



Transitions Board of Directors Minutes

Union County Government Center

September 26, 2023

MINUTES COMPILED AND SUBMITTED BY: Amy Gronlund, Executive Assistant
 Reviewed by Co-Vice President, Helen Nunn

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	P	Angela Brouse	P	Marsha Lemons
P	Kendra Aucker, Co-Vice President	A	Anthony Butto	P	Francy Magee
P	Helen Nunn, Co-Vice President	P	Tina Fry	L	Stacey Pearson Wharton
P	Ed Sigl, Treasurer	A	Amanda Gaynor	A	Stacy Richards
A	Christine Dotterer, Secretary	P	Nancy Hartman	P	Sheri Rippon
P	Mae-Ling Kranz, CEO	A	Armenta Hinton	P	Erin Wolfe
P	D. Toni Byrd, Past Board President	P	Sabra Karr		

STAFF PRESENT: Amy Gronlund, Jan McGrath, and Abby Gulden-Luthi.

GUESTS: Rachel Waugh, LSV, Union County Public Library

<p>TREASURER'S REPORT (Ed Sigl) Approval of Variance Reports</p>	<p>Ed presented a new Variance Dashboard PowerPoint. The summary is intended to provide an abridged overview of the agency's finances.</p> <ul style="list-style-type: none"> • Key Takeaways <ul style="list-style-type: none"> ○ Salary expenses are 82% of the budget for the fiscal year and benefits are at 73%. ○ Income is at 82% for the first two months of the fiscal year. • Total Assets <ul style="list-style-type: none"> ○ Cash is down \$16,399 from August of 2022 but still very robust. ○ Receivables are up \$103,169. ○ Total fixed assets are down primarily due to depreciation. ○ The Vanguard account is up. • Budget vs. Actual August 2023 <ul style="list-style-type: none"> ○ For the first two months of the year, income is \$212,840, and expenses are \$250,883. • Budget vs. Actual YTD <ul style="list-style-type: none"> ○ Expenses exceeded income by \$13,625, but relative to budget, still on track and this is typical operating performance for this organization. • Accounts Receivable <ul style="list-style-type: none"> ○ Ed explained receivables >90 days are high at \$206,060. We don't expect a problem, but it is noted. <p>The Variance dashboard was previously distributed to the Board.</p>	<p><u>Motion by the Finance Committee:</u> To accept the Treasurer's Report for August 2023, as presented. <u>Seconded by D. Toni Byrd.</u> <u>Motion carried.</u></p>
<p>CEO/AGENCY REPORTS (Mae-Ling Kranz)</p>	<p>CEO and Agency Reports for September 2023 were previously distributed to the Board. In addition to the reports Mae-Ling highlighted:</p> <ul style="list-style-type: none"> • We have been successful in fundraising to date, as some funds solicited for the 2023 Auction were recently received and will give us a head start for 2024: Charles and Betty 	<p>Members should read Mae-Ling's and the other staff's reports and contact Mae-Ling with any questions.</p>

	<p>Degenstein Foundation \$5,000, Charles B. Degenstein Foundation \$2,500, and PA Skills \$5,000.</p> <ul style="list-style-type: none"> • The \$ 1 million Mackenzie Scott Grant we applied for awarded \$500 to Transitions. We made it to the final 6,000 out of 100,000 and the feedback we received was positive. • Sunbury Grants- \$6,000 to the Family Justice Center to revise the third-floor space from IT equipment to another visitation room which will support the sensory needs of some of our children. • Didn't anticipate that we were going to receive emergency food and shelter program funding through FEMA. Received monies from Union (\$14,000), Snyder (\$9,000), and Northumberland Counties (just under \$42,000). In the next phase, we will receive less. • HUD Grants—we go through a cycle every year to be ranked amongst the other counties and our programs continue to be successful – recently learned Transitions can apply for an additional \$75,000 to support housing staffing costs and rental assistance. • Looking to transfer our coordinated entry grant through HUD to PCADV – it makes more sense for them to provide services to the eastern part of the state. There will not be a negative impact on the organization. • Federal Government shutdown- expecting it to happen but for how long we never know. We started having conversations with our funders and do not expect a huge impact as we are a reimbursement program – we expend first and request reimbursement second. We are prepared for the impact – as we are financially stable with a large amount of liquid cash. • Staffing – only 1.0 FTE now! 	

STANDING COMMITTEE REPORTS		
Auction (Sheri Rippon)	Sheri reported that the florist has been secured and added two committee members, Julie Stefan and Gwen Edwards. The date for the Auction is Wednesday, June 5, 2024.	
Development and Public Relations (Marsha Lemons)	Nothing to report.	
Finance (Ed Sigl with Mae-Ling Kranz)	Mae-Ling reported the Audit is on track. The auditors indicate everything will be completed and processed on their end that is required for our funders by the deadline of October 31, 2023. Auditors will present it to the Finance Committee at their next meeting and Ed will bring it to the board for review and approval. The 990 will follow.	
Governance (Helen Nunn)	Helen reported on the Governance Committee’s review of The Board Self-Assessment Survey. She indicated Board members are satisfied, believe what the Board is doing is important, and the Board is doing it well. The Governance Committee believes it is an overall positive review. There were a few comments suggesting we make some changes but nothing that rises to the level of needing attention.	
Personnel (Helen Nunn)	Helen explained the parental leave policy came up from the staff and reviewed it for members.	<u>Motion by Personnel Committee:</u> To approve the Parental Leave Policy as presented <u>Seconded by Nancy Hartman.</u> <u>Motion carried.</u>

<p>NEW BUSINESS (Kendra Aucker)</p>	<p>Kendra provided comments/insights of her own regarding the Board Self-Assessment Survey.</p> <ul style="list-style-type: none"> • Please understand the need for Board Members to read their packets, a comment in the survey, proposed the need to provide an overview at the beginning of the meeting. Staff have done a great job at getting the materials out on time with plenty of time to review, and the Committees are doing the work – where it should be done. It is a big shift from where we were several years ago, so some may still be adjusting to that change. • Liability concerns - Mae-Ling is working with the team on a risk plan and this is something they think about all the time. If you have concerns about risk/liabilities, please feel comfortable speaking up and asking questions at meetings. • In the survey someone is looking for more discussion on lessons learned. Kendra feels these discussions happen in the weeds at the level of the people doing the work. So, if you have questions please ask. • Fair to ask at every meeting “Are there any issues the Board wants management to consider”. • Committee meetings are open to all Board members at any time. 	
<p>STAFF MEETINGS PARTICIPATION BY THE BOARD (Kendra Aucker)</p>	<p>Staff meetings are held on the 1st and the 5th Friday 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>	
<p>EXECUTIVE SESSION (Kendra Aucker)</p>	<p>Staff was excused from the Meeting, and the Board adjourned into the Executive session at 7:42 pm.</p>	<p><u>Motion by D. Toni Byrd:</u> To adjourn to Executive Session. <u>Seconded by Sheri Rippon</u> <u>Motion carried.</u></p>

NEXT MEETING DATE (Kendra Aucker)	The next meeting date is Tuesday, October 24, 2023, at 7:00 pm, to be held at The Union County Government Center 155 North 15 th Street. There will be an Inservice/Training at 6 pm (optional – encouraged for new board members) –Confidentiality and the Parameters of Privilege.	Staff and Committee reports are due Tuesday, October 17, 2023 , at noon.
ADJOURNMENT	The Meeting was adjourned at 7:45 pm.	