

PATHWAY FAMILY SERVICES

MINUTES FOR THE BOARD OF DIRECTORS MEETING

10/22/2018

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, Sherry Rose, 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.

***SPECIAL RECOGNITION AND APPRECIATION.** Board member Sherry Rose has served for two terms, a total of six years, as part of Pathway Family Services Board of Directors. Executive Director, Rick Smith, thanked Sherry for her valued service. All board members thanked and shared how much they appreciated Sherry's contributions on this board.

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

2. REVIEW AND APPROVAL OF MINUTES. Minutes for July 23, 2018, were reviewed, and a motion was made to accept and file the revised minutes by Doug Pike and seconded by Sonjia Braun. Motion unanimously approved.

3. REVIEW AND APPROVAL OF FINANCIAL STATEMENTS. Fred Plane presented July 1 through, September 30, 2018 (3rd Quarter) Profit and Loss and the Balance Sheet for September 30, 2018. The net surplus funds for the 3rd quarter was approximately \$97,408.

Fred Stated that he believed Pathway has a good separation of duties in the finance department. He also reported that the team will be conducting a company-wide inventory and tagging all current assets.

After a time of review and discussion, the July through September 30, 2018 (3rd Quarter) Financial Statements as presented were approved. **Motion was moved by Randy Rankin and seconded by Brian Conner. Motion unanimously approved.**

REVIEW AND APPROVAL OF FINANCE COMMITTEE MINUTES. Minutes for September 21, 2018, were reviewed, and a motion was made to accept and file the minutes by Doug Pike and seconded by Sonjia Braun. Motion unanimously approved.

4. DIRECTOR'S REPORT FOR JULY THROUGH SEPTEMBER 30, 2018

THIRD QUARTER REVIEW. Rick reported the 3rd quarter of 2018 was a very busy with promotions, recruitment, speaking engagements, and pastors' luncheons. All of these activities were efforts to recruit Resource Parents and make Pathway known in the communities we serve.

- Rick shared that the So Cal Network of the Assemblies of God and City Serve have given Pathway a platform to share about the need for Resource and Adoptive Parents. Also, the So Cal Network of the Assemblies of God donated funds to purchase 22,000 coffee cup sleeves with Pathway advertisement. These sleeves will be distributed to churches two weeks before we make a presentation. Doing so will help us with name recognition.
- On September 15, 2018, Rick and Pathway team members shared the need in our local communities to foster and adopt at the City Serve Symposium. Many pastors and community leaders attended this event.
- Rick also reported that November 11, 2018, is recognized as Orphan Sunday across the nation. Rick and several of our Pathway team members will be presenting the need for Resource Parent in over a dozen churches.
- New Recruitment video's – In an effort to recruit Resource Parent Nathan and Rick have produced four short recruitment videos to be shared on social media, churches or events. Three of the these video's where specifically made for Orphan Sunday. The board viewed 3 of the short videos during our meeting.

SAN BERNARDINO COUNTY UPDATE. Rick reported there has been a pause in our new contract with San Bernardino County due to SB County infrastructure challenges. Hopefully, we will see the contract reimplemented soon.

RESOURCE PARENTS. Rick reported most of our families have completed the process of moving from foster parent to becoming resource parents. (BIG PROJECT)

ADOPTIONS DIRECTOR & MENTAL HEALTH DIRECTOR. Rick has begun the search and interviewing process for a new Mental Health Director and Adoption Director.

HIRING UPDATE. Rick hired a replacement Social Worker for our Shelter Bed program with Santa Barbara County. He also hired two recruiters, one for the central coast area and the other for the central valley area.

WORK SCHEDULED. Rick reported Pathway has reinstated the previous 10/80 work schedule for employees. The pilot project 9/80 work schedule was terminated as of July 31, 2018.

ADOPTION PROGRAM DIRECTOR'S REPORT: Becky Colaw reported the following for the 3rd quarter of 2018:

- The total number of adoptive placements: 8 (2 Santa Barbara County; 6 Kern County)
- Total number of finalized adoptions: 8 (2 in Santa Barbara County; 6 Kern)
- Pre-Adoptive Placements: 17 (7 in Kern County, 7 in Santa Barbara County, 3 in Riverside County)
- Completed SAFE studies: 10 new and 4 updates (3 in Santa Barbara and 7 in Kern County, 1 in San Luis Obispo County, 3 in Riverside County)
- Completed RFA studies: 17 (All in Santa Barbara County)
- RFS's in process: 11 (all in Santa Barbara County)
- SAFE Studies in process: 14 (6 in Kern: 3 are not adoption; 6 in Santa Barbara: 5 are not adoption; 1 in SLO for adoption, and 3 in Riverside for adoption)
- RFAs for San Bernardino County: 7 completed; 3 in process

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.

PROGRAM STATISTICS. Rick reported, that currently there are 97 children in Pathway's program. He acknowledged that this was a low number and that it would be addressed with his leadership team to regain appropriate client numbers. There are 73 certified foster homes. There are 28 additional families in the process of becoming certified. He also stated there are currently 11 social workers (2 positions are currently open). Also, 3 of the 11 positions are adoption social workers) and there are 3 managers who serve the Bakersfield, Santa Maria, Atascadero & Hemet offices. And 1 Deputy Director that serve the Foster Care services program.

INCIDENT AND INVESTIGATIONS: Prior to the board meeting, (the 3rd 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 investigations from July 1 through September 30, 2018 prior to today's meeting. There were further review and discussion about the report.

UPDATE ON PENDING LITIGATION: Rick reported on the pending allegation regarding a 2016 placement in Tulare County. Our attorney has been communicating with us to apprise us of the status of the case The case has not progressed much since our last update. Rick did attend a judges chamber meeting in Tulare County back in early October. The judge did not have the appropriate paperwork to review the case. The meeting was ostonped until further notice.

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

6. UNFINISHED BUSINESS

A. EXTERIOR of BUILDING UPDATE. The North West Corner of the 2600 G Street Building has been fixed. The needed repair was due to a large crack at the point of the build that would have separated from the building and could have caused damage to vehicles or people.

B. CPA FIRM REVIEW. The Sub-committee requested a proposal from CPA firm Daniells, Phillips, Vaughan, and Bock. The board received and reviewed the proposal to conduct Pathway Family Services 2018 finance audit. Both Fred and Brian spoke about the proposal.

After much discussion, Doug Pike motioned to sign a three-year contract with CPA firm Daniells, Phillips, Vaughan, and Bock to complete Pathway Family Service financial audits for 2018, 2019, 2020. The motion seconded by Sonjia Braun. Motion unanimously approved.

C. QPI REPORT. Rick reported, two team members received scholarships to attend TBRI (Trust Based Intervention) conference/schooling in Texas. The two team members became trainers so they can train our parents and team members techniques and best practices for parenting children from hard places.

NEW CCL INVESTIGATION BROCHURE. Also, a new brochure has been produced to help our Resource Parent understand the process of a Community Care Licensing investigation. Each board member received a copy of the new brochure for review. This new brochure will be provided to all Resource Parents.

7. NEW BUSINESS

A. 2019 BUDGET REVIEW. Each board member received a copy of the proposed 2019 budget in advance for review. Each member received a breakdown of any additional line items or changes added to the proposed budget.

After much discussion and review, Doug Pike made a motion to accept the proposed 2019 budget as written. Seconded by Randy Rankin. Motion unanimously approved.

B. 2018 CHRISTMAS BONUSES. Rick and Nathan excused themselves for this portion of the meeting. After discussion, the Christmas Bonuses will be as presented (2% of gross annual salary for line staff & 3% of gross annual salary for management staff) with modifications to Tami Lopez and Nathan

Smith for there extra work accrued in 2018. Both Tami & Nathan will receive \$2,500 as their Christmas Bonus. The board thanked both Nathan and Tami for their hard work and dedication to Pathway.

- Rick will receive \$5,000 Christmas bonus for 2018. And, the board will review his annual pay increase in July 2019.

C. POSSIBLE NEW PROGRAM – Intensive Foster Care (ISFC)

Rick reviewed the details of the newly proposed program. See attached. Santa Barbara and Kern Counties have requested Pathway to implement a ISFC program.

After much discussion, Sherry made a motion to pursue the new ISFC program. She was seconded by Fred plane. Motion unanimously approved.

Rick will begin to write the require program statement for the ISFC program to be submitted to California Department of Social Services. Rick will pursue implementation of the new program once CDSS and CCL approves Pathway’s ISFC program statement.

D. REPLACEMENT BOARD MEMBER. Board member Sherry Rose is finishing her second term as a Pathway board member at the end of 2018. We will need to seek a replacement board member for 2019.

E. BOARD CHRISTMAS DINNER. Our annual Board and management team Christmas dinner will be held at Stockdale Country Club December 8, 2018.

E. NEXT SCHEDULED BOARD MEETING.

- The next meeting is scheduled for **January 28, 2019**; it will be held at Pathway Family Services office in Bakersfield, starting at 12:00 pm.

The remaining regularly scheduled board meeting for 2019 are April 22, July 22, October 28, 2018

C. ADJOURNMENT

Motion was made by Brian Conner to adjourn the meeting. Seconded by Sherry Rose. All approved. Meeting was adjourned. Meeting adjourned at 3:00 pm.

Respectfully Submitted


Nathan Smith, Secretary

