



**Transitions Board of Directors Minutes**  
**Evangelical Community Hospital – Miller Conference Room**  
**June 25, 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
P	Kendra Aucker, Co-President	A	Angela Brouse	A	Marsha Lemons
P	Helen Nunn, Co-President	C	Anthony Butto	L	Stacey Pearson Wharton
P	Sabra Karr, Co-Vice President	P	Tina Fry	P	Stacy Richards
A	Francy Magee, Co-Vice President	A	Amanda Gaynor	P	Sheri Rippon
P	Ed Sigl, Treasurer	A	Nancy Hartman	A	Erin Wolfe
C	Christine Dotterer, Secretary	A	Armenta Hinton		
P	Mae-Ling Kranz, CEO				
P	D. Toni Byrd, Past Board President				

**STAFF PRESENT:** Amy Gronlund, Paul Muscarella

**GUESTS:**

Transitions Board of Directors Meeting Minutes

AGENDA ITEM/SUBJECT	DISCUSSION SUMMARY	ACTION AND REQUIRED FOLLOW-UP
<b>CALL TO ORDER</b> <b>(Kendra Aucker)</b>	Board Co-President Kendra Aucker called The Meeting to order at 7:02 pm.	
<b>ROLL CALL</b>	Amy Gronlund took roll call.	
<b>BOARD RECOGNITION</b>  <b>SECRETARY'S REPORT</b> <b>(Christine Dotterer)</b> Approval of Minutes from 5/28/2024  <b>TREASURER'S REPORT</b> <b>(Paul Muscarella)</b> Approval of Variance Reports	Kendra Aucker thanked Stacy Richards for her 15 years of service, dedication, and leadership to the Board, and presented her with a certificate and gift. Stacey Pearson Wharton and Amanda Gaynor are also stepping off the board and will receive certificates etc. as well.  Minutes were previously distributed. <b>Amy Gronlund noted a correction - Marsha Lemons should be marked present.</b>  Paul Muscarella, Finance Director presented the Variance Dashboard. The summary provides an abridged overview of the agency's finances. <ul style="list-style-type: none"> <li>• Key Takeaways               <ul style="list-style-type: none"> <li>○ Salary expenses are 103% of the budget for the fiscal year and benefits are at 85%.</li> <li>○ Income is at 103% for the first eleven months of the fiscal year.</li> <li>○ Cash is currently down 46% compared to last fiscal year.</li> <li>○ A/R is up 68% from last year at this time.</li> </ul> </li> <li>• Total Assets               <ul style="list-style-type: none"> <li>○ The accounts receivable is double compared to last year.</li> <li>○ The Vanguard account is up 20% from the previous year.</li> <li>○ Overall, up 10% from last year.</li> </ul> </li> <li>• Budget vs. Actual April 2024</li> </ul>	  <u>Motion by Toni Byrd: To accept the Minutes of May 28, 2024, as amended, Seconded by Sheri Rippon. Motion carried.</u>    <u>Motion by D. Toni Byrd: To accept the Treasurer's Report through May 2024, as amended, Seconded by Helen Nunn. Motion carried.</u>

	<ul style="list-style-type: none"> <li>○ For the first eleven months of the year, Income is 123% of the budget and expenses are 132%.</li> <li>● Budget vs. Actual YTD <ul style="list-style-type: none"> <li>○ Income is 103% of the budget and expenses are at 107%.</li> </ul> </li> <li>● Accounts Receivable <ul style="list-style-type: none"> <li>○ As of 6/25/2024, receivables were down to \$334,129.66.</li> </ul> </li> <li>● Paul explained there were 3 payrolls in May resulting in the overall expense being above budget.</li> <li>● He also highlighted the supplies line item appears high, but there is a grant that covers all but 4% of items that were purchased for FJC.</li> <li>● There were also extra advertising expenses for increased visibility on multiple media platforms due to vacancies.</li> <li>● <b>Corrections to the Financial Report which were discussed.</b></li> </ul> <p>The Variance dashboard was previously distributed to the Board.</p>	<ul style="list-style-type: none"> <li>● The corrected Financial Report will be included in the August meeting packet.</li> </ul>
<p><b>STANDING COMMITTEE REPORTS</b> <b>Finance</b></p> <p><b>CEO/AGENCY REPORTS</b> <b>(Mae-Ling Kranz)</b></p>	<ul style="list-style-type: none"> <li>● A draft budget was presented to the Board by Jan McGrath in May.</li> <li>● There is positive movement and possible passage of the state budget at the end of the month. They are looking at 5-8 million, for PCADV which would be a historic increase. We will see how it trickles down to Transitions, but we should see an increase which will help with the budget deficit.</li> <li>● The Civil Legal Representation program funds came in lower than last fiscal year (approx. \$18,00) but are now more like \$10,000 less. We are not doing anything incorrectly; it is related to the scoring system used. They expect it will go back with the state budget passing, and we will now be able to ask for \$175,000 instead of \$130,000 because of a multi-county program.</li> <li>● Very pleased with the Auction – our most successful year so far!</li> </ul>	<p><u>Motion by D. Toni Byrd:</u> To accept the FY 24-25 Budget as presented in May, <u>Seconded by Sabra Karr.</u> <u>Motion carried.</u></p> <p>Members should read Mae-Ling’s and the other staff’s reports and contact Mae-Ling with any questions.</p>



<p>Personnel (Helen Nunn)</p>	<ul style="list-style-type: none"> <li>• Kendra explained that in the future the June Board meeting will become a retreat with a small portion designated to business. Francy Magee is interested in organizing this type of event which can include the newly elected board members and have a social component.</li> <li>• The Board Self Evaluation will go out at the end of June, which will allow outgoing members to participate.</li> <li>• Transitions will be implementing a 2.5% increase across the board on July 1 for employees.</li> <li>• The committee will spend time over the next 15 months taking apart employee increases/adjustments/raises to determine what works well for the organization, what we can consistently afford, and what are good incentives for the staff. Mae-Ling will also be discussing with the Staff what is being worked on by the Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will ask Angie Brouse if she would like to mentor Lucille Tarin</li> </ul>
<p><b>NEW BUSINESS</b> <b>(Kendra Aucker)</b></p> <p><b>STAFF MEETINGS PARTICIPATION BY THE BOARD</b> <b>(Kendra Aucker)</b></p> <p><b>EXECUTIVE SESSION</b> <b>(Kendra Aucker)</b></p>	<p>No new business.</p> <p>Staff meetings are held on the 1<sup>st</sup> and the 3<sup>rd</sup> Fridays of each month at 12:30 pm. Staff In-Service will be the 3<sup>rd</sup> 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> <p>No executive session was needed.</p>	

<b>NEXT MEETING DATE (Kendra Aucker)</b>	The next meeting date is Tuesday, August 27, 2024, at 7:00 pm at the Evangelical Community Hospital – Miller Conference Room	Committee reports are due <b>Tuesday, August 20, 2024</b> , at noon.
<b>ADJOURNMENT</b>	The Meeting was adjourned at 8:43 pm.	



# VARIANCE DASHBOARD REPORT

FOR THE ELEVEN MONTHS ENDED MAY 31, 2024

## KEY TAKEAWAYS

**Personnel Expenses:** Salary expenses are showing at 103% of the budget for the fiscal year, and benefits are at 85%.

**Revenue/Income:** Income is at 103% of budget for the first eleven months of the fiscal year. Cash is currently down 46% compared to last fiscal year.

**Accounts Receivable:** A/R is up 68% from last year at this time.

## CASH SNAPSHOT - TOTAL ASSETS

Previous YR Comparison

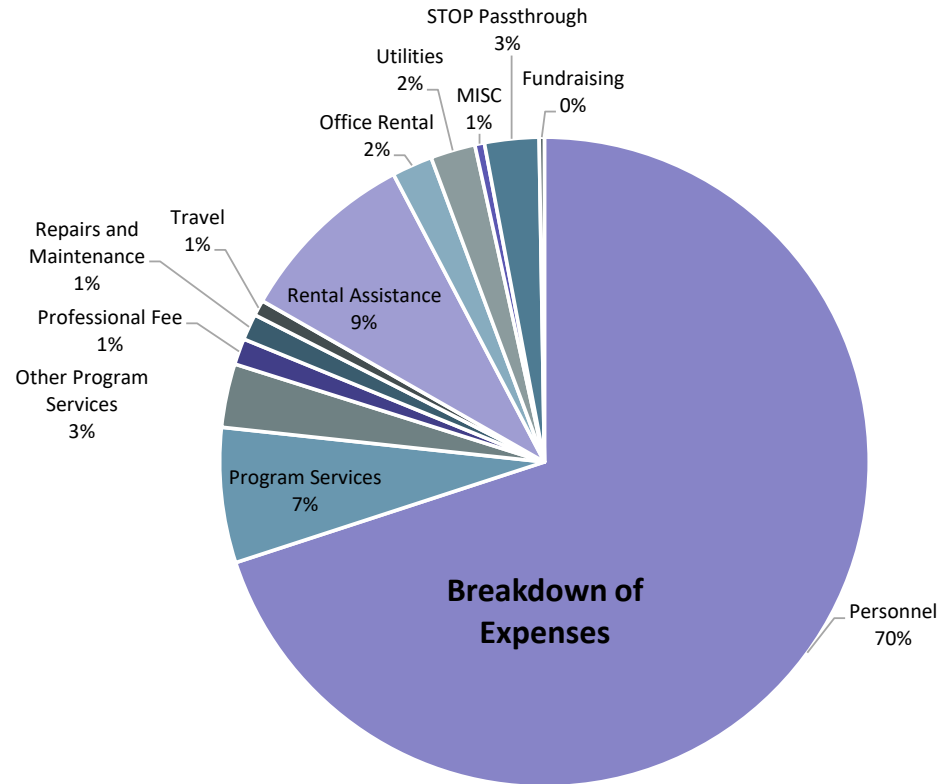
	May-24	May-23	\$ Change	% Change
Checking/Savings:	\$ 823,392	\$ 958,979	\$ (135,587)	14%
Accounts Receivable:	\$ 610,690	\$ 262,099	\$ 348,591	57%
Other Current Assets	\$ 46,217	\$ 55,853	\$ (9,636)	17%
Total Net Fixed Assets	\$ 629,252	\$ 704,480	\$ (75,228)	11%
Vanguard:	\$ 781,225	\$ 622,585	\$ 158,640	20%
Total Assets	\$ 2,890,776	\$ 2,603,996	\$ 286,780	10%

## ACTUAL vs. BUDGET - MAY 2024

	May-24	Budget	Over/Under	% of Budget
Income	\$ 330,157	\$ 268,246	\$ 61,911	123%
Expenses	\$ 352,078	\$ 266,289	\$ 85,789	132%

## ACTUAL vs. BUDGET YTD

	July - May	Budget	Over/Under	% of Budget
Income	\$ 3,041,225	\$ 2,960,587	\$ 80,638	103%
Expenses	\$ 3,123,141	\$ 2,929,033	\$ 194,108	107%



## ACCOUNTS RECEIVABLE SUMMARY - 05.31.2024

	New Invoices	1-30	31-60	61-90	>90	Total
Total	\$ 197,544	\$ (1,801)	\$ 126,817	\$ 113,131	\$ 174,999	\$ 610,690

**A/R Notes:** New invoices are \$ billed to funders for the month of May 2024. Receivables as of 6.25.24 are at 334K.