**JFS Board Meeting Minutes**

**Date:**  05.30.2024

**Attendance**:

**Board Members**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Adam Cutler  | [x]  Kelly Furman | [ ]   | [x]  Benjamin Kniaz ZOOM |
| [ ]  Christina Richter | [x]  Clint Walker | [x]  Ann Gualtieri | [x]  Gil Kaminski |
| [x]  Ginger Weiss | [x]  Jaimie Watts ZOOM | [ ]  Linda Jaworski | [x]  Liz O’Neill |
| [ ]  Nicole LaPorte | [ ]  Noah Brown | [x]  Peter Hurd | [x]  Susan Finizio ZOOM |
| [ ]  Tayler Bolton | [ ]  SRabi Yair Robinson -  | [x]  Alyssa Pietrobono | [ ]   |

**Staff Members**

|  |  |  |
| --- | --- | --- |
| [x]  Renna Van Oot | [x]  Jill Taylor | [x]  Sophie Namugenyi |
| [x]  Janet Teixeira | [ ]   | [x]  Lisa Brooks |

**Quorum present?** [x]  Yes [ ]  No

**Modality:**

[ ]  In-Person Location: Zoom and In Person [x]  Virtual [ ]  Phone **Start Time:**  6:30pm

**Zoom –**

1. **Audit – Jon Moll – 2023 Annual Audit Review**
	1. Review of table of contents – pages 1, 35, 37
	2. Page 1 – references the clean audit opinion
	3. Page 35 – references any internal control deficiencies and there were none
	4. Page 37 – references compliance with the single audit
	5. JFS had $2.9M in federal expenditures
		1. Increase of 40% over the last year
	6. Internal Controls over Compliance Issues; page 37
		1. JFS had 1 finding and the corrective action plan was submitted
			1. Federal funds finding; $44,000 in expenses was submitted twice for reimbursement, there were expenses to offset the overage that was asked for reimbursement. There was no element of non-compliance.
	7. Changes over last year:
		1. Operating leases on the balance sheet (copy machine lease and the Jewish Federation lease). This has no impact on the bottom line.
	8. Accounts Receivable – credit loss allowance; 2023 building the process into documentation.
	9. Increase in Liabilities over last year.
	10. JFs has $6.2M in expenses and of that $4.5M was salaries, taxes, 401K and benefits
	11. NOTE 2 on page 20: decrease in cash on the balance sheet, JFS liquidity is good (investment, cash and restrictions).
	12. ***Motion to approve – Annual Audit 2023 – (draft was distributed via email)***
		1. ***1st – Ann G.***
		2. ***2nd – Clint W.***
2. **Mission Moment –** Cancer Care Connection – Janet Teixeira
3. **CEO Report –** (distributed via email)
	1. **Lawsuit update –** Talley lawsuit is currently in the discover stages.
		1. May want to review our insurance and possibly look at increases the coverage in 2025.
4. Committee Reports
	1. Strategic Planning Committee (Liz O’Neil)
		1. Progress toward goals – 5 on-going projects. Marketing, no goals due yet; the Longwood grant will help Liberty in hiring a development manager and being able to focus on marketing and development goals.
		2. Sussex County – 2 meetings with committee members and looking at expanding into these areas; locations, programs, additional staff, and key contacts.
		3. Fundraising – hired a firm and are in the process of building a better Salesforce that will help solve some of the problems with the database and reporting.
		4. Program – deep dive for OBH and Fellowship is complete. There will be some operational improvements to help with financial stability with both programs.
			1. COMPASS is in the process of being reviewed then Care Navigation will follow.
		5. People Power (Internal Development) staff training needs survey has been completed; the board has received an updated elevator pitch and volunteers there is nothing due yet.
	2. Finance (Ann Gualtieri)
		1. Dashboard review
			1. Doing well – ahead of budget for the year.
			2. Development is doing well. Funds that came in last year had to be realized in 2023.
			3. The LOC balance is at $110,000 as of May 31st. The goal is to pay off by the end of the year.
			4. Running well under budget with our expenditures this year. We were conservative in our assumptions when putting the budget together.
	3. Development (Clint & Ginger) - over the next month the executive committee will meet to discuss what this committee will be doing and possibly adding a marketing and communications committee. Sussex and Kent County working groups. Once these are better defined, we will ask the board members to volunteer for the committees.
		1. 125th Anniversary Results
		2. Longwood Grant
	4. Board Engagement (Liz O’Neill)
		1. Committees
		2. Elevator Pitch
			1. Kelly Furman – request to add specific numbers to the elevator speech; also review the impact report (annual report) that provides financial data as well.
	5. New Business – annual meeting starts at 5:30 and will be at the JFS garden. We will have a board meeting at 5:00pm.
5. ***Motion to Adjourn at 7:56pm***
	1. *1st – Clint W.*
	2. *2nd – Ginger W.*