

## Board of Directors Meeting

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Tuesday, March 24<sup>th</sup> – 12pm | Online Meeting

- I. Call to Order**
- II. Approval of Consent Agenda**
  - a. January 21<sup>st</sup> Minutes
  - b. Executive Director's Report
- III. Board Chair Report: Courtney Reich**
  - a. Executive Director Annual Review
  - b. Board Contracts
    - i. Selecting a committee
    - ii. Attend hearings
- IV. Treasurer Report: Chris Collins**
  - a. 2019 Final
  - b. Update of YTD financials
- V. Organization Update: Kate Blair**
  - a. COVID-19 Update
  - b. Progress on strategic plan
  - c. Event Update
    - i. Annual Meeting
    - ii. Dancing with Savannah Stars
      1. Current list of Savannah Stars
      2. New Date
    - iii. 2020 COPS in Savannah
- VI. Mission Minute – Teresa MacBride (volunteer/part-time admin)**
- VII. Adjournment**

## CASA BOARD MEETING

Attendees: Faith Buchanan, Megan Dulamal, Courtney Reich, Chris Collins, Terry Lemmon, Penny Rafferty, Prejea'n Andrews, Antwan Lang, Carson Wilson, Kayla Williams, Jerry Rooney, Kate Blair, Jacobium Holliman, Yolanda Parker (DFCS), Tom Hassett, Debra Powell

### STANDARD BUSINESS

The meeting was called to order at 12:03pm by Jerry Rooney.

Approval of Meeting Agenda was Motioned by Antwan Lang, and seconded by Jerry Rooney. Motion passed

"New CASA Congratulations" Cards were signed by every Board Member present.

Introduction of Approval of Board Officers was motioned by Antwan Lang.

It was announced that Carson Wilson is rolling off of the Board. She was thanked for her efforts.

Courtney Reich (Chair) thanked Jerry Rooney for being Chair.

### New Board Members

- Community & Development Chair – Antwan Lang
- Board Development & Retention (focus on identifying new board members)
  - o Lang asked if Wilson's position will be replaced. Per Blair, replacement is the Board's decision. No decision was made during this meeting.
  - o J. Holliman is considering chairing "Board Development & Retention". He will make a decision once he has the opportunity to review the job description.
  - o K. Blair will send Chair job descriptions to all Board members, so each can determine in which committee they would like to participate.
- The Fundraising committee is being disbanded so that all Board members can participate in fundraising efforts.

### TREASURER REPORT (Chris Collins):

- A new agreement has not yet been signed with Bookkeeper.
- Overall expenses will increase; Unsure of exact year-end expenses, as Kate is still awaiting the bill from Maria.
- An audit will be completed annually by Coomer.

- K. Blair requested that the Bookkeeper not be changed until 2021 so that he will not be changed at the same time as the Auditor.
- "Equipment and Maintenance" are included in the "Occupancy Cost".
- Currently, CASA does not have a lease or written agreement for office space. Per K. Blair, there will be no charge for rent as long as the current DFCS Director is in place.
  - o Per K. Blair, additional office space will be provided by DFCS for the AmeriCorp incumbent.
- The payroll budget includes all positions to be filled including AmeriCorp Vista position, IRA, taxes, and benefits.
  - o AmeriCorp is similar to Peace Corps; position will be paid \$1,500 fee, \$100 for housing, and \$50 for cell phone.
- CASA Staff has doubled since December 2019. As a result, Insurance has increased 15%.

#### IV. STRATEGIC PLAN (Terry Lemmons)

- C. Reich questioned if strategic plan action items can be completed by June 2020.
  - o Per K. Blair, June 2020 dates are required for most grants.
  - o Staff will update Board quarterly on action items' completion.
- Per K. Blair, goals do not match the budget, as we have over-committed on the goals, and under committed on the budget.
- Retention rates are good because volunteers are excited.
  - o It has been decided that we will begin to review and track volunteer retention moving forward.
  - o In 2019, CASA lost only one (1) volunteer, who did not want to participate anymore.
- T. Lemmons and K. Blair recommend each Board member attend volunteer training and a minimum of one (1) court hearing to ensure all are fully aware of what the court proceedings entail.
- C. Reich suggested that a Volunteer Retention committee be formed. Tom offered to chair the committee.
- "Volunteer Appreciation" events are scheduled to be held in the Spring including but not limited to:
  - o Awards
  - o End of Year event
  - o Pot luck at Kate Bailey's home

#### V. Organization Update

Events:

##### 1. Grand Prix

Driver's education for high-profile vehicles hosted by Porsche Club of

the America at the Westin on April 4-6, 2020. CASA is responsible for funding

after-party, attracting sponsors, high net worth clients, and male volunteers. The ideal targets include Private Banks, Wealth Management Firms, High networth clients. The fundraising goal is \$20,000. Tickets will be sold to the general public. Silent Auction items are needed. Porsche Club of Savannah will raffle four tickets

- Potential Sponsors are Porsche dealerships
- P. Rafferty suggested "Inaugural" replace "Annual" in the name of the event.
- Tom asked if tickets can be offered to foster children. Due to confidentiality, the organization cannot per K. Blair.
- A. Lang asked if CASA could host specific events specifically for foster children. Per Y. Parker of DFCS, we cannot to maintain the children's privacy.

## 2. Market Café

- Location: St. Peters Episcopal Church
- Ticket sales will benefit CASA and Coastal Children's Advocacy Center
- CASA is expected to receive \$30,000.
- CASA is responsible for recruiting sponsors and ticket sales.
- K. Blair requested each Board Member to purchase tickets (\$5/ticket) to give away or resell.

## 3. Annual Meeting

- Each Board Member was asked to confirm attendance. Confirmation is required because CASA pays per person.
- Keynote Speaker is Shimaine Quimbley, a young lady who aged out of the foster care system at age 21, after 12 placements.
- Sponsors include South State Bank, International Paper
  - International Paper has dual sponsorship, as they are also sponsoring Dancing With Savannah Stars.
- Location: Savannah Technical College
- 130 RSVPs; all three (3) judges will be present
- Awards to be presented include:
  - Judge Burke's retirement
  - CASA Volunteer of the Year
  - DFCS
  - CASA 20 year Volunteer

## 4. Dancing with the Savannah Stars (DWSS)

- Date: November 6, 2020
- The 2020 goal is to engage potential dancers earlier in the year. Board Members are asked to make dancer recommendations to Kate.
- The event will be held at Victory North. The venue has an attached outdoor patio for after-party, a smaller stage, and two (2) parking lots.
- The main street can be blocked for the red carpet, if a permit is obtained.

- CASA controls ticket sales and can bring outside food and beverage.

5. 2020 Council of Program Supervisors (COPS)

- Executive Director for all CASAs statewide.
- Date: 4/28/2020
- Board to host reception the first night
- Anticipate 50 attendees
- Requested that each Board Member bring a bottle of wine.

Additional Items:

-Sharon (FT employee started 1/6/2020), Kaylyn (Intern), and Mandy Roberts were introduced to the CASA Board.

A. Lang asked if need a sponsor to do paid internship. Topic to be discussed offline.

Insurance Opt Out Policy

- Can't go to Market Place and show proof of insurance. If employee does not take insurance, they will receive \$2,500. Motioned by A. Lang. Seconded by T. Lemmons. Motion passed.

## Executive Director's Report

March 24, 2020

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### Advocacy Overview

- 14 new volunteers were sworn in during Nov/Dec.
- Next class beginning in May
- 12 children have come into care to date, all have been assigned a CASA.
- 30 children who have been in care without a CASA were assigned a CASA in 2020
  - The judges and attorneys have been working with us to get us assigned to cases lingering in foster care.

### Operations Overview

- COVID-19 Update:
  - Staff: All staff is working remotely until further notice
  - Volunteers: All physical visits with children have been suspended until further notice. Increase in teleconferencing has been requested.
  - Courts: Only emergency hearings are taking place
  - DFCS: Only essential meetings will be held, physical contacts are being greatly reduced and likely suspended in the coming days
  - Volunteer recruitment – Virtual informational sessions will be held in the coming months.
- Annual Meeting hosted 140+ individuals
- Strategic Plan approved and staff has started creating their workplans
- Funding from Q1 VOCA grant funding finally received.

### Fundraising & Communications Overview

- Awaiting final fundraised amount from St. Peter's "The Market at 3 West Ridge"
- Grand Prix DE created by the Porsche Club has been cancelled
- Date of DWSS has been moved to October 30<sup>th</sup> at DWSS at Victory North.
- Dates and locations set for kick off and almost there parties



## Annual Evaluation Form - Manager

<b>Date:</b> 2/10/2020	<input type="checkbox"/> <b>Mid-Year Review</b> (annual mid-year) Note: if this is for a new employee, use the <b>Six-Month Review</b> form.
<b>Employee Name:</b> Kate Blair	<b>Reviewer Name:</b> Jerry Rooney/Courtney Reich
Evaluation Area	Notes
<b>Competencies: WHAT</b>	
<b>Delivering Results</b> <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> <li>Achieves excellence in all tasks and goals.</li> <li>Maintains focus and perseveres, even in the face of obstacles.</li> <li>Uses time efficiently; adapts plans when changes occur. Prioritizes tasks based on importance. Delegates appropriately.</li> <li>Actively pursues professional development and growth for self and team.</li> <li>Is receptive to and implements suggestions for improvement. Solicits feedback. Actively identifies ways to improve.</li> <li>Holds direct reports accountable for producing quality, timely results; helps others maintain focus and overcome obstacles. Provides performance feedback that facilitates development.</li> </ul> <p><i>Additional examples:</i> <u>Unacceptable</u>   <u>Far Exceeds Expectations</u></p>	Click here to enter text. Exceeds expectations. Important to continue to focus on staff education and professional development.
<b>Problem Solving</b> <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> <li>Breaks down problems into fundamental parts. Identifies root causes and addresses problems in ways that lead to innovative solutions.</li> <li>Consistently, in all cases, makes informed decisions based on available and hard to find information. Utilizes information that is relevant, current and clear.</li> <li>Recognizes typical as well as complex and unusual issues, and actions needed to advance the decision making process. Recommends possible solutions. Follows up to ensure resolution.</li> <li>Creates new ideas and processes despite initial ambiguity of the situation; modifies approach to achieve results in changing situations.</li> <li>Assists employees in diagnosing problems and recognizing issues. Takes time to help employees identify critical connections, consequences and alternatives. Recognizes successful adaptations.</li> </ul> <p><i>Additional examples:</i> <u>Unacceptable</u>   <u>Far Exceeds Expectations</u></p>	Far exceeds expectations. Has shown ability to lead the team to work together on problem solving creating buy in for all, and developing a level of teamwork that has been lacking under prior EDs.
<b>Functional Knowledge and Skills</b> <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> <li>Demonstrates expertise in skill and knowledge within areas relevant to one's own function or work group.</li> <li>Develops and contributes to best practices in discipline or specialty area for the work group.</li> <li>Serves as a resource for others regarding major developments in discipline or specialty area, and facilitates sharing of methods and knowledge.</li> <li>Consistently, in all cases, seen by customers and team members as possessing high functional knowledge and skills.</li> </ul> <p><i>Additional examples:</i> <u>Unacceptable</u>   <u>Far Exceeds Expectations</u></p>	Exceeds expectations. Continue to learn about the "nuts and bolts" of the child welfare system.
<b>Service to Others/Customer Focus</b> <i>Example behaviors at Meets Expectations:</i>	Exceeds expectations. Organization and good follow

<b>Date:</b> 2/10/2020	<input type="checkbox"/> <b>Mid-Year Review</b> (annual mid-year) Note: if this is for a new employee, use the <b>Six-Month Review</b> form.
<b>Employee Name:</b> Kate Blair	<b>Reviewer Name:</b> Jerry Rooney/Courtney Reich
<b>Evaluation Area</b>	
<ul style="list-style-type: none"> <li>• Anticipates adverse reactions and develops better alternatives. Actively solicits feedback from customers to surface needs and concerns.</li> <li>• Proactively keeps others informed with both formal and informal communications. Follows up with others to ensure satisfaction.</li> <li>• Fulfills service commitments prior to deadlines. Willingly puts in extra time and effort in crisis situations; goes the "extra mile" to ensure customer needs are met.</li> <li>• Actively seeks new opportunities to build relationships and understand the needs of customers.</li> <li>• Provides same high level of customer service to staff as to others.</li> <li>• Delivers on promises to employees.</li> </ul> <p><i>Additional examples:</i> <u>Unacceptable</u> <u>Far Exceeds Expectations</u></p>	<b>Notes</b> through creates a level of trust for both the staff and others outside of the organization that are our stakeholders.
<b>Competencies: HOW</b>	
<b>Building Trust</b> <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> <li>• Behaves and expresses oneself in an open and honest manner; is consistent in all cases with what he/she says and does; appropriately handles difficult situations.</li> <li>• Consistently, in all cases, shares information that is accurate and complete; handles sensitive information appropriately.</li> <li>• Follows through on all assignments and commitments, completing them in a timely and reliable manner; consistently, in all cases, makes others aware of task/assignment status.</li> <li>• Demonstrates commitment to CASA's goals, initiatives, policies and procedures through communication and actions.</li> <li>• Encourages employees to be open and honest; holds employees accountable for sharing accurate and complete information; recognizes employees who follow through and demonstrate commitment.</li> </ul> <p><i>Additional examples:</i> <u>Unacceptable</u> <u>Far Exceeds Expectations</u></p>	Exceeds expectations. Work to improve on creating open dialogue when staff members may be in disagreement. Continue to maintain the high standards you have established for how work is performed by the team.
<b>Collaboration</b> <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> <li>• Consistently, in all cases, treats everyone, with dignity, respect and fairness; is very easy to approach and helpful.</li> <li>• Resolves interpersonal conflicts constructively and professionally; seldom requires outside assistance.</li> <li>• Enthusiastically spends time with others to help them and the team succeed.</li> <li>• Promotes awareness and respect of cultural and individual values and differences; leverages the strengths of others to accomplish goals, regardless of background.</li> <li>• Listens to and carefully considers ideas from others, even when different from own; ensures all sides are heard before reaching a conclusion.</li> <li>• Encourages teamwork among direct reports; facilitates resolution of team conflicts; promotes respect among all team members.</li> </ul> <p><i>Additional examples:</i> <u>Unacceptable</u> <u>Far Exceeds Expectations</u></p>	Exceeds expectations. Be aware when staff may be reluctant to disagree with you and work on ways to draw them out without making them feel intimidated.
<b>Communication</b> <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> <li>• Provides regular, consistent, and meaningful information to others; ensures appropriate individuals are informed.</li> </ul>	Exceeds expectations. Be aware of how you present





<b>Date:</b> 2/10/2020	<input type="checkbox"/> <b>Mid-Year Review</b> (annual mid-year) Note: if this is for a new employee, use the <b>Six-Month Review</b> form.
<b>Employee Name:</b> Kate Blair	<b>Reviewer Name:</b> Jerry Rooney/Courtney Reich
Evaluation Area	Notes
<ul style="list-style-type: none"> <li>• Listens carefully to others, asks questions for clarification, and ensures message is understood.</li> <li>• Communicates in a clear and concise manner using appropriate grammar, pronunciation and tone; conveys message using appropriate method of communication (email, phone, in person).</li> <li>• Demonstrates an ability to influence others by modeling appropriate body language and nonverbal communication.</li> <li>• Tailors communication style to the needs of each situation and audience.</li> <li>• Encourages direct reports to communicate consistently, clearly and professionally.</li> </ul> <p><i>Additional examples:</i> <u>Unacceptable</u> <u>Far Exceeds Expectations</u></p>	yourself and communicate during times of stress.
<p><b>Taking Initiative</b>  <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> <li>• Actively seeks out ways on own to improve outcomes, processes or measurements.</li> <li>• Takes responsibility and provides leadership on projects or initiatives.</li> <li>• Takes action on projects without being directed to do so, and looks for opportunities to move projects along.</li> <li>• Enthusiastically seeks and accepts additional responsibilities, both in the context of the job and outside immediate job responsibilities.</li> <li>• Encourages staff to identify and address process improvements, participate in projects and on committees when appropriate.</li> </ul> <p><i>Additional examples:</i> <u>Unacceptable</u> <u>Far Exceeds Expectations</u></p>	Far exceeds expectations. No one has any higher standards for the organization than you have for yourself. This shows in your commitment to find new sources of funding, and constantly working to improve the volunteer recruitment and retention process.
<b>Overall Score</b>	<input type="checkbox"/> <b>Not on Track</b> <input type="checkbox"/> <b>On Track with Some</b> <input checked="" type="checkbox"/> <b>On Track with All</b>



<b>Date:</b> 2/10/2020	<input type="checkbox"/> <b>Mid-Year Review</b> (annual mid-year) Note: if this is for a new employee, use the <b>Six-Month Review</b> form.
<b>Employee Name:</b> Kate Blair	<b>Reviewer Name:</b> Jerry Rooney/Courtney Reich
Evaluation Area	Notes
<p><b>Additional Notes</b></p> <p>Kate has fundamentally transformed CASA for the better in her first year as ED. Accomplishments include, but are not limited to: 1) Engaging the Board through diversifying membership, communicating, and providing a role model for board members, 2) Improving the volunteer experience and expanding our capacity to serve children in foster care, 3) Expanding and improving staff functions repairing CASA's relationship with DFCS, 4) Formalizing the internal processes, rules, and operations for both the Board and the staff, 5) Updating the bylaws and formalizing a strategic plan, 6) Expanding and improving staff function so that the staff are capable and supported in their roles, 7) Successfully found a new office location and directed the move to the DFCS building. Continued growth of the organization will be well served through some succession planning and goal development for Kate. How does Kate see herself in her current role over the next one to three years? How can the board support Kate better in fund raising and community awareness?</p>	
<p><b>Verification of Review</b></p> <p>By signing this form, you confirm that you have discussed your review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with the evaluation.</p>	
<b>Employee Signature:</b> <i>Kate Blair</i>	<b>Date:</b> 2/28/20
<b>Supervisor Signature:</b> <i>Courtney Reich</i>	<b>Date:</b> 02/28/20

Please complete this anonymous survey. Your responses will be used to provide input for Kate's six-month review. Individual responses will not be shared.

1 – Unacceptable	2 – Needs Improvement	3 – Meets Expectations	4 – Exceeds Expectations	5 – Far Exceeds Expectations
Inadequate performance that is consistently below job requirements and clearly problematic. A review by HR is required.	Generally adequate performance but needs some improvement in order to consistently meet job requirements. A review by HR is required.	Capable, satisfactory performance that consistently meets and occasionally exceeds job requirements.	Strong performance that consistently meets and frequently exceeds job requirements.	Superior performance that consistently exceeds job requirements. This rating should be reserved for truly outstanding performance.

Rate the following on the scale of 1 to 5 (using scale above):

#### Delivering Results

- Actively pursues professional development and growth for self and team. **4.7**
- Holds direct reports accountable for producing quality, timely results; helps others maintain focus and overcome obstacles. Provides performance feedback that facilitates development. **4.6**

#### Problem Solving

- Assists employees in diagnosing problems and recognizing issues. Takes time to help employees identify critical connections, consequences and alternatives. Recognizes successful adaptations. **4.1**

#### Functional Knowledge and Skills

- Demonstrates expertise in skill and knowledge within areas relevant to one's own function or work group. **4.3**

#### Service to Others/Volunteer/Partner Focus

- Anticipates adverse reactions and develops better alternatives. Actively solicits feedback from others to surface needs and concerns. **4.1**
- Proactively keeps others informed with both formal and informal communications. Follows up with others to ensure satisfaction. **4.3**
- Actively seeks new opportunities to build relationships and understand the needs of others. **4.3**
- Provides same high level of customer service to staff as to others. **4.3**
- Delivers on promises to employees. **4.0**

#### Building Trust

- Behaves and expresses oneself in an open and honest manner; is consistent in all cases with what he/she says and does; appropriately handles difficult situations **4.1**
- Encourages employees to be open and honest; holds employees accountable for sharing accurate and complete information; recognizes employees who follow through and demonstrate commitment. **4.7**

### **Collaboration**

- Consistently, in all cases, treats everyone, with dignity, respect and fairness; is very easy to approach and helpful. **3.9**
- Resolves interpersonal conflicts constructively and professionally; seldom requires outside assistance. **4.3**
- Enthusiastically spends time with others to help them and the team succeed. **4.1**
- Promotes awareness and respect of cultural and individual values and differences; leverages the strengths of others to accomplish goals, regardless of background. **4.6**
- Listens to and carefully considers ideas from others, even when different from own; ensures all sides are heard before reaching a conclusion. **4.0**
- Encourages teamwork among direct reports; facilitates resolution of team conflicts; promotes respect among all team members. **4.6**

### **Communication**

- Provides regular, consistent, and meaningful information to others; ensures appropriate individuals are informed. **3.7**
- Listens carefully to others, asks questions for clarification, and ensures message is understood. **4.3**
- Demonstrates an ability to influence others by modeling appropriate body language and nonverbal communication. **4.3**
- Tailors communication style to the needs of each situation and audience. **4.0**
- Encourages direct reports to communicate consistently, clearly and professionally. **4.3**

### **Taking Initiative**

- Actively seeks out ways on own to improve outcomes, processes or measurements. **4.1**
- Encourages staff to identify and address process improvements, participate in projects and on committees when appropriate. **4.3**

### **Share what you feel are Kate's strengths (where she excels and how it benefits the team)**

Holds team to high standards

Sense of humor

Gives staff freedom to work in their own individual ways

Trusts the team and seems to truly value their contribution

Teams feels that Kate wants them to succeed

Brings the team together to solve problems (mentioned more than once)

Passionate about improving the community and the CASA mission

Presents well to groups and has the ability to convey the CASA mission and vision for the future

Dedicated to growing the organization as evidenced by increased fundraising

Encourages staff to seek personal and professional development

Promotes a relaxed office environment

Communication is thorough and timely

Solicits staff input and respects their viewpoints

**Share what you feel are Kate's weaknesses (where you feel she needs to develop)**

Sometimes Kate is hard to approach, especially when there is a difference of opinion

Find more encouraging and positive ways to motivate staff

Improve communication of desired outcomes

Kate can improve on how she responds during times of stress

Her high standards can sometimes feel "defeating"

Concerned that Kate's high standards and many goals could lead to burn out or discouragement if accomplishing the goals doesn't happen due to time, staff or monetary constraints

Learn to relax under pressure and present a calm demeanor

Learn more about the child welfare processes and the system (I suggest asking Mandy for help here, also maybe one of the judges?)



**Savannah/Chatham CASA**  
**Budget vs. Actuals: 2020 - FY20 P&L**  
 January - February, 2020

	Jan-Feb Actual	Total Budget	Over Budget	% to Goal	Jan-Feb 2019
<b>Income</b>					
<b>43400 Direct Public Support</b>					
43410 Business/Corporate Contributions		20,000.00	-20,000.00	0%	150.00
43440 Let a Kid Be a Kid		3,000.00	-3,000.00	0%	
43450 Individuals	3,999.51	22,000.00	-18,000.49	18%	
43460 Church/Religious Institutions	11,835.00	42,115.00	-30,280.00	28%	
44600 Private Foundations & Grants		7,500.00	-7,500.00	0%	500.00
44820 United Way Grant	4,932.22	28,500.00	-23,567.78	17%	4,203.34
44821 United Way Donor Designations	751.94	4,000.00	-3,248.06	19%	557.56
<b>Total 43400 Direct Public Support</b>	<b>\$ 21,518.67</b>	<b>\$ 127,115.00</b>	<b>-\$ 105,596.33</b>	<b>17%</b>	<b>\$ 5,410.90</b>
<b>44000 Fundraising Events</b>					
44010 Fundraising Events - Other	361.85	20,000.00	-19,638.15	2%	1,374.00
44015 DWSS	3,000.00	120,000.00	-117,000.00	3%	
44016 Annual Meeting	1,865.00	140,000.00	-138,135.00	1%	
<b>Total 44000 Fundraising Events</b>	<b>\$ 5,226.85</b>	<b>\$ 280,000.00</b>	<b>-\$ 274,773.15</b>	<b>2%</b>	<b>\$ 1,374.00</b>
<b>44520 Government Funding</b>					
44410 County Funding - 5% Local Add On	18,510.00	51,000.00	-32,490.00	36%	
44521 CJCC - VOCA		123,461.00	-123,461.00	0%	58,979.00
44522 CASA Grant	2,850.00	3,361.00	-511.00	85%	
44525 DHS - PSSF	13,110.00	73,500.00	-60,390.00	18%	25,053.25
44526 Georgia CASA	13,804.10	57,608.16	-43,804.06	24%	
44530 City of Savannah		10,000.00	-10,000.00	0%	
<b>Total 44520 Government Funding</b>	<b>\$ 48,274.10</b>	<b>\$ 318,930.16</b>	<b>-\$ 270,656.06</b>	<b>15%</b>	<b>\$ 84,032.25</b>
45030 Interest Earned	3.27		3.27		
<b>Total Income</b>	<b>\$ 75,022.89</b>	<b>\$ 726,045.16</b>	<b>-\$ 651,022.27</b>	<b>10%</b>	<b>\$ 90,817.15</b>
<b>Gross Profit</b>	<b>\$ 75,022.89</b>	<b>\$ 726,045.16</b>	<b>-\$ 651,022.27</b>	<b>10%</b>	<b>\$ 90,817.15</b>
<b>Expenses</b>					
60301 Service Charges	10.00	200.00	-190.00	5%	13.58
60920 Business Registration Fees	30.00	50.00	-20.00	60%	30.00
61010 Activities & Gifts	141.53	300.00	-158.47	47%	
61011 Christmas Gifts	62.44	1,000.00	-937.56	6%	
<b>Total 61010 Activities &amp; Gifts</b>	<b>\$ 203.97</b>	<b>\$ 1,300.00</b>	<b>-\$ 1,096.03</b>	<b>16%</b>	
61100 Conference, Convention, Meeting	461.99		461.99		1,398.90
61111 Georgia CASA	250.00	2,000.00	-1,750.00	13%	
61112 National CASA		7,000.00	-7,000.00	0%	
61113 Savannah Chatham Day	170.19	150.00	20.19	113%	
61114 Capital Day	30.00	100.00	-70.00	30%	
61116 Annual Meeting	985.11	1,000.00	-14.89	99%	
61115 Professional Development	0.00	3,000.00	-3,000.00	0%	

Total 61100 Conference, Convention, Meeting	\$ 1,897.29	\$ 13,250.00	-\$ 11,352.71	14%	\$ 1,398.90
62110 Professional Fees					899.50
62111 Bookkeeping	1,560.50	4,800.00	-3,239.50	33%	
62210 Audit		6,785.00	-6,785.00	0%	
Total 62110 Professional Fees	\$ 1,560.50	\$ 11,585.00	-\$ 10,024.50	13%	\$ 899.50
62130 Fundraising Expenses					
62131 Fundraising Expenses - Other		3,000.00	-3,000.00	0%	
62132 DWSS	2,500.00	20,000.00	-17,500.00	13%	
Total 62130 Fundraising Expenses	\$ 2,500.00	\$ 23,000.00	-\$ 20,500.00	11%	\$ 0.00
62800 Occupancy					2,296.50
62840 Equipment Rental & Maintenance	873.00	7,425.60	-6,552.60	12%	980.40
Total 62800 Occupancy	\$ 873.00	\$ 7,425.60	-\$ 6,552.60	12%	\$ 3,276.90
62810 Depreciation & Amortization	210.00	1,500.00	-1,290.00	14%	210.00
62890 Supplies & Equipment	579.50	4,000.00	-3,420.50	14%	626.76
65010 Books, Subscriptions, Reference	103.90	300.00	-196.10	35%	
65020 Postage & Shipping		1,500.00	-1,500.00	0%	3.63
65050 Telecommunications	747.67	7,701.12	-6,953.45	10%	981.19
65110 Advertising	531.90	2,000.00	-1,468.10	27%	
65120 Insurance - Liability, D&O	701.33	6,500.00	-5,798.67	11%	1,123.94
65150 Membership & Dues		1,000.00	-1,000.00	0%	45.00
66000 Payroll Expenses	86,345.99	483,760.80	-397,414.81	18%	45,077.72
66002 Payroll Processing	159.96	1,415.00	-1,255.04	11%	424.89
68200 Technology	3,044.14	7,790.00	-4,745.86	39%	6,368.32
68320 Travel	1,522.20	17,000.00	-15,477.80	9%	1,549.91
68400 Volunteer Management	1,117.74	23,000.00	-21,882.26	5%	884.92
68401 Partnership Development	536.96	5,000.00	-4,463.04	11%	
68402 AmeriCorps VISTA Program	0.00	2,700.00	-2,700.00	0%	
68403 Let a Kid Be a Kid	278.19	2,500.00	-2,221.81	11%	
80200 Payments to Affiliates		400.00	-400.00	0%	325.00
Misc. Expenses					196.62
<b>Total Expenses</b>	<b>\$ 102,954.24</b>	<b>\$ 624,877.52</b>	<b>-\$ 521,923.28</b>	<b>16%</b>	<b>\$ 63,436.78</b>
<b>Net Operating Income</b>	<b>-\$ 27,931.35</b>	<b>\$ 101,167.64</b>	<b>-\$ 129,098.99</b>	<b>-28%</b>	<b>\$ 27,380.37</b>

Tuesday, Mar 24, 2020 05:08:12 AM GMT-7 - Accrual Basis



# Court Appointed Special Advocates

## PROFIT AND LOSS COMPARISON

January - December 2019

	TOTAL		
	JAN - DEC 2019	JAN - DEC 2018 (PY)	CHANGE
<b>Income</b>			
42400 In Kind Donations		430.56	-430.56
43400 Direct Public Support		1,377.82	-1,377.82
43410 Business/Corporate Contrib	17,957.59	562.88	17,394.71
43420 Civic Organizations			
44820 United Way Fundraising	28,500.00	26,000.00	2,500.00
44821 United Way Donor Designations	4,220.10	8,158.86	-3,938.76
<b>Total 43420 Civic Organizations</b>	<b>32,720.10</b>	<b>34,158.86</b>	<b>-1,438.76</b>
43450 Individuals	18,537.07	3,780.03	14,757.04
43454 Holiday Fund	595.53	1,324.53	-729.00
43460 Church/Religious Institutions	556.00	1,577.75	-1,021.75
44600 Private Foundations & Grants	5,135.00		5,135.00
<b>Total 43400 Direct Public Support</b>	<b>75,501.29</b>	<b>42,781.87</b>	<b>32,719.42</b>
44000 Fundraising Events	5,440.66	15,000.00	-9,559.34
44010 Dancing with Savannah Stars			
44015 DWSS	93,314.20	100,353.41	-7,039.21
<b>Total 44010 Dancing with Savannah Stars</b>	<b>93,314.20</b>	<b>100,353.41</b>	<b>-7,039.21</b>
44040 Let a Kid Be a Kid	3,315.23		3,315.23
44045 Let a Kid Be a Kid Designated	-416.83		-416.83
<b>Total 44040 Let a Kid Be a Kid</b>	<b>2,898.40</b>		<b>2,898.40</b>
44050 Stand Up for Kids		11,965.42	-11,965.42
<b>Total 44000 Fundraising Events</b>	<b>101,653.26</b>	<b>127,318.83</b>	<b>-25,665.57</b>
44520 Government Funding			
44400 County Funding			
44410 5% Local Add-On	50,509.03	59,892.17	-9,383.14
<b>Total 44400 County Funding</b>	<b>50,509.03</b>	<b>59,892.17</b>	<b>-9,383.14</b>
44521 CJCC- VOCA	183,569.00	60,904.00	122,665.00
44522 National CASA		9,500.00	-9,500.00
44525 DHS-PSSF	64,964.50	27,937.39	37,027.11
44526 Georgia CASA	68,535.78	41,048.76	27,487.02
<b>Total 44520 Government Funding</b>	<b>367,578.31</b>	<b>199,282.32</b>	<b>168,295.99</b>
46400 Other Types of Income		697.67	-697.67
Unapplied Cash Payment Income	0.00	23,048.23	-23,048.23
<b>Total Income</b>	<b>\$544,732.86</b>	<b>\$393,559.48</b>	<b>\$151,173.38</b>
<b>GROSS PROFIT</b>	<b>\$544,732.86</b>	<b>\$393,559.48</b>	<b>\$151,173.38</b>
<b>Expenses</b>			
60301 Service Charges	106.08	44.47	61.61
65130 Interest Expense		100.78	-100.78
65140 Credit Card Fees	20.00		20.00
<b>Total 60301 Service Charges</b>	<b>126.08</b>	<b>145.25</b>	<b>-19.17</b>
60920 Business Registration Fees	30.00	50.00	-20.00

	TOTAL		
	JAN - DEC 2019	JAN - DEC 2018 (PY)	CHANGE
61010 Activities and Gifts	587.86	908.69	-320.83
61011 Christmas Gifts	2.07	1,332.10	-1,330.03
61012 In Kind Christmas Donations		-96.00	96.00
<b>Total 61011 Christmas Gifts</b>	<b>2.07</b>	<b>1,236.10</b>	<b>-1,234.03</b>
<b>Total 61010 Activities and Gifts</b>	<b>589.93</b>	<b>2,144.79</b>	<b>-1,554.86</b>
61100 Conference, Convention, Meeting	15,532.27	11,952.92	3,579.35
62110 Professional Fees	10,315.00	18,135.66	-7,820.66
62130 Fundraising Expenses	1,733.72	6,390.00	-4,656.28
621302 Stand up for Kids - Fundraiser		8,000.83	-8,000.83
62132 Dancing with the Savannah Stars	20,509.34	21,617.70	-1,108.36
62133 In Kind		-1,080.00	1,080.00
<b>Total 62132 Dancing with the Savannah Stars</b>	<b>20,509.34</b>	<b>20,537.70</b>	<b>-28.36</b>
<b>Total 62130 Fundraising Expenses</b>	<b>22,243.06</b>	<b>34,928.53</b>	<b>-12,685.47</b>
62800 Occupancy			
62820 Rent	10,334.25	13,779.00	-3,444.75
62840 Equipment Rental & Maintenance	7,425.58	6,037.78	1,387.80
<b>Total 62800 Occupancy</b>	<b>17,759.83</b>	<b>19,816.78</b>	<b>-2,056.95</b>
62810 Depr and Amort - Allowable	1,260.00	784.00	476.00
62830 Donations		810.00	-810.00
62890 Supplies & Equipment	3,791.25	2,872.69	918.56
65010 Books, Subscriptions, Reference	252.76	64.75	188.01
65020 Postage and Shipping	1,386.26	253.28	1,132.98
65050 Telecommunications	4,917.68	8,433.90	-3,516.22
65110 Advertising Expenses	1,621.64	238.75	1,382.89
65120 Insurance - Liability, D and O	6,231.43	6,589.92	-358.49
65150 Memberships and Dues	879.02	444.00	435.02
65200 Miscellaneous Expense	196.62		196.62
66000 Payroll Expenses			
66001 Employee Benefits	31,176.36	25,162.07	6,014.29
66002 Payroll Processing	2,191.80	2,124.55	67.25
66030 Salaries - Advocacy			
66032 Salaries - Adv Coord I	34,979.15	38,866.63	-3,887.48
66033 Salaries - Adv Coord II	2,902.50	27,184.64	-24,282.14
66034 Salaries - Adv Coord III	39,132.66	39,607.71	-475.05
66035 Salaries-Adv Coord IV	19,961.54		19,961.54
66130 Salaries - Coordinator	44,742.73	41,827.71	2,915.02
<b>Total 66030 Salaries - Advocacy</b>	<b>141,718.58</b>	<b>147,486.69</b>	<b>-5,768.11</b>
66050 Salaries-Operations Manager	31,623.86		31,623.86
66090 Payroll Taxes - Director	4,906.41	2,832.78	2,073.63
66091 Payroll Taxes-Temp Worker	148.72		148.72
66095 Payroll Taxes-Operations Mgr	2,419.23		2,419.23
66110 Salaries - Program Assistant	42,060.33	39,607.71	2,452.62
66120 Salaries - Director	64,133.72	38,143.84	25,989.88
66131 Temp Worker	2,525.31		2,525.31
66136 Payroll Taxes -Advocacy			
66134 Payroll Taxes - Program Asst	3,217.49	3,030.03	187.46
66135 Payroll Taxes- Coordinator	3,422.71	3,199.92	222.79
66137 Payroll Taxes - Coor I	2,675.74	2,920.28	-244.54

	TOTAL		
	JAN - DEC 2019	JAN - DEC 2018 (PY)	CHANGE
66138 Payroll Taxes - Coor II	222.06	2,079.66	-1,857.60
66139 Payroll Taxes - Coor III	2,993.78	3,030.03	-36.25
66141 Payroll Taxes - Coor IV	1,527.06		1,527.06
<b>Total 66136 Payroll Taxes -Advocacy</b>	<b>14,058.84</b>	<b>14,259.92</b>	<b>-201.08</b>
<b>Total 66000 Payroll Expenses</b>	<b>336,963.16</b>	<b>269,617.56</b>	<b>67,345.60</b>
68200 Technology	19,478.68		19,478.68
68320 Travel	16,537.71	5,396.46	11,141.25
68400 Volunteer Management	15,852.42	9,763.48	6,088.94
80200 Payments to Affiliates	375.00	325.00	50.00
Unapplied Cash Bill Payment Expense	0.00	-66.66	66.66
<b>Total Expenses</b>	<b>\$476,339.80</b>	<b>\$392,701.06</b>	<b>\$83,638.74</b>
NET OPERATING INCOME	<b>\$68,393.06</b>	<b>\$858.42</b>	<b>\$67,534.64</b>
Other Income			
45030 Interest Earned	19.59	27.50	-7.91
<b>Total Other Income</b>	<b>\$19.59</b>	<b>\$27.50</b>	<b>\$ -7.91</b>
NET OTHER INCOME	<b>\$19.59</b>	<b>\$27.50</b>	<b>\$ -7.91</b>
NET INCOME	<b>\$68,412.65</b>	<b>\$885.92</b>	<b>\$67,526.73</b>

# Savannah/Chatham CASA COVID-19 Response Plan

## Immediate Changes to Operations

- As of 3/16, all staff have moved to remote work.
- Suspended hiring for open position that was originally scheduled for May to reduce expenses
- Staff sorts and distributes mail at DFCS three times a week
  - Bank deposits are made each Friday by Kate/Kayla
- Team to work on financial planning – mitigating worst financial impact
- Daily morning video calls with staff to remain connected

## Remote Work

- **Part-time admin staff**
  - Reduced paid hours of admin staff, efforts made to work at home
- **Full-time staff**
  - Advocacy Coordinators
    - Few court hearings which has greatly reduced workload
    - Increased contact with volunteers
    - Focus on projects
    - Support communications efforts
    - Reduced hours – Monday to Thursday
  - Communications & Development
    - Dancing with the Stars – recruit and train dancers
    - Researching fundraising during a recession to develop a robust fundraising plan in response to COVID
    - Social media
  - Community Outreach Coordinator
    - Establishing a Self-Care Center for DFCS/CASA staff; 5th floor DFCS Building - services to facilitate relaxation, reflection, interaction
    - Researching logistics of therapy dog as one service
    - Setting Up Visitation Center - Seeking collaborative partner to set up a supportive environment where foster families can interact
  - Executive Director
    - Create Revenue Analysis for 2020-2021
    - Create a revised budget with
    - Committee development
    - Identify new grant funding
- **Recruitment & Training**
  - Informational session has been moved online
  - May training class may be fully moved online – identifying best services to implement
- **Volunteers**
  - All physical visits have been suspended
  - Increased phone calls/video conferencing
  - Working to connect families to resources

# CASA BY THE NUMBERS

## CURRENT ADVOCACY CASELOAD

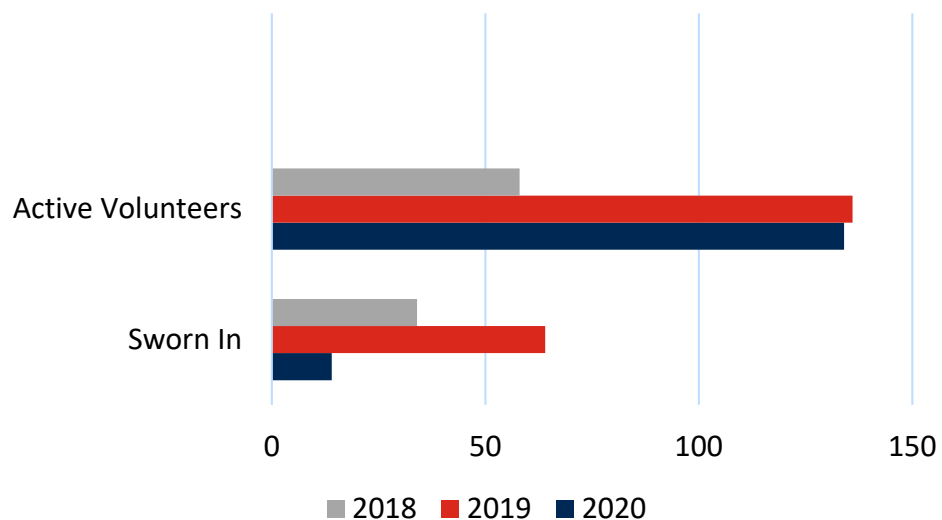
	Mandy	Maggie	Sharon	Susan	Tim	Total
Assigned Volunteers	12	26	14	27	23	102
Available Volunteers	0	6	1	1	5	13
Total Volunteers	15	36	21	28	31	131
Children Served	29	79	25	55	49	237

**3** YEAR TO DATE  
CLOSED CASES RESULTING IN  
REUNIFICATION



	Assigned a CASA	In Foster Care
7-12 months	2	2
13- 24 months	1	1
25 – 36 months	0	0
36+ months	0	0

## VOLUNTEER RECRUITMENT



CURRENTLY SERVING  
**57.5%**  
OF CHILDREN IN CARE

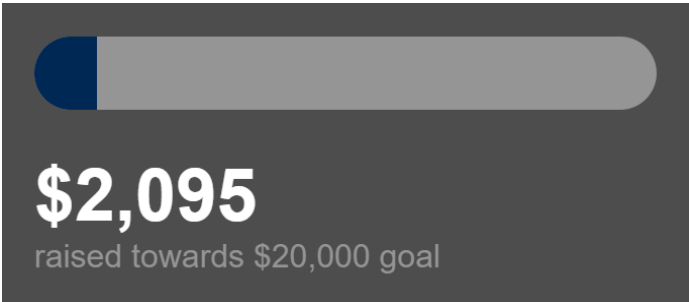
246 CHILDREN SERVED YTD

# Savannah/Chatham CASA

## COMMUNICATIONS & DEVELOPMENT REPORT

### ANNUAL GIVING

Our annual giving goal for 2020 is 20,000. We have currently received 10% of this goal, which includes 4 total Friends of CASA- 3 of which are new donors.



### NEWS & MEDIA

Savannah/Chatham CASA has sent 4 press releases promoting:

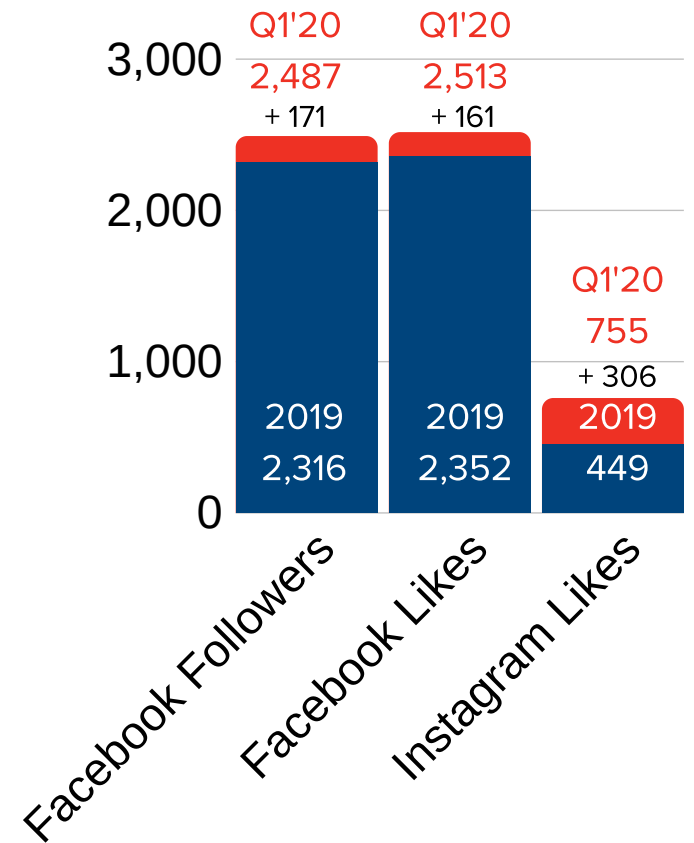
1. Annual Meeting
2. The Market at 3 West Ridge (fundraiser)
3. Grand Prix DE (postponed fundraiser)
4. CASA volunteer Swear-In

As a result of the publications, we secured:



### SOCIAL MEDIA

Savannah/Chatham CASA has consistent presence on Facebook and Instagram. Our interactions are reported via Hootsuite and Facebook insights. We have experienced high growth in the Instagram platform.



**2,095K**

In Annual Giving as of 3/17/2020

**10 DIPS**

Individual donations to CASA via Dipjar, totaling \$55

**4**

2020 Friends of CASA (Individual gift or pledge of \$500+)

## Dates to Remember

Saturday, April 25 <sup>th</sup> 11am to 2pm	Volunteer Appreciation Cook Out Bailey Home (5909 Laroche Ave.)
Tuesday, April 28 <sup>th</sup> 6pm to 8pm	COPS Meeting Reception (Georgia CASA Executive Directors) Bailey Home (5909 Laroche Ave.)
<b>Tuesday, May 19<sup>th</sup></b> <b>12pm to 1pm, DFCS</b>	<b>Board Meeting</b>
<b>Tuesday, July 21<sup>st</sup></b> <b>12pm to 1pm, DFCS</b>	<b>Board Meeting</b>
Saturday, August 8 <sup>th</sup> All Day	Georgia CASA Conference Atlanta, GA
Wednesday, August 12 <sup>th</sup> 5:30pm to 7:00pm	DWSS Kick Off Party Cha Bella
<b>Tuesday, September 15<sup>th</sup></b> <b>12pm to 1pm, DFCS</b>	<b>Board Meeting</b>
Thursday, October 1 <sup>st</sup> 5:30pm to 7:30pm	DWSS Almost There Party Ghost Coast Distillery
Friday, October 30 <sup>th</sup> 6pm to 10pm	Dancing with Savannah Stars Fundraiser Victory North
<b>Tuesday, November 17<sup>th</sup></b> <b>12pm to 1pm, DFCS</b>	<b>Board Meeting</b>