

COURT APPOINTED SPECIAL ADVOCATE
 2356 Myrtle Avenue
 Eureka, CA 95501



Tuesday, January 25, 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 5:35 pm • Introductions <p>Present: <i>Board Members: Samantha Day (Chair), Jessica Estes (Vice Chair), John Gracyalny (Treasurer), Jason Baxter, 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: None</i></p>	<p>Sam</p>
<p>APPROVAL OF MINUTES FROM LAST MEETING</p> <p>Motion: John moves to approve minutes from the December 7, 2021 meeting. Jason to second. Ayes: All; Nays: None. The motion passed unanimously.</p>	<p>Sam</p>
<p>Humboldt Area Foundation – Investment Strategy</p> <ul style="list-style-type: none"> • Presentation by Laurel Dalsted <p>Laurel is the Relations and Development Director and has been in this position with the Humboldt Area Foundation (HAF) for the last nine months, after working for a non-profit foundation for the last 16 years in San Diego.</p> <p>CASA of Humboldt has two investment funds. The first is the CASA of Humboldt Endowment Fund in the amount of \$797, 564.77. The second is CASA of Humboldt Fund in memory of Jessie Hansen in the amount of \$79,495.12. The Long-Term Pool is where most HAF endowed funds are located. Investment funds can be reviewed and moved annually. The Investment Strategy is determined by the HAF Board Investment Committee who works with Angeles Investments.</p>	<p>John and Jeanne</p>

<p>Statements to the CASA of Humboldt Board can be scheduled to arrive monthly or quarterly.</p> <p>There has been no distribution of funds, but they could be used on things the board determines it needs. They have historically been viewed as a safety net.</p> <p>Donations are currently made through a parallel fund or a “9 Fund” where quarterly transfers are standard practice, but when larger donations arrive, they can be invested immediately. The online donations are itemized by donor. Two weeks is standard for fund disbursement. The fee is taken out monthly by HAF. Planned giving is included in the endowment fund.</p> <p>Next month, Angeles Investments will be presenting to HAF. The invitation will go to John and Jeanne.</p>	
<p>UPDATES FROM EXECUTIVE DIRECTOR</p> <ul style="list-style-type: none"> <p>• Compliance</p> <p>The Accounting and Financial survey is being completed. There is no update on IT. CA CASA Director Forms and National CASA Self-Assessment must be completed prior to site visit.</p> <p>• Serving Children and Youth</p> <p>The Volunteer Coordinator is unable to return. Jeanne is evaluating if this position is necessary or if there may be a better fit.</p> <p>Christa – the Case Supervisor started yesterday.</p> <p>Advocate Training: Jeanne is processing applications and scheduling the interviews. Jeanne will hold completion of phone screens and interviews.</p> <p>Rebecca is providing the training and there are four sessions lasting 2.5 hours/session.</p> <p>There is a 30 minutes Rounding Meeting with advocates with the focus of building on successes and understanding what could be better. Ideas are more flexibility with continued strategy developed system to provide gift cards to assist with some out of pocket costs. The CASA House is open by scheduled appointments only.</p> <p>There is still interest in Social Work Interns from HSU—if not this semester, then in fall semester.</p> 	<p>Jeanne</p>

<ul style="list-style-type: none"> Funding <u>California CASA</u>: A request was submitted for \$75 million/three years. The plan is to continue seeking more funding John expressed interest in seeing the Dashboard Report that would include children served, those who are onboard and those who graduated. Jeanne stated there is little variation in numbers from one month to the next. The average CWS case is 18-24 months. For example, one child closed this month. 	
<p>FINANCIAL REPORT</p> <ul style="list-style-type: none"> This is still under review and new report should be available soon. 	John
<p>DISCUSSION ITEMS</p> <ul style="list-style-type: none"> Committee to oversee fiscal audit process Allison volunteered to serve on committee. Applications for new board members The process is contained in Bylaws, which are out of date. There will be an interview with ED. Suggestions included What to Expect as a Board Member or a Fact Sheet. Members were encouraged to think in terms of what they wished they had known. This could be half a dozen bullets. Jeanne and Sam will work on this. It may include: <ul style="list-style-type: none"> Robert’s Rules of Order Bylaws Budget Commitment with signature guaranteeing a minimum number of hours each month or the commitment to serve/lead on a committee Recruitment System for Active Committees (Jason shared his previously spent 25 hours/wk on recruitment and marketing and Jessica share the long hours that she also put in on Big Night that included monthly meetings, prep work and entire day of event) Policy and Procedures Requiring Approval <ul style="list-style-type: none"> CASA Employee Handbook Final 10.19.21 	John and Jessica

<ul style="list-style-type: none"> ○ CASA of Humboldt – Logic Model ○ CASA of Humboldt Policy – Code of Ethics ○ CASA of Humboldt Policy – Confidentiality for Board Members ○ CASA of Humboldt Policy – Confidentiality for Staff ○ CASA of Humboldt Policy – Confidentiality for Volunteers ○ CASA of Humboldt Policy – Conflict of Interest for Board Members ○ CASA of Humboldt Policy – Conflict of Interest for Staff ○ CASA of Humboldt Policy – Conflict of interest for Volunteers ○ CASA of Humboldt Policy – Ethical Conduct ○ CASA of Humboldt Policy – Grievance Policy ○ CASA of Humboldt Policy – Screening and Selection Procedure for Board ○ CASA of Humboldt Policy – Screening and Selection Procedure for Staff ○ CASA of Humboldt Policy– Screening and Selection Procedure for Volunteers ○ CASA of Humboldt Policy – Transportation Policy ○ CASA of Humboldt Policy – Whistleblower Policy <p>Motion: John moves to approve this great package with note to edit as necessary. Jessica to second. Ayes: All; Nays: None. The motion passed unanimously.</p> <ul style="list-style-type: none"> ● Employee Handbook Jeanne and Jolene will plan to review each year due to necessary changes in Labor Laws. ● Bylaws Allison offered to review the Bylaws and update as necessary. Jessica and Madison offered to assist her. 	
<p>CLOSING</p> <p>Sam thanked everyone.</p>	<p>Sam</p>
<p>QUESTIONS AND ANSWERS</p>	<p>Sam</p>
<p>BOARD MEMBER ANNOUNCEMENTS</p>	<p>Sam</p>
<p>PUBLIC COMMENT MAY BE LIMITED BY THE CHAIR</p>	<p>Sam</p>

ADJOURNMENT	Sam
Meeting adjourned at 6:59 p.m.	
Next Meeting: February 22, 2022 5:30 p.m.	

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

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