

CASA Board of Directors Meeting Agenda

Zoom Meeting

January 17, 2023

1. Call to Order and Approval of Agenda McCort 12:00
2. Advocate Speaker:
3. Board Guest: N/A
4. Consent Items: McCort
 - Board of Director's Meeting Minutes – November
 - Finance Committee Meeting Minutes
 -

*Consent items are non-controversial. The Board may approve them with a single motion without discussion.
Any Board member may ask for an item to be removed from consent if a discussion is necessary.*

Motion and vote are needed to approve the items on the consent agenda.
5. Financial Discussion Bila
6. Fund Development Reports: Roche
 - Fund Development Committee Nato
 - Derby G. Gonzales
 - Public Relations
7. Executive Director's Report Wilson
 - Cal-CASA luncheon
Thursday, January 31, 2023, at 11:30 a.m. at CASA Offices
8. Vice-President's Report McCort
 -
9. Member Announcements: All

Calendar: (meetings held via zoom, unless noted)

Next Board meeting 3rd Tuesday, **February 21, 2023**, 12:00 pm in person at TBD

Finance Committee 2nd Tuesday 7:30 am @ **Zoom** - Exec Committee 2nd Thursday 7:30 am @Zoom

PR Committee: 4th Thurs 7:30 am - Event Committees

Board Vision Statement: "To meet the needs of CASA, ensuring it will continue to serve as an economically effective organization, for the abused children of Kern County."

**CASA of Kern County
Board of Directors Meeting Minutes
November 15, 2022**

Board Vision Statement: “To meet the needs of CASA ensuring it will continue to serve as an economically effective organization for the abused children of Kern County.”

Call to Order and Approval of Agenda:

Board President, Mike Martinez, called the meeting to order at 12:02PM on Tuesday, November 15, 2022, via Zoom. Keller made and Holtzclaw seconded a motion to approve the agenda. The motion passed.

Board members present via Zoom: Martinez, McCort, Wong, Roche, Collins, J. Gonzalez, Peters, Holtzclaw, Lucas, Keller, Harper, Eberhardt, Natto

Board members excused: Towery, McCaslin, Tomono, Bila, G. Gonzalez

Advocate Liaison present: None

CASA staff present: Caroline Wilson

Advocate Speaker: None.

Board guests present: None.

Consent Items:

- Board of Director's Meeting Minutes - October
- Finance Committee Meeting Minutes – October
- Superhero Run Committee Meeting Minutes – N/A
- Public Relations Meeting Minutes – N/A
- Derby Committee Meeting Minutes – N/A

Harper moved to approve the consent items, with the following changes to the Board of Director’s Meeting Minutes. Collins seconded the motion, which passed.

- The third bullet point in the Financial Discussion should reflect that the cash position is still very strong and is up over \$600 compared to last year.
- Board members present via Zoom included Holtzclaw.

Financial Discussion:

- In Bila’s absence, Peters reported that the finance committee reviewed the October 2022 financial statements.
- Adjustments were needed regarding vacation accruals.
- Revenues and expenses are both good, and there are not concerns with those items.
- The committee discussed the Superhero Run and its profitability this year compared to past events.
- At the meeting, Wilson discussed the large grants that were submitted to Cal CASA.

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**CASA of Kern County
Board of Directors Meeting Minutes
November 15, 2022**

- Wilson reported that the committee is looking at finalizing the transition to Valley Strong from Tri-Counties Bank. Peters will supervise the account(s).

Fund Development Reports:

- **Fund Development Committee:** Roche reported that the committee meeting was postponed, so there is no update at this time.
- **Superhero Run:** McCort reported it was a “super” event. He thanked the committee and Board for their efforts. Holtzclaw noted that the booths were well set up, and there was good representation from various agencies, including BPD and the FBI. Holtzclaw noted that she walked in the race for the first time, and it looked to her like people were enjoying themselves. Wong said the event was fun and well organized. He complimented the CASA office staff and noted that many were involved in the planning of the event for the first time. Collins said the event was “extraordinary” and that everyone pulled together to make it successful. Martinez noted there were new challenges this year. He congratulated McCort for an excellent job chairing the committee. The aerial view map that McCort created was extremely helpful, especially with vendor placements, and will likely be used every year going forward. Wilson summarized saying that there were two more runners than in 2021; the event gleaned \$66k in sponsorships; expenses were much lower than anticipated at approximately \$20k; final numbers will be available later this week; donations in addition to the sponsorships were received; Rayna Whitman’s mother donated \$500; there were more than double the vendors of last year’s event, with three of the vendors having direct ties to the foster care system. Martinez said this year’s event was an excellent example of how the Superhero Run can be successful on many levels, including the number of runners, sponsorships, and vendors. McCort noted that Martinez was able to secure, at the last minute, a \$20k sponsorship from Amazon. Martinez said that, in the time since the event, many people at Amazon are talking about CASA. He noted that Amazon has a PR problem, so Amazon’s relationship with and contribution to CASA are mutually beneficial. Collins asked about follow-up opportunities with Amazon, such as Amazon employees becoming committee members or CASAs. Martinez said there are several affinity groups within Amazon, and he reminds each group about CASA. He will start sharing more information about orientation dates and opportunities for people to volunteer. Amazon supports CAPK and other local nonprofits. Amazon’s BFL 2 facility just opened in Shafter, so their employees came to the event as a group and “outshined” BFL 1. McCort noted that his wife felt strongly that the event needs to be a community celebration to spread the word about what CASA does and is. His goal is to take over the entire park. The committee members agreed that Karlee Cain is a superhero.
- **Derby:** Towery was not present at today’s meeting. Martinez said that the committee will begin meeting within the next month or so. The goal, as with Superhero Run, is for the event to be big and to have bigger numbers for attendees, prize donations and sponsorships. The committee will be looking for sponsors, raffle prizes and vacation packages. Martinez encouraged anyone that knows of possible prize donors to reach out.
- **Public Relations:** G. Ramirez was not available to report. Wilson reported that the PR Committee contributed greatly to the Superhero Run’s success and disseminating information about the event to

**CASA of Kern County
Board of Directors Meeting Minutes
November 15, 2022**

the community.

Executive Director's Report:

- **Office Staffing:** Staffing efforts are ongoing. Wilson is waiting for confirmation of Cal CASA grant funds before making further hiring commitments. Angela Davis has returned from medical leave and is working on mental health cases. Angie Cruz is on the team; she is bi-lingual and has a strong mental health background. Wilson plans to continue to grow the mental health services with the goal of all children in the CASA program taking advantage of mental health services. Wilson wants to expand mental health service training to volunteers, as well. The physical reorganization of the office is ongoing.
- **California CASA funding:** Kern CASA will receive less funding from the Cal CASA grants than anticipated. The original request was for \$1.8MM. Because the in-kind donations were removed for Grant 1, Kern CASA was eligible for additional funds in that grant. Grant 3 included the largest request. It is likely that the actual grant will be less than requested. Whatever amount is received, it will be more than the organization has now.
- **Program:** Current program statistics are as follows:
 - 318 children currently being served
 - 152 active cases
 - 132 assigned CASAs
 - 53 children on the wait list
 - 37 cases on the wait listCASAs that do not currently have assignments were contacted and requested to consider returning to service. Some of those CASAs are willing to do so.
- **Audit:** CASA's audit is about to be concluded. The auditors are awaiting financial records for which Wilson needs authorization to access.
- **Clubhouse:** New epoxy floors are being installed at the clubhouse. Wilson acknowledged Top Notch Floors, who provided a discount of nearly 50%. The clubhouse will likely be ready before Christmas and hopefully even earlier, in December. CASA is trying to make accommodations when possible. Because the clubhouse is not available for use, CASA will be donating \$100 to a family connections situation for Thanksgiving lunch at a restaurant.
- **Contracts:** Wilson noted that the \$20k annual KBHRS contract was renewed. DHS continues to want Kern CASA to conduct ASQs, and Wilson is in communication with DHS about that. Lennar Homes is interested in donating for a CASA Christmas event at Christmas Town. Lennar will provide funding, and the CASA team would work to make the event special for the children. Lennar sent questions and a budget to Wilson, who assembled a package about what CASA can provide.
- **Events:**
 - Movie and wine night at Bottle Shock
 - Rotaract presented Kern CASA with \$2,500
 - Kern CASA was the beneficiary of Empire Eye's raffle event. Empire Eye raised over \$10k for Kern CASA, their largest donation to date.

**CASA of Kern County
Board of Directors Meeting Minutes
November 15, 2022**

- Wilson attended the Kern High School District's Education Day event.
- Congressman Valadao is interested in meeting with Wilson to discuss Kern CASA.
- The DHS BBQ at Jamison Center was attended by Wilson, where she reconnected with some of her former colleagues from DHS.
- The CPS Social Workers Annual Training Conference will be held this month and will be attended by Heaven and Araceli.
- The Bakersfield City Schools' Teddy Bear Picnic will be held in December, and Wilson will attend.
- Wilson noted that community events are important as a way for CASA's mission to be disseminated in the community and for making contacts. As her time frees up, Wilson is committed to robust community outreach efforts.
- A team meeting is scheduled for Thursday, November 17th during which Wilson will provide updates to all CASA staff.
- Wilson is working on the Judge's Luncheon, which will likely take place in February next year. She is creating a sponsorship packet, which will be distributed to law firms.
- Wilson's daughter is getting married. Wilson will be off-site for next two weeks but will be working remotely as needed.

President's Report: Martinez congratulated Wilson for the excellent work she has done in her short tenure with CASA thus far. He said that 2023 will be more stable than this year with fewer changes. He has been talking to staff members, who are happy and proud of work Wilson is doing and the connections she is making (i.e., CPS, DHS). He is pleased with the new flooring product for the clubhouse. Martinez expressed gratitude and thanks for the involvement of the staff and the Board. As Thanksgiving and December are coming up, he feels that executables will continue to roll out. He wished the Board a happy Thanksgiving and noted that the holiday party in December will be hosted by the McCorts.

Member announcements: Holtzclaw will work with the McCorts to create an invitation for the holiday party so that the number of attendees can be solidified. She requested that responses be sent as soon as possible so that tables and food can be ordered. Instead of secret Santa gifts for Board members and staff, the Board agreed to provide gifts for CASA children. Wilson is creating a list of children, and Holtzclaw will email Board members, who are requested to respond with regard to how many children they are able to provide gifts for. It was agreed that \$50 is the maximum amount that will be spent on each child. The supervisors have been collecting wish lists from the children. Holtzclaw suggested that perhaps some of the Board members' companies will want to help; Holtzclaw can provide the proper tax deduction forms. She volunteered to shop for gifts if Board members would prefer to donate money and asked that funds be provided to her by 12/1. She will provide a form listing the donation amount for tax purposes. The gifts need to be provided to the CASA office by 12/9 in order to have them distributed to the children timely. The goal is to try to provide for as many children as possible. McCort likes the idea of gifting to CASA children this year, being involved in the community and doing things for the kids during the holiday season. Once the list of children is compiled, Board members will receive the first name, gender, and age of the child(ren), along with their wish list, if they

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**CASA of Kern County
Board of Directors Meeting Minutes
November 15, 2022**

provided one, and the child's number that will be assigned by Holtzclaw. Gifts should be unwrapped, as the individual CASAs will wrap them.

Next meeting: The next meeting will be the holiday party on Thursday December 15th. The minutes of that meeting will reflect whether or not business was actually conducted.

Meeting adjourned: 12:57 PM

Respectfully submitted,
Jenifer Natto

FINANCE COMMITTEE MINUTES

December 13, 2022

Board Members Vision Statement: *"To meet the needs of CASA insuring it will continue to serve as an economically effective organization for the abused children of Kern County"*

Members Present: Bill Bila, Matt McCort, Stephanie Peters, Shannon Webster, Caroline Wilson (staff)
Ashley Thompson (staff).

Members Absent: Julio Gonzalez.

Bila called the meeting to order at 07:34am.

Presentation and review of audited financials draft for the 2021-2022 fiscal year:

Scott Westall from BHK presented the draft of the audited financials. The audit was consistent with prior years with nothing to note of concern. Webster to draft response to governance letter and auditor's recommendations. The finance committee thanked Westall and BHK for their generosity and many years of supporting CASA. Motion to approve audited financials: Bila, McCort, Webster.

Review of Minutes of the prior meeting:

Minutes from November finance committee meeting approved via email and included in board packet.

Financial Reports:

November financial reports were reviewed. Income was up due to the Superhero Run and receiving funds from the County of Kern. Temporary help payroll cost exceeding budget amounts due to part time advocate supervisor support employees.

Motion to approve financial reports for November: Webster, Peters.

Online Banking:

Stephanie Peters- Received items requested, will report next meeting.

General Ledger Review:

Shannon Webster reviewed the general ledger no items of concern. There was a question regarding payrate of temporary employee, Wilson clarified the employee was no longer temporary and has been hired full-time.

Executive Director's Report:

- Wilson reported that the superhero run expenses were less than she previously reported and that we received the donation from Amazon.
- The transition to Valley Strong is complete and online access for banking oversight was given to Stephanie Peters.
- Cal-CASA should be issuing the award letter this week and funds will be released within 15 days of the award letter acceptance signature.

There being no further business, the meeting was adjourned at 08:27 a.m.

The next Finance Committee meeting is scheduled for Tuesday, January 10, 2023, at 7:30 a.m. via Zoom.

Respectfully submitted,
Ashley Thompson



EXECUTIVE DIRECTOR REPORT

MEETING: CASA ExCom Meeting

DATE: January 15, 2023

UPDATES

- **Cal CASA Grants:**
 - We received notification of the Grant Award in the amount of \$489,233 (please see attached). It was awarded in the following categories:
 - Opportunity #1 (Organizational Infrastructure): \$144,853
 - Opportunity #2 (Staff Compensation / Development): \$111,139
 - Opportunity #3 (Innovation & Growth): \$233,241
 - We have received the first installment on 12/29/22 in the amount of \$259,656.33 (please see attached).
- **CASA Re-Organization / Office:**
 - We have hired the Program Manager, and Training and Retention Coordinator.
 - We are conducting interviews for the Public Relations and Development Manager, as well as the Program Court Assistant positions.
 - We will soon be posting the Communication Coordinator position.
 - We will soon be posting the Public Relations and Engagement Coordinator position.
 - We are proceeding with the “re-org” growth elements – which are the increase of the Public Relations and Development Department (including title changes and responsibilities and salary increases to prior staff positions currently vacant, and staffing growth within the Program Department (title changes and increase responsibilities and salaries and staffing for growth) – consistent with the Cal-CASA Grant funding awarded.
 - Interior Re-Org continues this upcoming weekend we are scheduled to complete the 2 manager’s offices (tall, large modular cubicles), and repair walls and freshen paint as needed.
 - Painting, Deep cleaning, and a few additional furnishings are pending to complete the office space.
 - New Refrigerator and Plumbing Fixes are pending for the kitchen area but will be scheduled asap.
 - Christmas Wish Lists and Community donations were a huge success, and we’re already getting stories from our Advocates about the kiddos! We received so much that we still have a lot of gifts that will be available for birthdays and hello gifts for our kiddos via our Advocates. What we are unable to utilize at our Clubhouse or store, we will donate to the Dream Center and/or the Homeless Center for their use.
- **CASA Clubhouse** –the flooring has been done, the plumbing and kitchen are completed, the insurance and prior materials are being addressed, and we hope to have items back by next week. We are working hard to have it open by the first week of February.
- **Contracts / Donor Partners:**
 - VOCA funds were received – \$35,595
 - Judicial Council - \$19,070.50
 - Clarence Lee Clark Trust - \$5,000
 - Majestic Realty Foundation - \$5,000
 - Sister Phyllis Hugh grant
 - Cynthia Lake Foundation
 - PRS Holding Foundation
 - Lowes’ Donation
- **NOTE:** we will need to modify the prior verbiage given for banking signer permission at the last ExCom to reflect the new signer list once it’s approved. I would request that we send out a virtual meeting request for approval once the changes have been made to the roster; thank you.

2022 Cal-CASA Grant - Cycle 1 Award Payments - Cal_CASA_Installments_

	Awarded	1st Installment	2nd Installment	3rd Installment	
op 1	\$ 144,853.00	\$ 144,853.00			
op 2	\$ 111,139.00	\$ 37,046.33	\$ 37,046.33	\$ 37,046.33	
op 3	\$ 233,241.00	\$ 77,747.00	\$ 77,747.00	\$ 77,747.00	
	ACH Anticipated				
Award	\$ 489,233.00	\$ 259,646.33	\$ 114,793.33	\$ 114,793.33	\$ 489,233.00
		Dec-22	May-23	Dec-23	

Opportunity	Date To be Paid	Conditions for Payment
1	December 2022/ January 2023	Paid in Full within 15 days of the later of receipt of fully executed Agreement from Grantee; or Grantor's receipt of State funds.
2 and 3	December 2022/ January 2023	1 st Installment paid within 15 days of the later of receipt of fully executed Agreement from Grantee; or Grantor's receipt of State funds.
2 and 3	May 2023	2 nd installment paid after Grantee completes all reporting requirements and/or provides supporting documentation, to the satisfaction of Grantor
2 and 3	December 2023	3 rd installment paid after Grantee completes all reporting requirements and/or provides supporting documentation, to the satisfaction of Grantor

ACH Deposits Received	Anticipated	Received	Amount	Delta
	Dec-22	12/29/2022	\$ 259,646.33	\$0.00
	May-23			-\$114,793.33
	Dec-23			-\$114,793.33
	Total To-Date		\$259,646.33	-\$229,586.67
				Pending Receipt