

Executive Director's Report

June 16, 2016

Governance and Operations

Program Issues

Volunteers

We are currently recruiting for the fall 2016 training class and have added an earlier information session on June 22nd so we don't lose early inquiries. Interviews will begin in late August. We have about 30 prospective volunteers on the wait list.

Staff

There are no staff issues to report.

Staff Meeting

The May staff meeting was focused on peer coordinator recruitment. We decided that Nan would send an outreach letter to those who had previously been identified as individuals who would be excellent peer coordinators, which she did. One has agreed to have coffee with her to discuss it. We'll see what happens!

We also discussed the appointment of new cases and the need for everything to be in CASA Manager before the end of the fiscal year. Our funding is dependent on children served as reflected in the database, so the sooner we get kids in the more days are "counted" as being served.

Training

I attended the National CASA Conference in Washington DC. I attended six workshops: Peer Coordinator Networking, Coaching, Performance Measurement, Creating Trauma Responsive Advocates, New Trends in Substance Abuse, and Why Black Lives Matter. I am in the middle of creating handouts for advocates and case supervisors and have already shared one on Coaching with the peer coordinators and case supervisors.

I also attended "CASA Meets Congress" and met with Congressman Lance's aide and Senator Booker's aide. Both were responsive to CASA's message and expressed a willingness to support our "asks" of VOCA funding at \$12 million and NJ Legislative funding of \$2 million.

Policies and Procedures

I've updated the advocates' policies and procedure manual and am working on updating the case supervisor one and the board manual. I've also distributed annual policies to be signed by board, staff, and advocates with the new fiscal year. Please get yours in – thank you.

State Issues

State reporting

All of the state reporting documents for May's expenses have been submitted. Rita sent a list of several year-end reports that will be due in the coming weeks – we're working through getting those completed.

EDs Meeting

There were a number of issues discussed at the ED's meeting. Of interest to this board is Rita's meeting with June Toth, the accountant. Rita said that June was interested in what else the network would be able to use in regard to accounting services and that it is June's goal is to teach us to accomplish certain tasks vs. completing them for us. Rita said that she discussed some of the issues of concern raised by the network, including curt responses, no follow-through on tasks, and ZBT staff not being fully qualified to complete tasks. It was requested that CASA of NJ get multiple quotes for June's services as many are not happy with the "level of service" being provided. June also advised that some programs are cancelling appointments at the last minute, and she would like more notice.

CASA of NJ has a document from DCF that outlines all criteria required in our audits. Rita suggested that we share this document with our auditors. Liza mentioned that there is a new requirement in the state funding contract: a series of four or five new questions that trustees and staff have to answer. Should EDs be answering on trustees' behalf or should each of the individual trustees sign off on it? One officer and the ED will be required to sign off on the document.

We also discussed the National CASA PR/Marketing grant – each program will be required to submit an individual marketing plan by July. The Quality Review initiative was also discussed. Only five programs have gone through it so far, and the state is learning more each time. Clarification was also made regarding who can volunteer with CASA. Judicial employees cannot volunteer with the program, but the spouse of a judge can serve on a board so long as it is not in their vicinage and the Assignment Judge signs off on it.

Some budget points:

- Nothing is decided until budget is presented to the governor.
- CASA of NJ had many successful meetings with verbal commitments that legislators will submit budget resolutions to restore our funding.
- We are in as good of a position we can be in at this time.
- CNJ has not been successful at getting a meeting with the governor's staff
- DCF received \$7million more than last year. This has been one of Liza's talking points
- When budgeting for FY 16/17, don't forget if you are not growing in kids served, there will be a lesser amount of funding.
- Rita is planning on presenting to her board a suggestion that base amounts going to each county should be increased.

A letter was sent to Rita and Tom Dilts' regarding further questions/clarifications from the network in regards to the National CASA PR/Marketing grant and the number of Executive Directors on the Program Committee.

The new head of the ED's network for FY 16/17 is Erica Fisher Topp of Passaic, and the new secretary is Stephanie Brown of Middlesex.

National Issues

There are no National issues to address, but it is of note that our "Brittney" outreach video was shown at the National CASA Conference.

Public Relations and Marketing

Social Media

We have 498 Facebook followers as of this writing, up from 492 last count. Our Facebook address is <https://www.facebook.com/CASA-SHaW>. I would appreciate it if you could share posts with your network and share any posts of interest with me.

We currently have 837 Twitter followers, up from 817 last count. Our Twitter address is https://www.twitter.com/CASA_SHaW.

Outreach

Eva participated in the Asian American festival in Somerset County and spoke with Roz, the councilwoman from Somerset. She invited Eva to attend the event in Colonial Park in September.

I've asked Eva to follow up with the Hope in Bound Brook Church that Ebony introduced us to a few months ago as well as with the Travis Mannion Foundation regarding a presentation for CASA and DCPY youth.

I was able to participate in a Comcast Newsmakers' interview on June 8th with a focus on expanding services.

Eva made a presentation to a women's group in early June.

Eva and I will be doing a presentation on June 15th to the Columbiettes, an off-shoot of the Knights of Columbus.

Eva and I will be doing a presentation for the Branchburg Rotary Club on June 22nd.

Alice had a great idea for Child Abuse Prevention month in April. Teams of CASA programs' volunteers, board, staff, and supporters would walk to each county's courthouse that hears CIC cases in order to raise awareness. We could "plant" CASA kids at each venue. I thought we could start in Trenton and go from there – maybe sending one or two per team a mile each until we get all the way around the state? I've put the idea on the ED meeting agenda for July to discuss with the whole network.

Community Partnerships

I visited with CASA of Cumberland, Gloucester, and Salem to pick up tote bags for our kids and to discuss challenges with the peer coordinator model. It has resulted in a community call with us hosting other programs to problem solve recruitment. It is scheduled for the 16th.

I met with a young lady named Donnella Tillery, who is the founder of NJ Fashion Week. She would like to do a children's fashion show at the PeopleCare Center in late October with a portion of the proceeds coming to CASA SHaW. She loves our child advocacy mission and wants to help. She will put together an information sheet and is happy to come and make a presentation to the board with more information, if needed. She most recently did a show for Lexus of Bridgewater and has listed them as a reference. She also provided video clips of one that she did at the Crayola Factory. There is no cost to us for this initiative.

Dr. Felecia Nace is holding two inservice trainings – one in Washington and one in Bridgewater – to discuss academic supports for children and change management as we transition to the peer coordinator model.

I am participating in the Trauma Work Group with the Children's Hope Initiative on June 14th.

I am participating in the Aging Out Conference meeting on June 17th. Jen will be our liaison moving forward but cannot attend the first meeting.

I am participating in the Hunterdon County Planning Group meeting as part of my HSAC duties – the first meeting is scheduled for June 21st.

I am meeting with Lisa Barsky-Firkser of Morris/Sussex on June 28th to discuss building infrastructure to expand services to 100% of children. Their program is serving all of their children.

I am attending Reunification Day at the Judiciary's invitation on June 30th in New Brunswick.

Finance

VOCA

I spoke at length with our grant analyst in Trenton. She is working on getting contracts out to us, and I took the time to do the Civil Right's Training for each county, which will hopefully speed up the process. She indicated that once she has the contracts in hand, the process should go rather quickly as payments are now down electronically.

CDBG

I submitted a reimbursement voucher for February-June for CDBG, which should reimburse us a little more than \$9000 in the next few weeks. We have an additional \$9000 or so to spend through 30 September. This is a federal fiscal year grant, which runs from 10/1-9/30. We usually spend down the grant by now, but with

VOCA we have not used it for Krista, only Lynn, since 1/1/16. Any unused funding will roll into the next fiscal year as well as the new (\$23,000) funding.

Hunterdon County grant

I submitted a reimbursement voucher for April-June for Hunterdon County in the amount of \$4375, which is still pending reimbursement of the first quarter's voucher of \$4375.

When we put this grant funding in the budget, it was listed at \$17,500 for FY 15/16. In reality, it will be \$8750 for FY 15/16 since this is a calendar year grant (January-June). FY 16/17 will be for \$17,500 (July-June), and FY 17/18 will be for \$8750 (July-December).

Catholic Human Services Foundation

We have received word from Catholic Human Services Foundation that we have been awarded \$2000; we are waiting for the check. As a reminder, this was written for ChromeBooks for case supervisors, tables for training, and outreach materials.

Traveling Tutor Grant

We budgeted \$10,000 this year for the Traveling Tutor grant from the Children's Hope Initiative but have only received \$5000. I reached out to Judge Dilts about the issue. He explained that we received \$10,000 in FY 13/14 and \$5000 in FY 15/16 – we have \$1000 left to claim. That said, he too thought we had \$5000 left to claim. I told him I thought that the Children's Hope Initiative had given us the first \$5000 in seed money and the \$16,000 came from FinPro and the Dombal Vogel Foundation. He is checking their records to see which is correct. We do have \$10,000 available for FY 16/17 that was given to us by an anonymous donor.

Peer Coordinator Grant

We budgeted \$25,000 for the Peer Coordinator expansion grant this fiscal year but were awarded \$23,100. We have used about \$5000 of that grant this fiscal year for planning. I spoke with Rita, and she assured me that the remainder of the grant can be applied for during FY 16/17. The peer coordinator model has taken longer to get off of the ground than initially projected, but fortunately the revenues will still be available to us.

New Grant Opportunity

I got an email from one of our new holiday partners who told me that she recently learned that their sister company, Allergan, has a foundation that funds local nonprofits. She's encouraged me to apply – the deadline is June 15th. I will be doing so.

SAMS

I have updated the registration for the SAMS system, the federal entity which requires that we register and maintain a DUNS number. We should be good through June 2017. Without this accreditation, we cannot accept VOCA funding.

Fundraising Efforts

State Raffle

I am still collecting raffle tickets for the state raffle, but they must be turned in by Thursday at the latest. Preliminarily, it looks like we've raised about \$3000.

Superhero Weekend

Mariann and I met regarding the Superhero Weekend. Our permit is approved for a child abuse awareness walk around Flemington. I've asked Ebony to create a flyer for the schools to share – I'll forward it as soon as I get it from her. In the queue is applying for 50/50 and raffle permits for the event on the 21st.

CASAblanca

We were in the position of having to make a decision in regards to the venue for CASAblanca, so I have executed the contract and paid the deposit for the Imperia on May 5th. The April dates were already taken.

Thank you

I want to end this year with a word of thanks to all of you for your hard work, your dedication, your willingness to serve the greater good, and for all that you do to help kids in need. From me to you, thank you. You're awesome!

Call-in number for meetings:

712/775-7000; 290038#

Next Meeting: Thursday, August 18th, PCC, 120 FINDERNE AVENUE, BRIDGEWATER

FY 15.16

ACCEPTED

| FUNDER | PURPOSE | COUNTY | AMOUNT | STATUS |
|--|--|---------------------------------|---|--|
| NJ Legislature | General Support | Somerset, Hunterdon, Warren | \$112,672 (net amount after PC grant penalty) | Approved, paid monthly upon submission of receipts |
| FinPro, Inc. and Dombal Vogel via Children's Hope Initiative | Traveling Tutor | Somerset, Hunterdon, and Warren | \$16,000 | Approved, will be paid in \$5000 increments |
| CDBG | Case Supervision | Somerset | \$32,007 | Approved, must submit receipts upon spending down grant award; begins 10/1/15. |
| Provident Bank Foundation | Peer Coordinator Model | Somerset | \$2,500 | Approved, payment received |
| CASA of NJ | Peer Coordinator Model | Tri-Counties | \$23,800 | Approved, payment pending |
| Hoosie Martin Foundation | PR/Marketing | Tri-Counties | Technical assistance only | Approved. No payment pending-training only |
| VOCA | Case supervision and volunteer training | Tri-Counties | \$153,676 | Approved. Reimbursable grant |
| Hunterdon County | Case Supervision | Hunterdon | \$17,500 | Approved. Reimbursable grant |
| Tyler Foundation | General support | Somerset | \$5000 | Approved, paid in full |
| Astle Alpaugh Foundation, LOI | Volunteer training | Tri-Counties | \$5868 | Approved, paid in full |
| Dombal Vogel | Connie Fund | Tri-Counties | \$1000 | Approved, paid in full |
| CDBG | Case Supervision | Somerset County | \$23,000 | Approved, reimbursable grant |
| Catholic Human Services Foundation | ChromeBooks, training and outreach materials | Tri-Counties | \$2000 | Approved, waiting for check |

PENDING

| FUNDER | PURPOSE | COUNTY | AMOUNT | STATUS |
|----------------|-------------------------------------|--------------|-----------|-----------------------------|
| Impact 100 | Case supervision in Somerset County | Somerset | \$100,000 | Pending, submitted May 2016 |
| NJ Legislative | General support | Tri-Counties | Pending | Pending governor's OK |
| Allergan | General support | Tri-Counties | \$5000 | Pending |

DECLINED

| FUNDER | PURPOSE | COUNTY | AMOUNT | STATUS |
|---------------------------|---|------------------------------------|---|-------------------|
| J&J ICID application | Back to school initiative-school supplies and winter gear | 20-25 children in the tri-counties | \$3500 | Presumed declined |
| Provident Bank Foundation | CASAblanca sponsorship | Tri-Counties | Gave them sponsorship options to review | Presumed declined |