



Board of Directors – Minutes September 19th, 2023 at 3:00pm

Attendance Summary – 17 of 26 Board members present, 9 absent, and 4 Staff members

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, Human Resources Director, and Sonia Guzman, Executive Assistant.

MATERIALS:

DISTRIBUTED AT MEETING

- Minutes for July 18th, 2023 Board of Directors meeting
- Priority Center Board of Director's FY 23-24 calendar
- June Financial Reports
- The Priority Center Comp Report

EMAILED PRIOR TO THE MEETING

- Board of Directors Report
- Board of Director's Commitment Form
- Board of Director's Conflict of Interest Policy
- June Financial Reports
- Priority Center Board of Director's FY 23-24 calendar

MEETING PROCEEDINGS

WELCOME AND INTRODUCTIONS

Board Chair, Colleen Rogers, opened the meeting at 3:09pm by welcoming those in attendance and thanking Debashis for hosting the meeting at his offices.

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

- 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



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Colleen announced birthdays:

- Thomas Manakides – October 22nd
- Debashis Chowdhury- November 11th
- Vanessa Dixon – October 28th

EXECUTIVE DIRECTOR'S UPDATE

Lisa Fujimoto, Executive Director

- The Priority Center received a \$50,000 unrestricted donation from Unihealth Foundation.
- Freddie Georges is the Title Sponsor of Women of Priority event.
- A Grant Writer and a Development Relations Associate have been hired.
- Families Helping Families Campaign is starting October 4th. Families can be adopted through Roonga website. Families Helping Families Event will be on December 16th at FHPG warehouse.
- Golf sponsors are needed for the Annual Golf Charity event.
- The Underwriting Party for the annual Gala will be on February 8th, 2024 at the Chowdhury's residence.

PROGRAM HIGHLIGHTS-

Shireen Varga, Chief Program Officer

- Adult In-Home Crisis Stabilization Program
 - FY Impact of 472 adults
 - HCA has requested AIHCS to allow direct referrals of the Trabuco Canyon mass shooting victims.
- Children In-Home Crisis Stabilization Program
 - FY Impact: 526 Children / Teenagers in Crisis.
 - Clarification was made that program contracts are paid regardless of how many clients are seeing. Delays in billing should not affect The Priority Center moneywise, but the high workload is a concern.
- CAST
 - FY Impact: 596 clients
 - Tracy Priest, SSA Coordinator, transitioned. A replacement has not yet been announced.
- Basic Needs
 - FY Impact: 8,600 requests and 901 families served
 - SSA will not increase funding. Extra funding comes from Development.
- CalWORKS Home Visitation Program
 - FY Impact: 48 Referrals- 21 clients with 59 openings.
- Infant and Toddler Home Visitation Program
 - FY Impact: 174 families were provided Services
 - Potential future collaboration with CalOptima.



HUMAN RESOURCE UPDATES:

Isabel Valdivia, Director of Human Resources

- 13 open positions
- HR for Managers Training series for managers and supervisors started August 31st, 2023.

FINANCE REPORT-

Paul Godby, Finance Committee Chair

- Report discussed during the closed Executive session of this meeting.

AUDIT REPORT-

Hogi Kurniawan, Audit Committee Chair

- Audit now underway for FY 22-23

MARKETING COMMITTEE UPDATE

Mark Clews, Marketing Committee Chair

- Durable Connect is the new marketing agency working with The Priority Center. A tour of CAST will be scheduled.

FUND DEVELOPMENT REPORT

Lisa Fujimoto, Executive Director and Colleen Rogers, Board Chair

- Lisa presented the August Development Comp. Report. She clarified to the Board of Directors that this report is not including the \$50,000 donation from Unihealth recently received.
- Lisa presented the Golf Tournament revenue:
 - As of 9/13/2023 – 89 players/ \$75,733 Raised to Date
 - Projected Expenses - \$35,000
 - Net Raised to Date - \$ 40,7333
- Catherine Sorensen, shared information about Tablescape event:
 - Date: November 3rd, 2023
 - Location: VEA Hotel, Newport Beach
- Lisa announced that The Ready Set Learn Back to School Campaign was a success. TPC was able to provide for 430 backpacks to programs and support the County.
- Colleen Rogers, shared information about The Priority Center's Gala
 - Date: April 20th 202r
 - Goal is to raise \$350,000
 - Underwriting party will be on February 8th at Debashis Residence.
- Foundation Relations report
 - Only received ½ of Gray Construction grant. Will received the rest in December.
 - Received \$50,000 from Unihealth and waiting on \$25,000 from Exchange Club.
 - By the end of December at total of \$398,000 on Grants will be submitted/ Outstanding & expected a response.
 - A total of \$55,000 in grants submitted and pending.
 - Lisa explained to the board Grant activity.
- Corporate Relations report
 - Corporate Task Force Mixer- September 28th at Home Street Bank in Irvine



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BOARD DEVELOPMENT / GOVERNANCE

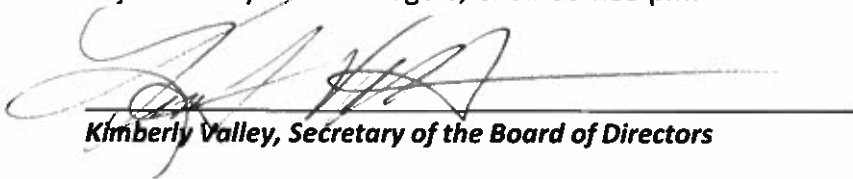
Richard Swinney, Governance Chair

- Every member of the Board must sign and return the Board of Responsibilities and Conflict of Interest forms.

CONSENT CALENDAR/ NEW BUSINESS- SUE CROCKETT

- **Approve Board Minutes from July 18th, 2023-**
Catherine Sorensen made a motion to approve the July 18th, 2023 Board Minutes. Vanessa Dixon, seconded the motion. There were no objections. Motion was passed unanimously.

There being no additional business in the open portion of the meeting, the meeting was adjourned by Colleen Rogers, Chair at 4:35 pm.



Kimberly Valley, Secretary of the Board of Directors

Minutes Approved - At the November 21st, 2023, Board of Directors planning meeting,

Debashis Chowdhury _____, moved, and _____ Madison Spach _____,
seconded, approval of these November 21st, 2023. The minutes were unanimously approved.

Kimberly Valley, Secretary of the Board of Directors