

AGENDA
NJHSA Board of Directors
Monday, February 8, 2021; 11am ET

- I. Welcome/Meeting Focus/Consent Agenda Approval (11am ET)** Judy Halper
- a. Approval of proposed meeting agenda
 - b. Approval of minutes of November 16, 2020 meeting
 - c. Report on 2020 Board Campaign
 - d. D'var Torah
- Lori Moss

II. Board Education (11:15 am ET)

- Advocacy: Opportunities with the New US Administration Susan Friedman, Michael Hopkins
- a. Darcy Hirsh, NJHSA Washington Representative & Aviva Sufian, Chair, Advocacy Committee
 - b. Questions/Discussion

III. CEO's Report (11:45 am ET) Reuben Rotman

- IV. Committee Reports (12:00 pm ET)**
- a. 2021 Annual Conference
 - b. Budget and Finance
 - c. Diversity, Equity and Inclusion
 - d. Governance Committee
 - e. Nominating Sub-Committee

John Colborn
David Marcu
Joan Grayson Cohen
Erik Lindauer
Perry Ohren

V. Executive Session & Adjournment (12:50 pm ET) Judy Halper



COMMITTEE: BOARD OF DIRECTORS		MEETING MINUTES
DATE/TIME:	Monday, November 16, 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, Paula Goldstein, Jordan Golin, June Gutterman, Mark Hetfield, Michael Hopkins, Robert Hyfler, Jim Kahn, Stephan Kline, David Marcu, Jay Miller, Lori Moss, Perry Ohren, Larry Reader, Ray Silverstein, Andrea Steinberg, Aviva Sufian, Roselle Ungar. <u>Staff</u> : Reuben Rotman, Lisa Loraine Smith. <u>Guest</u> : Charlotte Haberaecker, CEO, Lutheran Services of America.	
NOT PRESENT:	Leonard Petlakh, Leslie Reis.	
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) Board Education3) CEO's Report4) Committee Actions for Approval<ul style="list-style-type: none">• Advocacy Committee• Canadian Agencies• Budget and Finance Committee• Governance Committee• International Taskforce: Final Recommendations5) Executive Session and Adjournment	
VOTES TAKEN / ELECTIONS/ACTIONS TAKEN/DECISIONS MADE	<ul style="list-style-type: none">○ A motion was made by Roselle Ungar, seconded by June Gutterman and unanimously approved to accept the consent agenda, which included approval of the meeting agenda and approval of the minutes of the meeting of July 27, 2020.○ A motion was made by Jordan Golin and seconded by Aviva Sufian and unanimously approved to accept the proposed operating budget for FY 2021.○ A motion was made by Lori Moss, seconded by Roselle Ungar and unanimously approved to accept the proposed US Public Policy Agenda for 2021.○ A motion was made by Paula Goldstein, seconded by Aviva Sufian and unanimously approved to accept the proposed Canadian Public Policy Agenda for 2021.○ A motion was made by Perry Ohren, seconded by Larry Reader and unanimously approved to accept the proposed revisions for the committee charters for the Membership Committee and for the 2021 Annual Conference Committee.○ A motion was made by Jay Miller, seconded by Kim Coulter and unanimously approved to accept the recommendations of the International Taskforce.	
KEY DEVELOPMENTS/DECISIONS REPORTED:	<p>Reuben Rotman presented his CEO report and noted that discussions are underway with several new funding sources including Crown Family Philanthropies in Illinois, May and Stanley Smith Charitable Trust in California and Sephardic Home Foundation for the Aged in New York.</p> <p>David Marcu presented the proposed operating budget for FY 2021. He noted that the budget has been developed and approved by the Budget and Finance Committee and was also approved by the Executive Committee. David noted that the budget reflects several changes resulting from the impact of COVID19, including a decision to downsize the Paramus, New Jersey office to a smaller office and transition two</p>	

DATE/TIME:

Monday, November 16, 2020; 11am-1pm ET

staff from that office to permanent work from home status. He also noted that the budget included funds to support the transition to an entirely paperless system for accounting services and ultimately to transition to a new outsourced accounting vendor from the Jewish Federation of Northern NJ, which is serving as the present vendor. Lastly, David noted that the Finance Committee is also serving as the Investment Committee and has begun a process of exploring alternative fund managers for the Network's reserve fund, currently estimated at \$150,000. David noted that he anticipated bringing a recommendation on this matter to the Board at its next meeting.

Reuben Rotman then reviewed highlights from the proposed operating budget and noted the following:

- Grant revenue reflects only confirmed grants to date.
- Dues revenue does not reflect any new agencies, and while less than 2020, this reduced figure factors in the potential of providing increased dues reductions in light of COVID impact. To date, 28 agencies have fully paid their 2021 dues, for a total of \$161,000.
- Annual conference revenue and expenses reflect those associated with the planned 2021 virtual conference (scheduled for April 19-22, 2021).
- The budget still includes revenue and expenses associated with a proposed Executives' conference scheduled for November in Arizona.
- Federation allocations are primarily projected to be flat.
- Personnel expenses include a monthly work from home stipend of \$75 per person per month for the four staff who are permanently working from home to support increased personal expenses associated with electricity, internet, etc. Personnel expenses also include a COLA increase of 2%.
- Rent for NJ office has been reduced to \$700 per month.

Aviva Sufian presented the proposed US Public Policy Agenda for 2021 and noted that the Agenda has been restructured as a Pandemic Response and Recovery Agenda stressing that the focus is on three primary areas of concern: Food Insecurity, Mental Health, Healthcare and Long Term Care and Workforce and Employment. Aviva explained that the content was the result of a survey reflecting a 30% response rate from Network member agencies. Aviva noted that diversity, equity, inclusion and racial justice is a theme throughout all three focused areas. Aviva also noted that this agenda will be shared with the new US administration and Congress and our focus is now on support of rolling back regulatory changes that have been damaging to agency clients. Lastly, Aviva noted that NJHSA has joined the National Alliance for Nutrition and Activity and is also applying for membership with the Mental Health Liaison Group.

Kim Coulter presented the proposed Canadian Public Policy Agenda for 2021 and noted that the process and format was similar to the US Agenda. Kim explained that the Canadian survey process resulted in four areas of focus: Food Insecurity, Capacity Building and Sustained Funding, Mental Health, Seniors and Employees and Workforce and Employment Services. Kim also shared that the Canadian agencies will be meeting in 2021 for a strategy session to begin to unpack the changing landscape of the pandemic and the opportunity to engage in more shared service delivery through virtual platforms. She also noted that the agencies are continuing their efforts to develop a national unemployment initiative via virtual service delivery.

Erik Lindauer presented proposed revisions to the Charters for the Membership Committee and the 2021 Annual Conference Committee. He noted that the changes to the Membership Committee reflect implementation of recommendations from the

COMMITTEE: BOARD OF DIRECTORS	MEETING MINUTES
DATE/TIME:	Monday, November 16, 2020; 11am-1pm ET
	<p>International Taskforce and the changes for the Conference Committee charter reflect the decision to hold the 2021 conference as a virtual conference.</p> <p>John Colborn presented the final recommendations of the International Taskforce. He reminded the Board that the Taskforce was established to think through the international status of the Network and to help further define the impact of that status, and the degree to which the Network is able to meaningfully engage and support Jewish human service agencies across the globe. He explained that the Taskforce recognizes the many challenges of culture, time zones, language and context and still agreed that there are tremendous benefits in including members beyond the US. Given the current structure of the Network, the Taskforce recommends that Canada and Israel should remain as the primary focus for the Network's international presence. He explained that organizations from other countries would be welcomed to join but would do so with the understanding that primary focus for engagement will remain with the US, Canada and Israel. The Taskforce also recommended continued partnership with the European Council for Jewish Communities (ECJC).</p>
DISCUSSION ITEMS OF INTEREST	<ul style="list-style-type: none"> o Susan Friedman and Michael Hopkins, Chairs of Board Education, welcomed Charlotte Haberaecker, CEO, Lutheran Services of America for a dialogue on the topic of administering a faith based national human service association during COVID. Charlotte presented an overview of LSA and its member agencies and stressed the opportunities to collaborate and to partner with NJHSA on a national level with advocacy, public policy and other efforts as we share common goals of strengthening the role of faith based human service agencies and the overall sector.
TASKS / ASSIGNMENTS / FOLLOW UP:	<ul style="list-style-type: none"> • It was agreed that the date for the April board meeting would be changed so as to not conflict with the schedule for the 2021 virtual annual conference, now scheduled for April 19-22, 2021.
NEXT MEETING DATE / AGENDA	<p>Next meeting date: Monday, February 1, 2021</p> <p>Time: 11:00 am ET</p> <p>Location: Zoom Video Conference</p>
MINUTES TAKEN BY:	Paula Goldstein, Board Secretary

CEO's Report for NJHSA Board Meeting of February 8, 2021
(This report covers the period of November 16, 2020 – February 8, 2021)

Personnel:

Jessica Foroutan recently joined the staff to assume the position of Executive Assistant. As part of this role, Jessica will provide administrative support for the Board and its committees. Prior to joining NJHSA, Jessica held positions with the JCC Association, American Technion Society and UJA Federation of NY.

Linda Blumberg will be joining the staff in March and will assume the position of Grants Manager, as a consultant, working roughly 20 hours per week and supporting the CEO with grant development, management, and reporting. Linda will also provide staffing support for the Grants and Opportunities Committee and will work with the CEO to coordinate NJHSA grantmaking efforts. Linda comes to NJHSA having held a number of increasingly responsible positions at the Jewish Federation of Metropolitan Detroit, most recently serving as its Senior Planning Advisor and previously as its Director of Planning and Agency Relations. Linda holds an MSW and a double Master's in History and Education.

Funding:

- The NJHSA Grants and Opportunities Committee has accepted the following agencies to join the NJHSA/Uniper grant collaborative (with funding from the JFNA Center on Aging and Trauma):
 - JFS Dallas
 - JCS South Florida, Miami
 - Alpert JFS, West Palm Beach working with Rales JFS, Boca Raton
 - Kramer Senior Services, West Palm Beach
 - JFCS Philadelphia.

These agencies will join the 7 agencies that started this effort during 2020. The target profile for this grant has been expanded to go beyond Holocaust Survivors and to include any older adult impacted by trauma.

- The Grants and Opportunities Committee also allocated grant to 17 member agencies totaling over \$860,000 from the Network's grant of \$1.5m from Legacy Heritage Fund. These grants will support capital needs improvements which will enhance capacity to address growing food insecurity related to COVID.
- A grant request seeking \$1.5M over two years has been submitted to the Weinberg Foundation to support the establishment of a national unemployment initiative, with the participation of 19 member agencies, to support Jewish community members who have been impacted by COVID related job loss. This request will also provide operating support for NJHSA and its Center for Innovation and Research. Additionally, a request has been submitted to Crown Family Philanthropies to support the unemployment initiative. The Legacy Heritage Fund has agreed to allocate \$560,000 of its current grant to NJHSA toward this project as well.

Membership:

- Footsteps, JARC, Florida and Cleveland Chesed Center were recently welcomed as new member agencies.
- The Membership Committee has begun to outline a process for onboarding new member agencies.

Program:

- The Annual Conference Workshops, Sponsors, Networking and Plenary Speakers Sub-Committees all held multiple meetings to develop the content and sponsorship opportunities for the 2021 virtual annual conference (scheduled as four half days from April 19-22). Additionally, registration has opened, and session content and plenary speaker topics will be announced shortly.
- The Grants and Opportunities Committee has launched an RFP for a Learning Cohort which will be facilitated by NTEN. This 6-month non-profit tech readiness training will support member agencies with efforts to development and implement a technology project within their agency. This program was fully funded with a grant to NTEN by the Weinberg Foundation, specifically to support NJHSA member agencies.
- NJHSA will be sponsoring a 6-week fee for service Learning Cohort with Orot to provide Jewish mindfulness training for NJHSA member agency staff. The program is being offered to staff at all levels working in an NJHSA member agency. CEU's will also be provided for social work staff.
- Supported JFNA development of four separate webinar sessions at the Jewish Disability Advocacy Month (JDAM).
- Supported Jewish Funders Network and its National Affinity Group on Jewish Poverty and JFNA in development of continued workshop offerings related to Jewish Poverty.

COVID-19 Response:

- NJHSA has developed and administered 166 webinars engaging 6,889 attendees since March 2020.

NOTE: NJHSA has received a PPP Loan in the amount of \$74,000. This is recorded as a liability. Statement reflects unaudited results reflecting a surplus of \$337,277.

OPERATING REVENUE:

- Weinberg Foundation Poverty Grant: Second installment of \$50,000 of a two-year to support Jewish Poverty initiative.
- Weinberg Foundation COVID 19 Grant: New grant of \$50,000 to support NJHSA's COVID-19 response. This grant was in the original budget.
- JFNA/ACL Grant: Supports implementation of Uniper Cares platform with 7 NJHSA member agencies to address social isolation of homebound US Holocaust Survivors. 8% of total grant of \$309,085 will support NJHSA administration.
- Dues: Over 86% of agencies took advantage of 5% discount incentive and paid their 2020 dues in full by the end of January 2020. At year end, dues collected exceeded budget by over \$5,000.
- Executives' Conference: Projection was revised to reflect cancellation of 2020 Executives' Conference. Additionally, no sponsorship contributions were secured.
- Annual Conference: Over \$54,000 in sponsorship revenue was retained despite the conference cancellation. Over 90% of paid registration monies were refunded. Additionally, \$37,365 was credited toward a future conference and \$18,970 was credited as a contribution.
- Regional/Themed Meetings: Two virtual fee for service offerings were held generating registration revenue of \$11,444.
- Federation Allocations: Allocations exceeded budget by over \$21,000. The Chicago Federation's allocation was doubled to \$25,000 to support COVID response.
- Contributions: Board campaign resulted in gifts exceeding \$70k which contributed toward a positive variance of over \$38,000.

OPERATING EXPENSES:

- Canadian Exchange Fees: Reflects exchange fee incurred in depositing remaining Canadian funds in US account. Canadian bank account was closed in January 2020 reflecting Board's approval in 2019.
- Staff Travel: Staff travel expenses totaled \$5,502 for January and February. No travel took place for the remainder of the year.
- Annual Conference: Paid deposits which were not refunded will be applied to 2022.
- Executive Conference: Paid deposit will be able to be applied to 2021.
- Speaker Expenses: Speaker fees supported virtual fee for service offerings.
- Special Projects: Grants payable to agencies reflects program expenses associated with implementing the JFNA Uniper Grant supporting Holocaust Survivors with 7 NJHSA member agencies.

January - December 2020

As of December, 2020

Network of Jewish Human Service Agencies

Budget

January - December 2020

	YTD			YE Projection
	Budget	Actual	Variance	
Operating Expenses				
<i>Supplies</i>				
Office Supplies	2,000	1,331	669	1,331
Copier Rental NJ	3,000	2,298	702	2,298
Total Supplies	5,000	3,629	1,371	3,629
<i>Insurance</i>				
Business Insurance	11,000	11,664	(664)	11,664
Total Insurance	11,000	11,664	(664)	11,664
<i>Other</i>				
Telephone	3,500	2,979	521	2,979
Misc.	3,000	1,195	1,805	1,195
Postage & Shipping	400	259	141	259
Total Other	6,900	4,432	2,468	4,432
<i>Occupancy</i>				
NJ Rent	25,200	25,200	0	25,200
Total Occupancy	25,200	25,200	0	25,200
<i>Conferences & Meetings</i>				
Staff Travel & Expenses	18,000	5,502	12,498	5,502
Conference Expenses	220,000	18,489	201,511	18,489
Executive Conference Expenses	30,000	2,500	27,500	2,500
Regional Training	2,000	0	2,000	0
Speaker Expenses	25,000	7,845	17,155	7,845
Meeting Expenses	2,000	4,260	(2,260)	4,260
Total Conference & Meetings	297,000	38,596	258,404	38,596
<i>Special Projects</i>				
Grants payable to agencies	267,350	250,000	17,350	250,000
Total Special Projects	267,350	250,000	17,350	250,000

Network of Jewish Human Service Agencies

Budget

January - December 2020

	YTD			YE Projection
	Budget	Actual	Variance	
<u>Operating Expenses</u>				
<i>Printing & Publications</i>				
Printing & Publicity	500	195	305	195
Website Development / Maintenance	3,000	3,390	(390)	3,390
Total Printing & Publications	3,500	3,585	(85)	3,585
<i>Dues & Subscriptions</i>				
Council of Accreditation	3,750	6,250	(2,500)	6,250
Subscriptions / Licensing	7,300	10,530	(3,230)	10,530
Memberships	4,400	5,146	(746)	5,146
Total Dues & Subscriptions	15,450	21,926	(6,476)	21,926
<i>Depreciation</i>				
Depreciation Expenses	12,500	9,189	3,311	9,189
Total Depreciation	12,500	9,189	3,311	9,189
Total Operating Expenses	1,564,964	1,202,474	362,490	1,202,474
Excess Revenues Over Expenditures	0	337,277		337,277

Network for Jewish Human Services Agency
Balance Sheet
As of 12/31/2020

	<u>December, 2020</u>	<u>December, 2019</u>
<u>Assets</u>		
Cash & Cash Equivalents		
Cash In Bank - PNC Operating	787,713.94	184,528.87
Cash In Bank - PNC Money Market	381,608.33	171,508.10
Cash in Bank - PNC Merchant Acct	39,558.59	34,832.32
Cash in Bank - Royal Bank of Canada	0.00	52,867.90
PayPal	4,776.51	44,315.12
Wealth Partners Investments	<u>199,015.90</u>	<u>148,036.55</u>
Total Cash & Cash Equivalents	1,412,673.27	636,088.86
Accounts Receivable		
Accounts Receivable - Other	12,964.49	24,371.18
Allowance for Doubtful Account	(200.00)	(23,527.50)
Dues Receivable	0.00	19,000.00
Prepaid Expenses	<u>23,343.15</u>	<u>12,895.67</u>
Total Accounts Receivable	36,107.64	32,739.35
Other Assets		
Security Deposits	<u>2,100.00</u>	<u>2,100.00</u>
Total Other Assets	2,100.00	2,100.00
Property & Equipment		
Furniture fixtures and equipment	43,602.84	41,710.31
Software - Website Developmt	72,458.00	72,458.00
Accumulated depreciation	<u>(109,270.13)</u>	<u>(100,080.89)</u>
Total Property & Equipment	<u>6,790.71</u>	<u>14,087.42</u>
Total Assets	<u>1,457,671.62</u>	<u>685,015.63</u>
<u>Liabilities</u>		
Accounts Payable		
Accounts Payable Control-Fund	0.00	1,513.32
Accrued Miscellaneous Payables	27,295.00	25,556.51
PPP Loan	74,400.00	0.00
Flexible Spending Acct - Health	<u>559.84</u>	<u>2,016.92</u>
Total Accounts Payable	102,254.84	29,086.75
Deferred Revenue		
Deferred Revenue	348,665.00	27,840.00
Prepaid Dues	<u>329,188.66</u>	<u>299,030.16</u>
Total Deferred Revenue	<u>677,853.66</u>	<u>326,870.16</u>
Total Liabilities	<u>780,108.50</u>	<u>355,956.91</u>
<u>Net Assets</u>		
Beginning Net Assets	340,285.42	238,123.40
Total Current YTD Net Income	<u>337,277.70</u>	<u>90,935.32</u>
Total Net Assets	<u>677,563.12</u>	<u>329,058.72</u>
Total Liabilities and Net Assets	<u>1,457,671.62</u>	<u>685,015.63</u>

Network for Jewish Human Services Agency
Statement of Revenues and Expenditures
From 1/1/2020 Through 12/31/2020

YTD Actual

Operating Revenue

Grant Revenue	
Grants Other Agencies	463,382.00
Total Grant Revenue	463,382.00
Dues Revenue	
Membership Dues	714,264.26
Canadian Agency Dues	56,452.00
Total Dues Revenue	770,716.26
Annual Conference	
Annual Conference	4,743.00
Sponsorship	54,500.00
Total Annual Conference	59,243.00
Regional Meetings/Learning Cohorts	
Regional Meetings/Learning Cohorts	11,444.00
Total Regional Meetings	11,444.00
Board & Committee	
Board & Committee	3,884.15
Total Board & Committee	3,884.15
Allocation Revenue	
Other Federation Allocations	92,896.00
Total Allocation Revenue	92,896.00
Other Income	
Combined Federal Campaign	219.90
Contributions	78,308.30
Income - Misc.	6,842.73
Unrealized Gain/Loss on Investments	49,609.81
Investment Income	3,205.17
Total Other Income	138,185.91
Total Operating Revenue	<u>1,539,751.32</u>

Operating Expenditures

Personnel Expenses	
Salaries	500,177.44
FICA Taxes	31,484.35
NJ Unemployment Taxes	4,209.42
PA Unemployment	866.85
MD Unemployment	24.74
Employee Insurance Benefits	29,495.34
Retirement	42,792.46
Payroll Processing Fees	3,916.24
Total Personnel Expenses	612,966.84

Network for Jewish Human Services Agency
Statement of Revenues and Expenditures
From 1/1/2020 Through 12/31/2020

Professional Fees	
Audit and Legal Expenses	27,575.00
Staff Recruitment	749.88
Consultation Expenses	60,767.73
Contractual Accounting Fees	45,000.00
MIS Fees	23,886.00
Staff Development	885.00
Washington Office	<u>40,000.00</u>
Total Professional Fees	198,863.61
Bank Fees and Interest	
Foreign Exchange Fees	12,976.45
Bank Fees	<u>9,442.95</u>
Total Bank Fees and Interest	22,419.40
Supplies	
Office Supplies	1,247.87
Office Expense	83.46
Equipment Rental - Copier	<u>2,298.05</u>
Total Supplies	3,629.38
Business Insurance	
Business Insurance	<u>11,664.47</u>
Total Business Insurance	11,664.47
Other	
Telephone	2,979.22
Postage	258.67
Miscellaneous Expenses	<u>1,194.55</u>
Total Other	4,432.44
Occupancy	
Rent Expense	<u>25,200.00</u>
Total Occupancy	25,200.00
Conferences & Meetings	
Staff Travel & Expenses	5,502.24
Conference Expenses	18,489.37
Executive Conference Expenses	2,500.00
Meeting Expenses	4,259.83
Speakers	<u>7,845.00</u>
Total Conferences & Meetings	38,596.44
Special Projects	
Special Projects	<u>250,000.00</u>
Total Special Projects	250,000.00
Printing & Publications	
Printing & Publicity	195.40
Website Development/Maintenance	<u>3,390.00</u>
Total Printing & Publications	3,585.40
Dues & Subscriptions	
Council of Accreditation	6,250.00
Subscriptions and Dues	10,530.32
Memberships	<u>5,146.08</u>
Total Dues & Subscriptions	21,926.40
Depreciation	
Depreciation Expense	<u>9,189.24</u>
Total Depreciation	<u>9,189.24</u>
Total Operating Expenditures	<u>1,202,473.62</u>
Net Revenue Over Expenditures	<u>337,277.70</u>

NETWORK OF JEWISH HUMAN SERVICES AGENCIES, INC.

Grants and Opportunities Committee and Awards Sub-committee Charter

Authority

The Grants and Opportunities Committee (the "Committee") is a committee of the Board of Directors Network for Jewish Human Services Agencies, Inc. ("NJHSA") with authority to advise the CEO with respect to the identification of, and applications for, grant or similar opportunities and thereafter, to facilitate and oversee the impartial notification of, awarding and proper administration of Network sponsored or administered grants or other member agency opportunities. The Committee will work with the CEO and Network staff to help identify, review, apply for, negotiate, document, publicize, review applications for, and make recommendations regarding, awarding of discretionary grants and opportunities and regularly report to the full Board on its activities.

A standing Awards Sub-committee of the Committee is also established to (i) review criteria for annual awards established by the Network for presentation at its annual conference (or at such other times as may be specified at the time the award is established), (ii) review and evaluate submissions received in respect of such awards, and (iii) to determine the award winners each year.

Membership

The Committee shall consist of not fewer than four, nor more than seven, members of the Board appointed to the Committee by the Board Chair in consultation with the CEO. The Board Chair, in consultation with the CEO, may also appoint individuals who are not members of the Board to serve on the Committee or any sub-committee thereof. Any sub-committee shall consist of not fewer than five, nor more than eleven members, at least two of whom shall be members of the Board. The Board Chair shall endeavor to appoint individuals with relevant experience in evaluating, awarding and administering not-for-profit grants and award programs.

To avoid any appearance of partiality or bias in the evaluation or awarding of grants and other opportunities (or, in the case of the Awards Sub-committee, Network awards), no individual that is (or has been within the preceding 24 months) a Chief Executive Officer, Executive Director, or other paid professional employed by any Member Agency or an officer or executive committee member of the Board of any Member Agency may be appointed to serve on this Committee or sub-committee. In addition, no paid employee of the NJHSA other than the CEO may serve on the Committee or the sub-committee.

In appointing members of this Committee, the CEO and Board Chair shall at all times exercise special care to select individuals that, in the view of the Network's Members, can serve in a disinterested and impartial fashion when recommending grants, awards, and other benefits to, or recognition of, individual member organizations (and those affiliated with them). When

appointing members of the Awards sub-committee, the CEO and Board chair shall endeavor (but shall not be obligated) to appoint one or more former Chief Executive Officers or Executive Directors of Member Agencies whose employment affiliations in such capacity ended at least 24 months prior to their appointment. All members of the Committee, including those serving on any sub-committee thereof, shall act in strict conformity to NJHSA's conflict of interest policy.

Committee and sub-committee members are appointed to one-year terms (eligible for annual reappointment at the Board Chair's discretion) and serve at the pleasure of the Board. The Board Chair shall appoint a member of the Committee and of any sub-committee as Chair of the Committee or sub-committee, as the case may be.

Operations

The Committee and any sub-committee shall each meet with such frequency as it may determine to be necessary to carry out its responsibilities.

One third of the members of the Committee or sub-committee, as the case may be, but in no event fewer than three members, shall constitute a quorum thereof. Committee and sub-committee approvals will require a vote of a majority of members present at a meeting at which a quorum is present.

The Committee and any sub-committee may invite any director, officer, employee, outside advisor or other individual who is not a member (including individuals that may have associations or affiliations with one or more Member Agencies or other circumstances that make them ineligible for Committee or sub-committee membership) to attend meetings or meet with its members about Committee and sub-committee affairs, but such persons will not have voting power and will not be held out as Committee or sub-committee members, as the case may be. The Committee, in consultation with the Board Chair and CEO, may also from time to time organize additional sub-committees to advise it with respect to specific grants or opportunities, special awards, or for any other relevant Committee purpose.

Duties and Responsibilities

The Network Board has determined that the evaluation and possible awards of grants, opportunities, or other benefits to individual member organizations (as opposed to benefits and opportunities made available or granted to all members simultaneously), and selections for receipt of Network awards or similar recognition, should at all times occur through a process that is impartial, transparent to the Board and membership in its functioning, and that brings input from individuals with experience in soliciting, evaluating and awarding grants, awards, and other benefits. In addition, it is critical that the activities of the Committee be guided generally by the principle that no Member Agency should at any time be advantaged or disadvantaged by the presence of a staff or board member on the Network's Board or committee thereof.

The following shall be the principal duties and responsibilities of the Committee and the Awards Sub-committee:

- Provide an independent review of, and recommendations to the CEO or his designees of, grant and other member opportunities, including where so requested, recommendation of specific grant amounts, and any specific terms and conditions that should accompany any such award.
- Review categories of awards established or to be established by the Network for acknowledging the activities and accomplishments of its members, the criteria for making such awards, reviewing submissions received in respect thereof, and determining award winners.
- Assist the CEO, staff and membership in identifying new potential opportunities to obtain funding for Network sponsored grants, and to obtain other beneficial opportunities for Agency Members.
- Provide types of technical or other assistance that the Network may provide to its members on the subject of soliciting and applying for grants and opportunities (both from the Network and independently from third party funders), with a view to maximizing opportunities for Member Agencies to obtain grant funding and access to other beneficial opportunities.
- Consider the terms and conditions proposed by funder/facilitators for any proposed Network sponsored grants or other benefits, and to weigh any such requirements both against the mission and priorities of the Network and any potential legal, commercial or reputation risks of any proposed arrangement that may be identified by counsel, staff or other advisors (e.g., whether the source of grant funding, or the means by which the funder or opportunity facilitator expects it to be awarded, are fully consistent with the Network's high standards for fairness, honest dealings, respect for individuals, etc.)
- With respect to each grant, award, or other opportunity to be offered by NJHSA, work with the CEO to establish and oversee clear and fair standards for evaluating applications to obtain such grant, award, or other opportunity and by which the grant, award, or opportunity will be made. The Committee shall maintain accurate books and records with respect to its consideration, awards and administration of all grants, awards, and other opportunities. .
- Work with the CEO and NJSHA staff to recommended priorities for identification of future funders, specifying where specific Member Agency needs, or unique funding windows/opportunities merit immediate committee and staff attention.

- Review and provide feedback to NJHSA staff regarding the form and content of all materials (both tangible and electronic) by which grants, awards, and similar opportunities are publicized, evaluated, and documented.
- Report to the Board at each regular Board meeting on the status of all pending or anticipated grants, awards, or other opportunities, with particular focus on (i) new or planned offerings, (ii) the amount and nature of interest expressed by Member Agencies, (iii) the general status of the application and evaluation process for each identified grant, award, or opportunity, and (iv) any identified problems or issues with any program or award identified by or to anyone on the Committee and the strategy employed by NJHSA to resolve the same.
- Solicit feedback and suggestions from Member Agencies regarding their needs and priorities for specific types of Network sponsored grants, and on any changes or addition to its Member awards programs.
- Where any unusual problem or dispute arises with respect to an existing or planned Network sponsored grant program, work with the CEO and Board Chair to refer discussion thereof to the full Board.

Meetings of the Committee

The Committee and each sub-committee thereof shall meet at such times as it deems necessary or as otherwise directed by the Committee or sub-committee Chair, as the case may be, the Board Chair or the Board. Participation in meetings of the Committee or any sub-committee may be telephonic, electronic or through similar means. Any action required or permitted to be taken at a meeting of the Committee or sub-committee may be taken without a meeting if a consent in writing or electronically to the adoption of a resolution authorizing the action is signed or authorized, as the case may be, by every member entitled to vote thereon. Any such action shall be taken in accordance with the requirements of Article XIII, Section 2 of the NJHSA By-laws.

A Committee or sub-committee member, as the case may be, with assistance of staff if available, shall have responsibility for maintaining a complete and accurate record of the Committee's or sub-committee's proceedings and actions in such detail (and subject to such confidentiality limitations as may in any specific circumstances be appropriate) to assure awards are considered, made and administered transparently, fairly and impartially. The Committee shall regularly report its activities (including those of its sub-committees) to the full Board in accordance with the Board's policy for doing so from time to time.

Adoption of Charter

The Board of Directors adopted this Charter on February , 2021.



**Report of the Nominating Sub-Committee
February 8, 2021
Proposed Slate for 2021/2022**

The following members of the Board of Directors of the Network of Jewish Human Service Agencies, whose terms are slated to end in May 2021, are being recommended for a new three-year term, ending May 2024:

Jordan Golin, CEO, JFCS Pittsburgh, PA
Michael Hopkins, CEO, JFS San Diego, CA
Lori Moss, Director, JFS Indianapolis, IN
Andrea Steinberg, CEO, JFS of Atlantic & Cape May Counties, NJ

The following individuals are being nominated for new membership on the Board of Directors with a three-year term, ending May 2024:

<u>NAME:</u>	<u>AFFILIATION:</u>
Linda Burger	CEO, JFS Houston, TX
Amy Sales, PhD	Associate Director/Senior Research Scientist Emeritus Cohen Center for Modern Jewish Studies, Brandeis University Waltham, MA

The following members of the Board of Directors of the Network of Jewish Human Service Agencies, are continuing in positions as Officers for their second year, of two-year terms, ending May 2022:

Chair:	Judy Halper, CEO, JFCS Minneapolis, MN
Vice Chair:	John Colborn, COO, JEVS Human Services, Philadelphia, PA
Vice Chair:	Erik Lindauer, Of Counsel, Sullivan and Cromwell, New York City, NY
Treasurer:	David Marcu, CEO, Israel Elwyn, Jerusalem, Israel
Secretary:	Paula Goldstein, CEO, JFCS of Greater Philadelphia, Philadelphia, PA
Immediate Past Chair:	Perry Ohren, CEO, JFS Detroit, MI

The Board of Directors expresses its grateful appreciation to the following members who are resigning from the Board: Larry Reader, Ray Silverstein, Aviva Sufian.

All other members of the Board of Directors not noted above are continuing to serve their respective terms.

Nominating Sub-Committee membership: Perry Ohren, Chair; Susan Friedman, Judy Halper, David Marcu, Leslie Reis.

Linda L. Burger's entire professional life has been devoted to leading and shaping a robust resume of work in the Houston Jewish community, most recently in creating significant social service programs as CEO of Jewish Family Service of Houston. Since becoming CEO in 2005, Linda and her team have instituted game-changing initiatives that have transformed and expanded the agency's ability to respond to basic needs and community emergencies and focus on erasing stigmas associated with disability and mental health issues. Linda's inspiring leadership on inclusion of and advocacy for people with disabilities and the prevention of suicide and substance misuse has received national recognition. In addition, her leadership work related to seniors, employment and Behavioral and Mental Health Services have made JFS a premiere agency in the region. This includes an emphasis on being a teaching institution for the helping professions.

Prior to her current position, she served in senior management at the Jewish Federation of Greater Houston for 17 years and then as Executive Director of the Houston Chapter of the American Jewish Committee. Linda received her undergraduate and Master of Science in Social Work degrees from the University of Texas in Austin.

The deep expertise and contacts Linda gained along her professional journey aligned in life-changing ways when reoccurring floods devastated the Houston community. Jumping into immediate action, and despite the fact that she and many on her team were personally affected, Linda and the JFS Disaster Services Response Team wasted no time. They showed up with outstretched hands, offering everything from immediate basic needs to long-term recovery services. As a result, the agency was recognized by both the United Way and the Jewish community as a leader in helping those impacted by flooding in southwest Houston. This, in turn, gave donors and funds the confidence to commit over \$10 million in aid and disaster case management resources to JFS in the first few months following Harvey.

During the COVID-19 pandemic, Linda has led the agency team to continue to provide professional and compassionate assistance without an interruption of service, even as the agency transitioned to video therapy.

Linda's impact in the human service arena is felt both local and nationally. In Houston, she serves on the City of Houston Redevelopment and Drainage Task Force, the Cultivating Families Advisory Board and is past chair of the Network of Behavioral Health Providers. She also serves as Treasurer on the national board of RespectAbility and is an advisor for the Center for Future Planning Advisory Council of the National ARC.

Linda is a recipient of four prestigious Houston community awards: The Hans Mayer Award for Communal Service, Joan Alexander Chesed Award, the National Council of Jewish Women's Women of Influence Award and the Houston Business Journal Honoree for Most Admired CEO.

Linda is known as a visionary leader, whose exceptional personal characteristics have endeared her to her staff, her agency leadership and the leadership of Houston's finest helping agencies.

Bio

Amy L. Sales, Ph.D.

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Dr. Amy L. Sales recently retired from Brandeis University where she was associate director and senior research scientist at the Cohen Center for Modern Jewish Studies. A social psychologist, her research concerns Jewish institutions and their role in creating Jewish life and community. In her 25 plus years at Brandeis, she led major studies on an array of Jewish institutions including, among others, JCCs, synagogues, schools, summer camps, campus organizations, retreat centers, women's organizations, family foundations, leadership development programs, and others. These studies focused on current issues in the Jewish community: how to raise the level of teen engagement, how to make synagogues more welcoming, how to make Jewish overnight camps more Jewish, how creative leadership changes legacy organizations, how to grow Jewish retreating.

In addition to her research, she was on the faculty of the Hornstein Program for Jewish Professional Leadership where she taught courses on Jewish identity and community and led student trips to Israel, Latin America, and Eastern Europe to help students gain insight into global Judaism. She also organized leadership seminars for professionals and lay leaders in the Jewish community. Along with her colleague David Mersky, she created and led Development at the Core, a nine-month program designed to help Jewish organizations and agencies improve their annual fundraising. She continues to consult to many Jewish synagogues and organizations on assessment and planning.

She is the co-author of *How Goodly Are Thy Tents: Summer Camps as Jewish Socializing Experiences*, the co-editor of *Church and Synagogue Affiliation: Theory, Research and Practice*, and the author of numerous articles and reports related to the American Jewish community. Prior to the pandemic, she was a frequently invited speaker, most recently on the topic of innovating organizations in the Jewish community.

Dr. Sales spends half of the year in Boston and half in the Berkshires, where she is on the Vaad of The Berkshire Minyan and on the board of her cottage association in Stockbridge.