NFPA Executive Director Mission-Directed Activities and Business

Monthly Report

Oct. 19, 2020 – January 25, 2021

Board Capacity, Competence and Performance:

Current Board functioning:

- Strategic planning groups completed two years of priority goals/actions and are now working on third year priority goals/actions. Strategic Planning Leadership Team holds calls as needed. COVID-19 pandemic had some impact on goal implementation for 2020 and may continue that impact into 2021. Overall, the BOD has accomplished many strategic goals and should be proud of their diligence even during difficult times.
- Finance Committee continues 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.
- Public Policy Committee reestablished under new Chair, Arnie Eby. The committee is scheduled to meet monthly to set goals and accomplish committee work.
- Council of State Affiliates are working to solidify their agenda and goals and to accomplish items set in place during 2020 that are due in 2021.

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

- Communications Chair promotes NFPA activities on various forms of social media.
- Public Policy Committee began to set new goals and guidelines in October, 2020 for 2021.
- 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:

- Worked with Anthem on national sponsorship funding for 2021 to be paid to the NFPA in 2020. Received check for $30,000 to help complete the update/revision of the current NFPA Code of Ethics for Foster Parents, to use to build a new more functional website and for general use for additional support to the NFPA. This was completed in 2020 without a SOW or other written Agreement as they used our work with them for conference sponsorship in 2020 as the base for these additional funds.
- Completed Final Report for 2019-2020 funding in the AECF Grants Portal. Karen was notified the NFPA has been awarded $20,000 new funding for 2021. Funds received.

- Worked with PayCom to discuss their corporate donation of $10,000 to the NFPA. Karen followed up with them to confirm this donation. We have not received this funding at this time. This is an unrestricted donation.
- Processed applications for CoSA/CHAMPS Mini-grants, worked with sub committee to review the applications and make decision to fund all eight applications in October, 2020. Held first full virtual meeting with the eight state representatives and CHAMPS staff in December, 2020.
- Procured Bill's Tax Service to do the update of the NFPA Tax Guide for 2020. Updated Guide was published on the NFPA website in mid-January, 2021. Kudo's to Bill's Tax Service.
- Discussions with UHC on potential new project utilizing and ACEs study from Virginia for 2021 funding consideration. This is currently ongoing.
- Participated on call with Secretary Azar, ACF, on adoption and foster care.
- Participated on webinars/virtual calls on National Adoption Month Virtual Celebration, National Adoption Month Briefing, CWIG Creating Child and Family Well-being, Foster More Coalition call, CHAMPS Diligent Recruitment call, The Unlearning of Child Welfare webinars (episodes 2 & 3), 2021 Employment Law update, etc.
- Completed CFC application for next year and submitted in November. Approved for participation in January, 2021.
- Received National Grange Quilt and wrote personal thank you letter to the quilter.
- Wrote article for the Insider for December, 2020 issue.
- Wrote and sent letter to Senator Langford (OK) for his assistance with the IRS to get the issue resolved at no cost to the NFPA.
- Numerous calls with Sharon and the bookkeeper to continue to refine the new accounting reporting documents.
- Call with Centene, Karen Rogers and Cheryl Fisher, and Karen Poteet to discuss Centene funding for 2021 to include funding to pay for two interns who were in foster care to provide some services/research to the NFPA during 2021. Currently waiting for Centene approval of several SOW revisions proposed by the BOD in December, 2020.
- Recorded four Coffee with Caregiver episodes Since the first of the new year and did one live episode to start the year with representative from UHC. 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.
- Participated in three interviews with national reporters for articles being written around the COVID issue and foster parenting.
- Participate on BOD monthly calls except for the January 4, 2021 call due to husband's hospitalization that day.

- Participated on full day BOD call in October, 2020.
- Participated on Full day CoSA call in October, 2020.
- Hosted SP Operations Group call in October, November, 2020 and January, 2021.
- Continue work with the AAP to schedule at least one pediatrician to do one or two webinars and some 10 Minute Rescues.
- 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, Project Foster Care, SP Operations Group, etc. Thanks to Arnie Eby for attending several of these calls for me while I was on vacation and then the week my husband was in the hospital.
- Currently working with IT expert on setting up cloud storage filing system. This is going much slower than anticipated for several reasons but we hope to begin transferring data within the next month.
- Currently waiting for a 2021 spread sheet to develop the 2021 budget.
- Working with Karen and Conference Direct representative to make appropriate arrangements with the hotel around our contract for June, 2021.
- Working with the 2021 Conference committee to determine best avenue for our 2021 conference – in-person or virtual.

Administrative Coordinator Activities as related to NFPA mission:

- Completes all assigned regular job responsibilities and new assignments as needed.
- Continues work with accounting company and Finance Chair on protocols to follow in 2020 and set up new accounting codes for CLASS use.
- Responds to calls and emails regarding various aspects and questions regarding the 2021 conference.
- 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 gather information for uploading into the new cloud-based file storage system upon obtaining of the ability to utilize that new system.
- Preparing lists of information that will be needed upon transition of staff at the end of 2021.

- **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:**

- 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.
- Centene is currently planning their funding commitments for 2021 and we are in communication with them on a regular basis for funding in the amount of $61,000.
- 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 up to 7 members of the CoSA. AECF has committed to $20,000 moving forward through June, 2021.
- 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 and to develop a better website that will take the NFPA into the future.

Financial Information:

- **Budget:**
  - 2020 budget approved by the BOD December, 2019. Currently working on numbers to plug into the 2021 budget spread sheet as soon as I get it. BOD voted to extend the 2020 budget into 2021 during their December, 2020 BOD call.
  - Revised 2020 budget approved by the BOD April, 2020, due to loss of net income due to cancellation of the 2020 education conference.
  - Finance Committee to work with the ED over the coming months to develop the budget for 2021 utilizing info gained from the strategic planning goals for 2021.
- **Combined Federal Campaign (CFC):**
  - The 2019 campaign is over. Due to COVID-19 impact, the pledge time was extended to the end of June, 2020.
  - The 2020 campaign is currently in process.
  - The 2021 campaign application has now also been approved.

Audit:

2019 Audit was submitted on time by Chuck Costello, Auditor, to the NFPA and to the CFC for the 2021 campaign.

BOD will vote on next auditor at February BOD call.

- **990:**
  - 2019 990 was prepared by Chuck Costello as part of the 2019 audit and it was filed on time with the IRS.
- **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 upon notification that is open for filing. Paperwork is still pending with our bookkeeper at this time.
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. Complete dthis transaction the week of Sept. 7, 2020.
   c. Annual report to Texas Comptroller of Public Accounts completed for 2020 in July, 2020 due to COVID-19 pandemic extension, due again in April, 2021.

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.
   d. Both staff will receive 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.
   e. Annual performance review is past due for the Executive Director. Evaluation was due in October, 2020.
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:

- **o** Partnerships in place with United Health Care, Centene, CHAMPS/AECF, and FosterParentCollege, SAVE-Project Foster and Anthem.
- **o** Worked with two entities to respond to federal RFP to establish Center on foster care – JBS International and University of South Florida. Neither of these entities was awarded the grant.

Future:

- **o** 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.
- **o** 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 2021:

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

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

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.

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 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 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 three of a three-year plan.

In-kind Donations by Executive Director and Administrative Coordinator:

- Mileage for weekly/bimonthly 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, mailing packages, etc.