



Transitions Board of Directors Minutes
Union County Government Center
August 22, 2023

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

STAFF PRESENT: Amy Gronlund, Jan McGrath, and Tracy Strosser

Transitions Board of Directors Meeting Minutes

AGENDA ITEM/SUBJECT	DISCUSSION SUMMARY	ACTION AND REQUIRED FOLLOW-UP
<p>CALL TO ORDER (Helen Nunn)</p>	<p>Board Co-Vice President Helen Nunn called The Meeting to order at 7:00 pm.</p>	
<p>ROLL CALL</p>	<p>Christine Dotterer took roll call.</p>	
<p>SECRETARY’S REPORT (Christine Dotterer)</p> <p>Approval of Minutes from 6/27/2023</p> <p>TREASURER’S REPORT (Ed Sigl) Approval of Variance Reports</p>	<p>Minutes were previously distributed. All members and staff introduced themselves.</p> <p>Ed presented a Variance Dashboard PowerPoint. The summary is intended to provide an abridged overview of the agency’s finances. The Financial Summary contained the following slides:</p> <ul style="list-style-type: none"> • Key Takeaways <ul style="list-style-type: none"> ○ Salary Expenses are 70% of the budget for the fiscal year and benefits are at 64%. ○ Income is at 76% for the first month of the fiscal year. • Total Assets <ul style="list-style-type: none"> ○ The Vanguard account is up. ○ Total fixed assets are down due to depreciation. • Budget vs. Actual <ul style="list-style-type: none"> ○ This slide shows we broke even, income covered expenses and is in line with the new budget. 	<p><u>Motion by D. Toni Byrd:</u> To accept the Minutes of June 27, 2023, <u>Seconded by Anthony Butto.</u> <u>Motion carried.</u></p> <p><u>Motion by the Finance Committee:</u> To accept the Treasurer’s Report for June and July 2023, as presented. <u>Seconded by Stacy Richards.</u> <u>Motion carried.</u></p>

	<ul style="list-style-type: none"> • Accounts Receivable <ul style="list-style-type: none"> ○ Ed explained there are receivables over 90 days that are higher than usual. This is typical for this point in the fiscal year. <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 July and August 2023 were previously distributed to the Board. Mae-Ling highlighted:</p> <ul style="list-style-type: none"> • Delay in PA state budget <ul style="list-style-type: none"> ○ Instead of a 12-month contract we now have a 3-month contract and are expecting a 9-month contract to follow. ○ Mae-Ling does not feel this presents any concerns for Transitions. • PCAR re-branded – the acronym changed from Pennsylvania Coalition Against Rape to Pennsylvania Coalition to Advance Respect. • The housing staff is expending existing funds well and serving many clients. Currently applying for new funds that may bring in \$75,000 in additional funds. • The Department of Human Services recently let coalitions know, that any contracts coming out must have a minimum wage of \$15/hour, Mae-Ling is very glad Transitions made this shift in April of 2022 as other organizations are now scrambling. • Transitions made the cut for a Mackenzie Scott grant which is now down to 6000 applicants. Transitions is guaranteed \$500 but is still in the mix for \$1 million. These funds would be unrestricted. • Transitions hired a Fund Development Director – Abby Gulden-Luthi. 	<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"> • Strategic Plan – the organization is staying on track with goals and objectives well. There are a few delays, mostly tied to filling staff vacancies. • Mae-Ling and staff are working on the Annual Report, the statistics revealed the number of victim/survivor individuals is upwards of 3,000 instead of the usual numbers in the low 2,000s. Staff is working hard to not have wait lists, turn anyone away, or refer out to other agencies. 	
<p>STANDING COMMITTEE REPORTS</p> <p>Auction (Sheri Rippon)</p> <p>Development and Public Relations (Marsha Lemons)</p> <p>Finance (Ed Sigl with Mae-Ling Kranz)</p>	<p>Nothing to report.</p> <p>Nothing to report.</p> <ul style="list-style-type: none"> • Mae-Ling reported the IT and cyber security improvements approved at the last meeting were successfully completed except for one area that involves remote VPN usage. Training for staff was done at the staff retreat and went smoothly. • Mae-Ling explained marketing costs are higher due to the staff vacancies. • Mae-Ling also reported that the Marketing Specialist we use via the United Way, Kendra Parke, has worked out well, and it has been a fantastic year. Kendra has worked on cleaning up the website and further building it out. • Audit – Jan McGrath reported the audit started in full force this week. The process is now easier due to Smartsheets which saves time because the receipts etc. are already scanned. 	

<p>Governance (Kendra Aucker)</p>	<ul style="list-style-type: none"> • Allstate funds from the Pennsylvania Coalition Against Domestic Violence (PCADV) were able to be spent down because we were given a few extra days in July. These funds can be used for economic empowerment – making sure housing client needs are met. For Example, buying a new washer and dryer for work clothes, bicycles to get to work, and items for a new household. • Kendra Aucker presented the new Mission Statement and Tag Line and Mae-Ling provided a brief description of the process used to develop them. • Kendra Aucker explained that the Governance Committee is asking all Board Members to fill out an additional survey – A Self-Assessment. • Board Member leave of absence. A formal request for a Leave of Absence was made by Stacey Pearson-Wharton to extend through the end of this calendar year. 	<p><u>Motion by Governance Committee:</u> To approve the Mission Statement and Tag Line as presented. <u>Seconded by Nancy Hartman.</u> <u>Motion carried.</u></p> <p>Please complete the Board Satisfaction Survey and the Self-Assessment Survey distributed this evening by Sept. 8, 2023</p>
<p>Personnel (Helen Nunn)</p>	<ul style="list-style-type: none"> • Helen explained the Parental Leave Policy is still being worked on by the Committee and will be brought to the next meeting. 	<p><u>Motion by the Governance Committee:</u> To approve the Leave of Absence for Stacey Pearson-Wharton through the end of this calendar year. <u>Seconded by Stacy Richards.</u> <u>Motion Carried.</u></p>

	<ul style="list-style-type: none"> • Sick-Personal Leave Donation Policy – <ul style="list-style-type: none"> ○ Helen presented the policy as recommended by the Personnel Committee. ○ Discussion ensued regarding the potential exponential cost the organization would have to carry, the difference in cost of the sick leave (CEO rate vs. Admin) depending on employee’s level, how the policy came as a request from staff, and concerns sick bank funds could be used to provide services. ○ Mae-Ling explained the sick leave monies are covered by grants that are already budgeted, they would not be used for other potential services, there is a cap (480 hours) on the number of sick leave bank hours, and the sick bank can renew each year, not to be rolled over. 	<p><u>Motion by the Personnel Committee:</u> To approve the Sick/Personal Leave Policy as presented. <u>Seconded by Angie Brouse.</u> <u>Motion Carried with two abstentions:</u> <u>Stacy Richards and Armenta Hinton.</u></p>
<p>NEW BUSINESS (Helen Nunn)</p> <p>STAFF MEETINGS PARTICIPATION BY THE BOARD (Helen Nunn)</p> <p>EXECUTIVE SESSION (Helen Nunn)</p>	<p>There was no new business.</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>Staff was excused from the Meeting, and the Board adjourned into the Executive session at 8:20 pm.</p>	<p><u>Motion by Anthony Butto:</u> To adjourn to Executive Session. <u>Seconded by Amanda Gaynor</u> <u>Motion carried.</u></p>

		<p><u>Motion by D. Toni Byrd: To adjourn to Regular Session.</u> <u>Seconded by Sabra Karr.</u> <u>Motion carried.</u> The regular meeting of the Board resumed at 8:21 pm</p>
<p>NEXT MEETING DATE (Helen Nunn)</p>	<p>The next meeting date is Tuesday, September 26, 2023, at 7:00 pm, to be held at The Union County Government Center 155 North 15th Street. There will be an Inservice/Training at 6 pm (optional – encouraged for new board members and anyone needing a refresher) – Reading and Understanding Transitions’ Financials.</p>	<p>Staff and Committee reports are due Tuesday, September 19, 2023, at noon.</p>
<p>ADJOURNMENT</p>	<p>The Meeting was adjourned at 8:21 pm.</p>	