

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 22nd, 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 18th, 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 4th quarter of 2018**
 - Completed three regional foster family Christmas events
 - Received ample supply of Christmas gifts for our foster youth.
 - Conducted 4th 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 were 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 4th 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