



The Priority Center

Ending the Generational
Cycle of Trauma

Board of Directors – Minutes July 18th, 2023 at 3:00pm

Attendance Summary – 19 of 25 Board members present, 6 absent, 1 Guest and 7 Staff members

Board Member Attendees:

☒ Colleen Rogers
☒ Paul Godby
☒ Kimberly Valley
☒ Richard Swinney
☒ Catherine Sorensen
☒ Susan Crocket
☒ Vanessa Dixon
☐ Alex Musetti
☒ Andrew Phillips

☒ Athena Wong
☒ Debashis Chowdhury
☐ Don Kennedy
☒ Ed Inal
☒ Frederique Georges
☐ Gregory Washer
☒ Hogi Kurniawan
☒ Jeff Shepard
☐ Jeremy Webb

☐ John Hoefer
☒ Madison Spach
☒ Marc Reich
☒ Mark Clews
☒ Rachel Wong
☒ Roger Armstrong
☐ Thomas Manakides
☒ Casey Roberts

Staff: Lisa Fujimoto, Executive Director, Shireen Varga, Chief Program Officer, Isabel Valdivia, Human Resources Director, Linda Sarabia, Controller, Laura Henkels, Director of Corporate and Foundation Relations, Breanna Fernandez, Director of Special Events and Sonia Guzman, Executive Assistant.

Guests: Brandon Ito, Chief Development & Advancement Officer – Start date at The Priority Center 08.01.2023

Materials:

- Distributed at meeting
 - Board of Directors Report
 - Minutes for June 13th Board of Directors meeting
 - Golf Sponsorship Packet
 - Women of Priority Sponsorship Packet
 - Code of Conduct 2022
 - Board Roster
 - The Priority Center Committees.
- Emailed prior to the meeting
 - Board of Directors Report
 - Minutes for June 13th Board of Directors meeting
 - Golf Sponsorship Packet
 - Women of Priority Sponsorship Packet
 - Code of Conduct 2022
 - Board Roster
 - The Priority Center Committees.

MEETING PROCEEDINGS

WELCOME AND INTRODUCTIONS



Board of Directors – Minutes July 18th, 2023 at 3:00pm

Board Chair, Colleen Rogers, opened the meeting at 3:08pm by welcoming those in attendance and thanking Susan Crockett for her great work as the former Chair. She shared that she is looking forward to a great year as a Board Chair.

Colleen Rogers announced the proposed dates for the coming up Board of Director's meetings:

- Tuesday, September 19th, 2023
- Tuesday, November 21st, 2023
- Tuesday, January 16th, 2024
- Tuesday, March 19th, 2024

And the Annual Board of Director's meeting on Tuesday, May 15th, 2024

Colleen announced birthdays:

Richard Swinney- July 5th
Colleen Rogers – July 13th
Jeff Shepard – July 17th
Kimberly Valley – July 17th
Roger Armstrong – July 28th
John Hoefer – July 25th
Athena Wong – August 17th

EXECUTIVE DIRECTOR'S UPDATE

Lisa Fujimoto, Executive Director

Lisa introduced Brandon Ito, new Chief Development & Advancement Officer at The Priority Center. Brandon Ito, shared his background information and his experience with nonprofits. Lisa explained that Brandon will be overseeing Marketing and Fund Development.

Lisa informed the Board of Directors of staff changes. Currently in search of a Grant Writer and a Development Relations Associate. Lisa shared the Wylie is no longer with the organization.

Lisa thanked Mark Clews, Freddie Georges, John Hoefer, Jeremy Webb, Tim DaRosas, and Ed Inal for their support in interviewing marketing agencies.

Lisa thanked Catherine Sorensen for accepting to chair the Women of Priority Event and to Colleen Rogers for agreeing to be Board Chair and also to chair the 25th Anniversary Gala.

Lisa informed the board that CAST has been selected for beneficiary by Gray Construction for a \$120,000 donation of service and over 3 years.

Lisa informed the Board of Directors that The Crean Family proposed a new fundraiser to the center. The Mighty Rubber Ducky Derby benefitting The Priority Center.

PROGRAM HIGHLIGHTS-

Shireen Varga, Chief Program Officer



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Shireen informed the Board of Directors with the following program updates:

- **Adult In-Home Crisis Stabilization Program:**
 - Program supervisor will be leaving, but we are looking to hire internally from the same program.
 - Passed their internal audit.
 - Is working on new Cal-Aim changes in billing.
- **Children's In- Home Crisis Stabilization Program:**
 - Program supervisor leaving. Already promoted the current Associate Supervisor to Program Supervisor and also promoted internally for the Associate Supervisor.
 - Billing backlog was resolved with some creativity and CPO proposal to HCA to have AIHCS billing staff.
 - Passed their surprise Medi-Cal Audit recently as well as the admin/programmatic audit.
 - Working on new Cal-AIM changes in billing.
- **CalWORKS Home Visitation Program:**
 - Waiting on budget modification proposal to be approved to allow for all CalWORKS staff to receive increases in salary with reduction of FTE's.
 - Approved proposal for flight, hotel, meals and conference in New Orleans for all staff and CPO this October.
- **CAST**
 - Passed their audit.
 - Will be working on their 5-year accreditation.
- **Connected Care**
 - Currently looking for the right candidate.
- **Infant and Toddler Home Visitation Program**
 - Approved proposal for flight, hotel, meals and conference in New Orleans.
 - Renewed for 1 more year and CPO proposal to increase salaries.
- **Services for Families with Young Children (SFYC) Program.**
 - Passed their Audit.
 - Renewed for 3 more years-currently working on new flyers for outreach.

HUMAN RESOURCE UPDATES:

Isabel Valdivia, Director of Human Resources

- Isabel Valdivia reported that there are currently 18 open positions in the agency.
- Isabel presented The Priority Center's Organization Chart.
- Isabel announced to the Board of Directors the next Annual All Staff meeting for August 24th and invited Vanessa Dixon to give a safety presentation.



FINANCE REPORT-

Paul Godby, Finance Committee Chair

Paul Godby, presented the Profit and Loss Reports up to May 2023.

- **Revenue**
 - Year to Date Budget: \$8,225,565
 - Year to Date Actual: \$ 7,775,039
 - Year to Date Variance: (\$ 450,526)
 - Year End Forecast: \$ 8,741,246
- **Expenses**
 - Year to date Budget: \$ 8,317,258 Net Income: (\$ 91,693)
 - Year to Date Actual: \$ 7,853,141 Net Income: (\$ 78,102)
 - Year to Date Variance: \$ 464,117 Net Income: \$ 13,591
 - Year End Forecast: \$ 8,820,822 Net Income: (\$ 79,573)
- **Days on Cash:**
 - May 2023: 28 days
 - Projection June 2023: 34 days

MARKETING COMMITTEE UPDATE

Mark Clews, Marketing Committee Chair

Mark Clews informed the Board of Directors that The Marketing Committee has been reaching out to different Marketing Agencies to learn about their products. An RFP will be put in place and it will be submitted to them to hopefully get proposals back from them by the end of August.

FUND DEVELOPMENT REPORT

Kimberly Valley, Fund Development Committee Co - Chair

Kimberly Valley presented the Development Comp Report to the Board of Directors.

- Total Net Raised to June 2023: \$ 1,125,832
- Goal: \$ 1, 260,000

Kimberly announced the events coming up:

- 22nd Annual Golf Tournament- Monday, October 23rd, 2023 at Dove Canyon Golf Club. Looking for new sponsors, players and foursomes. Looking for auction items and on course vendors.
- Women of Priority Luncheon – Friday, November 3rd, 2023 at VEA Hotel. Looking for more sponsors. Seeking Table Designers. Looking for boutique vendors and Auction Items.
- Ready Set Learn- Goes through August 8th. Looking for more school supplies to fill backpacks.



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- Kimberly presented the Board of Directors the list of the top 10 Corporate Prospects.
- Kimberly presented the Board of Directors the list of the top 10 Corporate Vertical Prospects.
- Kimberly announced \$ 265, 950 of Unrestricted Foundation funding and \$67, 500 of Foundation restricted funding.
- Casey Roberts offered his company to be added to the list of prospects of potential donors.

BOARD DEVELOPMENT / GOVERNANCE

Madison Spach, Chair of Board Development and Catherine Sorensen Co-Chair of Board Development/ Governance Committee

Madison Spach presented Tim DaRosa for consideration as a Board Member. Madison and Mark Clews shared background information on Tim DaRosa.

Catherine Sorensen announced that the updated Commitment letter has been approved. It will be sent via email for Directors to sign.

Catherine announced that she will be addressing member's commitment to each signed up committee by the end of the summer.

5% SALARY INCREASE-

The Board was informed by Isabel Valdivia, Chief People Officer, the process of how an employee salary increase is decided. Isabel explained that the increase is based on performance measured through ADP. The 5% salary increase was included in the Fiscal Year Budget 2023-2024 presented and approved by the Board of Directors on June 13th, 2023.

CONSENT CALENDAR/ NEW BUSINESS- SUE CROCKETT

- **Approve Board Minutes from June 13th.**
Paul Godby made a motion to approve the June 13th, 2023 Board Minutes. Susan Crockett, seconded the motion. There were no objections. Motion was passed unanimously.
- **Tim DaRosa-** Madison Spach made a motion to approve Tim DaRosa as a member of the Board of Directors, contingent upon his Live scan clearance and the completion of HCA Compliance Training. Paul Godby seconded the motion. There were no objections. Motion was passed unanimously.
- **Call for motion and approval of the 403B-** Hogi Kurniawan, made a motion to approve 403B. Madison Spach seconded the motion. There were no objections. Motion was passed unanimously.
- **Call for nomination and approval of change on Executive Committee:** Madison Spach made a motion for approval of change on Executive Committee, Kimberly Valley as Secretary, Susan Crockett as Member at Large and Vanessa Dixon as Member at Large. Paul Godby seconded the motion. There were no objections. Motion was passed unanimously.



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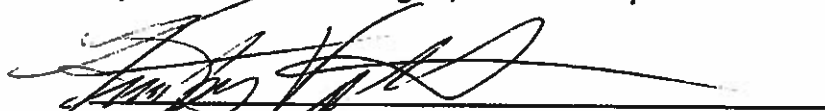
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- Call for approval to move forward with exploration of the Mighty Rubber Ducky Derby as a fundraiser for the center- Catherine Sorensen made a motion to approve to move forward with the exploration of the Mighty Rubber Ducky Derby. Kimberly Valley seconded the motion. There was no objection. Motion was passed unanimously.

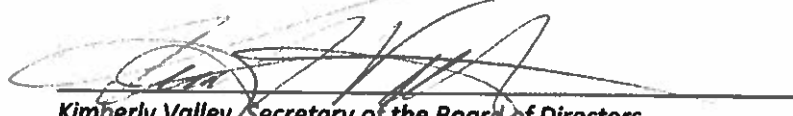
Colleen Rogers informed the Board of Directors that The Priority Center is out of compliance with HCA until all Board Members complete the annual compliance training.

There being no additional business in the open portion of the meeting, the meeting was adjourned by Colleen Rogers, Chair at 4:28 pm.


Kimberly Valley, Secretary of the Board of Directors

Minutes Approved - At the September 19th, 2023, Board of Directors planning meeting,

Catherine Sorensen _____, moved, and Vanessa Dixon _____,
seconded, approval of these July 18th, 2023. The minutes were unanimously approved.


Kimberly Valley, Secretary of the Board of Directors