



# Florence Crittenton

## **Board of Directors Meeting Minutes December 20, 2017**

A meeting of the Board of Directors of Florence Crittenton Services, Inc. was held at Florence Crittenton, 715 West Mariposa Street, Phoenix, AZ, 85013 on Wednesday, December 20, 2017. Mary O'Connor, Board Chair called the meeting to order at 3:04 p.m. Jan Doisher served as recording secretary. Persons attending the meeting were:

**Directors:** Jennifer Barefoot (telephonically), Stacy Derstine, Julie Friedly, Bobby George (telephonically), Nikki Khraizat, Bonnie Mendoza, Mary O'Connor, Layla Ressler, Maryann Richardson (telephonically), Rod Riley (telephonically) and Cathy Stein

**Absent:** Chris Anderson, Kathy Creswell, Shirley Goldman, Kris Reid, Scott Robison, and Tiffanie Tallman

**Staff:** Dr. Kellie Warren, Armando Gomez, Rod Kemp Karen Loftus, Dawn Woods and Jan Doisher

### **Welcome and Introductions**

**Mary O'Connor**

Mary O'Connor, Board Chair, welcomed everyone to the December Board of Directors meeting.

### **Review of Year-to-Date Financials Statements**

**Bonnie Mendoza**

Bonnie Mendoza shared the Finance Committee met on Wednesday, December 13, 2017 and provided an overview of the November 30, 2017 year-to-date financial statements.

- Program revenue continues to be down due to low referrals.
- Moving forward the Agency's In-kind donations will be identified and recorded as a separate line item.
- Operational cash continues to be an area of concern; the Agency has found it necessary to withdraw monies from the investment funds.
- Bonnie shared the Finance Committee will make one final review of the Investment Policy Statement revision at the January 16, 2018 Finance Committee meeting.
- Bonnie led a discussion regarding the Agency's 401K and Investment Plans. Larry Lytle, the previous investment advisor changed firms in October 2017 from Merrill Lynch to RBC Wealth Management.
  - Larry Lytle and representatives from Merrill Lynch have both provided presentations to members of the Finance Committee.
    - If the Agency stays with Merrill Lynch the 401K plan must change from John Hancock to a new vendor in December 2018. If the Agency transfers the plans to RBC Wealth Management the 401K plan will remain with John Hancock.
    - Moving forward, the Finance Committee will be making a recommendation to either conduct a full Request for Proposal (RFP) or to conduct a Request for Information (RFI) to obtain updated fees from the original RFP respondents to include: 1) Merrill Lynch; 2) Stellar Capital; 3) Johnson Bank; and 4) Eide Bailly.

### **Governance Update**

**Stacy Derstine**

- Stacy shared the Board will vote to accept Kris Reid's resignation from the Board of Directors due to professional time constraints, and approve Marli Mayon (bio provided as handout) as a new GLAAZ Governing School Board member during the Consent Agenda portion of today's meeting.
- Stacy led a brief discussion and asked Board members to please ensure they complete and turn in to Jan Doisher, the following required annual forms (included in today's meeting materials): 1) 2017 – 2018 Commitment to Service; 2) Conflict of Interest; and 3) Consent and Release.

- Stacy led a discussion and provided meeting attendees with copies of each of the Board Committee's Roles and Responsibilities. Committee Chairs are being asked to review the document with members of their committee to ensure it still represents the roles and responsibilities of the committee and aligns with the Agency's Bylaws. This is an opportunity to reset, and identify where the gaps are to ensure we are adhering to our Bylaws.
  - Board chairs are being asked to identify 3 – 5 top priorities to focus on in 2018 and report on them at the February Board Meeting, Wednesday, February 28, 2018.
  - Dr. Warren shared each committee is responsible to ensure they have Agenda's and minutes for each meeting.
  - Stacy shared a Self-Assessment Survey will be conducted this year to help identify gaps and areas where we can make improvements to operate more efficiently and effectively.
    - Board members were asked to please RSVP and attend Board meetings, attendance is critical to the Agency when applying for grants.

### **Development Update**

**Nikki Khraizat**

- Nikki shared the Agency is still awaiting the final contract before announcing this year's Teaming Up For Girls keynote speaker.
  - Nikki announced former Board member Rebecca Ailes-Fine has graciously agreed to serve as Honorary Chair for this year's luncheon.
  - Nikki asked meeting attendees to please donate wine, gift cards, and silent auction items and bring to every committee and board meeting.
  - \$430,000 targeted goal – to date the Agency has realized \$110,000 in sponsorship and underwriting which is 36% of goal.
  - To date the Agency has realized \$15,000 in in-kind, silent auction and mystery box donations.
  - Dr. Warren gave a shout out to Board members who have already made their commitments and have donated silent auction items.
  - Rod Riley shared former Board member Jill Krigsten-Riley has agreed to Co-chair the Ina Manaster DreamBags again this year with Mari Lederman.
- Nikki announced the Agency did meet its Tax Credit match of \$100,000.
- Nikki shared Sip and Shops are being scheduled to occur in the near future at Flo's on 7<sup>th</sup>. To date, the following Board members have committed to conducting an event: Mary O'Connor, Stacy Derstine, Julie Friedly and Layla Ressler.

### **Consent Agenda**

**Mary O'Connor**

Mary O'Connor asked for a motion to accept and approve the following: Kris Reid's resignation from the Board, Marli Mayon as a new GLAAZ Governing Board member, the November 30, 2017 YTD Financial Statements; the December 2017 Board Committee Report; and the September 27, 2017 Board meeting minutes.

A motion was made by Nikki Khraizat and seconded by Tahniah McKeever.

***VOTE Results: All were in favor***

### **Board Chair Updates**

**Mary O'Connor**

- Mary thanked everyone for attending the Board Retreat, on Thursday, November 30, 2017. The next steps are to follow-up with Bruce Weber and conduct small focus groups/roundtables.
  - Dr. Warren shared she is available to meet with Board members, should they want to discuss the Agency's books of business and budget.
- Mary led a brief discussion regarding the additional \$100,000 Board Challenge.
  - Mary asked meeting attendees to please bring the following items to every Board meeting: 1) Bottle of wine, 2) silent auction item, 3) Mystery box item (\$50 or \$100 gift card), 3) Wish List

items and 4) Employee incentive gift cards and 5) Board members are to buy or sell one extra table for the 2018 Teaming Up For Girls Luncheon.

### **Call to Action**

**Mary O'Connor**

Mary shared the following Call to Action items:

- Bottles of Wine for TUGF
- Tax Credit Donations
- Gift Cards for Employee Incentives

### **CEO Report**

**Dr. Kellie Warren**

- Dr. Warren shared the Agency will be conducting its Holiday Party on Thursday, December 21, 2017.
- Building Capacity
  - Dr. Warren shared the Agency is in negotiations with the Department of Child Safety regarding the Family Preservation RFP and are awaiting the notice for the best and final offer.
  - In addition, the Agency is also applying for the Supportive Intervention/Guidance Counseling RFP which is due on Thursday, December 28, 2017.
    - ▶ Additional RFP opportunities will be coming out relatively soon, focusing on reunification and support.
- Fiscal Responsibility
  - Dr. Warren shared grants are tracking well and announced the following grant awards:
    - ▶ Freeport McMoRan - \$20,000
    - ▶ Kemper/Marley Foundation - \$75,000
    - ▶ Nina Mason Pulliam Trust - \$2,500
- Dr. Warren shared the Agency wants to begin to focus on telling GLAAZ student success stories and shared the story of GLAAZ graduate Karina De La Sosa Cruz whose family struggled with housing needs. The Agency was able to place the family. Today, Karina is attending Cottey College. The Agency along with donations from Board members are preparing to send a care package of much needed resources to her.
- Dr. Warren shared the Agency is getting prepared for the new fiscal year budget projections and continuing to keep expenses low.
- Dr. Warren led a brief conversation and shared Paula Leppin, owner of Leppin Ranch in Winslow, reached out to Dr. Warren regarding possibly bequeathing her 80 acre ranch to Florence Crittenton. Additional conversation will need to take place to address how the Agency could utilize the property and stay true to Ms. Leppin's vision of providing purpose and skills to at-risk girls and young women.

### **Other Business/Adjournment**

**Mary O'Connor**

The following donations were brought in: 1) Mary O'Connor - \$40.00 cash to go towards care package for GLAAZ Student attending Cottey College, 5 large canvas landscape photo wall decor for TUGF and 3 bottles of wine with wrapping; 2) Tahnia McKeever – 3-\$10 Gift Cards to Amazon, 3-\$10 Gift Cards to Starbucks, 1-\$15 Gift Card for iTunes and 2-\$25 Amazon Gift Cards to be used for employee incentives; 3) Bonnie Mendoza – Bottle of Wine for TUGF and 8 tickets to Zoo Lights for employee incentives; and 4) Cathy Stein - Bottle of wine for TUGF

With no further business, a motion to adjourn the meeting at 4:30 p.m. was made by Bonnie Mendoza and seconded by Stacy Derstine.

All were in favor.

Respectfully Submitted,

Mary O'Connor, Board Chair