



## Board of Directors Meeting

April 9, 2020

**Members Present:** Bill Griffin, Reggie Williams, Pam Masters, Robin King, Jim Weite, Geri Westfall, Paul Schandel

**Staff Present:** Karin Flositz (CEO), Kellie McKenzie (Director of Case Management), Kristin Pandolfi (Director of HR), Danielle Antoine (Director of Programs), Tiffany Edwards (CPA with James Moore & Co.), Christina Remmert (Executive Assistant)

**Guests:** Lori McCray (DCF)

	DISCUSSION	ACTION	ASSIGNED TO & DEADLINE
<b>MEETING CALLED TO ORDER</b>	Meeting called to order at 3:05pm by Bill Griffin.		
<b>INTRODUCTIONS</b>	Everyone greeted each other via Zoom during this time of social distancing.		

	<b>DISCUSSION</b>	<b>ACTION</b>	<b>ASSIGNED TO &amp; DEADLINE</b>
<b>CONSENT ITEMS</b>	<p>Bill Griffin motioned to approve consent items - Pam moved, Reggie seconded.  <b>ALL APPROVED.</b></p>		
<b>FINANCIAL DEPARTMENT</b>	<p>Tiffany reviewed the February financials and the 2018 990 draft.</p> <p>Tiffany stated CPC (Community Partnership for Children) has underspent contracted funds by approximately \$813k in February and \$947k year to date. The administrative rate continues to be very low at 2.5%. Out of Home Care Support is over budget by approximately \$34k due to paying clothing allowance in July for the year. This amount will reduce over the coming months.</p> <p>Reggie asked where CPC is at with staff vacancies and will CPC need to return any funds to the Department of Children and Families (DCF)?</p> <p>Karin stated that we are continuing to hire Case Manager Trainees. She stated that the DCF contract ends June 2021 and asked Lori if the funds would be returned at that</p>		

	<b>DISCUSSION</b>	<b>ACTION</b>	<b>ASSIGNED TO &amp; DEADLINE</b>
<b>DISCUSSION ITEMS</b>	<p>time.</p> <p>Lori replied yes that is correct.</p> <p>Tiffany continued to review the February financials and stated CPC is underbudget on all lines. Salaries are underbudget by 187k.</p> <p>Bill stated that he is happy to see positive numbers.</p> <p>Tiffany reviewed the 990 draft for 2018 and stated she will send the Captive at a later date. She stated that there are no substantial changes from last year. The parking lot tax has been repealed and CPC is filing a refund from last year.</p> <p>Tiffany stated the 990 shows CPC board members as of June 30, 2018. She reviewed the major expenses and descriptions; Case Management, Adoptions and Out of Home Care. There is no business income reported as CPC is exempt.</p> <p>Karin reviewed the COVID19 Guidance document and how CPC is currently operating to adhere to social distancing. She stated that home visits are assessed based on risk and a decision is made whether a video or physical visit is necessary. CPC currently has five different video platforms to</p>		

	<b>DISCUSSION</b>	<b>ACTION</b>	<b>ASSIGNED TO &amp; DEADLINE</b>
	<p>conduct these visits. Licensing agencies are checking on homes weekly, how they are doing with homeschooling, COVID19, etc.</p> <p>Karin stated that CPC is providing PPE; surgical masks, gloves and hand sanitizer for any possible home visits and for on call staff. All home visits are documented in FSFN.</p> <p>Karin stated that there is currently a standstill around permanency due to the courts being closed but they are allowing emergency hearing. Judges are working on moving forward in virtual platforms for permanency cases. She stated that placement stability is high priority.</p> <p>Reggie asked how fingerprinting is being conducted and Karin replied that three places are currently open.</p> <p>Pam asked if there have been any clients with the virus and if we are checking for fever, symptoms, etc.</p> <p>Karin replied that we are doing temperature checks and asking questions.</p> <p>Kellie stated that she has been pushing technology for the past two years so that was helpful during this time of needing digital platforms.</p>		

	<b>DISCUSSION</b>	<b>ACTION</b>	<b>ASSIGNED TO &amp; DEADLINE</b>
<b>CEO COMMENT</b>	<p>Bill stated that necessity is the mother of invention and CPC should be proud of their staff.</p> <p>Karin stated that the Friends of Children Breakfast has been canceled at this time due to COVID19.</p>		
<b>BOARD COMMENTS/ DISCUSSION</b>	<p>Bill stated that the board appreciates CPC's hard work caring for children during this challenging time.</p>		
<b>PUBLIC COMMENT</b>	<p>None.</p>		
<b>ADJOURNMENT</b>	<p>Bill adjourned meeting at 4:45pm.</p>		