

Catholic Charities
Board Executive Committee Meeting Minutes
September 13, 2023
12:00 – 1:00 p.m.

Committee Members Present:	Dan Buscher, Joyce Lillis, Chris Welp, Robyn Wilkinson, Mark Witte, Barbara Decker, Executive Director, Executive Staff Liaison
Members Excused:	Bishop William M. Joensen, Laura Wenman
Meeting Location:	Catholic Charities, St. Pius X Conference Room, Pastoral Center
Staff:	John Huynh, Director of Social Justice
Recorder:	Mary Acevedo, Executive Assistant

TOPIC	DISCUSSION	RECOMMENDATION / ACTION
CALL TO ORDER	C. Welp called the meeting to order at 12:07 p.m.	
OPENING PRAYER	A prayer was provided.	
CELEBRATIONS	<p>B. Decker highlighted several Catholic Charities celebrations and announcements, including:</p> <ul style="list-style-type: none"> • FY23 Appreciation / FY24 Committee Initiatives – B. Decker plans to meet with each of the Board committees, and has met with several this month, to thank them for their service and work over the past fiscal year. She also has highlighted action items from the Strategic Plan as the items relate to each of the committees. • <u>Grant Award, Mutual of Omaha Foundation</u>, \$10,000 awarded to the Domestic Violence Sexual Assault Program • <u>Completion of Final Report, \$10,000 received from HRJ</u>, for utilization by the Counseling Program • <u>Preferred Communities Incentive Case Management (PCIM)</u>. This is a projected USCCB award with an estimated total of 100K+. This award will be focused on the Refugee Services program with extended case management to continue and enhance the post-resettlement services earlier launched with HRJ Funds. The agreement and budget should be completed by October 1, 2023. Funding will follow the Federal Fiscal Year. 	

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ACTION ITEM	<ul style="list-style-type: none"> The August 9, 2023 Executive Committee minutes were presented for approval. 	<ul style="list-style-type: none"> R. Wilkinson moved to approve the August 9, 2023 Executive Committee minutes. M. Witte seconded the motion and all voted in favor. Minutes were approved.
BOARD OF DIRECTORS BOARD ACTION ITEMS	<ul style="list-style-type: none"> Draft Board of Directors meeting agendas (annual and quarterly meetings) for September 20, 2023 were distributed to committee members for review prior to the meeting. Board Membership and Nominations – B. Decker provided an update regarding the board membership nominations process. Of those nominated, 2 are remaining for consideration as potential board members. Regarding committee membership, all committee chairs serve through 2025, except for the Executive Committee (C. Welp serves through 2024). B. Decker provided an update related to the organization’s governance documents. She has communicated to the Bishop regarding the receipt of draft bylaws and articles provided by the attorneys. Discussions will continue; it is anticipated the documents will not be ready to be shared with the board until sometime after the September 20 board meeting. <u>Board Centennial Fund Giving:</u> C. Welp introduced a discussion related to the Centennial Fund. The question has arisen as to whether or not a separate fund should be set up for these monies. As previously discussed at the Finance Committee meeting, more important than where the funds are residing, is the need for a process to access the Centennial funds. For example, if the Food Pantry has a special need for a one-time item, an application could be submitted to the Executive Committee for approval to access the Centennial funds. The Centennial Fund monies would be set aside for one-time expansion of service needs. The Board Action Item would be to develop the framework to access and utilize these funds. Suggestion was made as to whether it would be helpful to have a goal for use of the funds. It was agreed use of the funds needs to be further defined. Examples of what Centennial Fund gifts might be used for are listed in the Catholic Charities Centennial Fund trifold brochure (“Your gift will: . . .”). These examples all came from SWOT analyses conducted with each program earlier this year. Other necessary 	<ul style="list-style-type: none"> An Action Item for the Board was recommended to approve a framework for how the Centennial Fund monies will be used. The recommendation is for 100% participation from the Board in contributions to the Centennial Fund.

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	<p>steps are for managers to be educated about the process for requesting Centennial funds, and the requests need to come to the Executive Committee. More specifics are needed to be able to share with donors regarding potential use of the funds.</p> <ul style="list-style-type: none"> • <u>Human Resources Benefit Adjustments</u>: After discussion with the Finance Committee, it was decided the Human Resources Benefit Adjustments will be removed from the Board agenda as an Action Item. This expense (\$14,000) will be allocated from the operating budget. • <u>Facilities Feasibility Study Proposal</u>: The committee discussed a proposed Board Action Item related to a Facilities Feasibility Study. After committee discussion, recommendation was made to conduct a physical plant assessment of all four Catholic Charities facilities to assess their physical condition. In addition, a different consultant would be retained to assess the facilities' ability to meet both current and future program needs. A separate assessment of the value of the property was also recommended. The proposal will be rewritten and submitted as an Action Item for the September 20 Board Meeting. • <u>Website Revisions Project Proposal</u>: The committee discussed a proposal to utilize JuiceBox, a local company that currently provides technical support for Catholic Charities' website, to provide needed upgrades to the website. These upgrades are needed in order to keep up with changes in technology. JuiceBox has quoted total costs of approximately \$32,980, and it is anticipated the project could be completed in 27 weeks. It is proposed to withdraw the total cost from the Catholic Charities of Des Moines Fund. 	<ul style="list-style-type: none"> • The Human Resources Benefit Adjustments item (listed on the draft quarterly Board agenda) will be removed as a Board Action Item. Funds will be used from the operating budget for this HR expense of \$14,000. • The Executive Committee supported the recommendation from the Finance Committee to conduct an assessment of the four Catholic Charities physical facilities and property values. • The Executive Committee supported the recommendation from the Finance Committee to present the website revisions proposal as an Action Item for Board approval.
<p>CATHOLIC CHARITIES AND PROGRAM UPDATES</p>	<ul style="list-style-type: none"> • J. Huynh provided an update on his activities. He has met with several board members and is scheduled to meet with others. He has been working with both local and national level constituents. His primary focus currently is on parishes, with the purpose of helping them to become acquainted with Catholic Charities and the services we offer. He is focusing on the local parishes first and then will expand to additional parishes. Building relationships with the parishes will enable them to refer parishioners 	

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	<p>to Catholic Charities’ services and will also allow us to ask for help from the parishes for things such as volunteers and fundraising efforts. His goal is to accomplish all priest visits by January 2024 and then for the following six months go into the parishes and visit with parishioners, perhaps after mass, along with Catholic Charities program managers. A committee member asked about outreach to the schools. J. Huynh stated he is interested in being able to go into Dowling’s social justice class and speak with students in the class.</p> <ul style="list-style-type: none"> • Refugee Services is expecting about 60 refugees to arrive this month and into early October. This is about twice as many as expected. They are coming primarily from Syria. • B. Decker mentioned an article from today’s paper on the Food Bank of Iowa, DMARC, and food pantries related to an 18% increase in terms of food insecurity from August of 2022 to date. Catholic Charities’ Food Pantry has seen an increase from 350-400 clients to more than 600 clients served at the daily window. 	
ADJOURNMENT	C. Welp adjourned the meeting at 1:00 p.m.	

Respectfully submitted,

Mary Acevedo, Executive Assistant