

La Causa, Inc. Board of Directors

Wednesday June 7th, 2023, 11:30am – 1:30pm

Meeting Minutes

Present: Nancy Jelen, Luis Ayala, Nicole Druckrey, Scott Sanders, Erico Ortiz, Nilda Cintron-Cortez, Christian Laurinvicious, Alejandra Barry, Joy Rivera, Eddie Jimenez, Bob Kotecki, Terri Severinsen

Absent: Kenneth Little, Bob Buttermore

Staff: Sylvia Zapata, Joanne Diaz

The meeting was called to order at 11:30am by Bob Kotecki and quorum was established. Bob Kotecki requested a motion to approve the previous meeting minutes and Scott Sanders so moved and seconded by Eddie Jimenez

New Business

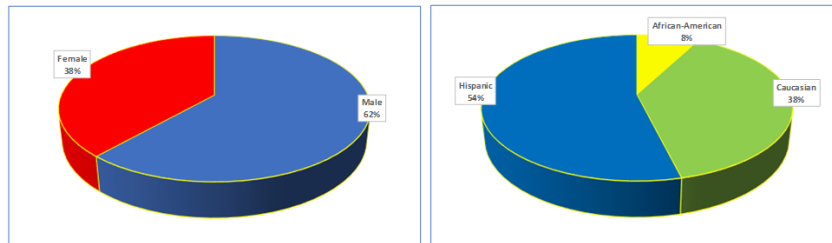
- The board addressed the retirement of Nancy Jelen from the board after 14 years of service.
- Each existing board member
- The board welcomed: Joy Rivera, Alejandra Barry and Christian Laurinvicious as part of the Board of Directors. Each new member got an opportunity to introduce themselves and brief the board on their background, related work experience and reason for interest in the board of directors of La Causa, inc.
- New board members had already been confirmed as a separate vote administered electronically.

Luis Ayala addressed the board and provided a brief update on general business topics.

Board of Director / Division Updates

- Luis discussed the current board of director demographics and members.

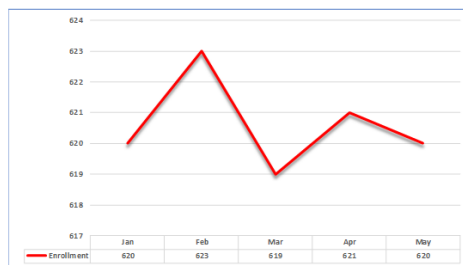
Board of Directors - Current State



- Current number of board members = 13 (accounting for Nancy Jelen's resignation)
- Per by-laws, our representation should be at least 50%
 - With the addition of the new members, our Hispanic representation = 54%
- Majority of our members possess skill sets in either finance or business and principally represent the private business sector
- With Nancy's departure, we only have one board member specializing and representing the academic sector (*Erico Ortiz*)

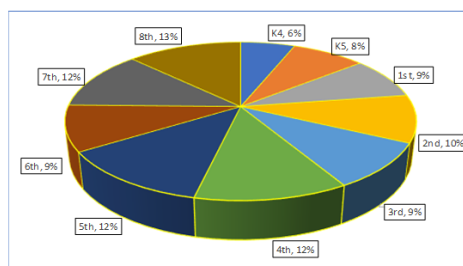
- Luis presented numbers on current charter school enrollment and classroom demographics.

Charter School Enrollment - 2023



- Average enrollment over the past 5 months is roughly 621
- Variability through Feb – Apr, however, concludes at the same enrollment number of 620
- Principal reason for departure is moving out of the area, predominantly back to either Puerto Rico or Mexico

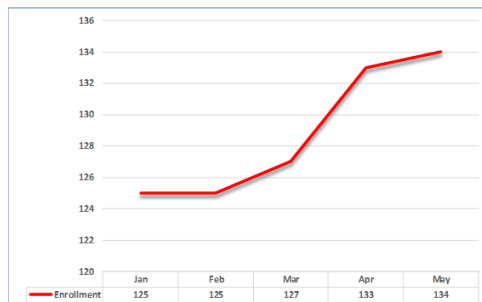
Student enrollment breakdown by grade



- K4 and K5 represents our smallest composite, while 7th-8th our largest
- Of the departures, roughly 60% were in 2nd and 4th grade / with the lowest occurring at the 6th grade level

- Additional information presented on enrollment information regarding early education enrollment.

Early Ed Enrollment - 2023

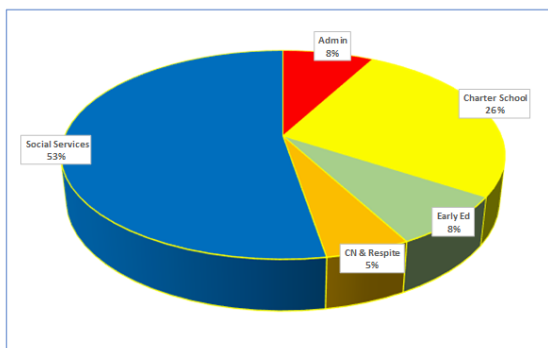


- We've seen a 7.2% increase in enrollment over the past five months
- Capacity is 177 - we currently have 43 openings
- However, 34 of these openings are rooms that are either closed or reduced due to staff shortages
 - In short, with current staff we can accommodate an extra 9 kids
- 4-7 years of age = 24% of population
- 8-12 years of age = 39% of population

In summary, 63% of Early Education is between 4-12 years of age

- Luis discussed La Causa's current vacancy numbers.

Vacancy Summary
as of June 2023



- Total vacancies = 38 positions (with one on hold)
- **Social Services:**
 - TCM openings for multiple years
 - Wrap/Reach/CCS Ancillary/Youth Services slightly over a year
 - RSC openings averages 6-7 months
- **Crisis Nursery:** Program Coordinator open for over a year
- **Early Ed:** 2 Lead teachers + Assistant teacher nearly two years
- **Charter School:** All but five teachers are returning – 4 of which are moving out of state. However, offers have been extended and pending contract signing for all positions
- **Administration:** Payroll, Facilities and Audit & Compliance

- Luis provided an update for both Social Services and Crisis Nursery:

- a. Increased community engagement has resulted in increased inquiries for TFC (Treatment Foster Care)
- b. TCM (Targeted Case Management) again qualified for enhanced billing rates by receiving high satisfaction scores and exceeding predetermined performance metrics, which results in increased revenue, a portion of which will go back to employees as incentive payments.
- c. Treatment services has begun a smoking cessation program which has received a surge in interest (potential incremental revenue stream)
- d. Crisis Nursery has seen 277 first time stays and 321 repeat stays for a total of 598 stays from January through May
- e. Met with both the city and state to talk about additional funding opportunities.

Other Agency Updates

- Luis discussed infractions that occurred at the early education facilities. Two incidents were recorded in February and May respectively that involved children left unattended. Per protocol, the state got involved and administered an investigation that resulted in financial penalties and a state issued corrective action plan. La Causa performed its own internal investigation, issued suspensions, written warnings for those employees involved and a termination for one employee involved in both incidents. As a result, La Causa has instituted a significantly more robust tracking system to ensure we always know the whereabouts of every child. Communication was sent to the division reiterating the importance of compliance. Erico Ortiz had questions regarding clarification on the incidents and Luis explained in detail what took place – he appeared satisfied with the revisiting of the events. Joy Rivera also asked if there were any long-term concerns as a result and Luis explained that a corrective action plan was issued and failure to meet requirements could result in further discipline. Luis also mentioned La Causa does not have a trend of these events and the state has cited our compliant history. Bob Kotecki and Scott Sanders offered their opinion that the incident was handled in accordance with proper HR protocol and felt comfortable with further monitoring.
- Luis also discussed meeting with each division leader to discuss contingency planning around mitigating potential deficits. Scheduled to meet with both Social Services and Early Education during the summer months, with the objective being one of future planning in the events that trends continue in the negative.
- Luis mentioned the re-introduction of town halls that started in May and so far, two have taken place – social services and charter school. Luis also mentioned the newsletter being distributed again with a greater agency-wide focus, highlighting different areas.

- Lastly, Luis closed with an update regarding the President conducting classroom observations for both early education and charter school – both scheduled for the mid part of June. Scott Sanders mentioned this to be a good idea to get further insight into agency offerings.

Financial Update

Sylvia Zapata addressed the board providing the agency's financial updates through fiscal April.

- For the month of April, the agency is tracking a deficit of (\$16K)
- Year to date, the agency is at a deficit of (\$98K) driven principally by losses in both early education and social services. Additionally, coupled with deferred revenue of (\$61K)
- The deficit in early education is driven by declining enrollment numbers while social services is a slower than anticipated ability to fill revenue producing vacancies.
- Crisis Nursery operates at an expected deficit but will monitor to fill the gaps throughout the year.
- Sylvia assured the board that we would continue to monitor expenses very closely and look for ways to eliminate or mitigate deficits.

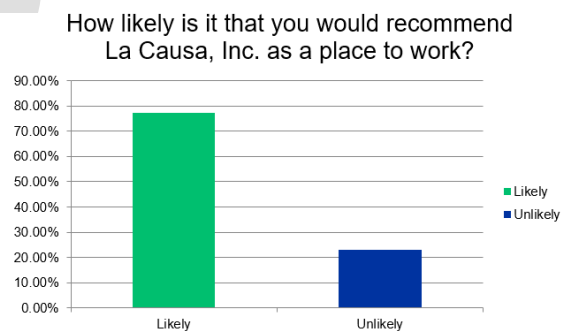
No questions were asked of Sylvia regarding financials.

Employee Survey Results

Joanne Diaz (Director of HR) presented the results of an agency wide employee pulse survey conducted March 6th.

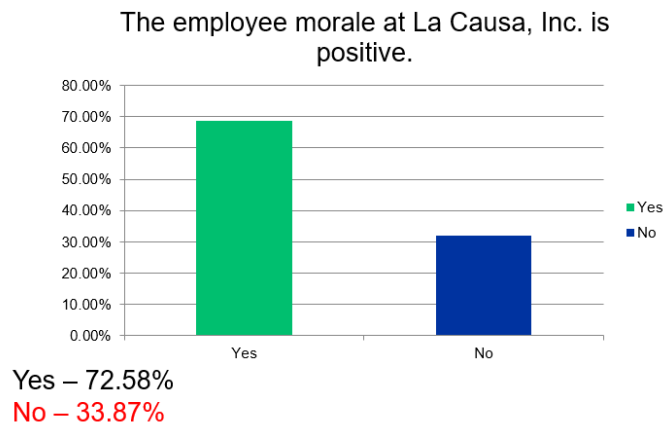
Joanne addressed the board and communicated that we experienced a 73% participation rate – given past survey participation, board members commented this was a good sign. Joanne proceeded to share the results of a few of the major questions.

- Question 1:



Likely – 78.91%
Unlikely – 23.44%

- Question 2:



- Joanne mentioned that since the results were published, our executive management team has connected several times to analyze and decipher results. Moreover, look for new initiatives to help address concerns, e.g., snow days, PTO, dress code, vacancies and work/life balance.
- Joanne also made sure to connect our new programs – town halls and newsletters – were a direct result of the pulse survey.

Gala Event Update

- Nancy Jelen addressed the board regarding final details surrounding our annual Gala, held to benefit the Crisis Nursery & Respite Center. She reiterated the date of August 3rd and ask that everyone make a strong effort to try and attend. The final mention was regarding sponsors and making a last push effort to try and secure those sponsors that have not replied and others that may have not participated in a while.
- There were no questions regarding the Gala.

Bob Kotecki adjourned the meeting at 1:30pm