The Priority Center
Ending the Generational Cycle of Trauma

Board of Directors – Minutes
January 16th, 2024 at 3:00pm at CAST

Attendance Summary – 11 of 26 Board members present, 16 absent, 5 Staff members, and 2 guests

Board Member Attendees:

☒ Colleen Rogers	☐ Athena Wong	☒ John Hoefer
☒ Paul Godby	☐ Casey Roberts	☒ Madison Spach
☐ Kimberly Valley	☒ Debashis Chowdhury	☒ Marc Reich
☒ Richard Swinney	☐ Don Kennedy	☐ Mark Clews
☒ Catherine Sorensen	☐ Ed Inal	☐ Rachel Wong
☐ Susan Crocket	☒ Frederique Georges	☐ Roger Armstrong
☐ Vanessa Dixon	☐ Gregory Washer	☐ Thomas Manakides
☐ Alex Musetti	☒ Hogi Kurniawan	☐ Tim DaRosa
☒ Andrew Phillips	☐ Jeremy Webb	

Staff: Lisa Fujimoto, Executive Director, Shireen Varga, Chief Program Officer, Isabel Valdivia, Chief People Officer, Laura Henkels, Director of Corporate and Foundation Relations and Sonia Guzman, Executive Assistant.

Guests: Wendi Kroll, Prospective Board of Director of The Priority Center and Deborah Fasola, Prospective Accounting Director of The Priority Center

MATERIALS:

DISTRIBUTED AT MEETING

- Board of Director's Repot
- Minutes for November 21st, 2023 Board of Directors meeting
- CAST 2022 Report
- Gala Sponsorship Packet

EMAILED PRIOR TO THE MEETING

- Board of Directors Report
- Minutes for September 19th, 2023 Board of Director's meeting
- Gala Sponsorship Packet

MEETING PROCEEDINGS

WELCOME AND INTRODUCTIONS

Lisa Fujimoto, welcomed and thanked everyone for attending the meeting and taking the opportunity to tour the CAST program and facility.

Board Chair, Colleen Rogers, opened the meeting at 3:33pm by welcoming those in attendance and thanking everyone for attending the meeting.

Colleen announced the dates for the Board of Director's meetings and birthdays coming up.

Board Meetings:

- Tuesday, March 19th, 2024 at 3pm. Location is yet to be decided.
- Annual meeting – Tuesday, May 14th. Location is yet to be decided.

Birthdays:
- Susan Crocket- February 5th
- Marc Reich- February 23rd
- Paul Godby- March 2nd
- Catherine Sorensen- March 6th

<u>EXECUTIVE DIRECTOR'S UPDATE</u>
Lisa Fujimoto, Executive Director

Executive Report:

- Appreciation:
  - Catherine Sorensen- gift of $100,000
  - Athena Wong- Year end donation
  - Chowdhury Family- Hosting the Gala Underwriting Party.
  - All members that supported Families Helping Families event.

- December donations:
  - Anne McPherson - $50,000
  - The Crean Foundations $25,000 for Gala and $25,000 committed for Ducky Derby event.
  - Capital Group $26,000
  - Rooster Foundation
  - Wescombe Family Foundation $ 3,000
  - Croul Foundation $ 20,000
  - Argyros Foundations $5,000
  - In&Out Burger Foundation $ 10,000
  - Year end appeal: Generated over $ 8,000. Pending and additional matching gift.

- Event announcements:
  - Gala Underwriting Party- Thursday, February 8th
  - Open House- Thursday, January 18th.

- Introduction of Deborah Fasola, new Accounting Director for The Priority Center starting January, 17th 2024

<u>PROGRAM HIGHLIGHTS</u>-
Shireen Varga, Chief Program Officer

- Presented the CalAIM and Fee for Service Payment Reform starting July 1st, 2024 for Orange County.
  - Going from a Mental Health Services Act to a Behavioral Health Services Act.
  - California is in the 2nd year of 5-year initiative to reform how Medical is financed and organized.

  - Contracts affected will be Adult In-Home Crisis Program and Children's In-Home Crisis programs by transitioning from cost-based reimbursement to a fee-for-service system.
- What can be done to keep the programs/agency afloat:
  - In meeting with other agencies to see what they have done so far, they had to let go administration staff not DSH producing and decreased leases.
  - Hiring a consultant ($10k-$15k) immediately to conduct a full analysis of how many clients need to be served/what the rate for fee for service would need to be.
  - Lease negotiation/changes to decrease the largest operating expense.
- CalWorks and Infant – Toddlers Home Visitation programs are in their renewal cycle.
  - The last date of services for both subcontracts is June 30th, 2024.
  - First5OC (Contractor) is in negotiation with SSA for the RFP.
  - Planned decision scheduled for March1st, 2024.
- Shireen explained the Final Behavioral Health Payment Reform Changes that will be starting July 1st. 2026
  - Information shared about Senate Bill 326 – taking funding from early Intervention programs and focusing on substance use disorders and homelessness.
  - Will impact SSFYC and crisis programs.

<u>HUMAN RESOURCE UPDATES:</u>
Isabel Valdivia, Director of Human Resources

- Open Positions
  - 8 Positions currently open
- Health Insurance Renewal
  - Just renewed with a small group plan.
- Staying Survey will be conducted to strategize retention.

<u>FINANCE REPORT-</u>
Paul Godby, Finance Committee Chair

- Profit and Loss Summary through November 2023
  - YTD Budget Net Income ($73,149)
- Cash Forecast as of 01.08.24
- Outstanding and Projected Income Payment Dates as of 01.08.2024
  - Total Outstanding October Contract Income $582,878
  - Grand Total Outstanding Contract Income $582,878

<u>EMPLOYEE RETENTION CREDIT</u>
Hogi Kurniawan and Marc Reich

- ERC: A credit given by the State to businesses that were severely impacted by Covid-19.
- Jorns & Associates filed the incorrect information to the IRS that grants The Priority Center with $3 million dollars. However, the information can be withdrawn.

Audit Update

Hogi Kurniawan

- A draft will be ready by 01/22/2024

Board Development

Madison Spach, Chair of Board Development Committee

- Madison Spach presented Wendi Kroll for consideration as a Board member of The Priority Center Board of Directors. Madison shared background information for Wendi Kroll.

Marketing Committee Update

Freddie Georges and John Hoefer, Marketing Committee Members

- Durable Connect
    - Working on Impact Report
    - Helping with marketing for the Gala
    - Working on Love is Campaign – Starts February 7th, 2024

Fund Development Report

Marc Reich, Chair of Fund Development Committee

- Event Report
    - Athletic Challenge: Net $11,000.00
- Comp Report- Presented by Lisa Fujimoto, Executive Director
    - Non-Event Cash received 53.3% of FY2024 $960,000 goal
    - Event Cash received 17.3% of FY2024 $530,000 goal
    - A summary of hours spent for each event is requested to be presented to the Executive Board to determine the events that should be brought back.
- Gala Update – Presented by Colleen Rogers, Chair of the Board of Directors and Gala Committee
    - Boots and Bling theme
    - Sponsorship Opportunities packet was presented
    - Gala Goal is $350,000
- Grants Update – Presented by Laura Henkels, Director of Corporate and Foundation Relations
    - Grants Received $241,087, Grants Submitted $110,000 and Grants to Submit $ 160,000
- Online Campaigns Outcomes – Presented by Lisa Fujimoto
    - Giving Tuesday FY24 $ 1, 917.20
    - 2023 Year End Appeal $ 8,003.87
- Families Helping Families Outcomes – Presented by Catherine Sorensen, Chair of Families Helping Families Committee.
    - Clients Served: 189
    - Individuals Served: 658
    - Donors: 78
- Outreach Presentation to Generate Funds Hope to raise $40,000- Presented by Lisa Fujimoto
    - Targeting Churches, clubs and events to benefit The Priority Center

CONSENT CALENDAR/ NEW BUSINESS- SUE CROCKETT

- **Approve Board of Directors meeting Minutes from November 21st, 2023-**
  Paul Godby made a motion to approve the November 21st, 2023 Board of Directors meeting minutes. Hogi Kurniawan, seconded the motion. There were no objections. The motion will be ratified at the next Board of Director's meeting on March 19th, 2024, the reason being that only 11 of 26 members of the Board of Directors are present.
- **Approve the withdrawal of ERC – Form 941X**
  Marc Reich made a motion to withdraw IRS form 941X that does not reflect the accurate payroll information. Madison Spach, seconded the motion. There were no objections. The motion will be ratified at the next Board of Director's meeting on March 19th, 2024, the reason being that only 11 of 26 members of the Board of Directors are present.
- **Approve Wendi Kroll as a member of the Board of Directors**
  Madison Spach made a motion to approve Wendi Kroll as a member of the Board of Directors, contingent upon her Live scan clearance. Marc Reich, seconded the motion. There were no objections. The motion will be ratified at the next Board of Director's meeting on March 19th, 2024, the reason being that only 11 of 26 members of the Board of Directors are present.

There being no additional business in the open portion of the meeting, the meeting was adjourned by Colleen Rogers, Chair at 5:50 pm.

Kimberly Valley Digitally signed by Kimberly Valley
Date: 2024.02.28 16:23:01 -08'00'

Kimberly Valley, Secretary of the Board of Directors

Minutes Approved - **At the ~~March 19th,~~ April 3rd, 2024 Board of Directors planning meeting,**

Paul Godby, moved, and Colleen Rogers, seconded, approval of these January 16th, 2024 minutes. The minutes were unanimously approved.

Kimberly Valley, Secretary of the Board of Directors