

# PATHWAY FAMILY SERVICES, INC.

## Board of Directors Agenda

April 22nd, 2019

- Adoption of the Agenda
- Seating of a new PFS board member
- Review and approval of Minutes for January 28th, 2019.
- Review and approval of the Financial Statements-
  - Profit and Loss Statement for January through March 2019, Balance Sheet for March 31st, 2019.
- Finance Sub-Committee Recommendations (see minutes for committee meeting)
  - Update on 3% COLA for staff members
- Director's Report
  - Brief report by the Adoption/Assessment Program Director
  - E.D.'s Quarterly review
    - First quarter Accomplishments in 2019
    - Update on program operations
    - Review Quarterly Incidents/Investigations Report
    - Update on an allegation from a 2016 Tulare County Placement.
- Unfinished Business:
  - Status of the 2018 Financial Audit process
  - Final review of policy and procedures for executive session meetings
  - Update regarding an office location for office in San Bernardino County
- New Business
  - Increase in foster parent rates (per requirement of CDSS)
  - Approval of new Santa Barbara Contract to provide new service- Resource Parent Support Services
  - Foster Parent recruitment challenge for 2019
- Next Board meeting- 7/22/19
- Adjournment

PATHWAY FAMILY SERVICES

MINUTES FOR THE BOARD OF DIRECTORS MEETING

1/28/2019

The meeting was called to order by Rick Smith, Pathway CEO/President

The following board members were present for the meeting: Brian Conner, Fred Plane, Doug Pike, Randy Rankin, Sonjia Braun, and Rick Smith.

Nathan Smith was present as the Corporate Secretary to record minutes.

Ashley Thompson, Finance Manager, was absent.

Meeting began at Noon.

**1. ADOPTION OF THE AGENDA.** The proposed agenda with additional items was adopted. Moved by Doug Pike and seconded by Brian Conner. Motion unanimously approved.

**2. REVIEW AND APPROVAL OF MINUTES.** Minutes for October 22<sup>nd</sup>, 2018 were reviewed, and a motion was made to accept and file the revised minutes by Fred Plane and seconded by Randy Rankin. Motion unanimously approved.

**3. REVIEW AND APPROVAL OF FINANCIAL STATEMENTS.** Fred Plane presented October through December 31, 2018 (4th Quarter) Profit and Loss and the Balance Sheet for December 31, 2018. December is historically a high expense month due to events and other expenses. Overall, Pathway had a strong year financially.

After a time of review and discussion, the October through December 31, 2018 (4th Quarter) Financial Statements as presented were approved. **The motion was moved by Doug Pike and seconded by Sonjia Braun. Motion unanimously approved.**

**REVIEW AND APPROVAL OF FINANCE COMMITTEE MINUTES.** Minutes for January 18<sup>th</sup>, 2019 were reviewed, and a motion was made to accept and file the minutes by Fred Plane and seconded by Randy Rankin. The motion unanimously approved.

**4. DIRECTOR'S REPORT FOR OCTOBER THROUGH DECEMBER 31, 2018**

**FOURTH QUARTER & YEAR END REVIEW.** Rick reported the 4th quarter of 2018 was busy and eventful.

- Rick also presented a PowerPoint presentation regarding the accomplishments of 2018 and the goals for 2019.

○ **Accomplishments for 2018**

- Relocated the San Luis Obispo County office from Atascadero to Grover Beach.
- Hired a new team member for the Grover Beach office.
- Signed a renewal contract with San Bernardino County to continue doing Resource Parent Assessments.
- Hired a new Shelter Bed Program Worker. This program is doing well. Santa Barbara County increased our contract fee per shelter bed/placement.
- Completed about 40 SAFE/RFA Adoptions.
- Completed process of rolling over all of our resource parents to become Resource Families. This was a BIG PROJECT!
- Received our Accreditation certification through Council of Accreditation, a four-year certification.
- Participated in a State committee for Compassion Ministries for the AG.
- Updated our Financial Policy Manual.
- Implemented a QPI program.
- Implemented a Finance Sub-committee.
- Had a very strong financial year.
- Successfully completed the 2017 extended financial audit. This was a significant task.
- Acquired a new CPA firm. Daniells, Phillips, Vaughan, & Bock CPAs to complete our annual financial audits.
- Certified 26 new foster families.
- Placed 191 foster youth into our Pathway homes.
- Began certifying homes in San Bernardino County and placing children in those homes.
- Began a partnership with City Serve, a faith-based compassion organization.
- Provided at least \$50,000 of free supplies to our foster youth and resource parents (provided through City Serve).

○ **Goals for 2019**

- To reach a target of 120 children (monthly average) in FFA placement
- To complete at least 50 RFAs/Adoption Studies
- To acquire and license an FFA/Adoption office in San Bernardino County. First office will be in SB City or Victorville.
- To hire a Mental Health Director
- To hire a full-time Adoption Director
- To hire other additional staff approved in the 2019 budget
- If necessary, install another new A/C unit on the Bakersfield office.
- To implement a new Intensive Services Foster Care program in Santa Barbara and Kern Counties.

- To research and install solar panels at our Bakersfield office facility.
- To engage in exploratory research about expanding Pathway on an interstate basis (possible Texas or Arizona)

○ **Activities during the 4<sup>th</sup> quarter of 2018**

- Completed three regional foster family Christmas events
- Received ample supply of Christmas gifts for our foster youth.
- Conducted 4<sup>th</sup> quarter training for our certified resource parents.

**2. APPROVED COST OF LIVING ALLOCATION – COLA DISCUSSION**

Rick reported due to client placements being down he made an executive decision to delay the board approved COLA for 2019. After discussion, Rick recommended that the board reconsider implementing the COLA until April 2019. If client numbers stabilize and resume budgeted client numbers, the COLA would be given at that time.

**Motion: Fred Plane motioned to defer the COLA until Rick feels Pathway is stable enough to handle the extra expense. The motion was seconded by Brian Conner. The motion unanimously approved.**

**3. EXPLORATORY RESEARCH** – Rick requested to engage in exploratory research about expanding Pathway Family Services on an interstate basis. (possible Arizona & Texas)

**4. ADOPTION PROGRAM DIRECTOR'S REPORT:** Becky Colaw reported the following for the 4th quarter of 2018:

- The total number of adoptive placements: 7 ( 7 in Santa Barbara County)
- Total number of finalized adoptions: 6 (6 in Santa Barbara County)
- Pre-Adoptive Placements: 14 (5 in Kern County, 8 in Santa Barbara County, 1 in Riverside County)
- Completed SAFE studies: 8 new and 7 updates (7 in Santa Barbara and 9 in Kern County)
- Completed RFA studies: 12 (All in Santa Barbara County)
- RFA's in process: 12 (all in Santa Barbara County)
- SAFE Studies in process: 12 (3 in Kern; 6 in Santa Barbara; and 3 in Riverside for adoption)
- RFAs for San Bernardino County: 2 completed; 3 in process; pre-approval training only:4

Adoptions & RFA's (Resource Family Assessments) are going very well. Pathway's contract for RFA's services was renewed with Santa Barbara County for double the previous amount. Becky compliments the Adoption/RFA team.

The Pathway board thanked Becky for her leadership.

- 5. UPDATED BOARD MEMBER MANUAL** – Rick provided each board member with an updated board member manual. **The only changes made to the manual where updated board member addresses and phone numbers, information about counties being served and office addresses.**

**PROGRAM STATISTICS.** Rick reported that currently there are 93 children in Pathway's program. There are 76 certified foster homes. There are about 31 additional families in the process of becoming certified. He also stated there are currently 10 social workers (2 positions are currently open). Also, 2 of the 10 positions are adoption social workers) and there are 4 managers who serve the Bakersfield, Santa Maria, Atascadero & Hemet offices. There is also 1 Deputy Director that serve the Foster Care services program.

**INCIDENT AND INVESTIGATIONS:** Prior to the board meeting, (the 4<sup>th</sup> quarter 2018) copies of all incidents and investigations were reviewed by board member Sonjia Braun. Each board member was mailed a summary of each incident and investigation from October through December 31, 2018, prior to today's meeting. There was further review and discussion about the report.

**The Director's report was accepted. Motion moved by Fred Plane to receive and file the Director's report. Sonjia Braun seconded the motion. Motion unanimously approved.**

## **6. UNFINISHED BUSINESS**

- A. PROSPECTIVE BOARD MEMBER INTERVIEW.** Rick provided each board member with Raul Rodriguez resume for their review. Mr. Rodriguez was invited to join the meeting for a time of discussion. Mr. Rodriguez shared his story with the board. He has been in the real estate business for the last 23 years. Currently, he is earning a law degree in real estate. Each board member was given the opportunity to ask Mr. Rodriguez questions.

Mr. Rodriguez left the meeting.

After further discussion regarding Mr. Rodriguez, Sonjia Braun Motioned to seat Raul Rodriguez on Pathway Family Service Board of Directors. His term is for 3 years with an option to serve 2 consecutive terms. The motion was seconded by Doug Pike. The motion unanimously approved.

Raul term will begin immediately. His first scheduled board meeting is April 22, 2019. Rick will notify Raul of the board's decision.

- B. NEW CPA FIRM.** CPA firm Daniells, Phillips, Vaughan & Bock has been hired to complete the 2018 financial audit. The audit is scheduled to be done in April/May of 2019. The firm will file filing extensions with the government.

**C. PROGRAM STATEMENT APPROVAL.** California Department of Social Services (CDSS) has approved our submitted Program Statement to provide Intensive Services Foster Care. (ISFC).

**D. QPI REPORT.** Rick meets with the team on a weekly basis to review operations and implementation of new state regulations.

**E. GENERAL LIABILITY INSURANCE.** Pathways general liability insurance premiums increased by 100% for 2019. Insurance in California has skyrocketed.

**F. PROPOSED SAN BERNARDINO COUNTY OFFICE.** Currently, Pathway has 7 families in process San Bernardino County. Victorville seems to be the hot spot for this area for recruitment of families and children who need to be placed with families. Rick would like to locate a modest office space to work out of to support the clients and families in this area. The initial rent for the office space will cost no more than \$1,000 a month.

**Motion: After a discussion, Sonjia made a motion to proceed with securing an office facility in San Bernardino County. This office space would be a short-term lease to allow for growth if needed in the future. The initial budget for office space will be \$1,000 a month. The motion was made by Sonjia Braun and seconded by Randy Rankin. The motion unanimously approved.**

## **7. NEW BUSINESS**

**A. PROPOSED POLICY & PROCEDURES REGARDING EXECUTIVE SESSION.** Rick provided a proposed policy and procedure document regarding the use of Executive Session. Each member received a copy of the proposal for review. Each member was given time to read the proposed policy. After a time of discussion, the board requested the item be tabled until our next scheduled meeting to allow for additional time to review the policy.

## **8. NEXT SCHEDULED BOARD MEETING.**

- The next meeting is scheduled for **April 22, 2019**. It will be held at Pathway Family Services office in Bakersfield, beginning at 12:00 pm.

**The remaining regularly scheduled board meetings for 2019 are July 22, and October 28, 2018**

## **C. ADJOURNMENT**

The motion was made by Brian Conner to adjourn the meeting; it was seconded by Randy Rankin. All approved. The meeting was adjourned at 2:10 pm.

Respectfully Submitted

Nathan Smith, Secretary



## Pathway Family Services, Inc.

## Profit &amp; Loss

January through March 2019

	<u>Jan - Mar 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
1-4000 · Foster Care Income - Kern	
1-4001 · Foster Care Clothing Allowance	1,188.00
1-4000 · Foster Care Income - Kern - Other	220,880.00
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<b>Total 1-4000 · Foster Care Income - Kern</b>	<b>222,068.00</b>
1-4010 · Interest Income	639.17
2-4000 · Foster Care Income - SB	
2-4002 · Shelter Bed-SB	52,746.30
2-4000 · Foster Care Income - SB - Other	225,560.00
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<b>Total 2-4000 · Foster Care Income - SB</b>	<b>278,306.30</b>
3-4000 · Foster Care Income - SLO	42,992.00
5-4000 · Foster Care Income-Riverside	
5-4001 · Foster Child Clothing Allowance	194.00
5-4000 · Foster Care Income-Riverside - Other	186,467.00
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<b>Total 5-4000 · Foster Care Income-Riverside</b>	<b>186,661.00</b>
7-4011 · RFA Assessment Services -SBD	1,500.00
88-4000 · Adoption Income	
88-4001 · Adoptions - Kern	20,000.00
88-4002 · Adoptions - Santa Barbara	88,000.00
88-4000 · Adoption Income - Other	10,000.00
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<b>Total 88-4000 · Adoption Income</b>	<b>118,000.00</b>
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<b>Total Income</b>	<b>850,166.47</b>
	<hr/>
<b>Gross Profit</b>	<b>850,166.47</b>
<b>Expense</b>	
1-6001 · Advertisement	1,214.10
1-6004 · CCL Fees	2,288.00
1-6005 · Computer Repair & Maintenance	29.22
1-6008 · Depreciation	8,689.68
1-6011 · Employee Benefits - Mileage	2,229.12
1-6012 · Employee Cell Phone	780.00
1-6013 · Employee Clearances	223.01
1-6016 · Expendable Equipment	195.18
1-6022 · Office Supplies	655.67
1-6024 · Postage/Shipping	243.95
1-6026 · Printing	1,656.87
1-6028 · Reconciliation Discrepancies	-0.03
1-6030 · Telephone, Fax, Internet	1,354.75
1-6033 · Travel/Food	68.69
1-6034 · Utilities	3,688.81
1-6035 · Vehicle Operations	375.37
1-6102 · Foster Child Clothing	1,188.00
1-6104 · Foster Parent - Support	580.88
1-6106 · Foster Parent Food	395.27
1-6108 · Foster Parent Reimbursement	98,376.68
1-6201 · Insurance - Employee Medical	4,931.02
1-6300 · Payroll/Admin	9,577.70
1-6302 · Payroll/Social Work	53,652.38
1-6305 · Employer - Retirement	7,107.59
1-6350 · Payroll Liability - Expense	18,915.00
2-6001 · Advertisement - SB	77.00
2-6005 · ComputerRepair & Maint - SB	17.26
2-6011 · Employee Benefit - Mileage SB	1,610.88
2-6012 · Employee Cell Phone SB	360.00
2-6016 · Expendable Equipment - SB	1,196.14
2-6022 · Office Supplies SB	510.73
2-6024 · Postage/Shipping- SB	63.87
2-6026 · Printing - SB	49.01
2-6027 · Property Lease - SB	8,949.00

## Pathway Family Services, Inc.

## Profit &amp; Loss

January through March 2019

04/09/19

Accrual Basis

	Jan - Mar 19
2-6030 · Telephone - SB	1,439.14
2-6033 · Travel/Food - SB	177.75
2-6034 · Utilities - SB	1,174.88
2-6035 · Vehicle Operations - SB	50.55
2-6104 · Foster Parent Support - SB	641.17
2-6106 · Foster Parent Food - SB	360.97
2-6107 · Foster Parent Recruitment SB	8.38
2-6108 · Foster Parent Reimbursement SB	125,790.54
2-6201 · Insurance - Employee Medical SB	5,746.31
2-6300 · Admin Payroll - SB	12,329.17
2-6302 · Social Worker Payroll - SB	26,867.33
3-6004 · CCL Fees-SLO	1,936.00
3-6011 · Employee Benefit-Mileage SLO	595.20
3-6012 · Employee Cell Phone-SLO	90.00
3-6022 · Office Supplies-SLO	36.81
3-6024 · Postage/Shipping-SLO	88.96
3-6026 · Printing-SLO	24.77
3-6027 · Property Lease-SLO	3,300.00
3-6030 · Telephone, Fax, Internet-SLO	624.03
3-6033 · Travel/Food-SLO	249.00
3-6034 · Utilities-SLO	348.73
3-6035 · Vehicle Operations SLO	36.37
3-6108 · Foster Parent Reimbursement-SLO	19,360.95
3-6201 · Insurance Employee Medical-SLO	2,038.32
3-6302 · Social Worker Payroll-SLO	15,587.89
5-6001 · Advertisement-Riverside	518.76
5-6005 · Computer Repair&Maint-RS	90.00
5-6011 · Employee Mileage-Riverside	2,445.12
5-6012 · Employee Cell Phone-Riverside	480.00
5-6013 · Employee Clearances-Riverside	206.95
5-6016 · Expendable Equipment-Riverside	545.78
5-6022 · Office Supplies-Riverside	617.96
5-6024 · Postage/Shipping-Riverside	188.95
5-6026 · Printing-Riverside	904.20
5-6027 · Property Lease-Riverside	5,778.00
5-6030 · Telephone-Riverside	1,104.64
5-6033 · Travel/Food-Riverside	1,350.44
5-6034 · Utilities-Riverside	301.17
5-6035 · Vehicle Operations-Riverside	27.53
5-6101 · Foster Child Other-Riverside	58.01
5-6102 · Foster Child Clothing-RS	194.00
5-6104 · Foster Parent Support-RS	788.37
5-6105 · Foster Parent Certification-RS	1,300.00
5-6106 · Foster Parent Food-RS	300.12
5-6108 · FP Reimbursement-Riverside	79,629.00
5-6201 · Insurance Employee Medical-RS	8,141.00
5-6300 · Payroll Admin-Riverside	36,294.63
5-6302 · Payroll/Social Work Riverside	15,523.45
88-6006 · Comp Software/Maint-Adopt	62.49
88-6011 · Employee Mileage Adopt	883.20
88-6012 · Employee Cell Phone- Adopt	360.00
88-6030 · Telephone	188.15
88-6201 · Insurance-Employee Health Adopt	3,163.95
88-6301 · Payroll/Director Adopt	3,302.20
88-6302 · Payroll/Social Worker Adopt	30,981.70
99-6001 · Advertisement-Corp	313.74
99-6002 · Audit Fees-Corp	450.00
99-6005 · Computer Repair & Maint-Corp	129.99
99-6006 · Computer Software-Corp	179.88
99-6022 · Office Supplies-Corp	264.05
99-6024 · Postage/Shipping-Corp	260.69
99-6026 · Printing-Corp	33.63
99-6030 · Telephone-Corp	1,008.29
99-6033 · Travel/Food-Corp	3,208.16
99-6035 · Vehicle Operations-Corp	1,446.46
99-6036 · Dues & Subscriptions-Corp	546.95
99-6201 · Insurance Empl Medical-Corp	10,203.75



**Pathway Family Services, Inc.**  
**Profit & Loss**  
**January through March 2019**

	Jan - Mar 19
99-6203 · Insurance Workers Comp-Corp	3,524.77
99-6204 · Insurance Management-Corp	8,002.92
99-6207 · Insurance Unemployment-Corp	662.50
99-6300 · Payroll Admin-Corp	47,598.72
99-6301 · Payroll Director-Corp	27,910.05
99-6303 · Payroll Taxes (Employer)-Corp	22,642.48
99-6401 · Janitorial	
6401-1 · Janitorial Service	900.00
6401-2 · Janitorial Supplies	46.20
<b>Total 99-6401 · Janitorial</b>	<b>946.20</b>
99-6402 · Building Maintenance	
6402-1 · Building Maintenance Service	2,768.77
99-6402 · Building Maintenance - Other	230.00
<b>Total 99-6402 · Building Maintenance</b>	<b>2,998.77</b>
<b>Total Expense</b>	<b>778,215.79</b>
<b>Net Ordinary Income</b>	<b>71,950.68</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
1-4004 · Donation Income	750.00
<b>Total Other Income</b>	<b>750.00</b>
<b>Other Expense</b>	
1-7009 · Interest Expense	8,534.19
<b>Total Other Expense</b>	<b>8,534.19</b>
<b>Net Other Income</b>	<b>-7,784.19</b>
<b>Net Income</b>	<b>64,166.49</b>

## Balance Sheet

As of March 31, 2019

	<u>Mar 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Valley Republic Bank	313,615.10
1012 · ICS-Valley Republic Bank	470,552.23
1014 · Petty Cash	200.00
1015 · Strong Tower Financial	16,797.18
1017 · Athene Annuity and Life Company	67,659.31
<b>Total Checking/Savings</b>	<u>868,823.82</u>
<b>Accounts Receivable</b>	
1110 · Accounts Receivable	475,639.43
<b>Total Accounts Receivable</b>	<u>475,639.43</u>
<b>Other Current Assets</b>	
1-1107 · Unemployment Insurance Reserve	2,543.75
<b>Total Other Current Assets</b>	<u>2,543.75</u>
<b>Total Current Assets</b>	<u>1,347,007.00</u>
<b>Fixed Assets</b>	
<b>1-1105 · FIXED ASSETS</b>	
1105-14 · Admin Computers Dell	3,116.05
1105-15 · Server (Main)	3,188.22
1105-16 · Canon Copiers	28,482.40
1105-17 · Ford Explorer	40,735.71
1105-19 · Fixtures	14,909.34
1105-2 · Office Furniture	2,838.48
1105-20 · Office Equipment (all)	7,823.36
1105-3 · Computer Equipment	7,287.89
1105-33 · Building and Improvements	1,067,547.40
1105-34 · Land	212,202.00
1105-35 · Land Improvements	37,781.00
1105-6 · Accumulated Depreciation	-69,145.27
1-1105 · FIXED ASSETS - Other	965.24
<b>Total 1-1105 · FIXED ASSETS</b>	<u>1,357,731.82</u>
1105-18 · Dodge Ram Truck	21,967.40
<b>Total Fixed Assets</b>	<u>1,379,699.22</u>
<b>Other Assets</b>	
1-1106 · Pre-Paid Insurance	61,070.93
<b>Total Other Assets</b>	<u>61,070.93</u>
<b>TOTAL ASSETS</b>	<u><u>2,787,777.15</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
1-2000 · Accounts Payable	137,937.25
<b>Total Accounts Payable</b>	<u>137,937.25</u>
<b>Other Current Liabilities</b>	
1-2001 · Payroll Insurance	3,482.00
1-2002 · Accrued Payroll - Vacation	95,988.18
1-2007 · Payroll Wages Payable	50,345.95
1-2008 · Payroll Liabilities	4,115.00
1-2019 · Ford Explorer	7,072.21
1-2020 · Valley Republic Bank Loan	783,081.47
1-2021 · First Insurance Funding	28,308.80
<b>Total Other Current Liabilities</b>	<u>972,393.61</u>

3:36 PM

04/09/19

Accrual Basis

**Pathway Family Services, Inc.**

**Balance Sheet**

As of March 31, 2019

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	<u>Mar 31, 19</u>
Total Current Liabilities	1,110,330.86
Total Liabilities	1,110,330.86
Equity	
1-3001 · Retained Earnings	1,613,279.80
Net Income	64,166.49
Total Equity	1,677,446.29
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,787,777.15</u></b>

**SUMMARY OF INCIDENTS/INVESTIGATIONS  
FOR BOARD OF DIRECTORS**

**January 1, 2019 through March 31, 2019**

**JANUARY**

**INCIDENT-SELF HARM-Santa Maria**

On January 11, 2019 at approximately 6:00pm, on-call Pathway Social Worker received call from resource mom, stating that foster youth (male, age 14) was upset due to inflicting self-harm earlier in the day due to stressful interactions with other specific students at school. PSW instructed resource mom to call the 1-800-SAFETY line. Safety line worker, PSW and both resource parents personally met with foster child and compiled a SAFETY plan. Both foster mom and PSW will follow up with school administration to ensure SAFETY plan is in place and reduce the potential of bullying incidents at school. PSW will continue to monitor situation.

**INCIDENT-ER VISIT-Santa Maria**

On January 11, 2019 foster mom took foster youth (male, age 15) to ER. Foster child was given a full evaluation and discharged with treatment for Pneumonia. Condition could have come while youth was AWOL or during prior placement in another county. PSW and resource mom will continue to monitor health of foster youth.

**INCIDENT-INVESTIGATION-Bakersfield**

On January 14, 2019 at 8:03am LPA delivered findings of investigation regarding foster child complaint to Pathway Deputy Director. Complaint consisted of "being hit", "denied entry into the home", and "being manipulated to lie". LPA reviewed files, interviewed 3 social workers, resource parent and other children in the home. (males, ages 10, 6, and 5) After LPA completed the investigation it was found to be UNSUBSTANTIATED. No further action is required by Pathway.

#### INCIDENT-SELF HARM-Santa Maria

On January 16, 2019 resource parents phoned on-call PSW to report that a foster youth in their home shared that other foster youth (male, age 14) had again inflicted self harm earlier in the morning. Resource parents were instructed to do a SAFETY sweep of the home and ensure all sharp objects were secure. A pair of scissors was found hidden amongst the foster youth's belongings. Those scissors and all other sharp objects were then secured in a locked cabinet. Resource parents were instructed to encourage youth to phone SAFETY and access those supports available. PSW also mentioned to resource parents to address this at the next TBS meeting with CASA staff therapist. PSW arranged to meet with foster youth the following day, January 17, 2019 and informed County Social Worker of incident. Pathway Social Worker will continue to monitor situation.

#### INCIDENT-COMPLAINT INVESTIGATION-Grover Beach

On January 23, 2019 LPA conducted a follow-up inspection and met with FFA Social Worker (Pathway Social Worker) The investigation consisted of review of records including the foster child's (male, age 5) needs and service plans, medical records and interviews with both resource parents and 1 of 2 of foster children in the home (unable to obtain statement from one foster child due to age, and being non-verbal. female, age 1), FFA Supervising Social Worker and the current care giver. Resource parents indicated that they do not believe in using physical abuse as a form of punishment, and disclosed that this foster child has been making comments such as "you hit me" from the very first day of placement in their home. Resource parents stated that these incidents have all been reported to their FFA. The information from the foster child is inconsistent due to their story changing several times, and not being able to identify a perpetrator. The allegation is UNSUBSTANTIATED. No further action required from Pathway at this time.

#### INCIDENT-ER VISIT-Santa Maria

On January 30<sup>th</sup>, 2019 at 5:43 pm resource parent called Supervising Pathway Social Worker, to report that foster child (male, age 11) had been taken to ER by ambulance. Resource mom reported that the birth mother believed that the child was having a seizure during a group visit. Foster child has a diagnosis of Autism and sever language delay, however birth mother says the child "began behaving oddly" and led her to believe he was having a seizure. Foster child was treated at Lompoc Valley Medical Center and was diagnosed with 'absence epilepsy, pediatric'. After, not finding signs of symptoms of having a seizure the child was discharged with instructions to be alert and to make an appointment to be assessed by a neurologist. Resource

mom will schedule appointment with a neurologist ASAP. Assigned Pathway Social Worker will monitor child's health progress.

#### INCIDENT-SCHOOL SUSPENSION-Santa Maria

On January 31, 2019 at 12:30pm on-call Pathway Social Worker received a call from a local Police Officer about foster youth (female, age 16) after being detained for suspicion of theft at a local grocery store. Foster youth denied having stolen several various snack items; however, the officer had cause to search the child's personal belongings. The foster youth was released back to her school for further discipline and no citation was issued at that time. Foster youth was suspended from school until further notice and both the resource parents and the Pathway Social Worker were informed of the suspension. Pathway Social Worker will assist the resource parents in discussing the event with the County Social Worker and the school about their concerns with foster youth leaving the campus during the lunch hour. Pathway Social Worker will continue to monitor situation with family and foster youth.

#### INCIDENT-AWOL-Santa Maria

On January 31, 2019 at 3:10 pm on-call Pathway Social Worker received a call from resource mother that the foster youth (male, age 14) was not at the agreed pick up location at the high school. The resource father remained at the campus late after school's end and drove around campus several times to ensure foster youth was not there. Pathway Social Worker instructed the resource parents to call the local police, due to foster youth's history of behavior. The resource parents filed a missing person's report and were issued a case number. Pathway Social worker called County Social Worker to inform her that foster youth was AWOL and no longer in the home, however, in the event he was located in the county, Pathway Social Worker made arrangements that he could be placed back into the home. Pathway Social Worker will continue to monitor situation with resource family.

### **FEBRUARY**

#### INCIDENT-MISSING PERSON-Santa Maria

On February 9, 2019 at 6:35pm resource mom phoned Pathway Social Worker to say that foster youth (male, age 17) was not at the location for pick-up agreed upon. Foster youth was originally with another foster youth in the home at a community center where they go to be social and play games. Resource mom checked with front desk where staff stated he was no longer at the facility. She continued to search the surrounding area and could not locate this foster youth.

Resource mom was instructed to phone the police and make a missing persons report, shortly after, an officer arrived at the resource home to make an official report. Resource mom was asked to contact Pathway Social Worker should the foster youth arrive home, ensure that his belongings were in a safe and secure location. Pathway Social Worker called the on-call Santa Barbara County social services worker and informed her the youth was AWOL from the home. This situation will be monitored by the Pathway & County Social Workers. If the foster youth does not return, he will be discharged from the Pathway Program.

#### INCIDENT-DRUG USE-Santa Maria

On February 10, 2019 foster youth (male, age 14) arrived to resource home at approximately 8:30pm. The resource parents noticed the foster youth was heavily under the influence and smelled strongly of marijuana. The Pathway Social Worker was phoned; quickly arrived onsite, and observed the same signs. Pathway Social Worker phoned on-call County Social Worker to request if youth could be medically cleared. Youth was treated by a Doctor and then cleared from the ER to return home after all vitals were checked. Pathway Social Worker instructed resource parents to continue to monitor foster youth's behavior. Drug use was prior to arrival and placement in the resource home. Pathway Social Worker and resource parents will continue to monitor youth.

#### INCIDENT-SUSPENSION/CITATION-Santa Maria

On February 11, 2019 Pathway Social Worker received a call from resource mom, that foster youth (male, age 14) had been caught with a bag of marijuana. Youth claimed to have found this bag on the ground outside his classroom. (Foster youth had returned to resource home the evening before where his belongings were searched by both the County Social Worker and resource parents to ensure no additional marijuana was present in the home) Foster youth was given a 4 day suspension from school and issued a citation for possession of a controlled substance on a school campus. Pathway Social Worker scheduled to visit resource home to follow-up with both foster youth and resource family. Resource family instructed to implement home rules and discipline policies that are compliant with agency standards. Pathway Social Worker contacted County Social Services Worker to inform her of incident and request reestablishing TBS services. The team is working to possibly alter youth's school schedule to avoid potentially negative influences from other peers. Pathway Social Worker and resource parents will continue to monitor youth.

#### INCIDENT-ER VISIT-Santa Maria

On February 15, 2019 at 7:23pm on-call Pathway Social Worker received a call from resource mother to report that foster child (male, age 2) was being taken to the Children's Health Clinic for an urgent care visit due to a rash. Foster child was seen by a doctor, diagnosed with scabies, and given a prescription for a cream to be applied daily from neck to feet. The resource mother is to follow-up with pediatrician or return to urgent care if the symptoms persist. Pathway Social Worker and resource parents will continue to monitor child's health

#### INCIDENT-UNAUTHORIZED PHONE USE/ROUGH HOUSING-Santa Maria

On February 16, 2019 Resource parents phoned Pathway Social Worker about foster youth (male, age 16) regarding possession of an unauthorized phone with pornographic content, an app that hacked into the resource home's wi-fi and had messages from both school friends and other unauthorized relatives. Foster youth does not have permission to possess a phone, have a phone contract in place, or have County Social Worker approval. Pathway Social Worker advised County Social Worker about situation, County Social Worker will report back if they will move youth to another shelter bed home separate from the other foster teenage youth. County Social Worker is also in process of obtaining needed permission to have foster youth begin support services for aggressive behavior. Pathway Social Worker and resource parents will continue to communicate with county and monitor situation.

#### INCIDENT-ER VISIT/SURGERY-Bakersfield

On February 19, 2019 Pathway Social Worker received a call from resource mother that foster youth (female, age 16) had been complaining about stomach pain. Resource mother took foster youth to hospital. Foster youth was diagnosed with gall bladder stones and was transported by ambulance to an out of county children's hospital. At 2 pm County Social Worker contacted Pathway Social Worker to report that foster youth would need surgery to remove the gallstones, and depending on outcome may need to remove the gall bladder as well. The children's hospital scheduled surgery for the next day (February 20, 2019) Once, the incident was reported to the County Social Worker the process for the needed anesthesia court order was immediately started. Resource parents will follow all doctors' recommendations and monitor recovery and arrange all follow-up appointments. Pathway Social Worker will continue to monitor progress, recovery and situation.

#### INCIDENT-INVESTIGATION-Bakersfield

On February 21, 2019 at 12:10pm LPA came to Pathway office to meet with Deputy Director regarding an original claim from February 12, 2019. LPA conducted follow-up complaint



inspection regarding client rights violation. Based on the information gathered, the preponderance of evidence, the allegation was SUBSTANTIATED. The FFA provided training and a 'Plan of Correction' regarding personal rights regulations to the resource parents. A 'Children's Personal Rights' Policy was signed and dated as acknowledgment of receipt and review. Pathway also discussed appropriate boundaries with children in placement and discussed the types of placements that would be more suitable for the home in the future. The resource parent has been de-certified by Pathway. No further action is required by Pathway at this time.  
INCIDENT-INJURY/ER-Bakersfield

On February 22, 2019 at 12:35pm resource father phoned Pathway Social Worker to report that foster youth (female, age 14) had gotten into a fight, injured her finger, and was needing medical attention. The foster youth had fractured her finger and was prescribed medicine for pain. Resource parents will continue to monitor child's finger and will schedule a follow-up with an orthopedic doctor. Pathway Social Worker will continue to monitor situation.

#### INCIDENT-URGENT CARE-Atascadero

On February 24, 2019 Resource mother contacted Pathway Social Worker to report that 2 foster children (male, ages 1 and 4) had tested positive for Flu Type A. After the foster children were released the resource mother realized the doctors had failed to make a prescription for the necessary nebulizer and spacer for inhaler for both children. On February 25, 2019 Pathway Social Worker and resource mother both called to follow-up regarding the prescription request. Pathway Social Worker will continue to monitor situation and children's health.

#### INCIDENT-AWOL-Bakersfield

On February 29, 2019 at 10:00 pm resource mother contacted Pathway Social Worker to report that foster youth (male, age 17) had not come home. Youth had asked permission to go to the movies and hang out with friends, however was requested to "come home because it is a school night". Foster youth did not come home. Resource mom contacted the police and a report for 'Runaway' was filed. Resource mother contacted Pathway Social Worker, who then reported incident to County Social Worker. Resource mother will continue to update Pathway of status. Pathway Social Worker and resource parent will continue to monitor situation.

#### INCIDENT-ER VISIT-Bakersfield

On February 28, 2019 at 8:00 am Pathway Social Worker received a call from resource mother stating that foster youth (male, age 18) was having severe stomach pain. Resource mother took foster youth to the ER. At 11:30pm the ER chose to admit foster youth into the hospital to run

further tests. The Pathway Social Worker went to the ER to check on the foster youth while waiting to be admitted to the hospital. Pathway Social Worker reported situation to Pathway Supervisor and also to the County Social Worker. Resource mother will follow all doctor recommendations and monitor foster youth during recovery as well as schedule all follow-up appointments needed. Pathway Social Worker will follow-up with foster youth and resource family.

## **MARCH**

### **INCIDENT-AWOL-Bakersfield**

On March 4, 2019 at 10:00pm Resource mother contacted Pathway Social Worker stating that foster youth (male, age 17) did not come home again. Resource mother phoned police to make a 'runway' report. The officer arrived and an official report was made. Pathway Social Worker reported incident to Pathway Supervisor, and to the County Social Worker. Pathway Social worker will continue to monitor situation.

### **INCIDENT-SURGERY-Bakersfield**

On March 7, 2019 Resource mother contacted Pathway Social Worker to report that foster youth (female, age 16) is having surgery to remove gall bladder today in an out of county Children's Hospital. Pathway Social Worker communicated information to both Pathway Supervisor and County Social Worker, who immediately started the process to acquire a court order for anesthesia. Pathway Social Worker and resource parent will continue to monitor progress and recovery of foster youth.

### **INCIDENT-HEALTH CLINIC-Santa Maria**

On March 13, 2019 Resource mother phoned Pathway Social Worker to report that foster youth (male, age 14) went to a doctors' appointment and was prescribed a treatment of antibiotics for his condition. Foster youth will require further blood work to be completed in two weeks. Resource mother will make follow-up appointment to complete testing. Pathway Social Worker will continue to follow-up with both the resource family and the foster youth.

#### INCIDENT-ASSESSMENT-Hemet

On March 14, 2019 Resource mother phoned Pathway Area Administrator to report her foster child's school had phoned and that the foster child (female, age 7) had assaulted her classroom teacher by hitting and kicking continuously. Both the school counselor and administration staff had attempted to deescalate the situation, the city Police Resource Officer was called for assistance. The resource mother arrived to the school and was able to transport the foster child to a local Behavioral Medicine Center where she received an assessment by a nurse and was admitted for a 72 hour hold for further evaluation. Pathway Area Administrator contacted County Social Worker with update of situation and will continue to monitor situation and assist resource parent as needed, as well as, review post discharge home care, referrals and follow-up appointments with foster child's psychiatrist and therapist.

#### INCIDENT- DRUG USE/SUSPENSION-Santa Maria

On March 14, 2019 Pathway Social Worker received a call from foster youth's (male, age 15) Jr. High School Vice Principal. The foster youth was caught smoking THC in class thru a "wax pen". Pathway Social Worker arrived at the school to help with the situation. The foster youth ran from the school campus and the local police were contacted by Pathway Worker and they began to search for foster youth. About a half an hour later, foster youth walked back onto campus where Pathway Social Worker was able to talk with him, and transport foster youth back to his resource home. Pathway Social Worker informed County Social Worker and will continue to communicate with both the County Worker and the foster youth's WRAP team. Pathway Social Worker arranged for a WRAP specialist to meet with foster youth on March 18, 2019. Foster youth is in respite care. Pathway Social Worker with the resource parents and respite care parents will continue to monitor youth and situation.

#### INCIDENT-AWOL-Santa Maria

On March 18, 2019 at 3:30pm on-call Pathway Social Worker received a call from certified respite care father that foster youth (male, age 15) had run from their home. Respite father says he attempted to get foster youth at adjacent property but youth ran again. Pathway Social Worker instructed the resource parents to file a missing person's report with the San Luis County sheriff department. An officer responded and an official report was filed. Pathway Social Worker spoke with County Social Worker and agreed to leave a bed space open for the youth if he did return. Pathway Social Worker spoke with respite parents to ensure foster youth's belongings were secure. Pathway Social Worker will continue to communicate with both respite and resource parents and will monitor situation.

#### INCIDENT-ER VISIT-Santa Maria

On March 18, 2019 at 9:03am Resource mother phoned on-call Pathway Social Worker regarding trip to the emergency room. Following an extended period with a high fever the resource mother felt it best to seek medical attention. Foster child (female, age 18months) was diagnosed with an ear infection and was given a prescription to help with the pain and infection. Resource mother will follow-up with primary care physician in 2-3 days and will continue to monitor the foster child and seek further medical attention if needed. Pathway Social Worker contacted the assigned County Social Worker and will also continue to communicate with resource mother and monitor situation.

#### INCIDENT-INSPECTION-Santa Maria

On March 28, 2019 at 12:15pm, LPA conducted a follow-up for an inspection at Pathway Family Services Foster Family Agency and met with Pathway Social Worker. The initial inspection was generated due to foster youth (male, age 12) feeling he had been discriminated against in the resource home. There were also inconsistencies regarding whether the youth had been left alone in the home without supervision, therefore is UNSUBSTANTIATED. There is no further action from Pathway required at this time.

## New Foster Care Rates for Pathway Foster (Resource) Parents

### Level of Care (LOC) Rates

Prior rates: 7.1.2018

New Rates 3.1.19

- |                     |           |
|---------------------|-----------|
| • Level 1 = \$923   | \$ \$ 960 |
| • Level 2 = \$1027  | \$1,068   |
| • Level 3 = \$1131  | \$1,176   |
| • Level 4 = \$1,235 | \$1,284   |
| • ISFC = \$2,505    | \$2,505   |