



Henrico County Court Appointed Special Advocates *Board of Directors and Advisors Meeting – August 29, 2024 | 6:00 - 7:30 p.m.*

BOARD MEMBERS

- Paul Ronson, *Chair*
- Shannon Mitchell, *Vice Chair*
- Mel Tull, *Treasurer*
- Toney Hall, *Secretary*
- Mike Briggs
- Nick Cooper
- Rutherford Ferguson
- Bryan Jenkins
- Dianne Jewell
- Sarah Kurysz
- Suzanne Mathias
- Julie Seyfarth
- Paul Shively

ADVISORS

- Betsy Beach
- Chris Durand, *Immediate Past Chair*
- Anne Preston Farmer
- Doug Nassif
- Adam Winston

HONORARY MEMBERS

- Kevin Bruny
- Jon Ganues
- Pat Hackler

CONSULTANT

- Katherine Whitney

STAFF

- Jeannine Panzera

AGENDA

Welcome – Paul Ronson

Consent Agenda – Emailed Prior

- Executive Director's Report and May 2024 Meeting Minutes
- Financial Reports (through August 26, 2024)

Treasurer's Update/Report – Mel Tull

- Financial Audit (Aug 29 – 30, 2024); Sharon Hart, CPA, to present at Oct meeting

Fund Development Update/Report – Rutherford Ferguson

- 2024 Upcoming Campaigns: M4K (Nov) and Annual Campaign (Nov – Dec)

Visitation Center Update/Report – Chris Durand

- Phase II Steps

Governance/Leadership Update/Report – Paul Ronson

Old + New Business – Jeannine Panzera

- New Staff Hire Updates
- 30th Year Anniversary

**Next Board Meeting: Thursday, October 10, 2024
6:00 – 7:30 p.m.**



Executive Director's Report August 2024

Data as of June 30, 2024

	as of June 30, 2024	FY 2023/2024	FY 2022/2023
Volunteer Stats			
Number of Volunteers	89	109	114
New Volunteers	--	22	24
Resigned Volunteers	--	20	27
Volunteer Attrition	--	18.34%	24%
Cases			
Number of Cases/Children		388	359
Waiting Children		0	0
Cases Closed		223	194
Cases Opened		223	248
Volunteer Hours		10,591	10,174
Volunteer Contacts		21,019	22,143
Value to Commonwealth		\$345,161*	\$323,533**

Supervisors	Advocate (Max) Active	Total Cases	Assignments			
			1 Case	2 Cases	3 Cases	4 Cases
Jeannine (FT Executive Director)	(0) 1	1	1	0	0	0
Trish (FT Program Manager)	(10) 25	33	18	6	1	0
Lorrie (FT Advocate/Training Coordinator)	(25) 21	29	15	4	2	0
Stacy (FT Advocate Coordinator)	(25) 21	33	14	4	1	2
Vacant (FT Advocate Coordinator)	(25) --	--	--	--	--	--

* Volunteer Dollar Value = \$32.59 (2024)
** Volunteer Dollar Value = \$31.80 (2023)



Past Activities (July 1 thru July 31, 2024)

- July 2, 2024: CASA program staff held a case assignment meeting.
- July 3, 2024: CASA and Henrico DSS held a Collaboration meeting.
- July 8, 2024: A new Vigilant Voices® podcast was recorded.
- July 9, 2024: CASA staff meeting was held.
- July 9, 2024: CASA Advocates and Staff attended a movie on adoption (*The Story of Possum Trot*).
- July 10, 2024: Jeannine attended a DCJS Workgroup Discussion on a legislative study to explore the possibility of expansion of CASA Programs to all judicial jurisdictions in Virginia.
- July 12, 2024: Jeannine attended a webinar on National CASA Grant opportunities.
- July 16, 2024: CASA program staff held a case assignment meeting.
- July 18, 2024: A Short Pump Town Center concert and wine pouring was held to benefit CASA.
- July 18, 2024: Staff attended a CASA College training on *Activities to Help Children Talk and Feel Safe*.
- July 23, 2024: CASA staff meeting was held.
- July 23, 2024: Jeannine and Kristin had a Home for Good® debrief meeting with Libbie Mill Library.
- July 26, 2024: A Fund Development Committee meeting was held.
- July 26, 2024: Jeannine attended a CJA Advisory Committee meeting.
- July 30, 2024: CASA program staff held a case assignment meeting.

Current Activities (August 1 thru August 31, 2024)

- August 6, 2024: CASA program staff held a case assignment meeting.
- August 8, 2024: Jeannine met with CASA's Alpha Omega financial advisor.
- August 9, 2024: Jeannine attended a State Leadership Team Legislative meeting (July reschedule).
- August 12, 2024: A DCJS Network Support call was held.
- August 13, 2024: CASA staff meeting was held.
- August 15, 2024: A new Vigilant Voices® podcast was recorded.
- August 15, 2024: Jeannine attended a State Leadership Team Legislative meeting.
- August 15, 2024: A 2024 planning meeting for Mustaches for Kids was held.
- August 16, 2024: A Visitation Center Ad Hoc Committee meeting was held.
- August 20, 2024: CASA program staff held a case assignment meeting.
- August 22, 2024: A Home for Good 2024 Reflections meeting was held with SouthState Bank.
- August 23, 2024: Jeannine had a call with the Schaberg Foundation.
- August 27, 2024: Jeannine and Trish will meet with DSS Supervisors for a CASA Refresher.
- August 27, 2024: CASA staff meeting will be held.
- August 27, 2024: A CASA Conversations meeting will be held regarding the 2024 General Assembly.
- August 29-30, 2024: The 2023/2024 Financial Audit will commence.
- August 29, 2024: The August Board Meeting will be held.



Amplifying Children's Voices
in Henrico County

CASA Story

At the close of every case, we send evaluations to the caregivers and children (over age 5). While we don't necessarily get a response since many families want to put the court involvement behind them, we love when we do! Here is one we received from a caregiver last week.

1. What is your relationship (mother, father, etc.) to the child(ren)? Maternal Grandmother
2. How many appointments did you have with the CASA? We communicated over the phone.
Did the CASA consider your time constraints when scheduling appointments?
 Yes No If No, please explain _____

3. Did the CASA treat you with courtesy and respect at all times? Yes No
Please explain She was previously on our court case, and she has always treated me with respect at all times.
4. Do you feel the CASA served your child(ren)'s best interest?
 Very Much Somewhat Slightly Not At All
Please explain _____

5. What is your opinion of the CASA Program based on your experiences? I believe it is a great necessity as the GAL doesn't have the time to investigate and listen as much as CASA.
6. Do you have any recommendations or suggestions to improve the CASA Program or ways in which volunteers operate? Maybe allow the worker to be able to communicate even once released from the case in case problems arise that suggestions from CASA could help.
7. If your family became involved in the court system again, would you like a CASA to be assigned to your child(ren)'s case? Yes No Please explain Most definitely. CASA was the voice for my Granddaughter when she didn't have one. Without CASA, I may not have had the great outcome of my case that I did.

CASA Meeting Minutes

Meeting Type: Board of Directors Meeting

Meeting Date: May 9, 2024

Time: 6:00 PM

Meeting Location: CASA Office

Present: Chris Durand, Paul Ronson, Shannon Mitchell, Bryan Jenkins

Rutherford Ferguson, Suzanne Mathias, Mel Tull, Mary Jo Sisson-Vaughan, Sarah Kurysz, Paul Shively, Betsy Beach, Anne Preston Farmer, Mike Briggs, Nick Cooper

Staff: Jeannine Panzera

Absent: Toney Hall, Berkeley Edmunds, Adam Winston, Doug Nassif

Quorum: Yes

Presiding/Leading the Meeting: Chris Durand, Chair

Welcome – Chris Durand

Consent Agenda – Emailed Prior

- Executive Director's Report
- Financial Reports (through May 7, 2024)

Staff Presentation - Trish Stewart, Program Manager

- Mission Moment was shared about a new case and Board members had an opportunity to read the Affidavit that was filed by Child Protective Services (CPS).
- 5 new CASA advocates will be sworn-in on May 15, 2024, at 4:30 p.m. in Courtroom 2.
- Court Observation sign-up is available on the Board intranet.
 - Jeannine will send out a reminder email on how to access the intranet.

Governance/Leadership – Chris Durand + Paul Ronson

- Proposed 2024-25 Slate of Officers with discussion
 - Brief discussion was held, with a reminder that an email vote will occur in approximately two weeks to ensure that all Board members have had ample time to review the Slate.
- The proposed 2024-25 Slate of Officers was sent via email for an email vote. All Board members voted.
 - The 2024-25 Slate of Officers was unanimously approved by email vote.

Treasurer's Report – Shannon Mitchell

- Discussion/Approval of Proposed Budget FY24-25
 - Board approved 3% COL raises for all employees, as reflected in the draft budget and begin July 1, 2024. The Board requested additional information on any salary surveys in the coming year to ensure we remain in line with other organizations.

- There was discussion about the line item related to Board development and Visitation Center planning to determine if that line item should increase. The line item was increased from last year to this year, and discussion was held regarding difficulty of projecting next steps and any projected costs.
 - A reminder was given that the Board may always request a vote to increase a line item in the budget throughout the fiscal year, and/or vote on unexpected expenses as necessary.
- Discussion re: Employee Merit Raises or Bonuses
 - The Board approved net bonuses for seven employees for FY23-24, to be paid before June 30, 2024, from current year funds. (TS: ~4%; KB: ~4%; LM: ~3%; SW: ~3%; RKW: ~3%; KG: ~1%; JP: ~10%. [*Note that percentages are approximate, the final net amounts are figures*])

Motion to Approve the FY24-25 budget was made by Paul Ronson. Motion was seconded by Mel Tull. Motion to Approve the FY24-25 budget and employee bonuses was approved unanimously.

Fund Development Report – Rutherford Ferguson

- 2024 Home for Good® Playhouse Event a huge success (\$151,000)!
 - Comparative data was shared over the last four years, as well as data updates from outreach efforts throughout the event.
 - Thank you for our builder and architect/design partners will be held again in Fall 2024. This seemed to be a good time for both a thank you/reflection and kick off excitement for the next year.
 - A reminder was made to please send thank you notes/text messages/phone calls to sponsors in the coming weeks.
- Short Pump Concert Series and Wine Tasting Events
 - Thursdays: May 23rd, June 6th, June 20th, July 18th (6:00 - 8:00 p.m.)

Old + New Business – Chris Durand + Jeannine Panzera

- Visitation Center - Project Update
 - Full report from Knowledge Advisory Group was sent out.
- 30th Year Anniversary is 2024-25
 - Amplify Children’s Voices - 30th year theme.
 - Staff is beginning to collect stories with the goal of sharing 30 stories for 30 years.
 - Staff are working on high-level planning of some celebration events, including a celebratory event that will include Board, staff, advocates, and funders/sponsors.
- Discussion re: 2024-25 Board Meeting Calendar
 - Quick discussion that second Thursdays from 6:00 – 7:30 p.m. appear to be a good time to continue meetings. Paul and Jeannine will get together over the summer to work on Board meeting schedule for FY24-25 meetings.

MEETING ADJOURNED

Henrico CASA Management Report

Final: FY 2023-2024 (Un-Audited)



Prepared on
August 26, 2024

Henrico CASA

P and L Fiscal YTD Comparison (excl. ARPA)

July 2023 - June 2024

	TOTAL		
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE
Revenue			
Church and Civic groups	36,322.43	30,344.55	19.70 %
Contributions	116,839.57	107,294.69	8.90 %
Corporate	16,514.71	18,218.43	-9.35 %
External Events	88,685.39	74,085.55	19.71 %
Foundation Grants	155,963.46	146,000.00	6.82 %
Government Grants	238,440.00	247,375.00	-3.61 %
In-Kind Donations	155,377.96	123,916.96	25.39 %
Internal Events	149,917.46	121,615.00	23.27 %
Misc. Donations	3.25		
Workplace Giving Campaigns	910.76	484.00	88.17 %
Total Revenue	\$958,974.99	\$869,334.18	10.31 %
GROSS PROFIT	\$958,974.99	\$869,334.18	10.31 %
Expenditures			
Administrative Fees	5,366.24	8,290.36	-35.27 %
Community Awareness	2,197.06	2,982.92	-26.35 %
Depreciation Expense		1,508.74	-100.00 %
Equipment Expenses	2,714.52	2,390.70	13.54 %
In-Kind Expenses	155,377.96	114,502.96	35.70 %
Marketing and Fundraising Expense	17,688.39	12,455.79	42.01 %
Payroll Expenses	569,444.07	483,817.80	17.70 %
Postage & Shipping	1,382.01	784.89	76.08 %
Printing	4,168.01	4,257.38	-2.10 %
Program Expense	16,030.84	21,452.52	-25.27 %
Strategic Planning/Board Development	14,005.00	539.30	2,496.88 %
Supplies	2,232.05	2,531.32	-11.82 %
Training	3,822.66	4,994.86	-23.47 %
Volunteer Recognition	1,324.94	4,480.87	-70.43 %
Volunteer Recruitment	10,029.00	9,038.08	10.96 %
Total Expenditures	\$805,782.75	\$674,028.49	19.55 %
NET OPERATING REVENUE	\$153,192.24	\$195,305.69	-21.56 %
Other Revenue			
Advisor Fees	-5,202.51	-2,435.08	-113.65 %
Dividends	33,858.09	24,186.86	39.99 %
Foreign Taxes	-266.79	-108.84	-145.12 %
Interest income	10,412.72	5,603.71	85.82 %
Realized Capital Gains/Losses	-4,867.47	-150,977.19	96.78 %
Unrealized Gains/Losses	68,059.53	180,265.32	-62.24 %
Total Other Revenue	\$101,993.57	\$56,534.78	80.41 %
NET OTHER REVENUE	\$101,993.57	\$56,534.78	80.41 %
NET REVENUE	\$255,185.81	\$251,840.47	1.33 %

Henrico CASA

PROFIT AND LOSS PYC

July 2023 - June 2024

	TOTAL		
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE
Revenue			
Church and Civic groups	36,322.43	30,344.55	19.70 %
Contributions	116,839.57	107,294.69	8.90 %
Corporate	16,514.71	18,218.43	-9.35 %
External Events	88,685.39	74,085.55	19.71 %
Foundation Grants	155,963.46	146,000.00	6.82 %
Government Grants	238,440.00	261,188.00	-8.71 %
In-Kind Donations	155,377.96	123,916.96	25.39 %
Internal Events	149,917.46	121,615.00	23.27 %
Misc. Donations	3.25		
Workplace Giving Campaigns	910.76	484.00	88.17 %
Total Revenue	\$958,974.99	\$883,147.18	8.59 %
GROSS PROFIT	\$958,974.99	\$883,147.18	8.59 %
Expenditures			
Administrative Fees	5,366.24	8,290.36	-35.27 %
Community Awareness	2,197.06	2,982.92	-26.35 %
Depreciation Expense		1,508.74	-100.00 %
Equipment Expenses	2,714.52	2,390.70	13.54 %
In-Kind Expenses	155,377.96	114,502.96	35.70 %
Marketing and Fundraising Expense	17,688.39	12,455.79	42.01 %
Payroll Expenses	569,444.07	483,817.80	17.70 %
Postage & Shipping	1,382.01	784.89	76.08 %
Printing	4,168.01	4,257.38	-2.10 %
Program Expense	16,030.84	21,452.52	-25.27 %
Strategic Planning/Board Development	14,005.00	539.30	2,496.88 %
Supplies	2,232.05	2,531.32	-11.82 %
Training	3,822.66	4,994.86	-23.47 %
Volunteer Recognition	1,324.94	4,480.87	-70.43 %
Volunteer Recruitment	10,029.00	9,038.08	10.96 %
Total Expenditures	\$805,782.75	\$674,028.49	19.55 %
NET OPERATING REVENUE	\$153,192.24	\$209,118.69	-26.74 %
Other Revenue			
Advisor Fees	-5,202.51	-2,435.08	-113.65 %
Dividends	33,858.09	24,186.86	39.99 %
Foreign Taxes	-266.79	-108.84	-145.12 %
Interest income	10,412.72	5,603.71	85.82 %
Realized Capital Gains/Losses	-4,867.47	-150,977.19	96.78 %
Unrealized Gains/Losses	68,059.53	180,265.32	-62.24 %
Total Other Revenue	\$101,993.57	\$56,534.78	80.41 %
NET OTHER REVENUE	\$101,993.57	\$56,534.78	80.41 %
NET REVENUE	\$255,185.81	\$265,653.47	-3.94 %

Henrico CASA
BALANCE SHEET PYC
As of June 30, 2024

	TOTAL		
	AS OF JUN 30, 2024	AS OF JUN 30, 2023 (PY)	% CHANGE
ASSETS			
Current Assets			
Bank Accounts			
AO Schwab Reserve Account	284,367.75	411,192.95	-30.84 %
AO Schwab Securities	1,257,368.94	885,420.64	42.01 %
Operating Acct - Wells Fargo	68,979.13	82,653.78	-16.54 %
Total Bank Accounts	\$1,610,715.82	\$1,379,267.37	16.78 %
Other Current Assets			
Grants/Funds Receivable	34,503.00	32,163.75	7.27 %
Prepaid Expenses	3,573.25	11,696.34	-69.45 %
Total Other Current Assets	\$38,076.25	\$43,860.09	-13.19 %
Total Current Assets	\$1,648,792.07	\$1,423,127.46	15.86 %
Fixed Assets			
Accumulated Depreciation	-5,142.11	-5,142.11	0.00 %
Computer Equipment	15,663.54	15,663.54	0.00 %
Office Equipment & Furniture	4,773.99	4,773.99	0.00 %
Total Fixed Assets	\$15,295.42	\$15,295.42	0.00 %
TOTAL ASSETS	\$1,664,087.49	\$1,438,422.88	15.69 %
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	0.00	5,953.72	-100.00 %
Total Accounts Payable	\$0.00	\$5,953.72	-100.00 %
Other Current Liabilities			
Deferred Revenue	23,750.00	58,750.00	-59.57 %
Payroll Liabilities	16,007.63	4,575.11	249.89 %
Total Other Current Liabilities	\$39,757.63	\$63,325.11	-37.22 %
Total Current Liabilities	\$39,757.63	\$69,278.83	-42.61 %
Total Liabilities	\$39,757.63	\$69,278.83	-42.61 %
Equity			
Unrestricted Net Assets	1,369,144.05	1,103,490.58	24.07 %
Net Revenue	255,185.81	265,653.47	-3.94 %
Total Equity	\$1,624,329.86	\$1,369,144.05	18.64 %
TOTAL LIABILITIES AND EQUITY	\$1,664,087.49	\$1,438,422.88	15.69 %

Budget vs. Actuals

July 2023 - June 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
Church and Civic groups	36,322.43	25,000.00	145.29 %
Contributions	116,839.57	100,000.00	116.84 %
Corporate	16,514.71	10,000.00	165.15 %
External Events	88,685.39	60,000.00	147.81 %
Foundation Grants	155,963.46	100,000.00	155.96 %
Government Grants	238,440.00	233,441.00	102.14 %
In-Kind Donations	155,377.96	45,000.00	345.28 %
Internal Events	149,917.46	95,000.00	157.81 %
Misc. Donations	3.25		
Reimbursements	0.00		
Workplace Giving Campaigns	910.76	300.00	303.59 %
Total Revenue	\$958,974.99	\$668,741.00	143.40 %
GROSS PROFIT	\$958,974.99	\$668,741.00	143.40 %
Expenditures			
Administrative Fees	5,366.24	6,500.00	82.56 %
Community Awareness	2,197.06	4,000.00	54.93 %
Equipment Expenses	2,714.52	3,000.00	90.48 %
In-Kind Expenses	155,377.96	45,000.00	345.28 %
Marketing and Fundraising Expense	17,688.39	12,500.00	141.51 %
Payroll Expenses	569,444.07	569,078.00	100.06 %
Postage & Shipping	1,382.01	750.00	184.27 %
Printing	4,168.01	5,500.00	75.78 %
Program Expense	16,030.84	11,000.00	145.73 %
Strategic Planning/Board Development	14,005.00	6,000.00	233.42 %
Supplies	2,232.05	2,500.00	89.28 %
Training	3,822.66	5,000.00	76.45 %
Voided Checks	0.00		
Volunteer Recognition	1,324.94	4,000.00	33.12 %
Volunteer Recruitment	10,029.00	4,500.00	222.87 %
Total Expenditures	\$805,782.75	\$679,328.00	118.61 %
NET OPERATING REVENUE	\$153,192.24	\$ -10,587.00	-1,446.98 %
Other Revenue			
Advisor Fees	-5,202.51		
Budget Investment Income		20,000.00	
Dividends	33,858.09		
Foreign Taxes	-266.79		
Interest income	10,412.72		
Realized Capital Gains/Losses	-4,867.47		
Unrealized Gains/Losses	68,059.53		
Total Other Revenue	\$101,993.57	\$20,000.00	509.97 %
NET OTHER REVENUE	\$101,993.57	\$20,000.00	509.97 %
NET REVENUE	\$255,185.81	\$9,413.00	2,710.99%