NFPA Executive Director Mission-Directed Activities and Business

Monthly Report

April 27, 2021 – May 31, 2021

Board Capacity, Competence and Performance:

Current Board functioning:

- BOD will be voting to add three people to the BOD during their June 7, 2021 call and will elect new officers as per bylaws during June.
- Strategic planning groups continue their work in the third year of the three-year plan. Strategic Planning Leadership Team holds calls as needed. The COVID-19 pandemic continues to have some impact on goal implementation for 2021 and may continue that impact into 2022. Overall, the BOD has accomplished many strategic goals and should be proud of their diligence even during difficult times.
- Finance Committee reviews monthly financials and reports information to the BOD during each regularly scheduled meeting.
- Board Development Committee continues to develop new policies and procedures for BOD review and approval.
- Public Policy Committee meets monthly to set goals and accomplish committee work to include collaborations with the CoSA, FFTA and CWLA Public Policy Committees.
- Council of State Affiliates is working to solidify their agenda and goals and to accomplish items set in place during 2020 that are due in 2021 and determine future goals for 2021 and beyond. They are holding monthly calls on the fourth Wednesday of each month.
- Conference Committee set dates for the Virtual conference, registration fees, conference schedule, speakers and format. Sub-committee developed documents for distribution to encourage sponsorships and advertising that went live on April 5, 2021. Recordings of conference learning sessions are almost complete. Current sponsorships, by category, are:
  Champion Level - $62,500
  Advocate Level - $20,000
  Friends Level - $37,000 (These funds are to pay for conference registrations for the sponsor's members, except for the funds from the Dave Thomas Foundation for Adoption that is used for general conference registrations awarded to applicants)
- Membership Committee (strategic planning group) working on implementation timelines for new membership categories, redesign of website to accommodate changes, policies around collection and updating of lists of foster parents with free one-year memberships through state affiliates and collection and updating of lists from agencies who join for all of their foster families, etc.

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

- Governance Committee processed 42 new board member applications, selected six for interviews and submitted information gleaned from the interviews to the BOD for their review and comment.
- Communications Chair promotes NFPA activities on various forms of social media.
- Public Policy Committee is working by signing onto letters of interest, informing members and other constituents of current federal policies, legislative actions as well as newly proposed legislation on the national level and is working to include the CoSA into the committee to better assist them in meeting their individual state policies and legislation.
- Communications Chair continues to record 10 Minute Rescue videos and Courses for the NFPAti.org website 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.

Executive Director Activities:

- Calls with representatives of the RITZ company to implement a partnership to promote quality foster families and their welcoming of children into their families during May and June, 2021, to celebrate Mother's Day, Father's Day and National Foster Care Month. Legal agreement that includes PR for RITZ and NFPA with $22,500 sponsorship for the conference and $2,500 funds for partnership activities signed by the NFPA president. Responded to RITZ questions in timely manner.
- Call with Karen Poteet and Cheryl Fisher (Centene) to discuss postponing the intern project to 2022 and will present to the BOD during June 7 meeting.
- Recorded NFCM video with Karen Poteet to run during May on the NFPA website an social media outlets.
- Call with Arnie Eby and Fox News reporter regarding traditional foster care and foster care for unaccompanied illegal minors.
- Served as Keynote Speaker for Maryland Resource Parents Association Foster Parent of the Year virtual celebration.
- Participated on four webinars relevant to NFPA activities.
- Participated in House Ways and Means Hearing on Foster Care.
- Participate in Children's Bureau Virtual Event.
- Participated in Love Is Action live event featuring Debbie Ausburn.
- Call with Simon Benn, podcaster on adoption, from England, and then was speaker for one of his podcasts on adoption. He will be a guest on a Coffee with Caregivers in July.
- Call with Stephanie Glickman to discuss development of webinar or series of webinars on C-PTSD for the NFPAti.org website. Plan will be submitted in next three months from Ms. Glickman for review by the NFPAti.org committee.
- Participated in Foster Boy Movie live panel discussion.

- Posted job description for Digital and Social Media Marketing Specialist to Portal.
- CoSA/CHAMPS collaboration with eight states is going as planned. States are participating in calls and taking actions on the state and national levels.
- Participated in CHAMPS call on Foster Parent Bills of Rights discussion.
- Participated in CHAMPS call on respite care discussion.
- Calls with UHC for discussions around their sponsorship commitment for 2021. This included UHC and I doing three one-hour training webinars during May to feature the curriculum NFPA developed for UHC in 2018. All three went very well and received good reviews.
- Recorded five Coffee with Caregiver episodes to debut in May and early June.
- Monthly/semi-monthly External and Internal Training Institute Committee calls continue refinement of our web-based NFPA Training Institute and identification of topics/presenters 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.
- Participate on BOD monthly call May 3, 2021
- Hosted SP Operations Group call on May 14, 2021.
- Confirmed AAP Pediatrician to schedule recording of webinar for the NFPAti.org during May.
- Working with CoSA to complete the revision/update of the NFPA Foster Parent Code of Ethics. BOD will receive document for their review and approval at their June 7 call.
- 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 CHAMPS, CWLA Commission, CWLA Conference Planning Committee, National Foster Care Month Planning Group, the SAFE Coalition on Human Rights, SP Operations Group, etc.
- Currently sorting documents for cloud storage and for shredding/elimination. Plan to begin transferring data in July. Large capacity scanner is housed in the Administrative Coordinator's home office. Many hours of work to get ready to begin this process due to vast amount of paper and electronic documents to review, select and prepare for scanning or uploading.

Administrative Coordinator Activities as related to NFPA mission:

- Completes all assigned regular job responsibilities and new assignments as needed.
- Continues refinement work with bookkeeper, Treasurer and Finance Chair on protocols to follow in 2021 that include new account codes and CLASS designations.
- Responds to calls and emails regarding various aspects and questions regarding the 2021 virtual conference and processes all Purchase Orders and requests for invoices, etc.
- Preparing paperwork for submission to the auditor for the 2020 audit now that the 2019 audit is complete.
- Participates on monthly Board, conference committee and strategic planning calls.

- Continues to sort information for uploading into the new cloud-based file storage system. This is an ongoing project that will take months.
- Preparing lists of information that will be needed upon transition of staff at the end of 2021.
- Working with Chair of the CoSA to ensure process for states to join the NFPA and/or rejoin after Wild Apricot suspension are clear and user friendly.

Legal/Financial Information

- **Contractor/Contract activities:**
  - NFPA currently has no Contracts.
- **General Sponsorships/Grants/Scope of Work Agreements:**
  - Revised agreement with UHC has been confirmed and we are in receipt of their $10,000 funding commitment to serve as sponsor of the Coffee for Caregiver's program through 2021. UHC agreed to sponsor this year's virtual conference in the amount of $10,000 and they have been invoiced for that amount. Working with them for new funding for July 2021 to June 2022.
  - Centene committed to $61,000 for 2021. 2021 Scope of Work has been signed.
  - Agreement with AECF to fund CHAMPS activities through June, 2020, for $50,000 of which $25,000 is earmarked for state recognitions for successful implementation of CHAMPS initiatives. This has been extended to May, 2021 in order to complete an advocacy project with 8 members of the CoSA. AECF committed to $20,000 moving forward through June, 2021. That funding has been received.
  - New funding from Anthem to make them a national sponsor for 2021 in the amount of $30,000. Funds to provide general support to the NFPA to include updating/revisions of the Code of Ethics, $10,000 for virtual conference sponsorship and to develop a better NFPA website that will take the NFPA into the future. Funding was received in 2020 for 2021.
  - Signed Agreement with RITZ to fund the virtual conference in the amount of $22,500 and also a general sponsorship of $2,500 to cover partnership for May/June through the end of 2021 for foster family support campaign.
- **Budget:**
  - Board approved the 2021 budget on April 5, 2021.
- **Combined Federal Campaign (CFC):**
  - The 2020 campaign is going well.
  - The 2021 campaign application was submitted and has been approved.

Audit:

BOD voted to utilize Chuck Costello as the auditor for 2020 on the February, 2021, BOD call.

2020 information will be submitted to Chuck Costello for auditing within IRS guidelines during May and June.

- **990:**
  - 2019 990 was prepared by Chuck Costello as part of the 2019 audit and it was filed on time with the IRS.
  - Auditor filed for an extension to file the NFPA 2020 Form 990. IRS approval of this extension was received at the NFPA office on May 29, 2021 and approval letter was share with Audit and Finance Committee and with the auditor.
- **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 paperwork through BancorpSouth, Round Rock, TX, for forgiveness of SBA PPP loan. This request for forgiveness was granted in May, 2021, with no additional paperwork required.
2. **Insurance:**
   a. All liability policies are paid up to date, both due 2022. Policies are being renewed prior to renewal dates.
   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, 2021, due again in April, 2022.
   b. NFPA Incorporation in Washington State – report and annual fee completed and paid in May, 2021. Due again in May, 2022.
   c. Annual report to Texas Comptroller of Public Accounts re: Franchise Tax completed for 2021 in May, 2021. Paperwork to close the account will be due when the NFPA office moves from Texas.

HR, Payroll and Benefits:

1. **HR:**
   a. Executive Director carried over 5 days Paid Time Off (PTO) into 2021.
   b. Administrative Coordinator carried over 20 hours PTO into 2021.

c. Pay increases for Executive Director and Administrative Assistant started in May, 2019, with Administrative Coordinator retroactive to January 1, 2019. No pay increases for the past two years.

d. Both staff received an increase in Paid Time Off days as per the NFPA Human Resources policy regarding longevity increase in PTO days after 5 years of employment in 2021.

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:

- Financial Partnerships in place with Centene, United Health Care, CHAMPS/AECF, RITZ, FosterParentCollege, SAVE-Project Foster and Anthem.

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:

Goals for 2021:

- Board of Directors should consider fund raising plan for 2021 and 2022 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.
- Add new Board members with knowledge in areas needed as identified by the BOD and to come back into compliance with the NFPA Bylaws.

Upcoming/ongoing fund-raising events:

- Give/Get Policy for Board of Directors.
- In-Kind policy and tracking for Board Directors have been implemented but needs refinement.
- Annual Education Conference in 2021. Need more sponsorships and larger attendance.

- CFC, Friends of NFPA, AmazonSmile, FosterParentCollege, iGive, Benevity, Thinktrific
- 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 or when implemented.
- Walk Me Home event held during in-person education conferences.

Governance Issues:

Reviews and Evaluations:

- 2019 annual evaluation for Administrative Coordinator completed on August 19, 2020. Annual evaluation due August 2021.
- 2019 annual evaluation for Executive Director conducted on October 27, 2019. Annual evaluation was due October, 2020. Evaluation is past due.

Risk Management:

- Fraud Risk Assessment should include the Walk program, NFPA Training Institute, conferences, Coffee with Caregivers, partnerships, etc.

Succession planning for staff:

- Executive Director and Administrative Coordinator agreed to continue in their current work positions through the end of the new strategic planning period – December 31, 2021.
- DRAFT ED Job Description has been developed to be utilized sometime after July, 2021 to proceed with advertising/recruiting people to apply for the ED position for 2022.
- DRAFT Administrative Coordinator to be completed for submission to the BOD for approval sometime after November, 2021 in order to plan for advertising for the position for 2022.

- **Succession planning for Board:**
  - Governance Committee developed policies for process and timing to add new members to the Board of Directors.
  - 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 eleven, has begun.
  - The BOD should consider the current lack of diversity on the current board and seek to make some additions to compliment diversity with qualifications needed to enhance the effectiveness of the board.

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

Board orientation and training:

- Online Director Orientation Packet is available for all new Directors with an implementation policy. The BOD Portal may be utilized 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 2018. 2019 included the identification of goals for the next three years and the implementation of those identified goals that began immediately upon completion of the planning phase. Now in year three of a three-year plan.

In-kind Donations by Executive Director and Administrative Coordinator:

- Mileage for weekly/semimonthly meetings between ED and Administrative Coordinator (40 miles roundtrip) for check signing, training to stay in compliance with federal requirements, planning and supervision.
- Mileage for bank transactions such as deposits, banking business, etc.
- Mileage for other NFPA related business, such as purchasing supplies, mailing packages, etc.