	0		67	738
32	Office	2,294	1,683	18,000	45,222	6,750
33	Postage	9	330	1,500	555	330
34	Repairs & Maintenance	0	238	2,500	0	1,074
35	Phone, Internet, Web Hosting, misc	2,093	394	14,300	5,660	4,200
36	Program Activities			2,500	0	1,258
37	Travel and Training			3,000	141	429
38	Utilities	136	78	5,700	2,426	1,506
39	Volunteer	1,531	1,216	24,500	12,402	6,168
40	Total Expense	39,165	30,758	448,421	206,429	167,627
41	Operating Income	1,712	-11,042	-6,871	-28,291	-8,898
42	Other Income	-17,877	67,591		8,828	99,203
43	Other Expense	-757	-365		-3,152	-2,903
44	Net Income	-16,921	56,185	-6,871	-22,615	87,401

CASA of Humboldt - Statement of Activities - previous year & budget comparison						
	A	B	C	D	E	F
	Income	Dec-21	Dec-20	Budget	YTD 21-22	YTD 20-21
1	Board Donation			3,000	871	0
2	Dolls Donated					
3	Cash Donations	38,019	42,956	125,000	97,408	81,878
4	Super Kids/Kid's Walk	0	1,803	76,000	27,523	59,725
5	Baroni Jewelry-Taxable					
6	Big Night	0	-463	48,000	0	-463
7	Cards - Taxable					
8	Scrip			800	0	603
9	Judicial Council & Title IVE	0	3,504	30,000	12,212	21,023
10	VOCA Contract	5,976	22,122	128,750	68,480	61,657
11	Miscellaneous Income				640	3,625
12	Net Assets Released Restrictions					
13	Restricted Net Assets Received				0	-2,089
14	Grants			30,000	15,000	2,693
15	Grants Restricted (PPP)	0	43,800	0	0	43,800
16	Total revenue	43,995	113,722	441,550	222,133	272,451
17	Wages	19,040	20,993	273,530	112,259	122,118
18	Retirement	106	0	2,500	538	0
19	Health & Dental benefits	0	3,511	21,167	14,239	10,541
20	Workers Compensation	170	0	1,283	1,531	0
21	Payroll Taxes	1,820	1,722	19,341	9,499	9,545
22	Accounting	534	600	12,000	4,758	3,051
23	Audit			5,200		
24	Bank Charges	267	359	3,400	1,428	2,186
25	Copier Rental Charges	459	471	7,000	2,788	2,659
26	Equipment Purchases			4,000	0	1,029
27	Depreciation	1,726	1,632		9,963	9,789
28	Fundraising Expense	1,700	1,351	20,000	6,455	12,143
29	Insurance	492	489	5,000	2,812	2,639
30	Janitorial / landscape	0	135	2,000	0	735
31	Misc Expense	151	640		218	1,378
32	Office	1,309	785	18,000	46,531	7,535
33	Postage	0	253	1,500	555	583
34	Repairs & Maintenance	68	18	2,500	68	1,092
35	Phone, Internet, Web Hosting, misc	789	1,816	14,300	6,449	6,016
36	Program Activities	0	1,050	2,500	0	2,308
37	Travel and Training	0	110	3,000	141	540
38	Utilities	450	682	5,700	2,876	2,188
39	Volunteer	0	3,147	24,500	12,402	9,315
40	Total Expense	29,081	39,763	448,421	235,510	207,391
41	Operating Income	14,915	73,959	-6,871	-13,376	65,060
42	Other Income	24,000	31,627		32,828	130,830
43	Other Expense	-550	-421		-3,702	-3,324
44	Net Income	38,364	105,165	-6,871	15,749	192,566

Supplemental Information for Discussion Items

February 22, 2022

Credit Card for CASA of Humboldt

- It was learned that what was understood to be a CASA of Humboldt (company) credit card through American Express was actually set up as a private credit card attached to the former Executive Director's social security card. The only authorized user who could access or make changes to this account was the former Executive Director
- Recurring expenses on this credit card are transitioning to paper invoicing.
- It would benefit CASA of Humboldt to establish a company credit. Below are two options for consideration.

CCCU	Visa Classic	14.7% fixed 7.2% variable	\$0 annual fee Up to 1 ½ points on qualified purchases
	Visa Platinum	13.7% fixed 6.2% variable	\$0 annual fee Up to 2 points on qualified purchases
RCB	Standard	14.24%	\$0 annual fee No Points
	Preferred	14.24%	\$49 annual fee/account Detail regarding points provided

National CASA Self-Assessment

- The self-assessment is a 179-item survey covering 10 standards for local programs and it will need to be signed by both the Executive Director and Board Chair to be submitted.
- Items Under development and will be brought to an upcoming Board meeting:
 - Schedule for reviewing policies and procedures
 - MOU between CASA of Humboldt and Humboldt County Superior Court
 - Procurement Policy
 - Review insurance coverage
- Items that will need the Boards support in creating now:
 - Complete prior to April 30th:
 - Board Recruitment Plan/Matrix
 - Process to Onboard and Orient New Board Member
 - Internal Fiscal Controls Policy
 - Will likely need to be completed after April 30th
 - Annual meeting for the Board
 - Strategic Plan