



Transitions Board of Directors Minutes

Union County Government Center – Conference Room

January 23, 2024

MINUTES COMPILED AND SUBMITTED BY: Amy Gronlund, Executive Assistant
 Reviewed by Secretary, Christine Dotterer

NOTE: All attachments and reports are on file with the Secretary

ATTENDANCE: P = PRESENT IN PERSON C = ON CONFERENCE CALL A = ABSENT L = ON LEAVE

| | BOARD MEMBER | | BOARD MEMBER | | BOARD MEMBER |
|---|------------------------------------|---|----------------|---|---------------------------------|
| A | Mary Louise Schweikert, President | C | Angela Brouse | P | Marsha Lemons |
| P | Kendra Aucker, Co-Vice President | P | Anthony Butto | P | Francy Magee |
| A | Helen Nunn, Co-Vice President | P | Tina Fry | L | Stacey Pearson Wharton |
| P | Ed Sigl, Treasurer | C | Amanda Gaynor | C | Stacy Richards (arrived 7:15pm) |
| C | Christine Dotterer, Secretary | A | Nancy Hartman | P | Sheri Rippon |
| P | Mae-Ling Kranz, CEO | C | Armenta Hinton | P | Erin Wolfe |
| C | D. Toni Byrd, Past Board President | P | Sabra Karr | | |

STAFF PRESENT: Amy Gronlund and Jan McGrath

GUESTS:

Transitions Board of Directors Meeting Minutes

| AGENDA ITEM/SUBJECT | DISCUSSION SUMMARY | ACTION AND REQUIRED FOLLOW-UP |
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| CALL TO ORDER (Kendra Aucker) | Board Co-President Kendra Aucker called The Meeting to order at 7:04 pm. | |
| ROLL CALL | Amy Gronlund took roll call. | |
| SECRETARY’S REPORT (Christine Dotterer) Approval of Minutes from 12/12/2023 TREASURER’S REPORT (Ed Sigl) Approval of Variance Reports | Minutes were previously distributed. Jan McGrath, Finance Director presented the Variance Dashboard. The summary provides an abridged overview of the agency’s finances. <ul style="list-style-type: none"> • Key Takeaways <ul style="list-style-type: none"> ○ Salary expenses are 99% of the budget for the fiscal year and benefits are at 82%. ○ Income is at 95% for the first six months of the fiscal year. • Total Assets <ul style="list-style-type: none"> ○ Cash is down 21% and receivables are up 4% from last year. ○ The Vanguard account is up 24% (\$140,000) from the previous year. • Budget vs. Actual December 2023 <ul style="list-style-type: none"> ○ For the first six months of the year, income is \$309,412 (23% over) and expenses are \$289,697 (9% over) for December 2023. • Budget vs. Actual YTD <ul style="list-style-type: none"> ○ Income is 95% of the budget and expenses are at 104%. Of the revenue, approximately \$1,360,000 is grants, \$116, 000 donations, and \$41,000 is interest. • Accounts Receivable | <u>Motion by Chris Dotterer:</u> To accept the Minutes of December 12, 2023, <u>Seconded by Marsha Lemons.</u> <u>Motion carried.</u> <u>Motion by the Finance Committee:</u> To accept the Treasurer’s Report for November 2023 and December 2023, as presented. <u>Seconded by Toni Byrd.</u> <u>Motion carried.</u> |

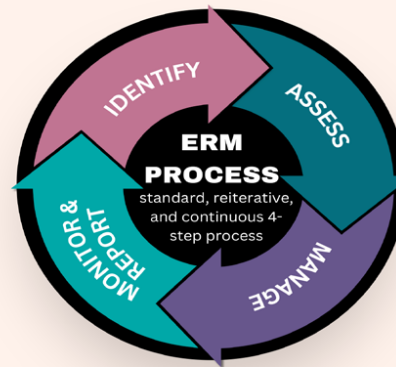
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| | <ul style="list-style-type: none"> ○ Jan noted that after receiving Rapid Re-Housing funds since the report the total accounts receivables stand at \$482,000. ● Jan also reported that we are currently down two staff but in the last 7 months hired 10 new employees – benefits expenses are at 82% because not all employees have gained full benefit status yet due to probationary periods, etc. ● We are receiving credit (~\$6,600) from Pennsylvania American Water and the sewer authority due to the water leak at Union County Safe House. ● Jan further explained some of the maintenance issues that have been more costly in recent months: fixing the water leak at the Union County Safe House (\$6,000), Bat remediation (\$2,000) at Admin offices, boiler service, and gutter work. <p>The Variance dashboard was previously distributed to the Board.</p> | |
| <p>CEO/AGENCY REPORTS (Mae-Ling Kranz)</p> | <p>CEO and Agency Reports for December were previously distributed to the Board.</p> <p>Annual Appeal Update: as of today, we reached \$90,000! We passed our budgeted goal of \$80,000 but would like to reach \$100,000. We exceeded last year’s donations of \$80,000. There are about \$20,000 in donations that were donated last year from donors who have not donated yet this year that Abby will follow up with.</p> <p>Mae-Ling highlighted that the Federal Government continues to struggle to pass a budget, we are set through March. We are not concerned right now, but keeping an eye on the new fiscal year, as there could be a delay in Federal funds. We also know going into this fall we will see a 5% reduction of VOCA (Victims of Crime Act) funds or \$32,000. As part of Federal Package, they are looking at more cuts are possible. There has been amazing advocacy with both our coalitions and on the state level the Governor has added a Domestic Violence line item with an \$8M increase. If this goes through, we could expect some of it to come our way. We haven’t had this kind of increase since 2019. As Board members you may be asked to do some outreach to help advocate.</p> | <p>Members should read Mae-Ling’s and the other staff’s reports and contact Mae-Ling with any questions.</p> |

Strategic Plan: We are not behind on any items; all is on track with no minor or major delays. There are goals that have not started yet, but simply due to timing.

Our big effort right now is the Emergency Risk Management (ERM) process, it is a big component of the Strategic Plan.

Enterprise Risk Management Process

- **Identify Risks**
How do we identify and prioritize risks?
- **Assess Risks**
What are the key causes and consequences of the risks?
- **Manage Risks**
What are the internal controls or mitigation measures in place to manage the risk?
- **Monitor and Report**
How do we monitor and report risks and who do we report them to?



The ERM process helps us identify the most critical risks and develop and manage plans to mitigate those risks. There has been an internal committee reviewing risks to various departments and discussing individual domains. We have identified risks and will now begin assigning them to a risk domain and assessing them. We have been doing this all along, just not with a formal process and documentation. We have identified the following risk domains:

- Operational - Employee Risk, Adverse Event Risks.
- Financial - Funding risk, Accounting and reporting risk
- Compliance – Non-compliance with established laws and regulations risk, Confidentiality or personally identifiable information, Conflict of interest, Professional liability risk.

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| | <ul style="list-style-type: none"> • Technology – Risk of losing confidential data, Risk of data corruption. • Strategic – Risks associated with the focus and direction of the organization. • Safety – Employee safety, Client Safety. <p>Next steps involve rating the probability of the risk occurring and the potential impact should that risk occur. The main objective is discussing and determining our top or “Tier 1” risks. Following assigning overall risk ratings, we will be appointing Risk Owner(s) for the top risks. These “Tier 1” risks, and risk assessments for those risks should be monitored and reviewed at least annually.</p> <p>Kendra offered that questions were raised about risk management for the organization and that staff is doing a lot of internal work to create a living document and are taking a good step in the right direction.</p> <p>Mae-Ling shared that Abby is ill but wanted us to point out that she is organizing an Event for Raise the Region in March. An open house at the Admin building – may ask you to be present and invite people to come and donate while they are there.</p> | <p>At the next meeting, staff will show the Board where they are with the top “Tier 1” Risks.</p> |
| <p>STANDING COMMITTEE REPORTS</p> <p>Auction (Sheri Rippon)</p> <p>Development and Public Relations (Marsha Lemons)</p> | <ul style="list-style-type: none"> • The next meeting is February 6, 2024. All is on track – please review the report/minutes. • Marsha explained that there was a joint meeting of Finance, Pr & Dev. and TIAC Committees. The goal was to hear from two community foundations - First Community Foundation of PA (FCFP) and Community Giving Foundation (CGF) to determine if we want to build relationships and invest in these organizations. | |

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| <p>Finance (Ed Sigl with Jan McGrath)</p> <p>Governance (Kendra Aucker)</p> <p>Personnel (Kendra Aucker)</p> | <p>Jan McGrath explained that our funders do fiscal and program monitoring and there was one component missing from our Finance Manual: if there is a contract \$100,000 and above a legal review is required. We were not doing anything wrong; this is just a best practice and was discussed at the Finance Committee meeting.</p> <p>The Governance Committee is supportive of the ERM process and will be reviewing by-laws at their February meeting, with plans to bring changes to the Board in March. There was also discussion at the last meeting regarding the Orientation process and work is being done to figure out how to fill in gaps right away.</p> <p>You have received a copy of the handbook; it has finished legal review. If there are questions, please reach out to Mae-Ling.</p> | <p><u>Motion by the Finance Committee:</u> To amend the Finance Manual to include a policy that requires a legal review if a contract is \$100,000 or more. <u>Seconded by Anthony Butto.</u> <u>Motion carried.</u></p> <p><u>Motion by the Personnel Committee:</u> To accept the employee handbook as presented pending the review and approval of attorney Renee C. Mattie Montgomery, Eckert, and Seamen. <u>Seconded by Sheri Rippon.</u> <u>Motion carried.</u></p> |
| <p>NEW BUSINESS (Kendra Aucker)</p> <p>STAFF MEETINGS PARTICIPATION BY THE BOARD (Kendra Aucker)</p> | <p>Mae-Ling mentioned that they have met with all the STOP teams and had productive meetings. Northumberland County does not have one yet but the new District Attorney is interested.</p> <p>Staff meetings are held on the 1st and the 3rd Fridays of each month at 12:30 pm. Staff In-Service will be the 3rd Friday of the month at 12:30 pm for Education. Board members interested in attending, please contact Shannon Fisher, who is facilitating the virtual meetings. Shannon_f@transitionsofpa.org 570-768-4995 x302</p> | |

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| <p>EXECUTIVE SESSION (Kendra Aucker)</p> | <p>Staff was excused from the Meeting, and the Board adjourned into the Executive session at 7:36 pm.</p> <p>The Board returned to regular session at 7:50 pm</p> | <p><u>Motion by Sabra Karr:</u> To adjourn to Executive Session. <u>Seconded by Tony Butto</u> <u>Motion carried.</u></p> <p><u>Motion by Toni Byrd:</u> To return to regular Session. <u>Seconded by Tony Butto</u> <u>Motion carried.</u></p> |
| <p>NEXT MEETING DATE (Kendra Aucker)</p> | <p>The next meeting date is Tuesday, March 26, 2024, at 7:00 at the Union County Government Center.</p> | <p>Committee reports are due Tuesday, March 19, 2024, at noon.</p> |
| <p>ADJOURNMENT</p> | <p>The Meeting was adjourned at 7:50 pm.</p> | |