# NFPA Executive Director Mission-Directed Activities and Business

# Monthly Report

# May 25 – June 29, 2020

**Board Capacity, Competence and Performance:**

**Current Board functioning:**

- Strategic planning groups completed one year of first priority goals/actions and are now working on second year priority goals/actions. Strategic Planning Leadership Team holds calls as needed. COVID-19 pandemic may have significant impact on goal implementation for 2020 and beyond.
- Finance Committee working closely with bookkeeper/accountant to develop, refine and implement new CLASS accounting and reporting system.
- Board Development Committee continues to develop new policies and procedures for BOD review and approval.

**Being heard – Board activities that spread the mission of NFPA:**

- Communications Chair promotes NFPA activities on various forms of social media.
- Public Policy Committee continues to work on their priority list with monthly calls, signed onto one letter during June.
- Communications Chair continues to record 10 Minute Rescue videos and obtain new webinars to add to the new NFPA Training Institute website.
- Communications Chair continues to produce episodes of Coffee with Caregivers on a weekly basis.
- Communications Chair, along with the 2020 Conference Program Committee, identified 20 scheduled 2020 conference workshops to be featured as webinars between the first of June and the end of the year to be facilitated by the Child Welfare Information Gateway and then recorded and added to the NFPAti website.
- Internal NFPAti committee continues to work with Centene to schedule and produce additional webinars for the NFPAti website. They have now agreed to facilitating at least one per month.

**Staff/Contractor Capacity, Competence and Performance:**

- **Executive Director assistance activities related to NFPA mission:**
  - Working with bank president, Lewis Aven, at BancorpSouth in Round Rock, TX and NFPA Accounting firm to identify information to successfully submit the SBA 7(a)/PPP loan forgiveness application at appropriate time.
  - Recorded one Coffee with Caregiver with guest episode each week. Work on identifying topics and guests for future episodes and contacting the guests to schedule a time for the recording of the episode that work for Shawn's schedule, too.

- Monthly/semi-monthly External and Internal Training Institute Committee calls continue refinement of plan to implement the web-based NFPA Training Institute and identification of topics/presents to do live webinars/recorded webinars and 10 Minute Rescues on a much quicker basis than anticipated based on use of the website to date.
- Served on a panel of four to help New York celebrate National Foster Care Month on May 28, 2020, at the request of Antoinette Cotman. This generated interest of their new Executive Director who has now joined the New York association to the CoSA.
- Participate on June 1 BOD call.
- One of 8 people representing 8 agencies within the foster care system and members of the CWLA on a call with 6 staff representatives from the House Ways and Means Committee and the Senate Finance Committee on June 2, 2020.
- Call with leadership of the CoSA and Karen to discuss the change in leadership to take place on July 1, 2020.
- Completed Grants.gov online registration for future use by the NFPA.
- Hosted SP Operations Group call on June 15, 2020.
- Working with federal staff person on spreading the word on how to alert foster parents who have not yet received their stimulus checks to find out why and how to do so.
- Working with federal staff person on obtaining information on what foster parents should do if they received federal stimulus checks for children they no longer had in their families and received an IRS clarification on June 24, 2020.
- Generations United asked me to serve as the interviewer for an interview they wanted to do with a grandfather on kinship care and adopting their grandchildren. That was completed on June 18, 2020.
- Continue work with the AAP to schedule at least one pediatrician to do one or two webinars and some 10 Minute Rescues.
- Revised CLASS system and current chart of accounts with bookkeeper and accountant.
- Contacted 2020 conference sponsors to request direction on how the NFPA might utilize their 2020 conference sponsorship funds. The State of Virginia decided to request their funding be returned so that was completed this month. Anthem sent their check $5,000 and requested the funds be held into 2021 for that conference.
- Provide daily resource links that are relevant to our membership to Shawn for use on our social media and other outlets related to the COVID-19 pandemic.
- Participated on monthly conference calls with CWLA Commission, CWLA Conference Planning Committee, National Foster Care Month Planning Group, the SAFE Coalition on Human Rights, Project Foster Care, SP Operations Group, etc.
- Working with Eileen Pasztor, ED of Parents Anonymous, and the leaders of a parent group to develop a webinar for CWLA on working with birth parent partnerships in July.
- Completed state required paperwork for Washington State Secretary of State.

- Calls continue with Jayne Schooler, Trauma Free World organization, on trauma training they are doing and how they would like to partner with the NFPA to promote our training on our training website.
- Contacted Bookkeeper to get reports from QB for Sharon to complete an annual audit for our liability insurance carrier. Received response on this audit and it indicates the NFPA owes $1 additional funds.
- Anticipating being able to develop the new cloud based file storage system and working on gathering documents for uploading.

**Administrative Coordinator Activities as related to NFPA mission:**

- Completes all assigned regular job responsibilities and new assignments as needed.
- Continuing work with accounting company and Finance Chair on protocols to follow in 2020 and set up new accounting codes for CLASS use.
- Assisted with ED and Accountant to prepare for submission of SBA 7(a)/PPP application and now tracking expenditures for salaries with bookkeeper for reports that will be generated at the end of the loan period.
- Responds to calls and emails regarding various aspects of the 2020 conference.
- Sending notice of Youth Scholarship awards as she receives them from the Youth Scholarship Committee. Cut Youth Scholarship checks and mailed to the awardees.
- Preparing paperwork for submission to the auditor for the 2019 audit.
- Participates on monthly Board, conference committee and strategic planning calls.
- Continuing to gather information for uploading into the new cloud based file storage system upon obtaining of the ability to utilize that new system.

- **Contractor/Contract activities:**
  - NFPA currently has no Contracts.
  - 2021 Hyatt Group Sales Agreement for 2021 Conference in June at the Hyatt Reston, VA.
- **General Sponsorships/Grants/Scope of Work Agreements:**
  - Sent newly revised agreement with UHC for their approval and signature. Now preparing an invoice for payment of the funds to serve as sponsorship of the Coffee for Caregiver's program through August, 2021.
  - Centene SOW for general sponsorship includes building a new website to house the NFPA Training Institute through 2020 and assisting in recording webinars for the website.
  - Agreement with AECF to fund CHAMPS activities through June, 2020, for $50,000.

**Financial Information:**

- **Budget:**
  - 2020 budget approved by the BOD December, 2019.

- Revised 2020 budget approved by the BOD April, 2020, due to loss of net income due to cancellation of the 2020 education conference.

- **Combined Federal Campaign (CFC):**
  - The 2019 campaign in process. Due to COVID-19 impact, the pledge time has been extended to the end of June, 2020.
  - The 2020 campaign application has been approved.
- **Audit:**
  - Audit Committee selected auditor for 2019 – Chuck Costello.
  - Received letter from the IRS approving our Form 8868, application for Extension of Time to File an Exempt Organization Return, to new due date of November15, 2020.
- **990:**
  - 2018 990 was prepared by Chuck Costello as part of the 2018 audit and it was filed with the IRS.
  - Auditor working with our Audit Chair and the IRS to assist the IRS in processing their paperwork in order to determine the NFPA is not in arrears regarding the submission of a form to delay submission of our 990 until November 15, 2018. Auditor received an IRS response in February, 2020, stating the NFPA still owes the funds. Auditor and our Audit Chair are working on another response from the NFPA.
  - Received letter from the IRS stating our Form 940 overpayment of Federal Unemployment Tax, for the tax period ending December 31, 2019, of $67.20, was applied to our outstanding balance so our new balance is $3,711.05, which the NFPA is contesting. This includes interest charges of $298.25.
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- **Internal Controls:**
  - Finance and Audit Committees to develop the Fraud Risk Assessment suggested by the 2015 audit letter.

**Business:**

1. **Banking:**
   a. Wells Fargo serves as the NFPA bank of record.
   b. Submitted SBA 7(a)/PPP application through BancorpSouth, Round Rock, TX, April 25, 2020. Application was accepted and approved. Received check for $14,747 for deposit on May 1. 2020. Working now on gathering information in order to apply for the loan forgiveness part of this loan.
2. **Insurance:**
   a. All liability policies are paid up to date, both due 2021.
   b. Dishonesty Bond policy renewed, next due 2022.
3. **Rental/Storage:**
   a. Fee paid monthly.
4. **Miscellaneous:**

**a.** Incorp, NFPA authorized representative in Washington State – annual report filed and $10 filing fee paid in April, 2020, due again in April, 2021.

**b.** NFPA Incorporation in Washington State - annual fee due 9-2020.

**c.** Annual report to Texas Comptroller of Public Accounts has been extended to July 15, 2020 due to COVID-19 pandemic.

**HR, Payroll and Benefits:**

1. **HR:**
   - **a.** Executive Director carried over 7 days Paid Time Off (PTO) into 2020.
   - **b.** Administrative Coordinator carried over 24 hours PTO into 2020.
   - **c.** Pay increases for Executive Director and Administrative Assistant started in May, 2019, with Administrative Coordinator retroactive to January 1, 2019.
2. **Payroll/Benefits Processing and Administration:**
   a. Bookkeeping and payroll processing by Jo Ireland Accounting firm (WilCo), Hutto, Texas.
   b. AP Intego, through their payment processor, Base Commerce, LLC, process and pay the NFPA Worker's Compensation Premium and Worker's Compensation Expense Constant fees each month.
3. **Employment/Unemployment:**
   - **a.** No changes.

**Contracts, Grants, Sponsorships, Agreements and Strategic Partnerships:**

**Current:**

- Partnerships in place with United Health Care, Centene, CHAMPS/AECF, and FosterParentCollege.
- Worked with two entities to respond to federal RFP to establish Center on foster care – JBS International and University of South Florida. No information on award of this RFP at this time.

**Future:**

- Looking for people to help write grants for Mattress Firm, Enterprise Rentals, Carter's, Buffalo Wild Wings, Ameriprise Financial, Jockey, Hilton Foundation, Conrad Hilton Foundation, Robert Wood Johnson Foundation, Pew Charitable Trust, etc. Need to have identified projects to be funded. These entities do not fund general operations.
- Need a Resource Development Committee and Chair to actively work towards adding revenue of varying types to sustain the association into the future.

**Board/ED Fund Raising:**

**Goal for 2020:**

- Board of Directors should consider fund raising plan for 2021 based on strategic plan goals.
- Need to identify a person to add to the BOD who will take on the role of leadership of resource development.

**Upcoming/ongoing fund raising events:**

- Give/Get Policy for Board of Directors.
- In-Kind policy and tracking for Board Directors is being tested.
- Annual Education Conference in 2021. Need more sponsorships and larger attendance.
- CFC, Friends of NFPA, AmazonSmile, FosterParentCollege, iGive, Benevity
- Donation button on website (Memorials, Honorariums, Gifts)
- Sales of the Journey and Blue Wristbands.
- Royalties from book sales from authors, etc.
- Giving Tuesday in December.
- Year-end appeal.
- Walk Me Home events hosted by other entities.
- Walk Me Home Virtual Walk in May of each year.
- Walk Me Home event held during annual education conference.

**<u>Governance Issues:</u>**

**Reviews and Evaluations:**

- 2019 annual evaluation for Administrative Coordinator completed on August 28, 2019.
- 2019 annual evaluation for Executive Director conducted on October 27, 2019.

**Risk Management:**

- Fraud Risk Assessment should include the Walk program, conferences, partnerships, etc.

**Succession planning for staff:**

- Executive Director and Administrative Coordinator have agreed to continue to work for the NFPA through the end of the new strategic planning period – December 31, 2021.

- **Succession planning for Board:**
  - Governance Committee working on policies for process and timing to add new members to the Board of Directors.
  - It may be time to begin the application process to add new directors to the board since this is a working board and the number of directors is now down to twelve. Any fewer means a bylaws infraction.
  - The BOD should consider the lack of diversity on the current board and seek to make some additions to compliment diversity.

- **Fundraising Policy and Procedures:**
  - Policies on fund raising and fund raising/resource development committee are needed.

**Board orientation and training:**

- Online Director Orientation Packet available for all new Directors with an implementation policy. The BOD Portal may be a way to provide the required information.

**Policies needed or revisions needed:**

- Board Manuel policies and procedures are being developed/revised on a regular basis and being provided electronically to all directors upon board approval on the Board Portal.

**Goals/Strategic Planning:**

Strategic planning began March 7, 2018 and goals were developed for implementation in late 2019. Next steps, in 2019, included the identification of goals for the next several years and the implementation of those identified goals that began immediately upon completion of the planning phase. Now in year two of a three-year plan.

**In-kind Donations by Executive Director and Administrative Coordinator:**

- Mileage for weekly/biweekly meetings between ED and Administrative Coordinator (40 miles' roundtrip)
- Mileage for bank transactions such as deposits, banking business, etc.
- Mileage for other NFPA related business, such as purchasing supplies, etc.