

## **CFA Meeting Minutes October 1, 2022**

A Cedars Family Association (CFA) meeting was held on Saturday, October 1, 2022 via ZOOM. The Meeting was called to order by CFA President Betty LeFevre at 10:05 PDT with 22 participants, including families and Cedars staff. Minutes from the April meeting were not ready for approval.

**CFA Treasurer's report - Anna Rosen:** CFA starts the fiscal with a treasury balance of \$14,064.99. This balance is higher than normal and is due to a \$10,000 donation to the staff holiday bonus. Last year's income was \$1,880 from 26 donors to help with operating expenses, and \$41,300 donated to the staff holiday bonus. See last page for the full report.

This is Anna's last Treasurer's report as she is stepping down as Treasurer, but will remain on the CFA board as a Director-at-Large.

Betty thanked Anna for her time and effort as treasurer.

### **Executive Director's Report - Chuck Greene**

On balance it's been a great month. Cedars' staff main activity is working with our clients to create creative, productive, joyous and healthy lives.

We have had some good news with the rate study, which Cheryl will present:

### **Associate Executive Director - Cheryl White**

Starting in 2014, HCBS published new federal regulations, saying that residential facilities with more than six clients would not be funded. Cedars got a waiver of the limits after demonstrating that residents live in a normalized, engaged community, where clients reside in a home-like setting, and have many choices in their lives.

Reimbursement rates from the state for paying care providers has always been low compared to actual salaries, resulting in a funding gap. The state conducted a rate study of expenses and provider salaries; this was the first time the state has taken expenses into account when setting rates.

The state contracted research firm Burns & Associates for the purpose of reconfiguring and increasing rates for staff in California who provide services under DDS.

In 2019, the rate study produced the new methodology and new rates. The rate study left out large residential settings, so there was no increase for Cedars' main campus.

Cedars undertook many projects to advocate for a rate increase for large settings, including Cheryl testifying at a public hearing and family members attending meetings.

The two key projects were to work with state government including the Governors' office and legislators, and working directly with DDS.

We also got help and advice from California Disabilities services association (CDSA), a trade association for service providers.

The purpose of the rate study was to study providers' expenses and propose updated pay rates for staff members.

Burns & Associates limited the research to houses with six or fewer residents, so pay rates went up approximately 20% for employees in group homes, but remained stagnant for larger facilities, like Cedars Ross campus.

Cedars worked with other organizations and state leaders (Mike McGuire, state senate leader and state senator from Marin) to update rates for Ross campus.

Cedars asked families to write letters explaining what living at Cedars means to family members, and invited DDS to visit Cedars

In the first meeting, DDS admitted it was a mistake to leave out Cedars main campus, but declared that it was too late to fix the rates.

New rates rolled out in April with significant increases (about 22%) for staff at group homes but no changes for Ross campus.

Mike McGuire heard our plea and assigned an aide, Summer Castle, to work with us, and she arranged several meetings with DDS. This allowed us to restart our conversation with DDS. State Senator McGuire was also very helpful by talking directory to DDS and helping develop Cedars' strategy.

There was much back and forth regarding some of DDS' assumptions which were incorrect. Cedars produced numbers and information to correct those assumptions. There were many meetings when we seemed to get nowhere, but we did not give up.

A few months ago, Cedars asked families to advocate for their own family members with a letter writing campaign. Many powerful letters were sent to DDS, state government, and GGRC.

The letters convinced DDSS to come visit Cedars and see for themselves.

Deputy Directory of DDS, Jim Knight, visited with his boss, Carla Costañada. It was clear that they had read the letters, as they recognized some clients from their families' descriptions.

Finally, DDS realized that they had no good reason not to fully fund Ross campus salaries

Chuck Green gave us the result:

DDS added \$2,000,000 per year for Ross Campus hourly rates, with retroactive pay going back to April.

That is a huge amount, as Cedars could not meet a new expense that big.

The family letters were very powerful and came at just the right time.

In the end, we achieved our goal of convincing DDS to include larger residential settings in the pay structure. This effort had results beyond Cedars' main campus as pay rates were increased across California, affecting nearly 3000 Californians with disabilities.

Chuck continued:

Cedars financial situation has always been a little precarious, but fund raising in the past couple of years has been good, allowing for capital investment of about \$500,000 per year, which will allow us to take care of some deferred maintenance issues.

Families in the meeting congratulated Chuck, Cheryl, and the Cedars board on this great accomplishment.

**Other updates from Associate Executive Director – Cheryl White**

A covid update is now a standing agenda item:

The omicron variant was spread through many more clients than previous varieties as it is very contagious but not as impactful on health.

As of mid-September, 63 staff, 44 residents, and 18 day clients (total of 125) have had positive cases.

A Booster shot is coming in late October. The State of California requires that all staff are fully vaccinated, including the booster, but so far there is no requirement for the new booster for residents. Cedars plans to give booster shots to residents by late October. Visitation rules update for visitors - masking is still required but fully vaccinated or negative test are no longer required.

Staffing:

Cedars is always recruiting new staff – this is necessary because turnover runs 35% (national average is 45%).

The main source of new staff is from online sources, like Craig's list, and referrals.

There is a bonus for staff who refer a new employee who stays a minimum length of time.

Cedars had to re-staff 3/4 of the health and wellness department, because one person left to go to a higher position at another employer, one left for med school, and the other to nursing school.

New manager of health and wellness is Michelle Sweetser and Betsy Curtis is promoted to assistant manager. We are still recruiting the other two positions

House managers are hardest positions to fill, and we still have two openings. Ghosia Fedorowicz was promoted to manager at Pope Hall.

The Healthy living program manager has left for private practice; there is a good foundation in place so Cedars is not looking to hire a new manager

Nicole Fraser is promoted to manager of Artist Within.

We are looking for a new Chef/Instructor for the new kitchen at TAC, and we are looking for new art instructors.

**Development Director Katie Ladouceur:**

Katie gave a Summary from the fiscal year ending Sept 30 2022:

Last year saw great fund raising results:

Shake rattle and dance raised \$82,000 - beating last year's fund raiser by \$22,000.

We've found that the CFA involvement each year has been beneficial and critical to our success.

Last year's winter appeal raised \$405,000, and the spring appeal raised \$150,000

We have asked our business partners to help support Cedars, and that campaign raised \$47,000.

Legacy Circle now has 85 members who have pledged to include Cedars in their wills.

Coming events:

October 14, Cedars is a featured artist in Ross at "live on the common". This is a free event with food, music, activities.

Cedars has partnered with NIAD, a similar arts organization in the east bay, for a collaborative fiber arts show. It will be on display at Marin Museum of Contemporary Art (MOCA), starting October 29 through December

These are the dates for the annual holiday craft fairs for the Textile Arts Collective and Fine Arts Studios:

TAC: November 16 and 17

FAS 18,19,20

**CFA Board President Betty LeFevre**

It's time to elect new board members. The slate of candidates:

President Betty LeFevre

Vice President Carla Greenwald

Treasurer Mag Caramucci

Secretary Sam Darby

At Large Jeanne Korn

At Large Anna Rosen

A motion to approve the new slate was moved and seconded, and the motion passed.

CFA board members described this year's accomplishments:

**Sam Darby** discussed the CFA member survey

We sent the survey twice and we had 43 responses, which may seem low but in fact is represents a good percentage of active members.

Some survey results:

- preferred meeting date is Saturday

- about 1/2 and 1/2 want meetings to continue over zoom combined with live attendance.
- a very few people wanted meeting in person only.
- One participant pointed that a 10 AM start time is better for families on the east coast.

families want:

- more financial information
- more information on Cedars programs

Our forum last August with Rob Robinson and Stacy Anderson discussing residential issues during the pandemic was a direct result of the survey.

**Jeanne Korn** described CFA Forums

The survey indicated that families want more information, and CFA produced two forums:

Our January Forum discussed cedars population and sexuality.

The forum was moderated by a company that specializes in sex education for people with special needs.

We held a Forum with Rob Robinson & Stacy Anderson on housing, as families wanted to know more about daily life of resident. Rob & Stacy described daily life at cedars, client choices, etc.

Going forward, we hope to hold a workshop on social media & internet safety.

**Carla Greenwald** gave insight into planning Shake Rattle & Dance:

- Carla started attending planning meetings in May; this project was successful due to all the work beforehand.
- participants had a good time except that it was very hot that day
- Carla's daughter Kellie described her favorite parts of the event: dancing, coloring, and having fun with her friends

**Mag Caramucci** discussed the Staff Holiday fund:

Last year, almost \$51,000 was donated through the CFA, and Cedars board added \$70,000, \$10,000 was sent directly to Cedars, so the total amount disbursed was \$130,920.

**Betty LeFevre** explained that CFA needs new by-laws:

Some of the original by-laws are outdated and/or no longer apply. We have worked on this issue for a couple of years and we now have a new set of bylaws that need to be vetted by a

California attorney. After that, we hope to present the new by-laws in a special meeting in December for approval and implementation.

Thanks to Anna Rosen and Jennifer Fowler for all of their effort on this project

Betty LeFevre adjourned the meeting at 11:30. We hope to have a special meeting in early December to present and discuss the new by-laws. Our next regularly scheduled meeting will be in April, 2023.

## CFA Treasurer's Report

**Fiscal Year 1 October 2021 through 30 September 2022**

### FISCAL YEAR FINAL

<b>Fiscal Year Start 1 Oct 2021</b>	<b>\$14,064.99</b>	<b>Checkbook Balance at Beginning of Fiscal Year (includes \$10K advance donation to Staff Fund made on 09/30)</b>
Income: Donation to Capital Fund	\$1,880.00	From 26 donors (22 online; 4 offline)
Income: Interest	\$1.22	Bank Interest
Income: Final Amount of Donations to 2021 Staff Holiday Fund	\$41,378.00	From 66 donors: \$11,543 from 30 online donors \$39,835 from 36 offline donors
Income: Donation to 2022 Staff Holiday Fund	\$500.00	To be carried forward to 2022 Fund
<b>Total Income Fiscal YTD</b>	<b>\$57,824.21</b>	
Expense: CA Filing Fee for SI-100	\$0.00	Sec of State filing (\$25 underwritten)
Expense: 2021 Staff Holiday Fund	\$50,919.58	
Expense: QGiv Software Fees	\$547.83	Online Donations Software Charges
Expense: 2021 holiday party	\$553.29	Holiday Party: Reimbursement for Cedars expenses
Expense: 2022 Holiday Party	\$200.00	Holiday Party: Reimbursement for Photo Booth
Expense: Postage	\$0.00	Staff Fund donation thank you letters (\$40 underwritten)
Expense: Carry Forward of late Donation	\$0.00	\$500.00 will be donated to Staff Fund in December 2022
Expense: Legal Fees	\$675.00	Advice re restating Bylaws
Expense: Filing Fee	\$0.00	IRS Form 990-N / 199N (\$25 underwritten)
Expense: Filing Fee	\$25.00	CA Registrar of Charitable Trusts
Expense: Insurance	\$1,357.00	May 2022 policy D&O and Liability Insurance (\$1,357.00 actual)
<b>Total Expenses Fiscal YTD</b>	<b>\$54,277.70</b>	
	<b>\$3,746.51</b>	<b>Checking Account Balance as of 30 September 2022</b>

#### Summary of 2021 Staff Fund Efforts:

\$50,919.58 donated directly to CFA

\$70,000 contribution from The Cedars Board

\$10,000 donations sent directly to Cedars for the staff bonus fund

**\$130,919.58 Total** collected and given to staff in 2021