

**SD CASA Commission Conference Call Meeting Minutes**  
**September 28, 2009**  
**2:00 – 3:00 P.M. Central Time**

1. **Attending:** Judge Trandahl called the meeting to order at 2:00 p.m. and asked Sara Kelly to take roll call.
  - a. Commissioners: Judge Kathleen Trandahl, Kristie Fiegen, Kimberly Max and Jaime Reiff
  - b. Staff: Sara Kelly
  - c. Guest: Amy Benda, Sioux Falls CASA and Jessie Kuechenmeister, SD CASA Association
  
2. **May 2009 Meeting Minutes:** Judge Trandahl asked for a motion to approve the May 2009 meeting minutes, Jaime Reiff made a motion to approve, Kimberly Max seconded the motion, motion carried.
  
3. **Audit/Financial Review:** Judge Trandahl asked for discussion on if the commission should require programs to submit an audit or financial review. Kristie Fiegen stated audits take time for non-profits and staff hours to prepare for an audit. The commission needs to be careful in expectations of when to have an audit done if that is what the commission wants. Kristie recommended having it done in steps to prepare the programs. Kristie suggested the first year securing the funding, next year secure a CPA firm and the next year get it done. Kristie also suggested asking programs for Internal Controls policy, Conflict of Interest policy and Whistle Blower policy.

Judge Trandahl commented on needing to have basic financial information to review, so she is comfortable in knowing a program is financially sound. Judge Trandahl also commented on needing the tools to ensure the commission funds are used appropriately.

Kristie Fiegen suggested the doing site visits and slowly introducing audits by 2012/2013.

Kimberly Max commented she agreed with Judge Trandahl and doesn't feel comfortable with where things are currently at and would like to see more in place.

Kristie Fiegen recommends requiring an audit or financial review for 2011/2012. Kimberly Max recommended sooner, such as 2010/2011.

Judge Trandahl asked for a motion to add internal controls policy to the grant application. Kimberly Max recommended programs submit the policy for the May 2010 application and prepare to submit an audit or financial review the following year. Kristie Fiegen made a motion to add a requirement for programs to submit

their Internal Controls policy if they do not have an audit or financial review. Jaime Reiff seconded the motion, motion carried.

Judge Trandahl asked what timeframe should be considered for the audit, July to June fiscal year or January to December fiscal year. Kristie Fiegen asked Amy Benda if she thought it was realistic to have a 2011 program audit. After some discussion clarifying time lines, Amy responded, yes.

Kristie Fiegen made a motion to have all programs prepare to submit an audit or financial review for either fiscal year July 1, 2010 to June 30, 2011 or January 1, 2011 to December 31, 2011, for the 2012 commission meeting. Jaime Reiff seconded, motion carried.

Sara stated that she will send a letter to the CASA programs regarding the requirements and draw their attention to the changes to the CASA Commission grant application. Sara also commented the grant application and requirements are posted on the UJS website.

**CASA Program Site Visits:** Sara Kelly stated the only state program that was remotely close to the CASA Commission fund was the department of education's 21<sup>st</sup> Century grant. Sara stated department of education personnel conduct site visits to the grant recipients; they have general questions and items to look for and specific questions that follow what programs have stated in the grant application. Sara stated that she could easily do site visits to the CASA programs. Sara stated she already does case file reviews at various courthouses and can do site visits to meet the CASA Commission and CIP Committee needs.

Judge Trandahl asked if the site visits and a report could be completed by the May 2010 meeting. Sara stated she could complete site visits after the first of the year and have a report ready by May 2010, assuming the weather permits travel.

Kimberly Max made a motion to have Sara Kelly conduct site visits with the CASA programs upon approval of the UJS. Kristie Fiegen seconded, motion carried.

4. **Funding Formula:** Kristie Fiegen stated Judge Gors told them at the first CASA Commission meeting that the legislators gave the commission the duty to look at each CASA program's quality and award funds according to statute. Kimberly Max stated Judge Gors' comment that the commission doesn't need to exist if a formula was used and quoted the state statute for the CASA Commission purpose. Kristie said if a formula was implemented then there is no use to have a commission and it could be brought to legislation to have the CASA Commission dissolved.

Judge Trandahl stated at the last meeting some directors said they were uncomfortable with the process of deciding the award amounts. Judge Trandahl

stated she likes the process; each program is different and is not in favor of a formula because it doesn't take into account individuality of each program. Kimberly Max stated some directors have been thankful of the ideas that come from the commission.

Amy Benda stated program directors feel like they are competing with each other. Amy stated "although it is uncomfortable, it is a necessary uncomfortable and it makes us good stewards of the money."

Jessie Kuetchenmeister stated that directors are uncomfortable being put on the spot with question and not prepared to answer some of the questions. Jessie commented it would be helpful for the commissioners to have question sent to directors prior to the meeting and they can come to the meeting prepared. Judge Trandahl stated that is hard to do because most questions come from the presentations and doesn't know what questions she is going to ask until that moment.

Judge Trandahl stated the purpose of the commission is to ensure CASA Commission funds are given to deserving programs and it is a learning process for both the commission and program directors.

Kimberly Max stated she is opposed to a formula. Judge Trandahl asked if anyone had a motion to propose. No motion made. No action taken.

5. **Grant Application:** Sara Kelly stated she added wording to page two under the "required attachments" heading regarding what a program must submit if program funds are managed by a fiscal agent. Sara stated she will also add wording to require a copy of a program's Internal Controls policy if they do not have an audit or financial review.

Kristie Fiegen asked if question eight of the application could have the three-part question changed to one question, it seems to be asking the same question. Commissioners agreed.

Kristie Fiegen made a motion to approve the changes to the grant application, Jaime seconded the motion, motion carried.

Kimberly Max made a motion to adjourn, Jaime seconded the motion, motion carried. Meeting adjourned at 2:55 pm.