

Kids' Harbor Board of Directors Meeting Minutes, June 24, 2020

Members present – Call to Order at 17:02. Executive Director Cara Gerdiman, Danna Bryant, Carrie Judas, Mariah Swinker, Tim Thompson, Jessica Bartholomew, Shaun Hill, Yvonda Swartz, David Shipp, Tammy Darnell

Reading and approval of minutes – Motion to accept as written made by Tim, second by Yvonda, all approved.

Treasurers' Report – Danna presented the report. Motion to accept made by Carrie, second by Danna, all approved.

Old Business -

Employee Handbook – Still Pending. Anticipating that it will be ready for Board review at the July 2020 meeting.

Strategic Planning – Motion made by Danna to approve Strategic plan and the associated action plan. Second motion made by Carrie, all approved.

Bylaws – Cara reported that the executive committee decided to change the annual meeting and elections in July to coincide with the organization's fiscal year. Cara sent the final draft of the bylaws to the Board of Directors. The board will vote on the adoption of the revised bylaws at the July 2020 meeting.

President's Report – Julia not in attendance. Carrie (Vice President) no report to present.

New Business –

Secretary Position- Stacey Mosher resigned from the board at the last executive committee meeting. Danna nominated Mariah to fill the secretary position, second by Tim, all approved.

Executive Director's Report – Cara presented the numbers from both KH1 and KH2. Numbers are trending up.

Accreditation Visit: Board discussed anticipated accreditation visit (may be virtual visit). Cara requests that board members make plans to attend on October 16th.

Kid's Helping Kids- Planning group is finalizing invitations and sponsor list. Next meeting will be July 1 at 16:00.

NCA Track – The state network is transitioning from the CareLink database to NCATrack. All CAC's are participating. Cara has been attending training and expects that the updated database will be beneficial for victims.

KH Audit- Audit is scheduled to take place on September 24th. Cara proposes that the board consider a bid from Evers & Company, a company that has completed the audit in the past.

FY2021 Budget- Cara sent a proposed budget to the board. Board should review proposal and plan to vote on the budget at the July 2020 meeting.

Recruiting- Discussed open positions. Cara proposes that we search for an attorney who specializes in HIPAA to consult on policy related concerns. All in attendance also discussed the need to have an attorney available to represent Kids' Harbor when needed. Cara discusses the need to have a maintenance company available when needed. Cara also states that she is actively recruiting a therapist position.

Accomplishments

VOCA Updates –Cara reports that Kids' Harbor received approval to move \$132,370.90 from funding period one into periods two and three. The organization requested, and received \$25,936 in COVID-19 funds as a VOCA extension. These funds will only cover COVID-19 related expenses.

Upcoming Events – listed and discussed. Next meeting July 22, 5:00pm

Meeting adjourned at 18:15, Mariah made the motion, Tim seconded, all approved.