



**Transitions Board of Directors Minutes**  
**Evangelical Community Hospital – Miller Conference Room**  
**May 28, 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	P	Angela Brouse	A	Marsha Lemons
P	Helen Nunn, Co-President	P	Anthony Butto	L	Stacey Pearson Wharton
P	Sabra Karr, Co-Vice President	P	Tina Fry	P	Stacy Richards
P	Francy Magee, Co-Vice President	A	Amanda Gaynor	C	Sheri Rippon
P	Ed Sigl, Treasurer	P	Nancy Hartman	A	Erin Wolfe
P	Christine Dotterer, Secretary	P	Armenta Hinton		
C	Mae-Ling Kranz, CEO				
P	D. Toni Byrd, Past Board President				

**STAFF PRESENT:** Amy Gronlund, Jan McGrath, 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 7:03 pm.	
<b>ROLL CALL</b>	Amy Gronlund took roll call.	
<b>STAFF PRESENTATION</b>  <b>SECRETARY’S REPORT</b> <b>(Christine Dotterer)</b> Approval of Minutes from 3/26/2024  <b>TREASURER’S REPORT</b> <b>(Janet McGrath)</b> Approval of Variance Reports	<p>Paul Muscarella, the new Finance Director when Jan McGrath retires, introduced himself and provided some background information for the board. Paul worked for the State for 20 years in the Department of Revenue. Transitions has been a good fit so far for him – it feels like family.</p> <p>Minutes were previously distributed.</p> <p>Jan McGrath, Finance Director presented the Variance Dashboard. The summary provides an abridged overview of the agency’s finances.</p> <ul style="list-style-type: none"> <li>• Key Takeaways               <ul style="list-style-type: none"> <li>○ Salary expenses are 99% of the budget for the fiscal year and benefits are at 85%.</li> <li>○ Income is at 99% for the first ten months of the fiscal year.</li> <li>○ A/R is up 48% from last year at this time.</li> </ul> </li> <li>• Total Assets               <ul style="list-style-type: none"> <li>○ Cash is down 32%.</li> <li>○ The Vanguard account is up 20% from the previous year.</li> </ul> </li> <li>• Budget vs. Actual April 2024               <ul style="list-style-type: none"> <li>○ For the first ten months of the year, Income is 115% of the budget and expenses are at 109%. It's a little over budget.</li> </ul> </li> <li>• Budget vs. Actual YTD               <ul style="list-style-type: none"> <li>○ Income is 100% of the budget and expenses are at 104%.</li> </ul> </li> </ul>	<p><u>Motion by Toni Byrd: To accept the Minutes of March 26, 2024, Seconded by Francy Magee. Motion carried.</u></p> <p><u>Motion by the Finance Committee: To accept the Treasurer’s Report through April 2024 as presented. Seconded by Anthony Butto. Motion carried.</u></p>

	<ul style="list-style-type: none"> <li>• Accounts Receivable <ul style="list-style-type: none"> <li>○ There are no receivables over 90 days. Jan highlighted that the 61-90 day receivables will be reduced shortly as payments are all approved and just pending payment.</li> <li>○ As of last Monday, receivables were down to \$507,000.</li> </ul> </li> <li>• Jan highlighted we have added Fulton Bank to our banking partners.</li> <li>• Supplies are 304% due to 15 laptops we purchased but 13 of the 15 will be invoiced to grants and have been approved for payment.</li> <li>• Repairs and maintenance were 111% - over budget due to HVAC at Union County Safe House and a New monitor at FJC which will be covered by a grant.</li> </ul> <p>The Variance dashboard was previously distributed to the Board.</p>	
<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.</li> <li>• Mae-Ling responded to a question regarding the staff's response to the freeze on positions – Mae-Ling explained, that numbers are back to where they were pre-pandemic thus not a significant increase in services, leadership helped make these decisions, and the staff is not blind-sided with these announcements, they are kept up to date about funding, we are very transparent.</li> <li>• Discussion regarding the likelihood of grants coming through which would offset the withdrawal from Agency funds. – Mae-Ling hopes to hear back from the grants by the end of the calendar year--OVW she feels the least confident about, whereas JAG has good potential as does the STOP grant for Northumberland County.</li> <li>• It will continue to be a challenge as labor will continue to increase and expenses will continue to skyrocket.</li> <li>• If the grants don't work out, we will be using \$216,000 of agency funds to have a balanced budget.</li> <li>• Mae-Ling highlighted that the Auction continues to go well. There will be 10 Live Auction Items, 20 Exclusive items, and over 100 virtual packages.</li> </ul>	<ul style="list-style-type: none"> <li>• The draft budget is attached to the end of the minutes.</li> <li>• The budget will be included in the next Board Packet.</li> </ul> <p>Members should read Mae-Ling's and the other staff's reports and contact Mae-Ling with any questions.</p>

	<ul style="list-style-type: none"> <li>• We are proud we are ahead in sponsorship so far having raised \$60,800- a true team effort with some new sponsors this year.</li> <li>• Abby Gulden-Luthi's resignation – she did great things but was not the best fit for the organization – she has accepted a position with Bucknell which will be better for her and the needs of her family, and she remains a supporter of the organization. This leaves a big gap, but we are working through it, and still hope to move with a campaign, the position is still in the budget, and we hope to fill it, please send candidates our way!</li> <li>• Also, feeling the loss of our Counseling Coordinator, Savonna Reagan, who left for personal reasons.</li> </ul>	
<p><b>STANDING COMMITTEE REPORTS</b></p> <p>Auction (Mae-Ling)</p> <p>Development and Public Relations (Marsha Lemons)</p> <p>Finance (Ed Sigl with Jan McGrath)</p> <p>Governance (Kendra Aucker)</p>	<ul style="list-style-type: none"> <li>• Mae-Ling reminded members about the format of the auction- the in-person event as well as the virtual event (cards were passed out for members to distribute). We have about 230 attendees so far; some seats are still available.</li> <li>• No report</li> <li>• Nothing further</li> <li>• The Governance Committee recommends the nonimation of the following officers: <ul style="list-style-type: none"> <li>○ Kendra Aucker and Helen Nunn, Co-Presidents</li> <li>○ Sabra Karr and Francly Magee, Co-Vice Presidents</li> <li>○ Ed Sigl, Treasurer</li> <li>○ Christine Dotterer, Secretary</li> </ul> </li> </ul>	<p><u>Motion by the Governance Committee:</u> To present the slate of officers to be voted on at the June Board Meeting. The slate includes:</p> <ul style="list-style-type: none"> <li>• Kendra Aucker and Helen Nunn, Co-Presidents</li> <li>• Sabra Karr and Francly Magee, Co-Vice Presidents</li> <li>• Ed Sigl, Treasurer</li> <li>• Christine Dotterer, Secretary</li> </ul> <p><u>Seconded by Stacy Richards</u></p> <p><u>Motion Carried.</u></p>





#### Draft Budget FY24-25 Notes:

Budget presented as balanced.

#### Revenue:

- PCADV - \$18K Decrease in CLR Funds
- VOCA – Approx 30% decrease from last year, however, 25% of last year's funds were to catch up on expenditures to ensure proper grant spend out.
- New Grants – HUD PSH Rural, and Violence Intervention and Prevention
- Degenstein Foundations – provided \$34K to specifically help fill the VOCA funding decrease for FY24-25.
- Pending Grants (competitive) not on budget: OVW Rural Grant(166K/year – 3 years); JAG Grant (125K/year – 2 years); STOP Northumberland County (\$125/year – 3 years).
- Budget would be presented with a deficit but have included \$216K from general funds/savings to balance the budget. If we are to be awarded with 2/3 new grants pending this would cover the budgeted funds from general/savings.

#### Personnel:

- 5% total increase budgeted (2.5% Market Adjustment)
- Current hiring freeze on the following positions: Counselor Advocate, Residential Services Coordinator, Hotline Advocate. These positions are fully budgeted in this budget, however.

#### Benefits:

- Increase of approximately 15% for health insurance as we anticipate the cost to continue to grow.
- Disability insurance cost decrease due to switching to a new provider with the exact same benefits for half the cost.

#### Operations:

- Extremely lean budget related to operations.
- Major expenses that continue to rise include Equipment Maintenance, Repairs and Maintenance.
- Professional Fees budgeted very conservatively.

Transitions of PA FY24-25  
DRAFT for July 1, 2024

	BUDGET	GRANTS	PASS THRU	AGENCY	TOTAL	FY23-24
<b>REVENUE</b>						
<b>Government Grants</b>						
PCADV	698,032	698,032	-	-	698,032	716,368
PCADV HUD RRH	170,784	170,784	-	-	170,784	170,784
PCADV PHARE/Other Flex	15,000	15,000	-	-	15,000	15,000
PCADV BCSE	50,000	50,000	-	-	50,000	50,000
PCAR	219,595	219,595	-	-	219,595	219,595
STOP - Union 2022/2023	125,000	62,500	62,500	-	125,000	125,000
STOP - Snyder 2022/2023	125,000	62,500	62,500	-	125,000	125,000
VOCA Non-Competitive 23-25	645,655	645,655	-	-	645,655	900,000
HUD CoC RRH	108,623	108,623	-	-	108,623	108,623
HUD PSH	226,732	226,732	-	-	226,732	222,161
HUD PSH Rural	80,470	80,470			80,470	-
Susquehanna DOJ	20,000	20,000	-	-	20,000	20,000
Union ARPA	80,000	80,000	-	-	80,000	53,233
PAATH15 Crossroads - Human Trafficking	18,000	18,000			18,000	-
Violence Intervention & Prevention Grant	75,000	75,000			75,000	
Bucknell Campus Grant	10,000	10,000			10,000	20,000
PCADV ARP Mobile	50,000	50,000			50,000	80,000
<b>Fundraising Events</b>						
Annual Appeal	80,000	-	-	80,000	80,000	80,000
Auction	80,000	-	-	80,000	80,000	70,000
Other/New	75,000	-	-	75,000	75,000	75,000
<b>Donations</b>	80,000	-	-	80,000	80,000	78,000
<b>Legacies &amp; Bequests</b>	5,000	-	-	5,000	5,000	1,000
<b>Foundations/Trusts</b>	25,000	-	-	25,000	25,000	10,000
Degenstein Foundations	34,000			34,000	34,000	
<b>Earned Revenues - MISC Income</b>	5,000	-	-	5,000	5,000	2,000
<b>General Fund/Savings</b>	216,000			216,000	216,000	-
<b>Ended Funding/Prior Year Only:</b>						
PCAR FVPSA ARP					-	27,400
PCADV Allstate					-	12,000
PCADV Prevention					-	10,000
HUD DV CE						28,556
<b>Total Revenue</b>	<b>3,317,891</b>	<b>2,592,891</b>	<b>125,000</b>	<b>600,000</b>	<b>3,317,891</b>	<b>3,219,720</b>
<b>EXPENSES</b>						
<b>PERSONNEL:</b>						
SALARIES & WAGES	1,776,600	1,518,973	-	257,627	1,776,600	1,692,000
<b>BENEFITS:</b>						
FICA (SS & Medicare)	132,674	112,966	-	19,708	132,674	129,438
Pension Plan Contribution	40,000	32,271	-	7,729	40,000	37,400
Employee Health Insurance	500,000	480,000	-	20,000	500,000	441,295
Disability Insurance	19,027	12,586	-	6,441	19,027	42,300
Workers Compensation	27,600	19,691	-	7,909	27,600	27,600
Unemployment Compensation	20,820	20,670	-	150	20,820	23,530



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Employee Assistance Program	1,000	975	-	25	1,000	1,000
<b>TOTAL BENEFITS</b>	<b>741,121</b>	<b>679,159</b>	<b>-</b>	<b>61,962</b>	<b>741,121</b>	<b>702,563</b>
<b>TOTAL PERSONNEL</b>	<b>2,517,721</b>	<b>2,198,132</b>	<b>-</b>	<b>319,589</b>	<b>2,517,721</b>	<b>2,394,563</b>
<b>OPERATIONS:</b>						
<b>Program Services</b>						
Financial Assistance	5,000	-	-	5,000	5,000	7,130
Supplies	26,843	10,000	-	16,843	26,843	20,000
Food - Shelter	8,000	8,000	-	-	8,000	10,000
Telephone & Telecommunications	36,600	10,000	-	26,600	36,600	30,000
Postage, Shipping, delivery	5,000	2,500	-	2,500	5,000	5,000
Equipment Rental	7,600	2,600	-	5,000	7,600	10,000
Equipment Maintenance	30,000	10,000	-	20,000	30,000	25,000
Printing/Duplicating	8,000	4,000	-	4,000	8,000	8,000
Books, Subscriptions, Reference	15,000	9,107	-	5,893	15,000	15,000
<b>TOTAL PROGRAM SERVICES</b>	<b>142,043</b>	<b>56,207</b>	<b>-</b>	<b>85,836</b>	<b>142,043</b>	<b>130,130</b>
<b>Program Services-Other</b>						
Advertising	15,000	8,925	-	6,075	15,000	10,000
Administrative Fees-Grants	17,000	-	-	17,000	17,000	17,000
Audit Fees	20,000	10,000	-	10,000	20,000	22,000
Insurance-General	40,000	10,000	-	30,000	40,000	45,000
Membership Dues-Organization	1,000	500	-	500	1,000	2,500
Professional Fees	25,000	10,000	-	15,000	25,000	45,000
<b>TOTAL PROGRAM SERVICES OTHER</b>	<b>118,000</b>	<b>39,425</b>	<b>-</b>	<b>78,575</b>	<b>118,000</b>	<b>141,500</b>
<b>Program Expenses Occupancy</b>						
Rent	68,000	25,000	-	43,000	68,000	64,500
Utilities	40,000	30,000	-	10,000	40,000	45,000
Property Repairs and Maintenance	20,000	5,000	-	15,000	20,000	20,000
Safe Homes/Hotels/Motels	5,000	2,500	-	2,500	5,000	5,000
Client Rental Assistance/Housing Expenses	200,000	200,000	-	-	200,000	200,000
<b>TOTAL OCCUPANCY</b>	<b>333,000</b>	<b>262,500</b>	<b>-</b>	<b>70,500</b>	<b>333,000</b>	<b>334,500</b>
<b>Travel and Meetings</b>						
Travel	15,000	12,000	-	3,000	15,000	15,000
Conferences, Staff Development	10,000	10,000	-	-	10,000	10,000
<b>TOTAL TRAVEL</b>	<b>25,000</b>	<b>22,000</b>	<b>-</b>	<b>3,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Miscellaneous Expenses</b>						
Bank Service & Finance Charges	2,000	-	-	2,000	2,000	2,000
Credit Card Fees	5,000	-	-	5,000	5,000	5,000
Fees and Licenses	500	-	-	500	500	500
Other MISC Expenses	5,000	-	-	5,000	5,000	5,000
Pass Through Expenses	125,000	-	125,000	-	125,000	125,000
<b>TOTAL MISC</b>	<b>137,500</b>	<b>-</b>	<b>125,000</b>	<b>12,500</b>	<b>137,500</b>	<b>137,500</b>
<b>Fundraising</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>	<b>21,900</b>
<b>PCADV Relocation</b>	<b>14,627</b>	<b>14,627</b>	<b>-</b>	<b>-</b>	<b>14,627</b>	<b>14,627</b>
<b>TOTAL OTHER EXPENSES</b>	<b>44,627</b>	<b>14,627</b>	<b>-</b>	<b>-</b>	<b>14,627</b>	<b>36,527</b>
<b>TOTAL EXPENSES</b>	<b>3,317,891</b>	<b>2,592,891</b>	<b>125,000</b>	<b>600,000</b>	<b>3,317,891</b>	<b>3,199,720</b>
<b>OPERATING SURPLUS/(LOSS)</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>(20,000)</b>

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PCADV - Pennsylvania Coalition Against Domestic Violence

HUD - Office of Housing and Urban Development

RRH - Rapid Re-Housing

PSH - Permanent Supportive Housing

PHARE - Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund

BCSE - Bureau of Child Support Enforcement

PCAR - Pennsylvania Coalition to Advance Respect (Previously the Pennsylvania Coalition Against Rape)

STOP - Services, Training, Officers, and Prosecutors

VOCA - Victim of Crime Act

DOJ - Department of Justice

ARP/ARPA - American Rescue Plan Act

PAATH15 - Pennsylvania Alliance Against Trafficking in Humans