



# FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

FSS BOARD OF DIRECTORS MEETING

THURSDAY, AUGUST 27, 2020

4:00PM-6:00PM

303 HEGENBERGER ROAD, SUITE 400, OAKLAND, CA 94621

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## MEETING AGENDA

4:00-4:15pm

### WELCOME

*David Coultas, President*

- Announcements
- Review and Approval of the June 2020 meeting minutes (Action)

4:15-5:00pm

### FINANCIAL REPORT

*Janette Drew, Treasurer*

Review and Approval of June 2020 and FYTD Financial Statements (Action)

- Review and Approve the revised FY20-21 Budget

5:00-5:15pm

### FUND DEVELOPMENT

*Jeff Gary, Committee Chair*

- Report and Discussion

5:15-6:00pm

### CEO/COO REPORTS

*Cheryl Smith, CEO*

*Elizabeth Adeyi, COO*

- Reports and Discussion

6:00pm

### ADJOURNMENT

FSS August Board of Directors Meeting - Thursday, 8/27, 4pm

<https://zoom.us/j/99924750119?pwd=NVI4ZFdTbitXWHFGUXdTWFdJeDJ2UT09>

Meeting ID: 999 2475 0119

Passcode: 426381

***Board of Directors Meeting Minutes via StarLeaf Video Conferencing***

*Thursday, June 25, 2020*

4:00PM-5:15PM

*303 Hegenberger Road, Suite 400, Oakland, CA 94621*

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**Board members present:** Brooke Hauch, Jane Henderson, Jeff Gary, Lois Boyd, Kirk Dobbins, Jason Foster, John Robbins, Janette Drew and Shay Rogers

**Board members absent:** Karen Wilson, Tamara Morgan and David Coultas

**Staff present:** Cheryl Smith, Elizabeth Adeyi, Haley Hester and Kelly Cousins

**WELCOME AND ANNOUNCEMENTS**

*Jane Henderson, Board Vice- President*

The meeting came to order at 4:06pm. A quorum was met with eight Board Members in attendance. Jane Henderson, Board Vice President, chaired the meeting in Board President David Coultas' absence.

**ANNOUNCEMENTS**

There were no announcements.

**REVIEW AND APPROVAL OF THE MAY 2020 MEETING MINUTES**

There were no comments or changes to the May 2020 Board meeting minutes

*Action: A motion was made and seconded to approve the May 2020 meeting minutes. The motion was passed unanimously.*

**FUND DEVELOPMENT REPORT**

*Jeff Gary, Committee Chair*

**COVID- 19 Resource Fund-** Since its launch in May, the COVID-19 Resource Fund has raised over \$20k. To date, the Agency has used some of the funds to purchase 20 computers for the youth in the Kinship Summer Youth Program and grocery store gift cards for 70 families. The Agency plans to continue to strategize on the best way to utilize the remaining funds.

**Backpack Drive-** Kelly shared that donors have already reached out about their interest in participating in this year's Backpack Drive. The Agency's goal is to obtain 150 backpacks and school supplies for families in our Oakland and San Francisco programs.

**Future Agency Fundraiser-** Given the current climate, the Agency will not host an in-person fundraiser this year. The Fund Development Committee has now turned its focus towards event planning for the following year. At their last meeting, the Committee discussed the option of hosting a virtual fundraiser in 2021. Kirk shared that another Board that he serves on recently held a successful virtual Gala - he graciously agreed to connect the Agency with that Board's Development Director.

**Agency Credit at Scott's Seafood Bar and Grill -** The Agency still has an outstanding credit of \$7k with Scott's Seafood Bar and Grill which expires in June 2021. Cheryl proposed that the Board allow the Agency to use the credit towards another Staff Appreciation event. The Board agreed with Cheryl's proposal.

**Upcoming Development Associate Vacancy-** Kelly Cousins, Development Associate, announced to the Board that she has resigned from her position; her last day with the Agency is July 30, 2020. Following Kelly's departure, Haley and Cheryl will be managing any further request to use the remaining COVID-19 Resource funds. Kelly expressed her gratitude and sentiments from her two years with the Agency. Cheryl and the Board also expressed their gratitude of her hard work during her time with the Agency.

## **FINANCIAL REPORTS**

*Janette Drew, Board Treasurer*

### **Review and approval of the April 2020 Financial Statements-**

The balance sheet, as of April 30, 2020, reflected a payment of \$228k from Alameda County which is helpful to the Agency during this time. There were no significant changes to note between the March and April Revenue and Expense or Profit and Loss statements.

For the month of April, the Agency reported an operating deficit of \$13k. However, fiscal year to date, the Agency reported a surplus of \$7k. The Agency's fundraising activities are in good standing, considering the effects of COVID-19 on grant making and individual contributions. As for to foundation grants, the Agency has received \$215k for the current fiscal year.

The budget forecast for the remainder of the fiscal year assumes that the Agency will close fiscal year 19/20 with an adjusted deficit of \$13k. The Agency's investment portfolio continues to report slight fluctuation month to month, resulting from the current pandemic. At this time Finance Committee has not recommended any changes be made to the portfolio.

Regarding the recently approved fiscal year 20/21 budget, the Finance Committee may have to present an adjusted budget due to the effects of COVID-19 on the Agency's contract. When asked about the Agency's Payroll Protection Program loan, Cheryl shared that the Agency has three months to submit its application for forgiveness of the loan, following receipt of the funds.

*Action: A motion was made and seconded to approve the April 2020 Financial Statements. The motion was passed unanimously.*

## **CEO/COO REPORTS**

*Cheryl Smith, CEO*

*Elizabeth Adeyi, COO*

### **CEO Report:**

**Administration-** the State of California recently issued an announcement requiring Agencies to resume home visits. In alignment with the announcement, the Agency created a new *Home Visit Protocol* policy for all social workers to review, prior to resuming visits. In regards to vacancies, the Agency has carefully and thoughtfully resumed its hiring efforts after it enacted a hiring freeze from March to April.

**Foundation Grants-** due to their support of COVID-19 efforts, many foundations have stated that they may not award new grants for the upcoming fiscal year.

**Special Projects-** the Client Demographic work continues. Cheryl and Haley will present a more thorough update on the project in August.

**County and other Partners-** the agency was notified by Contra Costa County that our East Bay Respite program funding would be cut by 20%; we responded, requesting to negotiate a 15% cut. San Francisco County has also stated that they will be cutting 10% from their budget across the board which will likely have an impact on our San Francisco programs. All of the senior managers are aware of the impending budget cuts.

**COO Report:**

**East Bay Respite-** the program's Regional Center of the East bay contract has exceeded their targeted hours for April. However, the program's other contracts have not performed as well. Caregivers continue to be apprehensive about allowing respite providers in their homes. The Respite Coordinators continue to encourage caregivers to utilize the program and share updated health guidelines with the families. The Respite Care Providers that have signed the safety agreement are enthusiastic about returning to work.

**East Bay Family Preservation & Growing up Strong (GUS)-** East Bay Family Preservation's Family Reclaim contract will meet its performance goals for the fiscal year, but the CAPIT contract, a community referral-based program, will not. Elizabeth has been in communication with the program's contract manager regarding the predicted shortfall. The program will have a new social worker start on July 6, 2020 with another viable candidate in the interview process. The Growing up Strong program is hiring for a full-time therapist, and will soon have a vacancy for the part-time therapist position as well.

**Kinship Program-** the Kinship Summer Program is in full swing at Taylor Memorial church. The program is hosting an in-person summer day- camp, with two separate groups of 12 youth and teenagers. Both the caregivers and participants have expressed their excitement about the summer program.

**San Francisco Respite-** the program is continuing to work on the logistics of its *Virtual Childcare* program, due to launch in the coming months. There was a discussion amongst the Board about the name of the program, and a recommendation was made for the program director to change the name from *Virtual Childcare* to something better suited for the new program.

**COMMUNITY CARE LICENSING (CCL) MATTER:**

There were no Community Care Licensing matters to report.

**ADJOURNMENT**

The meeting was adjourned at 5:15pm

*Respectfully submitted,*

*Haley Hester,  
Executive Assistant*



# FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

REVIEW OF FINANCIAL STATEMENT – FY19-20 FINAL REPORT

JUNE 2020

## **Balance Sheet:** Satisfactory

- Cash & Accounts Receivable: payments received in Jul20
- Accrued vacation increased by \$20k
- Accrued 403(b) match \$15.8k added

## **Revenue and Expenses vs Budget:** Unsatisfactory

- Benefits: Unemployment benefits paid (\$15.4k)
- Other Fees: Annual agency license fee (\$1.6k)
- Occupancy Expenses:
  - a. Additional (deferred) rent (\$1.3k)
  - b. Unbudgeted common area maintenance (\$2.8k)
  - c. Carpet Cleaning SF & Oakland office (\$2.5k)
- Operating Expenses:
  - a. Fundraising chrome books purchase (\$6.5k), using covid19 fund.
  - b. Computers and supplies SF Respite/FPP (\$3k), charged to SF Respite/FPP
- Client Related Expenses:
  - a. Gift cards (\$2k), using covid19 fund
  - b. SF program supplies (\$7.2k), charged to SF Respite/FPP
- Realized/Unrealized gain on Investment \$0.7k / \$15.4k

## **Statement of Activities:** Satisfactory

- Received  
MTD contributions/grants \$0.5k / \$5k  
YTD contributions/grants \$87.9k / \$237.5k
- Released  
MTD grants (\$28.7k) - YTD grants (\$147.3k)

## **Revenue and Expenses by Function:** Unsatisfactory

- East Bay Respite:
  - a. Unbilled G&A CARI/FFH (\$2.7k); vacation allowance not allowed to charge (\$2.5k); max out expenses (\$2.6k)
  - b. RCEB (\$18.1k) including unemployment benefits paid (\$9.3k)
  - c. Heritage (\$2.7k)
- SF Respite: \$1.2k
- Growing Up Strong: \$3.9k
- SF Safe care: unbilled G&A (\$1.5k)
- Fund Development expenses (\$24k)
- \$4.8k received in dividends and interest



# FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

- \$8.5k share of investment income from 501c
- \$0.7k Realized gain
- \$15.4k Unrealized gain

## **Fundraising Results:** Satisfactory

- MTD contributions/grants \$0.5k / \$5k
- YTD contributions/grants \$87.9k / \$237.5k

**Family Support Services**  
**Revenue & Expenditures by Function**  
 Include Restricted Funds  
 For the month of Jun 2020

*in USD*

	East Bay Respite	S.F. Respite	Oakland FPP	Oakland M.H. Svs	S.F FPP/ SafeCare	Oakland Kinship	Oak. Kinship Youth	Fund Development	General & Administration	Total
<b>Revenue</b>										
Program Revenue										
Cost Based Revenues	53,050	105,991	14,842	0	55,023	26,588	41,259	0	0	296,754
FFS Revenues	88,703	583	934	21,670	0	0	0	0	0	111,890
<b>Total Program Revenue</b>	<b>141,753</b>	<b>106,574</b>	<b>15,775</b>	<b>21,670</b>	<b>55,023</b>	<b>26,588</b>	<b>41,259</b>	<b>0</b>	<b>0</b>	<b>408,644</b>
Contributions & Grants	0	0	4,668	0	0	7,895	3,526	(11,739)	1,160	5,510
In Kind Revenue (non-cash)	375	0	0	0	0	2,125	0	0	0	2,500
Investment Dividends & Interest	0	0	0	0	0	0	0	0	13,320	13,320
<b>Total Revenue</b>	<b>142,128</b>	<b>106,574</b>	<b>20,443</b>	<b>21,670</b>	<b>55,023</b>	<b>36,608</b>	<b>44,786</b>	<b>(11,739)</b>	<b>14,480</b>	<b>429,974</b>
<b>Expenses</b>										
Payroll-Related Expense										
Salaries	39,980	46,818	11,822	9,990	22,670	16,100	21,541	5,973	36,815	211,710
Wages - Hourly Providers	50,118	0	0	0	0	0	0	0	0	50,118
Taxes & Benefits	39,080	13,887	2,464	3,039	8,023	4,744	3,964	1,638	6,390	83,228
<b>Total Payroll-Related Expense</b>	<b>129,178</b>	<b>60,706</b>	<b>14,286</b>	<b>13,028</b>	<b>30,693</b>	<b>20,844</b>	<b>25,505</b>	<b>7,612</b>	<b>43,205</b>	<b>345,056</b>
Contracts										
Out of Home Providers	710	13,518	0	0	0	0	0	0	0	14,228
Consultants	1,115	1,415	67	61	414	1,457	195	2,645	12,304	19,673
<b>Total Contracts</b>	<b>1,825</b>	<b>14,933</b>	<b>67</b>	<b>61</b>	<b>414</b>	<b>1,457</b>	<b>195</b>	<b>2,645</b>	<b>12,304</b>	<b>33,901</b>
Other Direct Expense										
Bank & Investment Fees	1,601	0	0	0	0	0	0	22	1,100	2,722
Occupancy Expense	6,681	5,777	1,835	1,655	5,610	5,665	5,960	1,088	7,431	41,703
Operating Expense	1,667	5,878	1,181	271	4,417	974	1,817	6,755	2,726	25,685
Event Expense	0	0	0	0	0	0	0	0	0	0
Advertising	0	0	0	0	0	0	0	495	0	495
Business Insurance	413	302	111	74	680	253	986	49	1,126	3,993
Travel and Mileage	4,770	4	0	0	352	0	21	0	4	5,150
Client-Related Expense	194	2,377	0	0	6,237	43	3,139	2,000	0	13,989
Depreciation	401	272	110	99	466	340	791	65	411	2,955
Unallowed Depreciation	0	116	0	0	90	0	0	0	0	206
<b>Total Other Direct Expense</b>	<b>15,727</b>	<b>14,726</b>	<b>3,237</b>	<b>2,099</b>	<b>17,851</b>	<b>7,275</b>	<b>12,713</b>	<b>10,474</b>	<b>12,798</b>	<b>96,899</b>
Allocated Expense										
General & Admin.	24,342	14,972	2,854	2,520	7,894	4,906	6,372	3,439	(67,298)	0
<b>Total Allocated Expense</b>	<b>24,342</b>	<b>14,972</b>	<b>2,854</b>	<b>2,520</b>	<b>7,894</b>	<b>4,906</b>	<b>6,372</b>	<b>3,439</b>	<b>(67,298)</b>	<b>0</b>
In Kind Expense (non-cash)	375	0	0	0	0	2,125	0	0	0	2,500
<b>Total Expenses</b>	<b>171,447</b>	<b>105,336</b>	<b>20,443</b>	<b>17,707</b>	<b>56,851</b>	<b>36,608</b>	<b>44,786</b>	<b>24,169</b>	<b>1,008</b>	<b>478,356</b>
<b>Current Surplus (Deficit)</b>	<b>(29,319)</b>	<b>1,238</b>	<b>0</b>	<b>3,963</b>	<b>(1,828)</b>	<b>0</b>	<b>0</b>	<b>(35,908)</b>	<b>13,472</b>	<b>(48,382)</b>
Investment Realized/Unreal. Gains (Losses)									16,113	16,113
<b>Adjusted Current Surplus (Deficit)</b>	<b>(29,319)</b>	<b>1,238</b>	<b>0</b>	<b>3,963</b>	<b>(1,828)</b>	<b>0</b>	<b>0</b>	<b>(35,908)</b>	<b>29,585</b>	<b>(32,269)</b>

**Family Support Services**  
**Revenue & Expenditures by Function**  
 Include Restricted Funds  
 Year-To-Date Jun 2020

*in USD*

	East Bay Respite	SF Respite	Oakland FPP	Oakland MH Svs	SF FPP/ SafeCare	Oakland Kinship	Oakland Kinship Youth	Fund Development	General & Administration	Total
<b>Revenue</b>										
Program Revenue										
Cost Based Revenues	701,159	999,235	195,630	0	514,405	461,592	331,274	0	0	3,203,295
FFS Revenues	1,193,118	2,237	41,826	242,474	0	0	0	0	0	1,479,655
<b>Total Program Revenue</b>	<b>1,894,277</b>	<b>1,001,471</b>	<b>237,456</b>	<b>242,474</b>	<b>514,405</b>	<b>461,592</b>	<b>331,274</b>	<b>0</b>	<b>0</b>	<b>4,682,950</b>
Contributions & Grants	2,169	153	36,310	20	122	51,589	33,792	202,158	1,160	327,474
In Kind Revenue (non-cash)	4,500	0	0	0	0	25,500	0	0	0	30,000
Investment Dividends & Interest	0	0	0	0	0	0	0	0	47,281	47,281
<b>Total Revenue</b>	<b>1,900,946</b>	<b>1,001,624</b>	<b>273,767</b>	<b>242,494</b>	<b>514,527</b>	<b>538,681</b>	<b>365,067</b>	<b>202,158</b>	<b>48,441</b>	<b>5,087,705</b>
<b>Expenses</b>										
Payroll-Related Expense										
Salaries	499,549	469,012	157,852	133,912	261,595	262,368	128,431	64,068	395,284	2,372,072
Wages - Hourly Providers	633,848	0	0	0	0	1,697	7,484	0	0	643,029
Taxes & Benefits	285,466	128,835	35,749	35,002	57,441	63,152	32,543	13,440	86,944	738,574
<b>Total Payroll-Related Expense</b>	<b>1,418,863</b>	<b>597,848</b>	<b>193,601</b>	<b>168,914</b>	<b>319,036</b>	<b>327,218</b>	<b>168,458</b>	<b>77,509</b>	<b>482,228</b>	<b>3,753,675</b>
Contracts										
Out of Home Providers	6,939	131,471	0	0	0	0	0	0	0	138,410
Consultants	5,657	7,938	1,316	1,187	5,648	9,067	10,825	42,224	226,248	310,109
<b>Total Contracts</b>	<b>12,596</b>	<b>139,409</b>	<b>1,316</b>	<b>1,187</b>	<b>5,648</b>	<b>9,067</b>	<b>10,825</b>	<b>42,224</b>	<b>226,248</b>	<b>448,519</b>
Other Direct Expense										
Bank & Investment Fees	1,901	86	84	76	112	264	284	1,795	14,540	19,143
Occupancy Expense	77,618	62,658	20,330	18,333	60,813	62,862	71,312	12,053	78,429	464,407
Operating Expense	30,662	32,689	7,776	4,095	27,586	12,968	18,848	12,177	31,143	177,943
Event Expense	0	0	0	0	0	0	0	921	0	921
Advertising	0	0	0	0	0	0	0	11,115	0	11,115
Business Insurance	4,774	3,004	1,275	812	7,901	2,783	6,701	534	12,197	39,981
Travel and Mileage	66,675	966	1,767	2,098	1,130	1,893	325	66	542	75,460
Client-Related Expense	3,063	10,038	2,432	44	8,850	6,800	20,827	10,194	35	62,283
Depreciation	4,800	3,270	1,320	1,191	5,588	4,083	9,491	783	4,933	35,459
Unallowed Depreciation	0	1,389	0	0	1,081	0	0	0	0	2,470
<b>Total Other Direct Expense</b>	<b>189,492</b>	<b>114,100</b>	<b>34,984</b>	<b>26,648</b>	<b>113,061</b>	<b>91,654</b>	<b>127,788</b>	<b>49,636</b>	<b>141,820</b>	<b>889,182</b>
Allocated Expense										
General & Admin.	323,053	168,360	43,866	39,370	86,570	85,243	57,996	33,139	(837,597)	0
<b>Total Allocated Expense</b>	<b>323,053</b>	<b>168,360</b>	<b>43,866</b>	<b>39,370</b>	<b>86,570</b>	<b>85,243</b>	<b>57,996</b>	<b>33,139</b>	<b>(837,597)</b>	<b>0</b>
In Kind Expense (non-cash)	4,500	0	0	0	0	25,500	0	0	0	30,000
<b>Total Expenses</b>	<b>1,948,503</b>	<b>1,019,717</b>	<b>273,767</b>	<b>236,118</b>	<b>524,315</b>	<b>538,681</b>	<b>365,067</b>	<b>202,508</b>	<b>12,699</b>	<b>5,121,376</b>
<b>Current Surplus (Deficit)</b>	<b>(47,557)</b>	<b>(18,093)</b>	<b>0</b>	<b>6,376</b>	<b>(9,788)</b>	<b>0</b>	<b>0</b>	<b>(350)</b>	<b>35,742</b>	<b>(33,671)</b>
Investment Realized/Unreal. Gains									(33,200)	(33,200)
<b>Adjusted Current Surplus (Deficit)</b>	<b>(47,557)</b>	<b>(18,093)</b>	<b>0</b>	<b>6,376</b>	<b>(9,788)</b>	<b>0</b>	<b>0</b>	<b>(350)</b>	<b>2,542</b>	<b>(66,871)</b>

## Family Support Services Fundraising Results

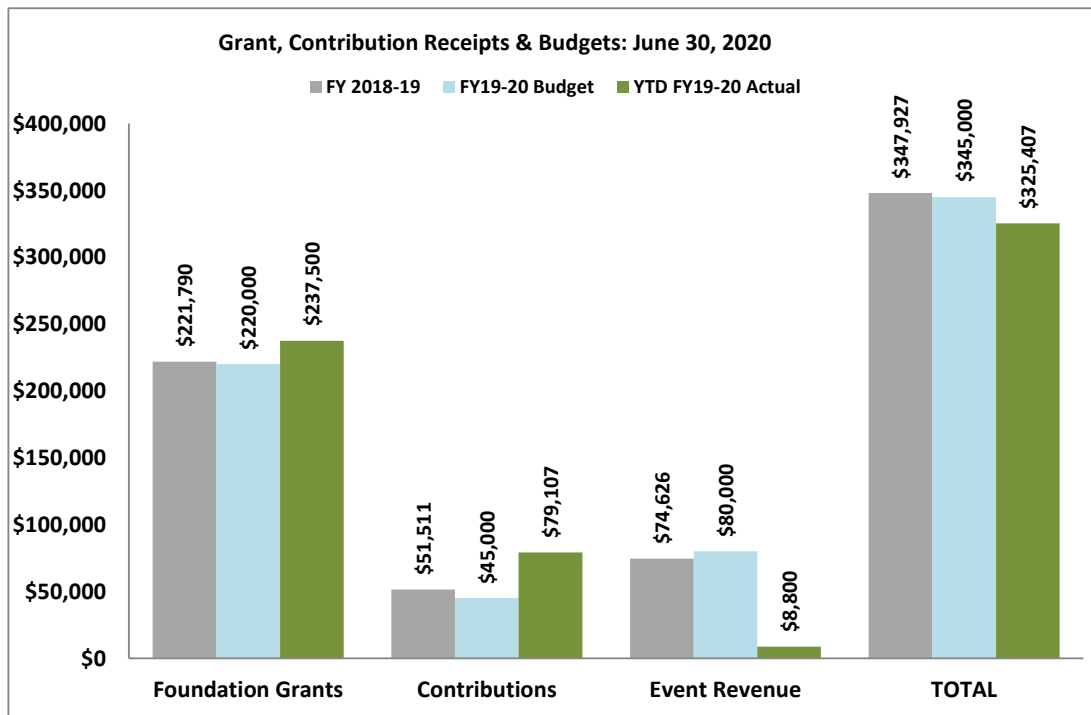
### Fundraising Goal to Actual FY 2019-20

	As at June 30, 2020			YTD Jun'20
	Budget	Actual	Variance	
<b>Foundation Grants</b>	\$220,000	\$237,500	\$17,500	\$237,500
<b>Contributions</b>	\$45,000	\$79,107	\$34,107	\$79,107
<b>Event Revenue</b>				
Event Sponsorships		\$8,500 *		\$8,500
Event Ticket Sales				
Event Auction Sales				
Event Contributions		\$300		\$300
<b>Total Event Revenue</b>	\$80,000	\$8,800	(\$71,200)	\$8,800
<b>GRAND TOTAL</b>	<b>\$345,000</b>	<b>\$325,407</b>	<b>(\$19,593)</b>	<b>325,407</b>

\* Contingent on rescheduling a sponsored event

### Fundraising Actual FY 2018-19

	As at June 30, 2019		
	Budget	Actual	Variance
<b>Foundation Grants</b>	\$240,000	\$221,790	(\$18,210)
<b>Contributions</b>	\$45,000	\$51,511	\$6,511
<b>Event Revenue</b>			
Event Sponsorships		\$29,750	
Event Ticket Sales		\$8,875	
Event Auction Sales		\$23,001	
Event Contributions		\$13,000	
<b>Total Event Revenue</b>	\$80,000	\$74,626	(\$5,374)
<b>TOTALS</b>	<b>\$365,000</b>	<b>\$347,927</b>	<b>(\$17,073)</b>



**Family Support Services**  
**GRANT BUDGET**  
as of June 30, 2020

in USD

FSS Program	Funder	New Funder	Budgeted Amount	Amount Received	Pending	Date Submitted	Date Received
Emergency Support	The San Francisco Foundation			\$ 10,000		3/25/2020	5/7/2020
General Operating	Sutter Health			\$ 25,000			5/7/2020
Emergency Support	Gilbert Fund				\$ 500	4/27/2020	
Emergency General Operating	Best Buy Foundation				\$ 10,000	4/14/2020	
General Operating	Walter S. Johnson Foundation		\$ 10,000		\$ 12,000	8/15/2019	5/10/2020
General Operating	Danem Foundation		\$ 3,000	\$ 4,000			8/6/2019
<b>General Operating Total</b>			<b>\$ 13,000</b>	<b>\$ 39,000</b>	<b>\$ 22,500</b>		
Kinship Support Services (KSSP)	Quest Foundation		\$ 20,000	\$ 25,000		7/23/2019	12/9/2019
KSSP	Safeway		\$ 5,000	\$ 5,000		4/25/2019	8/26/2019
	Safeway				\$ 7,500	6/16/2020	
KSSP	In-N-Out Burger Foundation		\$ 4,000		declined	5/31/2019	
<b>Kinship Support (KSSP) Total</b>			<b>\$ 29,000</b>	<b>\$ 30,000</b>	<b>\$ 7,500</b>		
Oakland FPP	Kaiser Permanente		\$ 10,000	\$ 20,000			1/29/2020
Oakland FPP	Brewster-West Foundation	Y			\$ 15,000	10/9/2019	
Oakland FPP	Cisco Systems	Y					
Oakland FPP	Sills Family Foundation	Y			\$ 15,000	6/20/2019	
Oakland FPP	Union Bank			\$ 5,000			1/16/2020
Oakland FPP	Costco Foundation	Y					
<b>Oakland FPP Total</b>			<b>\$ 10,000</b>	<b>\$ 25,000</b>	<b>\$ 30,000</b>		
Kinship Youth Program (KYP)	AEG Foundation	Y			declined	9/25/2019	
KYP	Best Buy Foundation		\$ 4,000	\$ 10,000		5/31/2019	10/31/2019
KYP	Bill Graham Supporting Foundation		\$ 4,000	\$ 4,000		9/16/2019	(Committed)
KYP	Cathay Bank	Y			\$ 5,000	10/16/2019	
KYP	Children's Support League		\$ 7,500	\$ 5,000		4/30/2019	6/20/2019
KYP	Clif Bar Family Foundation	Y			declined	5/31/2019	
KYP	Clorox Company Foundation (special grant)		\$ 7,500	\$ 7,500			7/16/2019
KYP	Clorox Company Foundation				\$ 7,500	10/1/2019	
KYP	Del E. Webb Foundation	Y			declined	8/5/2019	
KYP	Firedoll Foundation	Y					
KYP	Five Bridges Foundation	Y					
KYP	Lafayette Juniors	Y		\$ 6,000			6/4/2019
KYP	Irene S. Scully Foundation	Y	\$ -		declined		
KYP	Kaiser Permanente		\$ 75,000	\$ 55,000		10/9/2019	1/29/2020
KYP	Lowell Berry Foundation		\$ 5,000	\$ 5,000		5/1/2019	
KYP	Lowell Berry Foundation				\$ 10,000	5/1/2020	
KYP	Morton Foundation		\$ 5,000	\$ 5,000		7/19/2019	12/2/2019
KYP	Hedge Fund Care	Y			declined	1/31/2020	
KYP	North Face Explorers Fund	Y			declined	4/1/2019	
KYP	Teichert Foundation	Y			declined	2/19/2020	
KYP	Ross Stores Foundation		\$ 2,000	\$ 2,000		2/29/19	6/11/2019
KYP	Irene S. Scully Foundation	Y			declined		
KYP	Sidney Stern Memorial Trust	Y					
KYP	Stulsaft Foundation		\$ 20,000	\$ 20,000		8/29/2019	12/23/2019
KYP	TJX Foundation	Y			\$ 5,000	12/30/2019	
KYP	Union Pacific Foundation	Y			\$ 10,000	5/29/2020	
KYP	Wells Fargo Foundation		\$ 5,000	\$ 5,000		3/19/2019	6/4/2019
KYP	Wells Fargo Foundation				\$ 10,000	5/11/2020	
KYP	West, Davis & Bergard Found.						
KYP	Western Digital				declined	7/15/2019	
KYP	Witkin Foundation		\$ 20,000	\$ 20,000		4/30/2019	7/18/2019
KYP	New Foundations - TBD	Y	\$ 13,000		(see above)		
<b>Kinship Youth Program (KYP) Total</b>			<b>\$ 168,000</b>	<b>\$ 144,500</b>	<b>\$ 47,500</b>		
<b>Grand Total</b>			<b>\$ 220,000</b>	<b>\$ 238,500</b>	<b>\$ 107,500</b>		

Fund received in FY18-19	\$23,000
Fund received in FY19-20	\$215,500
Total	<u>\$238,500</u>

Updated Aug 17, 2020												
Name	Large Growth	Large Value	Mid Growth	Mid Value	Small Cap	International	Alternative	Cash	Fixed Income	US Equities (Other)	Emerging & Frontier Markets	Total
<b>Current Holdings Aug 17, 2020</b>	106,383	153,298	43,419	32,524	49,903	242,219	179,659	14,795	434,939	20,926	15,680	<b>1,293,743</b>
<b>Current Holdings% Aug 17, 2020</b>	8.2%	11.8%	3.4%	2.5%	3.8%	18.7%	13.9%	1.1%	33.6%	1.6%	1.2%	<b>100%</b>
<b>Optimal Holdings %</b>	<b>6.0%</b>	<b>12.0%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>4.0%</b>	<b>20.0%</b>	<b>17.0%</b>	<b>11.0%</b>	<b>26.0%</b>			<b>100%</b>
<b>Optimal Holdings %</b>	<b>77,625</b>	<b>155,249</b>	<b>25,875</b>	<b>25,875</b>	<b>51,750</b>	<b>258,749</b>	<b>219,936</b>	<b>142,312</b>	<b>336,373</b>			<b>1,293,743</b>

Name	Current Holdings Aug 17, 2020	Optimal Holdings	Current Holdings% Aug 17, 2020	Optimal Holdings %	FSS adopted GIC Model 3	MS GIC Model 3 Tactical
Large Growth	106,383	77,625	8.2%	6.0%	6.0%	6.0%
Large Value	153,298	155,249	11.8%	12.0%	10.0%	12.0%
Mid. Growth	43,419	25,875	3.4%	2.0%	2.0%	2.0%
Mid. Value	32,524	25,875	2.5%	2.0%	2.0%	2.0%
Small Cap Growth & Value	49,903	51,750	3.8%	4.0%	1.0%	1.0%
US Equities (Other)	20,926	0	1.6%			
International	242,219	258,749	18.7%	20.0%	31.0%	32.0%
Emerging & Frontier Markets	15,680	0	1.2%			7.0%
Alternative	179,659	219,936	13.9%	17.0%	16.0%	15.0%
Cash	14,795	142,312	1.1%	11.0%	6.0%	6.0%
Fixed Income	434,939	336,373	33.6%	26.0%	26.0%	23.0%
<b>Total</b>	<b>1,293,743</b>	<b>1,293,743</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

The information and data in this report were obtained from sources deemed reliable but their accuracy and completeness is not guaranteed.

This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley.

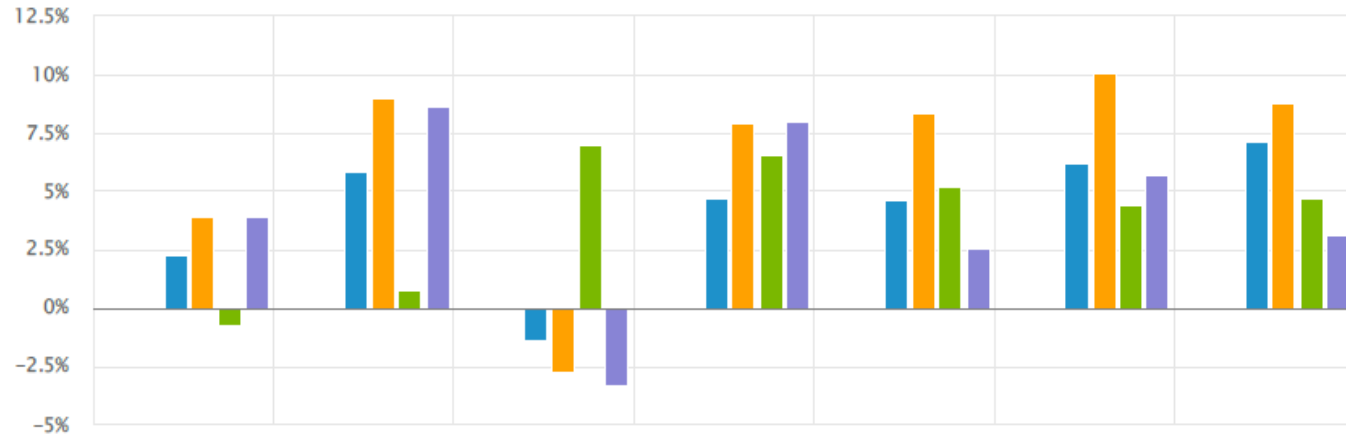
Please compare the data on this document with your monthly statements to verify its accuracy.

## TIME WEIGHTED PERFORMANCE SUMMARY

Family Support Services

As of August 17, 2020 | Reporting Currency: USD


## RETURN % (NET OF FEES) VS. BENCHMARKS (ANNUALIZED)




	Month to Date	Quarter to Date	Year to Date	Last 12 Months	Last 3 Years	Last 5 Years	Performance Inception
	07/31/20 - 08/17/20	06/30/20 - 08/17/20	12/31/19 - 08/17/20	08/31/19 - 08/17/20	08/31/17 - 08/17/20	08/31/15 - 08/17/20	05/01/06 - 08/17/20
Beginning Total Value (\$)	1,264,973.51	1,222,717.26	1,311,992.26	1,230,388.90	1,121,283.08	697,713.77	576,906.00
Net Contributions/Withdrawals (\$)	0.00	0.00	0.00	5,116.86	10,768.56	281,757.26	105,805.47
Investment Earnings (\$)	28,769.87	71,026.11	-18,248.89	58,237.62	161,691.73	314,272.35	611,031.91
Ending Total Value (\$)	1,293,743.37	1,293,743.37	1,293,743.37	1,293,743.37	1,293,743.37	1,293,743.37	1,293,743.37
Return % (Net of Fees)	2.27	5.81	-1.39	4.74	4.62	6.23	7.16
S&P 500 Equal Wtd (%)	3.94	8.98	-2.76	7.89	8.37	10.08	8.80
Barclays Aggregate (%)	-0.73	0.76	6.94	6.56	5.19	4.38	4.74
MSCI ACWI Ex USA NR USD (%)	3.95	8.59	-3.36	7.97	2.56	5.73	3.11

The investment returns shown on this page are time-weighted measurements which exclude the effect of the timing and amount of your contributions and withdrawals.

**Family Support Services**  
**Revised Agency Budget FY 2020-2021**

 <b>FAMILY SUPPORT SERVICES</b> <small>KEEPING FAMILIES HEALTHY AND INTACT</small> <b>FY 20 - 21 BUDGET</b>	201 Oakland Respite	202 SF RESPITE	302 FP SF	301 FP Oakland	401 Kinship Oakland	TOTAL PROGRAMS	1500 FUND RAISE	1300 G&A	FSS Operating Budget
<b>REVENUE</b>									
Contract Revenue	529,439	1,084,977	659,919	251,313	866,475	3,392,123			3,392,123
Program Service Fees	1,150,886	-	-	327,845	-	1,478,731			1,478,731
Other Program Revenue	-	-	-	-	-	-			-
Interest/Dividend Income	-	-	-	-	-	-		23,000	23,000
Realized Gain/Loss	-	-	-	-	-	-			-
Unrealized Gain/Loss	-	-	-	-	-	-			-
Contributions/Grant/Events	-	-	-	15,858	-	15,858	205,340		221,198
Contributions-Foundations	-	-	-	-	-	-			-
Donated Serv/Mats	-	-	-	-	30,000	30,000			30,000
Event Revenue - Sponsorships	-	-	-	-	-	-			-
Event Revenue - ticket sales	-	-	-	-	-	-			-
Event Revenue - Auction Sales	-	-	-	-	-	-			-
Event Revenue - Contributions	-	-	-	-	-	-			-
Contrib Released fr Restrictio	-	-	-	-	-	-			-
Foundations-NA released	-	-	-	-	-	-			-
<b>Revised Budget- Total Revenue</b>	<b>1,680,325</b>	<b>1,084,977</b>	<b>659,919</b>	<b>595,016</b>	<b>896,475</b>	<b>4,916,712</b>	<b>205,340</b>	<b>23,000</b>	<b>5,145,052</b>
<b>Original Budget- Total Revenue</b>	<b>2,029,959</b>	<b>1,163,693</b>	<b>753,588</b>	<b>595,016</b>	<b>896,400</b>	<b>5,438,656</b>	205,340	23,000	<b>5,666,996</b>
<b>Variance</b>	<b>(349,634)</b>	<b>(78,716)</b>	<b>(93,669)</b>	<b>-</b>	<b>75</b>	<b>(521,944)</b>	<b>-</b>	<b>-</b>	<b>(521,944)</b>
<b>OPERATING EXPENSES</b>									
Salaries - General	421,331	487,877	314,715	374,865	439,305	2,038,094	57,850	553,991	2,649,934
Salaries - Full Time Providers	-	-	-	-	-	-			-
Vacation Accrual Expense	-	-	-	-	-	-			-
Salaries - Hourly Providers	647,370	-	-	-	32,718	680,088			680,088
Payroll taxes - FICA	81,729	36,862	24,044	28,890	36,645	208,170	4,724	42,159	255,053
Payroll taxes - SUI	6,473	892	1,670	2,553	3,673	15,260	347	2,610	18,217
Retirement	8,256	9,637	5,786	6,628	8,818	39,125	1,235	11,022	51,382
Life, ADD & LTD Ins.	2,046	-	-	547	1,171	3,764	164	1,464	5,393
Health Insurance	97,803	77,159	36,505	53,692	67,329	332,487	6,479	74,734	413,699
Workers Compensation Insurance	46,754	5,584	1,721	2,143	3,536	59,738	352	2,823	62,912
<b>Revised Budget- Total Sal&amp;Bens</b>	<b>1,311,762</b>	<b>618,011</b>	<b>384,440</b>	<b>469,316</b>	<b>593,196</b>	<b>3,376,726</b>	<b>71,150</b>	<b>688,803</b>	<b>4,136,678</b>
<b>Original Budget- Total Sal&amp;Bens</b>	<b>1,547,232</b>	<b>649,171</b>	<b>481,247</b>	<b>469,316</b>	<b>586,624</b>	<b>3,733,591</b>	71,150	659,408	<b>4,464,149</b>
<b>Variance</b>	<b>(235,470)</b>	<b>(31,161)</b>	<b>(96,807)</b>	<b>-</b>	<b>6,572</b>	<b>(356,865)</b>	<b>-</b>	<b>29,395</b>	<b>(327,470)</b>
Out-of-Home Providers	6,100	140,805	-	-	-	146,905			146,905
Program Stipends	-	-	-	-	7,290	7,290			7,290
Consultants	5,220	18,800	9,758	3,599	10,284	47,661	44,723	32,322	124,706
Payroll and Accounting	-	-	-	-	-	-		27,000	27,000
Investment Fees	-	-	-	-	-	-		13,000	13,000
Other Fees/Bank Fees	753	-	-	220	-	973	1,250	1,800	4,023
Temporary Help Fees	-	-	-	-	-	-		9,000	9,000
Audit Fees	-	-	-	-	-	-		40,000	40,000
Advertising	-	-	-	-	-	-	10,000		10,000
Recruitment	1,990	6,427	2,650	585	850	12,502	300	900	13,702
Communications	6,818	12,846	16,135	7,009	14,347	57,155	1,542	9,250	67,947
Rent	66,103	64,291	58,918	46,467	136,403	372,182	12,217	72,275	456,674
Building repair & maintenance	920	4,788	4,300	320	500	10,828		200	11,028
Utilities	-	6,080	5,300	-	-	11,380			11,380
Office Supplies	1,965	5,405	4,225	1,120	3,591	16,306	1,300	4,500	22,106
Software - Purchase & Subs	27,460	-	2,200	380	1,100	31,140	100	20,000	51,240
Memberships & Subscriptions	740	754	1,600	390	-	3,484	1,500	13,000	17,984
Printing	4,843	3,863	3,300	750	1,600	14,356	400	2,700	17,456
Postage & Delivery	1,265	100	125	150	338	1,978	800	2,700	5,478
Equipment Repair & Maintenance	598	-	-	150	-	748	-	200	948
Equipment Rental	1,591	2,955	2,800	1,210	5,375	13,931	300	1,400	15,631
Equipment & Furnishings	1,600	4,073	4,231	2,000	-	11,904	100	2,500	14,504
Insurance	3,646	6,409	3,427	2,116	567	16,165	511	13,584	30,260
Vehicle Insurance	919	1,809	7,581	459	4,292	15,060			15,060

 FAMILY SUPPORT SERVICES KEEPING FAMILIES HEALTHY AND INTACT <b>FY 20 - 21 BUDGET</b>	201 Oakland Respite	202 SF RESPITE	302 FP SF	301 FP Oakland	401 Kinship Oakland	TOTAL PROGRAMS	1500 FUND RAISE	1300 G&A	FSS Operating Budget
Pre Employment Costs	4,755	1,304	1,050	890	450	8,449	200	300	8,949
Trainings	4,580	8,125	7,000	840	2,875	23,420	200	200	23,820
Travel and Mileage	8,360	2,250	3,100	7,210	6,450	27,370	100	700	28,170
Provider Mileage	67,256	-	-	-	-	67,256			67,256
Meetings & Orientations	1,037	6,063	5,250	480	600	13,430	500	700	14,630
Donor Cultivation/Small Events	-	-	-	-	-	-	2,000		2,000
Board Meetings	-	-	-	-	-	-		3,500	3,500
Board Retreats	-	-	-	-	-	-		5,000	5,000
In-Kind Serv/Mats	-	-	-	-	30,000	30,000			30,000
Auto Repair & Maintenance	950	2,722	5,000	-	-	8,672			8,672
Depreciation	3,199	3,471	6,479	2,710	675	16,534	831	7,081	24,446
Event Expense	-	-	-	-	-	-	2,000		2,000
Client Respite Care			8,330			8,330			8,330
Client Pantry	600	-	-	450	-	1,050			1,050
Client Basic Needs	725	-	4,809	4,505	1,000	11,039	1,500		12,539
Program Activities/Supplies	4,355	7,349	10,022	450	26,267	48,444	100	100	48,644
<b>Total Other Expenses</b>	<b>228,348</b>	<b>310,689</b>	<b>177,590</b>	<b>84,460</b>	<b>254,853</b>	<b>1,055,941</b>	<b>82,474</b>	<b>283,912</b>	<b>1,422,327</b>
<b>Total Operating Expenses</b>	<b>1,540,110</b>	<b>928,700</b>	<b>562,030</b>	<b>553,776</b>	<b>848,050</b>	<b>4,432,667</b>	<b>153,624</b>	<b>972,715</b>	<b>5,559,005</b>
Allocation G&A	150,441	165,505	100,666	41,500	63,970	522,081	27,652	(549,733)	(0)
<b>Revised Budget- GRAND TOTAL EXP</b>	<b>1,690,551</b>	<b>1,094,205</b>	<b>662,696</b>	<b>595,276</b>	<b>912,019</b>	<b>4,954,747</b>	<b>181,276</b>	<b>422,982</b>	<b>5,559,005</b>
<b>Original Budget- GRAND TOTAL EXP</b>	<b>2,019,324</b>	<b>1,171,929</b>	<b>759,673</b>	<b>593,341</b>	<b>896,875</b>	<b>5,441,142</b>	<b>179,832</b>	<b>317,906</b>	<b>5,938,881</b>
Variance	(328,773)	(77,724)	(96,977)	1,935	15,144	(486,395)	1,443	105,076	(379,875)
<b>Revised Budget- Surplus (Deficit)</b>	<b>(10,226)</b>	<b>(9,228)</b>	<b>(2,777)</b>	<b>(260)</b>	<b>(15,544)</b>	<b>(38,035)</b>	<b>24,064</b>	<b>(399,982)</b>	<b>(413,953)</b>
<b>Original Budget- Budget Surplus(Deficit)</b>	<b>10,635</b>	<b>(8,236)</b>	<b>(6,085)</b>	<b>1,675</b>	<b>(476)</b>	<b>(2,487)</b>	<b>25,508</b>	<b>(294,906)</b>	<b>(271,885)</b>
Variance	(20,861)	(992)	3,308	(1,935)	(15,068)	(35,548)	(1,444)	(105,076)	(142,068)

Notes

1. Staff salaries increase 2.5% starting Jan 2021 \$28k
2. Health benefits increases 5% starting Jan 2021 \$9k
3. No grant money applied (except FPP Oakland - Kaiser Grant)
4. Payroll Protection Program (PPP) fund will be applied to cover deficit
5. Timesheet automation estimated \$45k
6. No agency fundraising event
7. Budget includes 2% vacancy rates across 5 departments (RCEB, GUS, Kinship, FundRaise, G&A)
8. 5% Reduction in RCEB due to notification of rate reduction in Nov 2020
9. Heritage-Contra Costa county contract \$350k is eliminated
10. Foundation grant surplus of \$260,270

**Family Support Services Revised  
Agency Composite Budget FY  
2020-2021**

Revenue & Expense Categories	Programs	Fund Development	General & Administrative	FY 2020-21 BUDGET
<b>REVENUES</b>				
Alameda County	1,609,438			1,609,438
San Francisco County	1,744,896			1,744,896
City of Oakland (OFCY)	116,475			116,475
<b>Total Contract Revenues</b>	<b>3,470,809</b>	-	-	<b>3,470,809</b>
Alameda Mental Health Service (GUS)	260,045			260,045
Regional Center of the East Bay (RCEB)	1,140,000			1,140,000
<b>Total Fee for Service</b>	<b>1,400,045</b>	-	-	<b>1,400,045</b>
<b>TOTAL PROGRAM REVENUES</b>	<b>4,870,854</b>	-	-	<b>4,870,854</b>
Contributions & Grants		221,198		221,198
Donated Services & Materials	30,000			30,000
Investment Dividends & Interest			23,000	23,000
<b>Total Grants, Donations, Dividends</b>	<b>30,000</b>	<b>221,198</b>	<b>23,000</b>	<b>274,198</b>
<b>GRAND TOTAL REVENUES</b>	<b>4,900,854</b>	<b>221,198</b>	<b>23,000</b>	<b>5,145,052</b>
<b>OPERATING EXPENSES</b>				
Salaries	2,038,094	57,850	553,991	2,649,934
Respite Provider Wages	680,088	-	-	680,088
Taxes	208,170	4,724	42,159	255,053
Benefits	450,374	8,576	92,653	551,603
<b>Total Salaries &amp; Benefits</b>	<b>3,376,726</b>	<b>71,150</b>	<b>688,803</b>	<b>4,136,678</b>
Contracts & Consultant	202,829	45,973	123,122	371,924
Occupancy - Rent, Utilities & Maintenance	394,390	12,217	72,475	479,082
Operating Expense - Office, Meetings, Trainings etc	226,597	17,253	71,234	315,084
Travel, Mileage and Vehicle Expense	116,728	2,600	9,900	129,228
In-Kind Donation (KSHP Legal Services)	30,000	-	-	30,000
Depreciation	16,534	831	7,081	24,446
Event Expense	-	2,000	-	2,000
Client Related Expenses	68,863	1,600	100	70,563
<b>Total Other Expenses</b>	<b>1,055,941</b>	<b>82,474</b>	<b>283,912</b>	<b>1,422,327</b>
<b>TOTAL Operating Expenses</b>	<b>4,432,667</b>	<b>153,624</b>	<b>972,715</b>	<b>5,559,005</b>
Allocation G&A	522,081	27,652	(549,733)	0
<b>GRAND TOTAL EXPENSES</b>	<b>4,954,747</b>	<b>181,276</b>	<b>422,982</b>	<b>5,559,005</b>
<i>Budget Surplus/(Deficit)</i>	<i>(53,893)</i>	<i>39,922</i>	<i>(399,982)</i>	<i>(413,953)</i>

*FUND DEVELOPMENT REPORT  
AUGUST 2020*

*COVID-19 Resource Fund*

We surpassed our goal and raised \$21,665 through 31 donations and an additional \$10,000 from the SF Foundation for food insecurity. We have \$10,110 left in the fund, which will primarily be spent to address technology needs for the school year. We have already given new Chrome Book laptops to 11 High school students that attended the Kinship Summer Program.

*Backpack Drive*

We raised \$4,735 and received 70 Backpacks and tons of school supplies! Each of the programs have received their requested number of backpacks with the exception of SF Family Preservation. We are ordering 18 'Pre-school' Backpacks from Amazon for that program.

*Thanksgiving Program*

This year's Thanksgiving program that typically involves receiving food donations from churches, organizations, etc. has been suspended over safety concerns related to COVID-19. Instead, the Agency will host a drive- thru style event on Thursday, November 12<sup>th</sup>, identical to the event that we hosted as part of the COVID-19 Campaign, where we will supply families with gift cards to grocery stores so that our families are still able to have a Thanksgiving dinner from us this year.

*General*

- With the Development position vacant, Haley will be the point of contact for all Fund Development related activities (donations, seasonal programs, etc.). The position was posted the week of August 10th, and almost immediately we began to receive applications. Cheryl and Haley will review these as they come in.
- The Fund Development Committee discussed the possibility of hosting a virtual Fundraising Event in the spring of 2021 (which would replace the #MayGives Spring Appeal for that year only). The Committee is continuing to discuss the logistics of this kind of event.
- As a reminder, the agency does still have a roughly \$7,000 credit with Scott's Restaurant until June 2021.

*Upcoming Fund Development Events*

- Thanksgiving Giftcard Program (November)
- Holiday Sponsor (November-December)
- Year End Appeal (November-December)

*Respectfully submitted,  
Haley Hester, EA*



# FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

## FAMILY SUPPORT SERVICES AGENCY FISCAL REVIEW FY 2019-2020



## GOVERNMENT CONTRACTS

County Contacts	Contract Amount	Actual Revenue	Expenses	Surplus/(Deficit)	Unbilled Revenue	Contract Performance %
<b>Alameda County</b>						
<b>Respite</b>						
<i>RCEB (Regional Center of the East Bay)</i>	\$1,224,000	\$1,182,401	\$1,166,857	\$15,544	\$41,599	96.60%
<i>AAA (Area Agency on Aging- ACSSA)</i>	\$79,930	\$70,365	\$82,379	(\$12,014)	\$9,565	88.03%
<i>FFH and CARI (Alameda County SSA)</i>	\$449,143	\$395,143	\$429,460	(\$34,317)	\$54,000	87.98%
<i>DPH (Department of Public Health)</i>	\$10,668	\$9,991	\$15,652	(\$5,661)	\$677	93.65%
<b>East Bay Respite Totals:</b>	<b>\$1,763,741</b>	<b>\$1,657,900</b>	<b>\$1,694,348</b>	<b>(\$36,448)</b>	<b>\$105,841</b>	<b>94.00%</b>
					\$0	
<b>Family Preservation</b>						
<i>Family Reclaim (SSA) Assessment &amp; Case Management</i>	\$251,313	\$195,630	\$210,794	(\$15,164)	\$55,683	77.84%
<i>Child Abuse Prevention, Intervention and Treatment</i>	\$67,800	\$41,826	\$54,772	(\$12,946)	\$25,974	61.69%
<b>EB FPP Totals:</b>	<b>\$319,113</b>	<b>\$237,456</b>	<b>\$265,566</b>	<b>(\$28,110)</b>	<b>\$81,657</b>	<b>74.41%</b>
					\$0	
<b>Kinship Support Services</b>						
<i>Kinship (Includes KYP)*</i>	\$750,000	\$711,362	\$787,259	(\$75,897)	\$38,638	94.85%
<i>Oakland Fund for Children and Youth (KYSP)*</i>	\$129,417	\$107,004	\$114,190	(\$7,186)	\$22,413	82.68%
<b>KSSP Totals:</b>	<b>\$879,417</b>	<b>\$818,366</b>	<b>\$901,449</b>	<b>(\$83,083)</b>	<b>\$61,051</b>	<b>93.06%</b>
					\$0	
<b>Mental Health Program</b>						
<i>*Behavioral Health - Growing Up Strong*</i>	\$260,045	\$242,474	\$236,118	\$6,356	\$17,571	93.24%
<b>GUS Totals:</b>	<b>\$260,045</b>	<b>\$242,474</b>	<b>\$236,118</b>	<b>\$6,356</b>	<b>\$17,571</b>	<b>93.24%</b>
					\$0	
<b>Total AC Contracts:</b>	<b>\$3,222,316</b>	<b>\$2,956,196</b>	<b>\$3,097,481</b>	<b>(\$141,285)</b>	<b>\$266,120</b>	<b>91.74%</b>

**Notes:**

- Respite program severely effected by COVID19 (RCEB \$1,359,259 last yr verse \$1,182,401 2019-20) **A \$176,858 decrease.**
- KSSP- Sexual abuse allegation (8-19-2020) and COVID19
- GUS- Experienced a surplus due to County advance payments based on contract amount

<b>San Francisco City and County</b>	<b>Contract Amount</b>	<b>Actual Revenue</b>	<b>Expenses</b>	<b>Surplus/(Deficit)</b>	<b>Unbilled Revenue</b>	<b>Performance</b>
<b>Respite</b>						
<i>Emergency Back-up Childcare</i>	\$663,015	\$639,699	\$652,648	(\$12,949)	\$23,316	96.48%
<i>Foster Care Respite*</i>	\$501,387	\$359,536	\$366,302	(\$6,766)	\$141,851	71.71%
<b>SF Respite Totals:</b>	<b>\$1,164,402</b>	<b>\$999,235</b>	<b>\$1,018,950</b>	<b>(\$19,715)</b>	<b>\$165,167</b>	<b>85.82%</b>
<b>Family Preservation</b>						
<i>SafeCare (SFHSA) Parenting Education*</i>	\$654,581	\$465,360	\$474,532	(\$9,172)	\$189,221	71.09%
<i>SafeCare (DPH) Training DPH nurses</i>	\$59,213	\$49,045	\$49,783	(\$738)	\$10,168	82.83%
<b>SF FPP Totals:</b>	<b>\$713,794</b>	<b>\$514,405</b>	<b>\$524,315</b>	<b>(\$9,910)</b>	<b>\$199,389</b>	<b>72.07%</b>
<b>Total SF Contracts:</b>	<b>\$1,878,196</b>	<b>\$1,513,640</b>	<b>\$1,543,265</b>	<b>(\$29,625)</b>	<b>\$364,556</b>	<b>80.59%</b>

**Notes:**

- SF Respite did a great job managing vacancies in the Emergency Back-up contract.
- COVID19 shut down the 'Pilot' programs in Foster Care program
- SF Family Preservation Program was challenged by vacancies throughout the year

<b>Contra Costa County</b>	<b>Contract Amount</b>	<b>Actual Revenue</b>	<b>Expenses</b>	<b>Surplus/(Deficit)</b>	<b>Revenue</b>	<b>Performance</b>
<i>Respite Services*</i>	\$350,000	\$240,151	\$253,660	(\$13,509)	\$109,849	68.61%
<b>Total CCC Contracts:</b>	<b>\$350,000</b>	<b>\$240,151</b>	<b>\$253,660</b>	<b>(\$13,509)</b>	<b>\$109,849</b>	<b>68.61%</b>

**Notes:**

- County made the decision not to renew the contract due to budget cuts as a result of COVID-19

<b>Overall Agency Performance on Government Contracts</b>	<b>Total Contracts</b> \$5,450,512	<b>Total Revenue</b> \$4,709,987	<b>Total Expenses</b> \$4,894,406	<b>Total Net Revenue</b> (\$184,419)	<b>Total Unbilled</b> \$740,525	<b>Total Contract Capture</b> 86.41%
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# ADDITIONAL FUNDING

- ▶ We receive revenue from other sources listed below that were not included in this analysis:

- ▶ Other sources of revenue not included in analysis-

▶ Miscellaneous and Community Partner	\$2,963.00
▶ Foundation grants, contributions, seasonal programs and events:	\$327,474.00
▶ Total other revenue:	\$330,437.00

# CONTRACTS SUMMARY

- ▶ Family Support Services manages and implements 14 County Contracts in 3 Bay Area Counties.
- ▶ Contracts Differ in several ways:
  - ▶ Duration
  - ▶ Funding Amount
  - ▶ Service Delivery
  - ▶ Reporting
  - ▶ Renewal Process

<b>Fiscal Year 2019-20</b>	<b>Fiscal Year 2018-19</b>
<b>Total Contracts: \$5,450,512</b>	<b>Total Contracts: \$5,264,165</b>
<b>Total Expensed: \$4,709,987</b>	<b>Total Expensed: \$4,766,896</b>
<b>Total Contract Capture 86.41%</b>	<b>Total Contract Capture 91%</b>
<b>Total Net Fee for Service Revenue:</b> <b>\$ 21,900</b>	<b>Total Net Fee for Service Revenue:</b> <b>\$171,192</b>
<b>Total Agency Revenue from Contracts:</b> <b>\$4,731,887</b>	<b>Total Agency Revenue from Contracts:</b> <b>\$4,938,088</b>
<b>Agency Budget \$5,843,940</b>	<b>Agency Budget \$5,667,084</b>
<b>Actual Revenue: \$5,087,705</b>	<b>Actual Revenue: \$5,304,415</b>



# FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

## CEO REPORT

SUBMITTED BY: CHERYL SMITH

JULY AND AUGUST 2020

### ADMINISTRATION

As we kick off our new fiscal year we are still managing through COVID-19, we have made changes to protect the health and safety our staff and clients. Initially we experienced a drop in families seeking services especially in our Respite, Kinship and therapy programs. This was to be expected as COVID 19 is highly infectious and people were learning how to protect themselves. As the work decreased employees went on Unemployment - 34 Respite Providers, 5 KYP and 2 Administrative staff (the administrative staff are back to work). Lately, we have seen an increase in request for Respite services, however many Providers are not willing to return to work at this time. Our program staff continue to serve families via Zoom and telephone calls to maintain contact, to address client needs and stay updated on their client's situations.

The results of COVID-19 has been challenging for nonprofits and will likely have residual effects for years as government and private funders shift their focus to recovery and prevention of the disease. With the \$500K reduction in County contracts for the current fiscal year, and a \$175K decrease in revenue from Regional Center (East Bay Respite program) last fiscal year, we have been hit hard. As we look for ways to absorb the financial impacts we identified employee and occupancy costs as areas that we needed to adjust. We have discussed seeking some relief on our rent and have requested a meeting with the landlord to start that process. Additionally we had to reduce several staff members work week to 90% or 80%. Consequently, we had to modify the Agency's FY 2020-2021 annual budget to accommodate the aforementioned adjustments.

To date we had one confirmed COVID-19 case reported (a Respite provider). Fortunately, she had not performed any Respite services, however we did inform the one family (she works with) of the 'positive test result'. Our policy is that we notify all staff and any client that may have been in contact with any staff member that test positive. We have experienced a few office closures due to staff either coming into the office sick or being informed that they may have been exposed to COVID 19. We are now designated by Amazon as "an Organization on the Front Line" and have priority in purchasing masks, disinfectants and sanitizer if the items are in stock.

### FUND DEVELOPMENT

#### Grant updates:

Most foundations are not making many new grants, we will focus on maintaining the foundation grants we have therefore we have made an adjustment to our grant writers' contract. We will work on hiring a new development associate, deepening relationships, submitting renewals, and preparing reports timely. On August 26<sup>th</sup> several managers, Haley and I will be meeting with Sutter Health for our first mid-year check in.

### HUMAN RESOURCE UPDATE

As we start the new FY we have 5 staff that have used the benefits afforded them via the CARES Act, of the 6 staff that resigned since March 16<sup>th</sup> - 4 mentioned COVID-19 as one of the factors in their decision to leave. To date we only have 4 full time program positions open - two in the Kinship Youth Program, one in SF FPP, and one Therapist.

### SPECIAL PROJECT(S)

The 'Client Demographic Form' data collection work is complete. We know that last year we served nearly 400 families and many more children - I look forward to presenting all the data at our next meeting September 24<sup>th</sup>.

**COUNTY AND OTHER PARTNERS**

All the Alameda County contracts were renewed without any changes. San Francisco decreased two program contracts (Respite and Family Preservation) to their spending levels and will suspend any Cost of Doing Business funds for FY 2021 and 2022. The Contra Costa County Eastbay eliminated the Respite program contract as of August 13<sup>th</sup>.

**COMMUNITY CARE LICENSING (CCL):** No community care license reports for July and August 2020.

FSSBA

**A COMPARATIVE REVIEW  
OF 2018-19 AND 2019-20  
PROGRAM PERFORMANCE REPORT**

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# ALAMEDA COUNTY

# FAMILY PRESERVATION

	Clients			Units of Service/ Hours		
	Contract Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual	Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual
Family Reclaim (CAPIT) Assessment	12 families	24 (200%)	18 (150%)	57	57 (100%)	21 (37%)
Family Reclaim (CAPIT) Case Mgmnt	12 families	N/A	N/A	750	821 (109%)	454 (61%)
Family Reclaim (SSA) Assessment	30 families	38 (127%)	44 (147%)	4	40*	8 (200%)
Family Reclaim (SSA) Case Mgmnt	30 families	N/A	N/A	137	547*	448 (327%)
<b>YTD Total</b>		<b>62 families</b>				

# GROWING UP STRONG

	Clients			Units of Service/ Hours		
	Contract Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual	Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual
EPSDT: Mental Health/ Therapy	33 children	37 (112%)	53 (161%)	1,440	1,334 (93%)	1,066 (74%)
EPSDT: Case Management	N/A	N/A	N/A	40	2 (5%)	6 (15%)

<b>YTD Total</b>	<b>53 clients</b>
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# KINSHIP SUPPORT SERVICES PROGRAM

	Clients			Units of Service/ Hours		
	Contract Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual	Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual
I&R and Crisis Intervention	350 calls	574 (164%)	659 (188%)	N/A	N/A	N/A
Case Management*	200 families	189 (95%)	211 (106%)	N/A	N/A	N/A
Non- Case Management Hours**	1,000 hours	N/A	N/A	1,000	14,701 (1470%)	9,560 (956%)
Youth Activity Days	N/A	N/A	N/A	180	194 (108%)	118 (66%)
Unduplicated Youth Served	100 youth	126 (126%)	92 (92%)	N/A	N/A	N/A
<b>YTD Total</b>		<b>211 families</b>			<b>92 youths</b>	
29						

# RESPIRE/ CHILD CARE

	Clients			Units of Service/ Hours		
	Contract Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual	Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual
RCEB (Regional Center of the East Bay)	N/A	115 families	96 families	33,600	39,693 (118%)	30,512 (91%)
AAA (Area Agency on Aging-ACSSA)	42 families	42 (100%)	25 (60%)	3,475	3,794 (94%)*	2,890 (83%)
FFH (ACSSA)	N/A	36 (60%)	23 (42%)	7,200	4,190 (58%)	2,287 (32%)
CARI (ACSSA)	N/A	9	10	2,700	1,203 (45%)	2,324 (86%)
DPH* (Department of Public Health)	5 individuals (=cg and kids)	9 (180%)	9 (180%)	350	144 (41%)	393 (112%)

# RESPIRE/ CHILD CARE (CONT.)

	Clients			Units of Service/ Hours		
	Contract Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual	Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual
Miscellaneous & Community Partners***	N/A	N/A	N/A	N/A	155	80

<b>YTD Total</b>	<b>163 families 340 children</b>
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DPH contract ended on 2/29/2020 and resumed new contract on 3/1/2020. Numbers reported include first month of the new contract.

# CONTRA COSTA COUNTY

# CONTRA COSTA COUNTY

	Clients			Units of Service/ Hours		
	Contract Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual	Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual
Heritage Respite Services	60 families	55 (92%)	37 (62%)	7,700	3,773 (49%)	2,557 (33%)

<b>YTD Total</b>	<b>37 families</b>
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**Reasons for unmet goal:**

- Contra Costa County eligibility criteria for allotment of hours for Heritage/ non-Heritage child are very stringent.
- Approved hours for non- Heritage = 12 hours per month
- Heritage families = 24 hours per months
- County is reticent on approving more hours for families even when aware that there is a balance of unused hours left.

# SAN FRANCISCO COUNTY

# FAMILY PRESERVATION

	Clients			Enrollment and Graduation numbers		
	Contract Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual	Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual
SafeCare® (SFHSA-Parenting)	N/A	56	55	N/A	35 enrolled 21 graduated (60%)	38 enrolled 19 graduated (50%)
SafeCare® (DPH-Training)	N/A	1	0	N/A	N/A	N/A

<b>YTD Total</b>	<b>55 families</b>
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# RESPITE/ CHILD CARE

	Clients			Units of Service/ Hours		
	Contract Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual	Goals	FY 2018-2019 YTD Actual	FY 2019-2020 YTD Actual
Emergency Back- Up	200 children	175 (88%)	85 (43%)	5,620	5,380 (96%)	2,212 (39%)
Foster Care	N/A	38 (109%)	32 families (91%)	12,750	12,467 (98%)	13,029 (102%)
Pilot (IPC)*	N/A	N/A	6	N/A	N/A	N/A

<b>YTD Total</b>	<b>85 children 32 Families</b>
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\*Immediate Placement Care program is a Pilot Program implemented in February 2019 with the objective of making available childcare in the emergency placement of a child with a foster parent. The provision of immediate childcare for up to a week enables the foster parent to plan for a permanent child care arrangement. Referrals are initiated by SF HSA.

<p><b>Total # Served in 2019-20</b></p>	<p><b>560 Families</b> 576 Youths/Children (GUS, KYP EB Respite and SF Respite)</p>
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<p><b>Other Services Provided to our Clients</b></p>	
<p><b>Number of Backpacks received and given out in 2019</b></p>	<p><b>390</b></p>
<p><b>Number of Thanksgiving dinners given out in 2019</b></p>	<p><b>89</b></p>
<p><b>Number of Families sponsored for Christmas in 2019</b></p>	<p><b>93 (with an additional 15 youth), totaling 108</b></p>

*COO REPORT- PROGRAMS UPDATE  
AUGUST 2020*

**Oakland Respite**

- August 14, 2020 was the final day of providing services under our extension with Contra Costa County Heritage contract. A handful of families were very grateful for the extra 12 - 24 hours of respite they received.
- Oakland Respite has hired four providers since July 1. Three of them came on to work 1:1 with families they know; the fourth person is a college student (he can't return to campus until January) opened to working with several families (he's been matched with one family so far).
- Several families who receive services through RCEB have told us that they are interested in resuming respite. In addition, two new families started receiving services (1 in July and 1 in August) and another two should be starting in September.
- FFH/CARI/DPH/AAA hours remain low. The Respite Care Coordinator for those funding sources, reached out to families to get a feel for when they may want to resume services. So far they are either very hesitant to have someone in their home or say they don't need services because they are not leaving their home. We contacted the temporary program specialist for FFH-CARI at the county level who told us that she does not have any new referrals at the moment but will forward them to us as soon as she does.
- DPH: We learned that the second family who was receiving services stopped because her older children are home from school helping her care for the young ones and she is not working. Since the funding is minimal, we are contacting case managers (CM) one at a time to ask for referrals.
- Oakland Respite is inquiring with funders to see if they would be open to having us do ZOOM sessions with the kids along the lines of SF Respite's "Adventure Time", but it would only be with the provider they are used to working with.

**Oakland FPP/ GUS**

- The 2020-2021 Fiscal Year begun on a positive note. Family Reclaim is currently in rebuilding mode. The program has gained three new Social Workers. The new staff includes LaDonna Daily, long time member of the Family Support Services family.
- Both Family Reclaim contracts (SSA and CAPIT) were renewed, signed and fully executed. The Scope of Work (SOW) as outlined in both contracts, have not changed nor has the allocated fund amount. COVID-19 has disrupted the way in which we engage with our families but it has not prevented our program staff from providing the needed support to our families.
- The challenges with the Growing Up Strong (GUS) program are still of paramount concern. Prior to the COVID-19 pandemic, the GUS program has been laden with staffing issues and meeting requirements of fee for service. At the end of the fiscal year, GUS closed with a \$67,000 deficit and rescinded offer of employment from a candidate. GUS is now actively advertising with the hope of onboarding a new therapist soon.
- As the new team and future new staff continue to build and advance in training, FPP is sure to meet or exceed contact requirements.

### Kinship/KYP

- Social Workers continue to engage the families (caregivers) by;
  - Providing them with community resources
  - Focusing on school and how to navigate the school system and distance learning
  - Helping them advocate for their children's technology needs
- Supporting them with their frustrations about doing home schooling again
  - Kinship Support Groups are taking place via Zoom every Wednesday from 11am-12pm. Caregivers are attending, with new ones each week, and they are very engaged.
- The 2020 Kinship Youth Summer Program was a big success and everyone stayed healthy!
  - Services were provided to 40 unduplicated youth over a 6-week period. This included two sessions for grades 2-8,(a 2-week session and a 3-week session); plus a 1-week session for 12 high school students
  - It took place in two rooms in separate buildings at Taylor Memorial United Methodist Church with a maximum of 24 students allowed, 12 per space
  - Participants remained separate and did not come together to avoid cross contamination
  - We hired 6 staff members- 3 new and 3 returning- and all are full-time college students. They were excellent!
  - Activities included:
    - Academics: daily reading and math
    - A different activity each day, such as Zoom dance lessons, Travel Tuesdays where the participants learned about different countries from Family Support Services' staff members, making tie-dye shirts, learning about healthy relationships, preparing for college, etc.
- Upon completion of the program:
  - Each youth participant received a \$100 Target gift card for school supplies or clothes
  - Each participating family received a \$100 Safeway gift card for gas and food (we were not able to take the kids on field trips this summer so we are encouraging families to go on a family field trip and use this money to help offset gas costs)
  - High school students received a Chromebook to support their distance learning for the upcoming year
  - High school students who completed the program also received a \$500 stipend to assist with their educational needs, to purchase something fun or to help their family
- Once again, we worked with the City of Oakland to provide free breakfast and lunch to the participants
- Caregivers provided much verbal appreciation for the summer program (their kids really needed to get out and be social and the caregivers appreciated the break)

### SF FPP (SafeCare)

- FPP Social Workers continue to serve their families virtually. At the end of the fiscal year, Staff had completed 91 virtual visits with their clients working on Safe Care sessions. In addition they had 97 case management contacts (virtual/phone calls) with their families and supported them with basic needs such as diapers, food and funding for rent.
- FPP had 19 families graduate from the program.
- FPP Director has started her recruiting process for the vacant FPP supervisor position. Position is currently being advertised with several job sites and getting a pool of qualified candidates. The hope is to fill this position by the end of September.
- FPP budget was cut by two SW positions. After redoing the budget, the program had money left over but was not enough to hire a PT social worker. The program director proposed to HSA contract

managers the idea to use the remaining balance to fund respite hours for clients. Clients have shared with their social workers the many stressors that they are facing due to the pandemic. HSA contract managers gave their approval to go ahead with the plan. The plan is to use existing OH providers and Respite staff to provide services. The program will begin to offer respite hours once the office receives the approved modified budget.

- Safe Care quarterly meeting took place virtually in July. New FY goals, objectives and impact of the budget cut across all SC entities were the hot topics. Due to the budget cut, referrals will be streamlined giving priority to the most needy. Currently, FSS has 2 SC providers, Epiphany has 3, APA has 1 (1/2 a position), and 1 PHN.
- Staff comes in to the office two days of the week. They have found it helpful to replenish supplies and gather basic needs for families. The agency is putting together home visitation policy so that staff has a roadmap for when visitation resumes.
- The program director continues to encourage staff and bring positivity into the work environment and meetings.

### **SF Respite**

EB and RFA Virtual Child Engagement project:

"ADVENTURE TIME" is a children's interactive play session hosted by Family Support Services Respite/Child Care team in San Francisco and is designed to help relieve parents while they are in the same room fulfilling their "AT-HOME" WORK, SCHOOL, or TRAINING CalWORKs requirements and RFA families that are in need of a break.

- The team officially launched Virtual ADVENTURE TIME on August 10.
- The team spent considerable time piloting and presenting this project in mid-June to children and families within licensed day facilities and adults connected to programs that provided various youth services, in order to receive constructive feedback for enhancing this model before our official launch date.
- The team is presently putting together a policy/procedural informational guide for effective implementation and data collection.
- Our "ADVENTURE TIME" consist of (but not limited to), an array of different learning activities, dramatic play, multicultural activities, arts & crafts projects, kids Zumba / Yoga, virtual field trips, games & much more!
- "ADVENTURE TIME" is scheduled for up to three hours per day to age group of 4yr – 6yr for one and half hours and 7yr-9yr for the same amount of time.
- Our Spanish Speaking version is presented each Wednesday at 11:00am for an hour.
- The team continues to provide OH child care services to our EB – CalWORKs program clients for the month of July and August 2020.
- Due to budget cut, we eliminated one staff position that we knew will be vacated by the middle of August.

*Respectfully submitted,  
Elizabeth Adeyi, COO*