



COMMITTEE: BOARD OF DIRECTORS	MEETING MINUTES
DATE/TIME:	Monday, July 27, 2020; 11am – 1pm ET
LOCATION:	Zoom video conference
ATTENDEES:	Judy Halper, Chair; Julie Chapnick, Joan Grayson Cohen, John Colborn, Kim Coulter, Sandy Muskovitz Danto, Susan Friedman, Jordan Golin, Paula Goldstein, June Gutterman, Mark Hetfield, Michael Hopkins, Robert Hyfler, Jim Kahn, Stephan Kline, Erik Lindauer, Jay Miller, Lori Moss, Perry Ohren, Leonard Petlakh, Larry Reader, Leslie Reis, Kevin Rhein, Ray Silverstein, Andrea Steinberg, Aviva Sufian, Roselle Ungar. <u>Staff:</u> Reuben Rotman, Lisa Loraine Smith. <u>Guests:</u> Nimra Ahmed and John King from SAX LLP.
NOT PRESENT:	David Marcu
QUORUM/CALL TO ORDER:	The meeting was called to order at 11am ET. A quorum was present.
AGENDA:	<ol style="list-style-type: none">1) Consent Agenda Approval2) Welcome/Announcements3) CEO's Report4) Presentation of FY 2019 Audit5) Committee Reports/Action Items6) Executive Session/Adjournment
VOTES TAKEN / ELECTIONS/ACTIONS TAKEN/DECISIONS MADE	<ul style="list-style-type: none">○ A motion was made by Erik Lindauer, seconded by Larry Reader and unanimously approved the Consent Agenda, which included approval of the minutes of the meeting of May 4, 2020 and approval of the proposed agenda for the meeting (copies attached).○ A motion was made by Erik Lindauer, seconded by Kevin Rhein and unanimously approved the new affiliate membership categories for partner organizations, students and retirees/NJHSA board members in the form presented to the Board by the Membership Committee (copy attached).○ A motion was made by Jordan Golin, seconded by Perry Ohren and unanimously approved to accept the new mission statement for NJHSA, as proposed by the Strategic Planning Committee, as follows: “The Network of Jewish Human Service Agencies advances the Jewish human service sector through advocacy, best practices, innovation and partnerships.”○ A motion was made by Andrea Steinberg, seconded by Larry Reader and unanimously approved that the NJHSA 2021 annual conference, scheduled for April 18-21 in Minneapolis should transition from an in-person conference to a virtual conference and planning should begin toward that end.
KEY DEVELOPMENTS/DECISIONS REPORTED:	<p>Judy Halper reminded the Board the letters were sent to all board member to encourage their participation in the 2020 board campaign. She thanked Sandy and Jim Danto who have increased their gift with a match incentive to our Board to support an overall campaign increase of 20% over last year's campaign. Judy noted that she, John Colborn and Reuben Rotman will reach out to all board members to discuss their gifts and she encouraged all board members to consider NJHSA as one of their top three philanthropic priorities, when considering their gifts to NJHSA.</p> <p>The Board discussed and agreed to transition their winter and spring board meetings, from in person to virtual. It was agreed that the winter board meeting will be held virtually on February 1, 2021 and the spring board meeting will be held on April 19, 2021. Both meetings will be held from 11am-1pm ET.</p> <p>Reuben Rotman presented his CEO report and noted several grant applications that are pending or in process including a Federal application submitted to USDA to</p>

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support capacity building training for NJHSA affiliates that are workforce providers so they develop capacities to become SNAP employment and training providers. He noted that discussions are also underway with JFNA to support expansion of the Uniper program to other senior adult populations that have experienced trauma, with the Sephardic Home for the Aged Foundation, to also support expansion of the Uniper program and with the Legacy Heritage Fund to support innovations to respond to the challenges associated with food insecurity.

Reuben Rotman reported that the 2020 Executives' Networking Forum will be repurposed to provide a forum for member agency C-suite leadership to engage in scenario planning development. With funding support from JFNA, via a grant from the Mandel Foundation, a consultant will be made available to NJHSA who will provide programming for the full C-suite cohort and will also work with an invited group, representing the diversity of NJHSA membership. This group will be tasked with the development of the scenarios. These scenarios will then be available for member agency use, as well as for NJHSA itself.

Aviva Sufian reported that the Advocacy Committee continues to grow its membership, with new members asking to join. The committee has initiated a number of advocacy efforts to support agencies as they continue to navigate the dual public health and economic crises resulting from COVID-19. Issues of concern have included continued advocacy for Medicaid and SNAP, flexibility with telehealth reimbursement and senior nutrition programs and issuing statements in response to challenges to the US asylum program.

Andrea Steinberg reported that the Best Practices Committee has established a subcommittee to work on a pilot project at the request of the Weinberg Foundation. Ultimately, the Foundation has expressed its interest in funding NJHSA to develop a listing of best practice services administered by NJHSA members that support employment for persons with disabilities. The project is a collaboration with the Corporation for a Skilled Workforce and with Source America to gather information on programs administered outside of NJHSA.

Susan Friedman thanked the Board for their contributions to a survey on board education. She explained that with input from the Board, board education topics for this year will include the topics of board diversity, innovation and association management in response to COVID-19. It was agreed that these topics will be covered both within existing board meetings, as well as during separately scheduled times.

Reuben Rotman reported on the status of the operating budget on behalf of David Marcu who did not attend the meeting due to the recent passing of his mother. Reuben noted that the committee recently met to review statements for the period ending June 2020. He noted that the statements reflect an estimated year end surplus in the range of \$80,000. He explained that while most of the annual conference registration monies were refunded, registration funds totaling over \$37,000 were credited to the 2021 conference and \$18,970 was credited as a contribution for the 2020 budget year. Additionally, \$54,000 in sponsorship revenue was kept for 2020, while a small amount was credited for 2021. Reuben also noted that the committee spent time discussing budget planning needs for 2021. Some changes for the budget may include the decision to hold conferences via virtual platforms, which will have an impact on both revenue and expense, a revisiting of the office space in New Jersey and related administrative office expenses an exploration of investment management options for the NJHSA Investment Fund, which is currently managed by a third party vendor. He explained that the committee will be meeting more frequently to process these and other issues over the coming months in order to develop an appropriate budget for 2021.

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	<p>Joan Grayson Cohen reported that a new committee is being established to address Diversity, Equity and Inclusion. The committee will seek to provide guidance to members and to also support NJHSA itself in ensuring diversity in its offerings (through the selection of speakers, content, etc.) and vendors for partnership, etc. Joan then facilitated a brief discussion on the topic of the recent NJHSA webinar on board diversity asking the NJHSA board to consider its relevance for our own board.</p> <p>John Colborn reported on behalf of the International Taskforce. He noted recent collaborations with the European Council of Jewish Communities and with JDC Israel and explained that the Taskforce members agree that an international presence for NJHSA brings great value to its members. He explained that the Taskforce will be developing a series of recommendations to guide NJHSA with these relations.</p> <p>Jay Miller reported that the Lay Leadership Committee is looking for new members. He encouraged the agency staff that are serving on the board to consider lay representatives from their agencies. He explained that this Committee will seek to further develop NJHSA offerings to meet the needs of agency lay leadership.</p> <p>Paula Goldstein reported that the Membership Committee recently met to revisit its recommendations for affiliate membership categories. She then presented summaries for the following affiliate membership categories: Partner Organizations, Retirees/NJHSA Board Members and Students. Following discussion, the board unanimously approved the definitions for each category and agreed that efforts should move forward to engage affiliate members for each category.</p> <p>Judy Halper reported on behalf of the Strategic Planning Committee. She first explained that the Committee is proposing a revision to the current NJHSA mission statement to the following: The Network of Jewish Human Service Agencies advances the Jewish human service sector through advocacy, best practices, innovation and partnerships. Following discussion, the board unanimously approved this new statement. Judy also reported the Committee’s recommendation to transition the 2021 annual conference from an in-person gathering to a virtual conference. Following discussion, this recommendation was also unanimously approved. She noted that John Colborn and Sandra Braham are serving as co-chairs for the 2021 annual conference. They will now begin the process to recruit committee membership and begin the planning process. Additionally, the full Network membership will be informed of this decision.</p> <p>The Board then adjourned into Executive Session. The minutes of the Executive Session have been sent to the Board separately.</p>
DISCUSSION ITEMS OF INTEREST	<ul style="list-style-type: none"> ○ Nimra Ahmed and John King, representatives of SAX LLP, the auditing firm, presented the findings of the 2019 audit process. They noted that no material weaknesses or deficiencies in internal controls were found during the process and also thanked NJHSA for their efforts as the entire process was conducted virtually. They reported key findings and noted an increase in net assets of \$102,163. They also noted the swing in revenue between the years of 2018 and 2019 related exclusively to the grant from the Legacy Heritage Fund which was awarded in 2018 but expended in 2019. ○ Following the business portion of the meeting, the Board adjourned into Executive Session to conduct a performance evaluation discussion of Reuben Rotman’s performance in keeping with the terms of his employment contract. The minutes of that session are attached to these minutes as a separate document.
TASKS / ASSIGNMENTS / FOLLOW UP:	<ul style="list-style-type: none"> ● Following approval of the Board, NJHSA staff will update the mission statement on the NJHSA website and where else listed to reflect the newly adopted statement.

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	<ul style="list-style-type: none"> • The staff will also connect with the Minneapolis Marriot to request a date change from 2021 to a subsequent year given the Board’s decision to transition the 2021 annual conference to a virtual platform. • The staff will work with the Membership Committee to develop a plan to implement outreach to engage affiliate members, in accordance with the new affiliate membership categories or Partner Organizations, Students and/or Retirees/NJHSA Board Members.
NEXT MEETING DATE / AGENDA	Next meeting date: Monday, November 16, 2020 Time: 11:00am -1:00pm EST Location: Zoom video conference
MINUTES TAKEN BY:	Paula Goldstein, Board Secretary