

MINUTES
NJHSA Board of Directors
Monday, November 5, 2018; 12 Noon – 4:00 pm
Arizona Biltmore, Phoenix, AZ

Present:

Board: Perry Ohren, Chair; Julie Chapnick, John Colborn, Claudia Finkel, Susan Friedman, Paula Goldstein, June Gutterman, Judy Halper, Michael Hopkins, Stephan Kline, Erik Lindauer, David Marcu, Jay Miller, Lori Moss, Leah Rosenbaum, Andrea Steinberg, Fred Stock.

Participating by phone: Robert Hyfler, Jim Kahn, Larry Reader, Ray Silverstein.

Staff: Lisa Loraine Smith, Reuben Rotman.

I. Welcome/Announcements

Perry Ohren welcomed board members. A motion was made by Leah Rosenbaum, seconded by Lori Moss and unanimously approved to accept the minutes of the meeting of July 29, 2018. Perry then welcomed Lisa Loraine Smith, who recently joined the NJHSA staff to assume the role of Chief Program Officer. Perry explained that Lisa Loraine has come to NJHSA having served most recently as the Executive Director of JFS Greenwich CT. In her position with NJHSA, Lisa Loraine will develop and direct all program offerings of NJHSA and will also develop and facilitate affinity groups.

Perry then asked for some quick feedback on the Executives' Conference. The strong consensus was that the quality of the program sessions was high, and the group continues to be most pleased with the venue. Perry thanked the members of the Executives' Conference planning committee and noted that the committee will convene for an evaluation meeting. He encouraged all who participated in the conference to complete and submit the conference evaluation form.

II. CEO's Report

Reuben Rotman distributed his CEO Report in writing and briefly reviewed the funding opportunities which are currently in process. He specifically noted the following:

- A. Legacy Heritage Fund: NJHSA will be administering grants totaling \$950,000 to 25 member agencies.
- B. Weinberg Foundation: Exploring the possibility of an operating grant in the range of \$30,000 to address Jewish poverty.
- C. Project Kavod: Most recently, the Jim Joseph Foundation, which previously had indicated interest in supporting a national replication for this JFS Seattle initiative, has now indicated that the scope is outside of their traditional funding efforts. NJHSA will revisit alternative funding options with JFS Seattle.
- D. Covenant Foundation: NJHSA will be meeting with the Foundation in December to explore potential funding opportunities. Covenant is especially interested in the synergy between human service agencies and Jewish education/continuity settings.
- E. Federation allocations: June Gutterman and Stephan Kline have agreed to work with Reuben to develop a strategy to approach Federations for allocation funding. This is especially important as the JFNA Alliance has now disbanded.

III. Financial Report & Proposed Operating Budget

David Marcu presented a brief overview of the financial statements for the period ending September 2018. He noted that the budget is currently projecting a year end surplus of \$34,294. He explained that dues revenue is an important driver for the budget and that dues invoices for the final quarter were recently sent to agencies who

have a remaining balance. He also noted that the sponsorship revenue for the Executives' Conference resulted in sponsorships totaling \$5,500 (an increase of \$500 over the budgeted amount).

In reviewing the proposed operating budget for FY 2019, David explained that the budget continues to be presented with no changes in grant or dues revenue, despite efforts to bring in new funding and new member agencies. He explained that the committee preferred to develop a conservative budget. He also noted that Federation funding is projected to be renewed at the same level and contributions are expected to be renewed at the same level. He noted that revenue for the annual conference and other program offerings are based on 2018 experience.

On the expense side, David explained that the budget maintains the current staffing and includes a 3% salary increase and bonus agreement for the CEO. The budget also includes the current match level of 3%, and half for any employee matches above 3% for the 403B for line staff and the 10% match for the CEO. David also explained that the consultant line has been reduced in half to reflect less of a reliance on consultants.

In the discussion that followed, it was noted that the annual conference is not projected as a revenue producer for NJHSA. The board agreed that the conference requires oversight from the full board, not only the conference committee and participation from the board will help to generate sponsorship revenue, as well as registration income. It was agreed that the Executive Committee should also monitor the annual conference and that ultimately, over time, the conference should be structured to produce revenue for NJHSA.

Following discussion, a motion was to accept the proposed operating budget for 2019 was made by Stephan Kline, seconded by John Colborn and unanimously approved.

IV. Committee Reports, Discussion & Action Items

- A. Advocacy: Stephan Kline reported on behalf of Aviva Sufian. He explained that in the coming weeks the committee will be directing the development of the NJHSA 2019 Public Policy Priorities. He explained that a comparable version will also be developed to incorporate Canadian priorities.
- B. Audit: Larry Reader explained that a joint meeting of the Audit and Budget and Finance Committees will be held on November 9, 2018 to review the draft audited statements for AJFCA for the period of January through April 2017 and for NJHSA for the period of May through December 2017. In the discussion that followed, the Board agreed to convene a Special Meeting of the Board to review the audited statements and to receive an update on the preparation of the IRS 990 form. It was agreed that this Special Meeting would be held on November 12, 2018 at 11:30 am EST to be in compliance with the IRS 990 reporting deadline of November 15, 2018.
- C. Governance: Erik Lindauer distributed draft updates to the By-Laws, which reflect current operating practices and encouraged the Board to review the drafts prior to its January meeting. Erik also distributed an updated Certificate of Incorporation which has now been updated to reflect the merger between AJFCA and IAJSV. Additionally, Erik disseminated the table of contents from a UJA Federation of New York guide for Good Governance. It was agreed that the link for this resource should be disseminated throughout the Network, with appreciation to UJA Federation. Lastly, Erik noted that the Governance Committee will be developing a Board Manual, to support Board education efforts. The manual will include Charters for each committee and related governance documents.
- D. Human Resources: Leah Rosenbaum distributed the recently completed Executive Summary of the 2018 NJHSA Compensation Survey. She explained that a webinar will be held to share the key findings of the Survey. She also explained that the Executive Summary will be disseminated to the entire Network, while the full report will be sent to those who completed the Survey.
- E. Nominating: Paula Goldstein reported that the Nominating Committee has been convened to begin the board nominations process for 2019. She explained that the call for prospective candidates for the Board will be circulated following this meeting and that the priority at this point is to identify

candidates who bring an expertise in non-profit financial management and to also identify candidates who are engaged as philanthropists supporting the Jewish human service sector.

- F. Membership: Judy Halper reported that the Membership Committee has developed two new categories of membership for approval by the Board. The first, a category for National Jewish Human Service Agencies (comparable to HIAS), bases dues according to personnel costs and then applies a discount of 60%. The second, for Israeli agencies and agencies from other countries (aside from Canada), bases dues according to personnel costs and then applies a discount of 70%. A motion was made by Leah Rosenbaum, seconded by Susan Friedman and then approved with one abstention, to accept both new membership categories. Judy also reported that the social service departments of both JCC Manhattan and of Kings Bay Y in Brooklyn, New York, have recently joined the Network. She also noted that JFS Milwaukee reestablished its membership which had lapsed. Lastly, Judy reported that the committee is developing criteria for memberships for individuals, including retirees and students.
- G. Services: Lori Moss explained that the Services Committee has developed a detailed process for considering affiliations with vendors. She also explained that the Committee has developed a Disclaimer Statement, which protects the Network from any liability when vendors are connected to Member agencies via Network affiliation agreements. Lori also reported that the Committee recently approved an updated agreement with C&A Benefits Group, to expand offerings to now include HR and payroll services. She also reported that an agreement was also established with ProEdTech, which is the parent corporation for CD Publications. A discount of 30% is now available for all CD Publications and webinars for NJHSA member agencies.
- H. Small Agency Taskforce: Lori Moss reported that a Small Agency Taskforce has been convened to develop increased efforts to support the needs of small agencies. As a beginning effort, the Taskforce has determined an interest in having the Network sponsor a monthly Zoom forum for Small Agencies. Each forum will have a specific focus and will be facilitated by a representative of a Small Agency. Lisa Loraine Smith will provide the staffing for this new effort.
- I. Annual Conference: Michael Hopkins and Susan Friedman reported that the RFP for the Conference will be disseminated shortly and that “asks” are pending with potential plenary speakers. Michael and Susan also stressed the need for the Board to help with the identification of potential sponsors.
- J. Lay Leadership: Jim Kahn reported that the Lay Leadership Committee will be sponsoring two webinars (in December and in February). The webinars address the topics of fund development and the role of Board members in serving as ambassadors to support and strengthen the agency. Jim encouraged the CEO’s on the Board to help to spread the word about these webinars.

V. Board Discussion: Strategic Planning

Perry Ohren and Reuben Rotman then engaged the Board in an interactive discussion to develop themes and content to help to develop the Mission, Vision and Values statements for NJHSA. It was agreed that Perry and Reuben would work together to incorporate the feedback from the Board into draft statements which will then be shared with the Strategic Planning Committee and ultimately with the Board for approval.

VI. Good & Welfare/Adjournment

Perry thanked the Board for their thoughtful input and for their participation during the Executives’ Conference. He reminded the Board that its next meeting is scheduled for Sunday, January 27, 2019 from 9am to 4pm and will be held at the Residence Inn -Miami Beach in Surfside, Florida. The meeting was then adjourned at 4:00 pm.

Respectfully submitted,
Judy Halper, NJHSA Board Secretary