

MANAGEMENT REPORT TO THE BOARD OF DIRECTORS

January 22, 2019

Administration & Finance- Blair Thompson

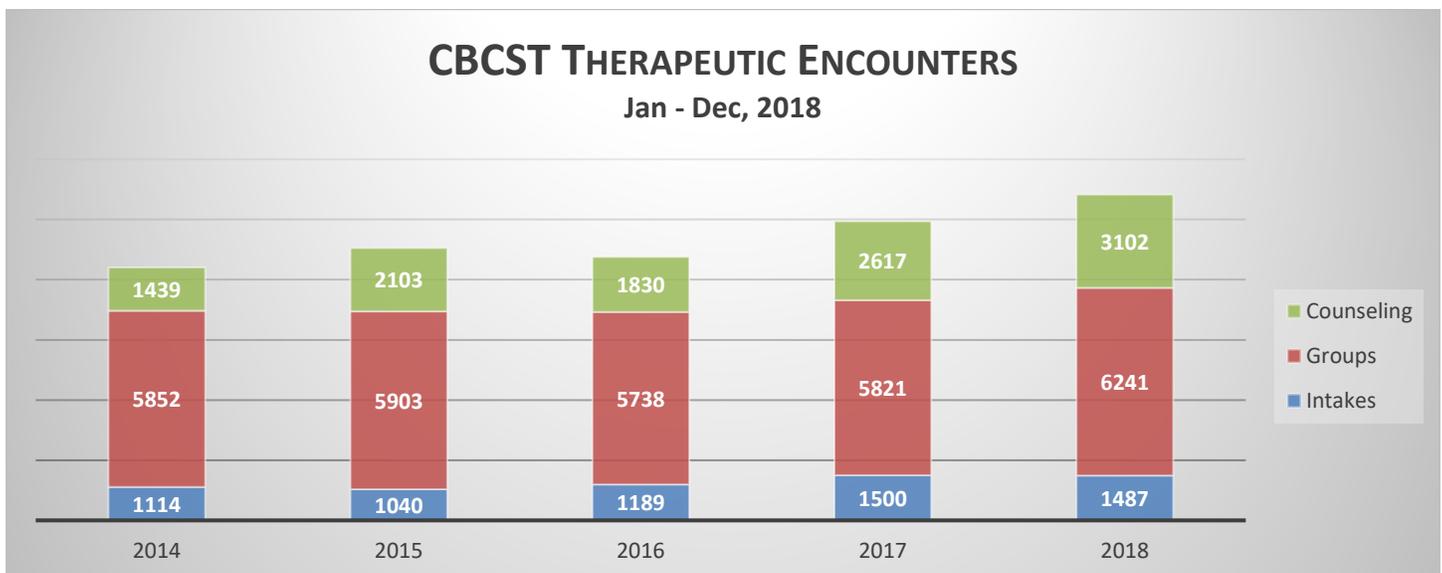
- *Financial Statement Highlights (for period ending December 31, 2018)*
 - **Balance Sheet:** The Balance Sheet remains very strong.
 - *Cash:* Cash balances were strong on 12/31/2018, and consistent with Management projections (except for a large federal award that is pending and now delayed due to government shutdown.) Yearend balance of \$400,000 is further strengthened by \$400,000 of receivables, \$300,000 anticipated in January 2019.
 - *Accounts Receivable:* \$411,000 primarily due to yearend/quarter end invoices for grants that are billed quarterly (VOCA x 3, COSA, and MHM). Also includes Valley Baptist Legacy Foundation (\$100K)
- *Facilities*
 - **Loans for 215 W. Olmos:** Management executed the following loans in accordance with action taken by Board of Directors at October meeting:
 - \$685,000 from Gordon Hartman Family Foundation, Terms: 1 year, 5% interest
 - \$600,000 Line of Credit from Frost Bank, 4.75% interest
 - **Additional Options for 215 W. Olmos:**
 - After meeting with potential major gift donor, management is asking BOD to consider additional options for the project. These options would advance the timeline for the Capital Campaign which, at the October Board Meeting, was projected to be initiated in 2020/21.
 - Information related to these additional options is attached and is reflected on the agenda as “Revised Strategic Vision for Capital Campaign”.
- *Company Sponsored Retirement Plan*
 - CBCST has historically provided a Simple IRA plan to employees and has offered an employer match up to 3% of employee’s salary. Management had concerns about the agency’s ability to provide appropriate oversight to the plan and compliance with rules related to its implementation and monitoring. Accordingly, management decided to replace the Simple IRA with a plan which is offered as part of our co-employment relationship with SWBC.
 - Effective January 1, 2019, The Children’s Bereavement Center of South Texas will offer the SWBC Professional Employer Services 401(k) Plan (the “Plan”) to its employees. SWBC PEO has an Investment Committee (the “Committee”) with oversight responsibility for the plan. The Committee monitors the performance of Slavic401k, the Plan’s recordkeeper. The Plan utilizes the Fidelity trading platform. The Committee meets on a quarterly basis to review Plan-related issues and review the investment options in the Plan’s lineup. The Committee has engaged an independent retirement plan consulting firm that services as an investment fiduciary and supports the Committee’s investment decisions. The consulting firm is Fiduciary Partners Retirement Group. As an adopter of the Plan; SWBC PEO, Slavic401k, and Fiduciary Partners Retirement Group hold the majority of the fiduciary liability.

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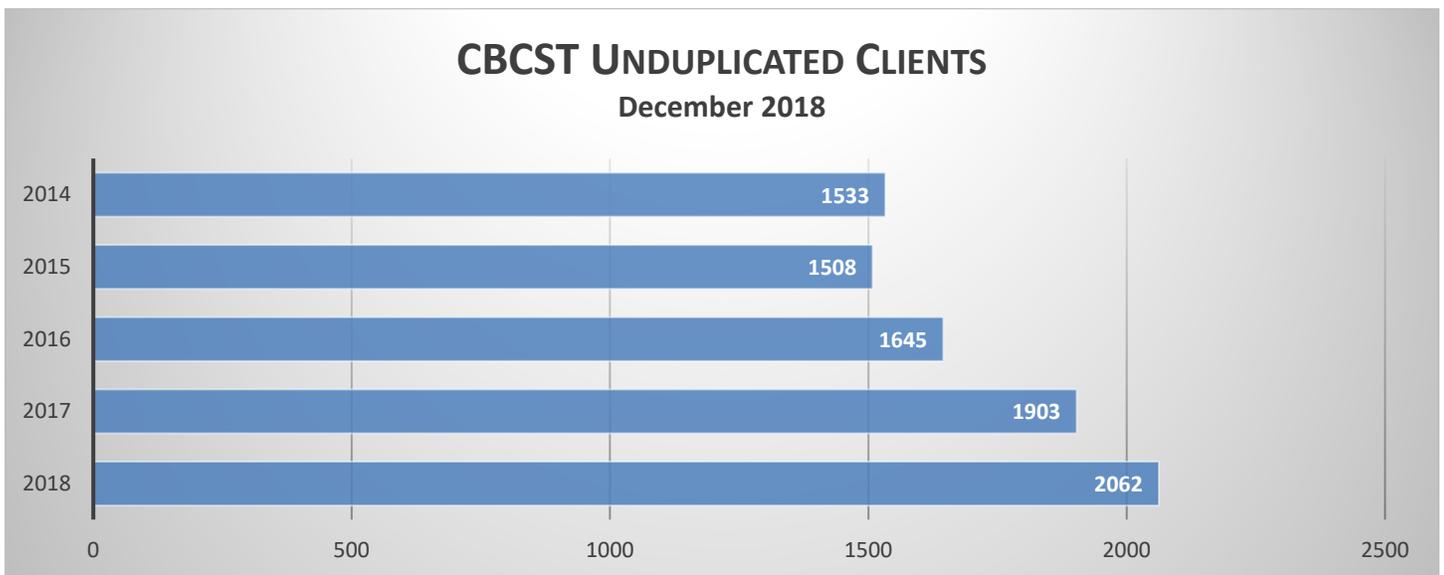
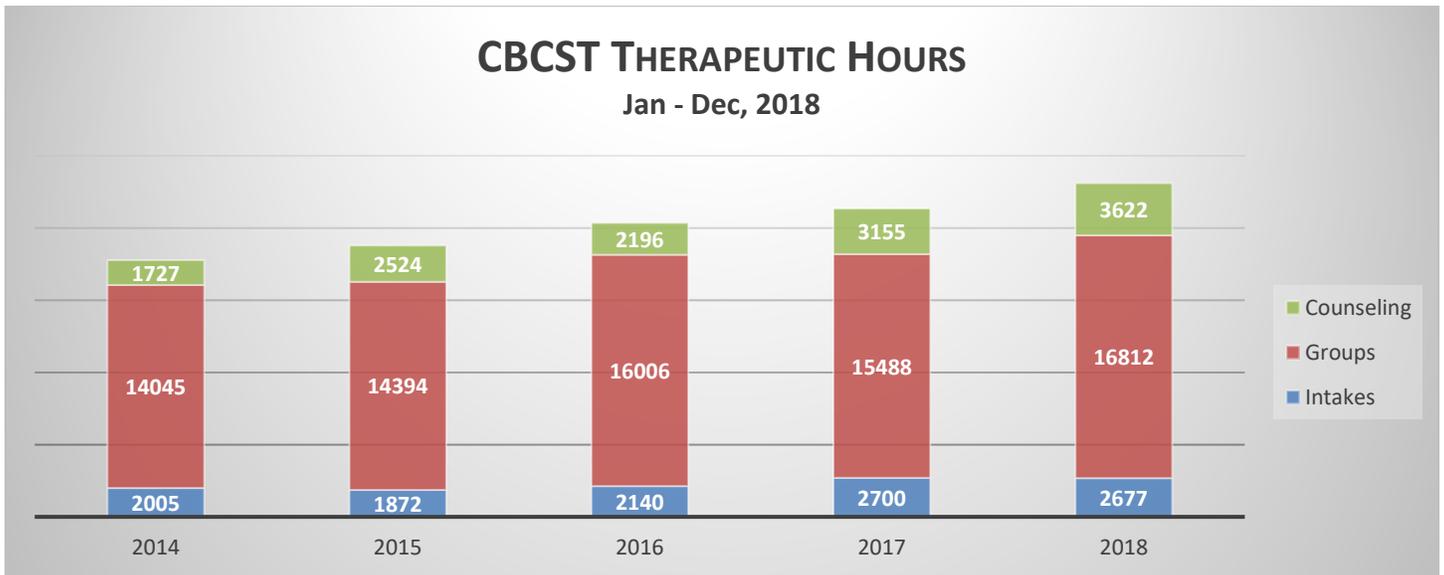
- SWBC PEO is responsible for the Plan's day-to-day administrative tasks and also with Plan compliance. This includes:
 - Interim and year-end compliance/nondiscrimination testing;
 - Delivery of all required notices, summary plan descriptions and the summary annual report; and
 - Identification of newly eligible employees and processing of all new enrollments.
- Working with Slavic401k, SWBC PEO also provides:
 - Enrollment support;
 - Webinars and robust educational and retirement planning tools; and
 - Targeted participant communications.
 - Slavic401k maintains the Plan's website and provides participant services, education and communications. Employees can implement a variety of transactions online, including investment transfers, investment elections, investment rebalancing elections, distribution requests, loan requests, beneficiary designations, etc.
- Staffing
 - The 2019 Operating Budget includes additional full-time staff. Accordingly, management has recruited and (as of this writing) extended offers to two (2) new employees:
 - Kristina Hernandez will be joining the team in mid February as the Development Director. Kristina comes with 5+ years of experience at the SA Food Bank, most recently as the Director of Community Investments.
 - Leticia Villareal will join the team on January 28 as a Licensed Professional Counselor. Leticia trained as an intern at CBC and has worked most recently a counselor with Laurel Ridge. In addition to regular duties, Leticia will have responsibility for initiating program services on Saturdays.

Program Highlights (Tami Logsdon)



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January 22, 2019



Program Staffing Update

January started with phones ringing. Over the first two weeks of 2019, our Intake Coordinator has responded to approximately 90 phone calls. Recent referrals to CBCST come from a variety of sources. School counselors are the most consistent referral source, others who have referred clients this year include VITAS Hospice, hospice nurses, physicians, therapists, Clarity Child Guidance Center, Texas Department of Family Protective Services (CPS), Victims of Crime Advocates, Rape Crisis Center, Any Baby Can and previous clients.

To help with the increased need for services, we have recently hired a new bilingual staff counselor. This therapist will help us open for services on Saturdays; which means the Center will now be staffed 7 days a week. We anticipate a start date of January 28th. Program staff are currently orienting nine new graduate-level interns from counseling programs at UTSA and Texas State University who will be with us for the Spring semester. Last weekend we completed Facilitator Training for 21 new support group facilitators (which includes four new interns for Paloma Place.)

MANAGEMENT REPORT TO THE BOARD OF DIRECTORS

January 22, 2019

Each semester we assess the size of existing support groups and this semester we are combining two Sibling Loss groups to allow us to offer two nights dedicated to families following death by suicide. The existing Beyond Suicide group averaged about 50 family members throughout Fall 2018 and we have several new families who came to us during November and December, so we are expanding to two groups this Spring, so we can accommodate them all.

Development and Marketing (Julia Anderson, Suzanne Benavides, Franchesca Velten)

Grants

Submitted Funding Requests:

- Valero Energy Foundation, NuStar Energy, H-E-B, Elizabeth Huth Coates Foundation, Dudley T. Dougherty Foundation, Marietta K. Randall Foundation Trust
- Submitted Reports: SAAF - \$25,000 funding for Sutherland Springs and A.E. Leonard Family Giving Council - \$5,000 for program support

Marketing

- Thank you to Jefferson Bank for being the 2019 Fiesta Medal Sponsor! Shout out to Candace Tottenham for securing those funds. The medal will be unveiled at the 2019 Hearts in Harmony Gala and will be on sale at the Fiesta Store, located off Broadway.
- It is Valero Birdies for Charity season in the nonprofit world and the Center is proud to announce that we dropped off funds for the mid-season payout for a little over \$102,000. This amount hopefully puts the organization in the Top 25, which opens the doors for additional incentive monies.

Third Party Events

- 2019 Grief Education Institute (GEI) Symposium: You are invited to attend any portion of the Friday, February 1st 2019 Grief Education Symposium, as a guest. Cards will be available at the Board Meeting. Please register online by Monday, January 28th at: <http://bit.ly/creatinginclusion>. Use the promotion code: CBC Guest
- SAVE the DATE: The Big Give 2019 will be held Thursday, March 28th. The Center will be highlighted in an article that San Antonio Magazine publishes specifically for the Big Give. The Center will have additional copies for you all at that time. We are currently working on a potential partnership for an event that day at a local eatery, more details will be shared as they become available.

Friends Board and Volunteers

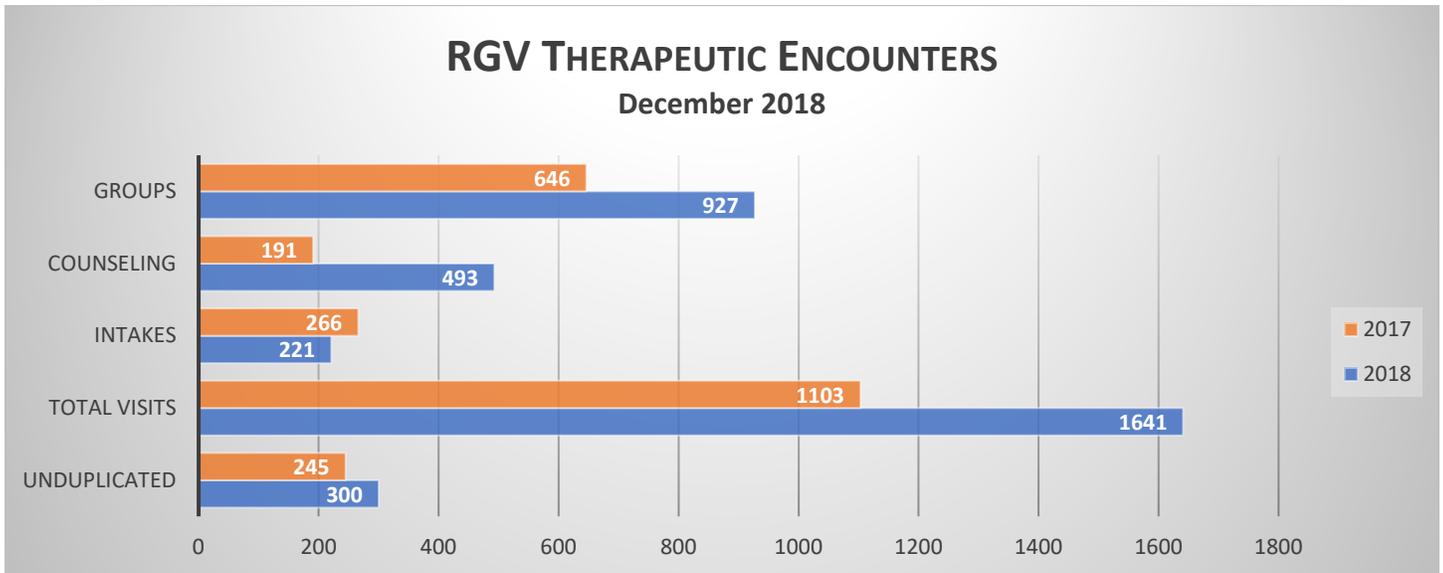
- Special Thanks to PlainsCapital Bank for sponsoring another successful Holiday Shop in December. The Center was filled with children wrapping gifts for their caregivers, decorating cookies, playing and visiting Santa.
- The Friends Board is actively planning our 18th Annual Gala with exciting honorees Erika Prosper and Mayor Ron Nirenberg along with Honorary Chairs Suzy and Cappy Lawton. Shannon Turner will be our guest speaker. This year's gala will be held on February 28th at Mays Family Center. You should have received information about table sponsorship and underwriting opportunities in the mail – we need your support as goal is to have over 500 people in attendance! Thus far, we've sold 32 of 50 tables. Contact Julia @janderson@cbcst.org or 210-735-4847 ext. 224 to reserve you table now!
- Do you know someone who would be willing to donate a fun trip to the Live Auction (typically valued \$5,000 - \$10,000+)? Do you have access to a puppy? If so, contact Julia (contact information above).
- Potluck Partners: A warm, prepared meal is such a gift to our grieving children and their parents. We need a partner for Tuesday, January 29th Beyond Self Harm Support Group (feeding approx. 60 people). Willing? Click here - <https://www.signupgenius.com/go/10c094da5a82fa6fd0-potluck>

Outreach, Expansion and Special Projects (Marian Sokol, Blair Thompson, Bert Pfiester, Leslie Wood)

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- **The Rio Grande Valley Center**-Randy Baker, Regional Director is doing a great job in drawing attention to the Center and its impressive impact over the past two years. The Center saw 300 unduplicated clients in 2018, with just two counselors and support from interns. Recent “naming gifts” for rooms have boosted public contribution revenue by more than \$40,000. The Center is building a Friends Group called the Mariposa Society. Randy will be present at the January Board meeting to provide further information.



- **Things continue to go well at Wonders & Worries**, although majority of families seeking service are in the recently diagnosed category, rather than end stage. Leslie Wood from our CBC team still responds to cases where death is imminent. The leadership team at Wonders & Worries in Austin is interested in taking more responsibility for managing and expanding the Center in San Antonio, and is also planning to have locations in Houston and Dallas. We are meeting with CEO Alex Gabbi later this month to discuss the best scenario for all. Children’s Bereavement would be happy to step back and allow them to take responsibility for funding in 2020 if the services remain available and we are mutually supportive partners.

[As of posting of this report, W&W yearend data has not been submitted from partner.]

- **Paloma Place** -All going well in Wilson County! We hired another counselor for Paloma Place in late 2018 and have quite a few doctoral and masters level interns. The building is great, clients increasing to the point that the Center is expanding operational hours. Ashley Jesse, Paloma Place Director does well at managing the team, and the UTSA partnership is positive. We still have some outside construction projects, such as fence installation, to complete. But program is functioning very well and we are proud to be part of the Sutherland Springs Coordinated Response Coalition, which enables us to refer through a unified form among school district, psychiatric care providers, legal aid help, the Ecumenical Center’s programs of spiritual counseling and more. The Governor’s Office has a goal of making this a statewide, if not national model of cooperation.

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January 22, 2019

PALOMA PLACE - THERAPEUTIC ENCOUNTERS

DECEMBER 2018

