



**Transitions Board of Directors Minutes**

**Union County Government Center**

**October 24, 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	C	Anthony Butto	P	Francy Magee
P	Helen Nunn, Co-Vice President	A	Tina Fry	L	Stacey Pearson Wharton
P	Ed Sigl, Treasurer	A	Amanda Gaynor	P	Stacy Richards
C	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:** Shannon Fisher, Ali Goetcheus, Amy Gronlund, Abby Gulden-Luthi, and Jan McGrath

**GUESTS:**



<p><b>TREASURER'S REPORT</b> (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"> <li>• Key Takeaways <ul style="list-style-type: none"> <li>○ Salary expenses are 83% of the budget for the fiscal year and benefits are at 72%.</li> <li>○ Income is at 74% for the first three months of the fiscal year.</li> </ul> </li> <li>• Total Assets <ul style="list-style-type: none"> <li>○ Cash is down 33% compared to last fiscal year, and receivables are up 82%. Once receivables are collected the cash balance should go up.</li> <li>○ Total fixed assets are down primarily due to depreciation.</li> <li>○ The Vanguard account is up 21% compared to last year at this time.</li> </ul> </li> <li>• Budget vs. Actual August 2023 <ul style="list-style-type: none"> <li>○ For the first three months of the year, income is \$187,680 and expenses are \$258,526.</li> </ul> </li> <li>• Budget vs. Actual YTD <ul style="list-style-type: none"> <li>○ Income is at 74% of the budget and expenses are at 90%. This is a high expense level but not out of the ordinary for the organization.</li> </ul> </li> <li>• Accounts Receivable <ul style="list-style-type: none"> <li>○ Ed noted receivables &gt;90 days are high at \$295,765. It was also noted that a total of \$423,019 in owed receivables was received between 10.2.23 and 10.13.23</li> </ul> </li> </ul> <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 September 2023, as presented. <u>Seconded by Stacy Richards.</u> <u>Motion carried.</u></p>
<p><b>AUDIT PRESENTATION</b></p>	<p>Baker-Tilly presented information to the Finance Committee on 10.23.2023 and Ed reviewed the report with the Board.</p> <ul style="list-style-type: none"> <li>• Ed explained, the auditors put another set of eyes on financial reporting and do a lot of diagnosing and testing. Ed indicated everything complies with generally accepted accounting principles. Transitions received an excellent report, the financials are well-regarded.</li> </ul>	<p><u>Motion by the Finance Committee:</u> To accept the Audit barring any material changes for Fiscal Year 22-23, as presented. <u>Seconded by Stacy Richards.</u> <u>Motion carried.</u></p>

	<ul style="list-style-type: none"> <li>• Ed reviewed several slides from the Baker-Tilly presentation. He noted that we are in a strong financial position, as our assets far exceed our liabilities, and we have no debt.</li> <li>• Mae-Ling offered that we are close to being at the final review stage and that there is some more testing needed on our HUD funds-- Rapid Re-Housing and Permanent Supportive Housing. Our Baker-Tilly partner is out of town, we are hoping for his signature on Friday or Monday. We had a much closer turnaround time than previous years and may not need to ask for an extension beyond the October 31, 2023, deadline.</li> <li>• Mae-Ling is very proud of the team for having a clean audit (unofficially) this year and noted we have had a clean audit for the last 7 years. She was also not needed as much in the audit process this year and credits the staff for being able to step up and do a great job. This is a great accomplishment.</li> </ul>	
<b>CEO/AGENCY REPORTS (Mae-Ling Kranz)</b>	<p>CEO and Agency Reports for September 2023 were previously distributed to the Board.</p> <ul style="list-style-type: none"> <li>• Abby Gulden-Luthi, Fund Development Director, informed the Board of Give for DV – Giving Day on October 26, 2023. There have been many meaningful DV events throughout October, and she is adding one more. Abby asked all to get out their phones and like the Transitions Facebook page and then take a look at the Give for DV Giving Day event. It is similar to Raise the Region (and claims to be a 24-hour event, but she noted you can start donating now). Please like, follow, and share as you are comfortable. After she asked staff to do the same, we got a bump of 40 new people. Your activity on social media will help broaden our network and will provide great information for Abby to analyze the impact.</li> </ul> <p>In addition to the reports Mae-Ling highlighted the following:</p> <ul style="list-style-type: none"> <li>• The Annual Appeal is one of two large fundraising events for Transitions. Part of the mailing that goes out will highlight our service numbers in one year. We are proud of the numbers and increased support for survivors.</li> <li>• There were challenges in our housing program last month. One of our Permanent Supportive Housing clients was housed with a</li> </ul>	<p>Members should read Mae-Ling’s and the other staff’s reports and contact Mae-Ling with any questions.</p>

landlord (our first time working with this landlord) in the community. The landlord was not happy with the condition of the rental on their departure and wanted to sue us as an organization for monies beyond the security deposit (\$46,000). Mae-Ling explained that the leases are between the landlord and the client, not us. She obtained legal counsel and reviewed requirements from HUD, and all agreed that we are not legally responsible. A certified letter was sent to the landlord with our response, and we have not heard anything further from him. We have very good relationships with the landlords we work with, but news of this situation is being shared.

- Physical Site Issues:
  - We have had two issues at the Union County Safe House, one was a larger issue with the sewer line that we have been able to fix at a lesser cost. The second issue relates to a leak in the water line between the back office and the house itself. Currently, this water line is turned off and you will hear a recommendation later from Finance.
  - After the fire in 2019 at the Northumberland County Safe House our property insurance company is very strict and performs inspections on all the properties. They have identified potential masonry work around the chimney and some shingle questions on the roof. A contractor evaluated the roof, and the issues appear to be minimal but need to be fixed. Mae-Ling is more concerned with masonry work. We are trying to keep you informed of higher-cost items and are working with the Insurance company to determine what needs to be fixed and what can wait.
- Starting work on Risk Management, the group has met one time. We are working through our process. There is a portion for the Board to complete, likely it will go to Governance first.
- A discussion ensued around homelessness and severe housing needs in our community. Transitions is a strong and well-known organization; can we be a part of solving this issue? Can the public at large own this too? Mae-Ling offered that she is part of a housing group that meets regularly and includes representatives from many of our community partners. This group is making a plan that will

	<p>eventually be presented to the leadership. Evangelical Hospital has recently decided to give up land to the housing authority. There is not enough low- and middle-income housing and all partners are competing for the same funds, same donors, etc. Housing and homelessness are big complex problems. It will be helpful to get Mae-Ling in front of other groups to share knowledge and how she sees things from the lens of Transitions.</p>	
<p><b>STANDING COMMITTEE REPORTS</b></p> <p>Auction (Sheri Rippon)</p> <p>Development and Public Relations (Marsha Lemons)</p> <p>Finance (Ed Sigl with Mae-Ling Kranz)</p> <p>Governance (Kendra Aucker)</p> <p>Personnel (Helen Nunn)</p>	<p>Sheri thanked Mae-Ling for running the last meeting. All is on track and if you think of any live auction items for this year, please let Amy know.</p> <p>Nothing to report – Meeting on the 25<sup>th</sup>.</p> <p>It is going to cost \$6,000 to fix the leak in the water line from the back offices to the Union County safe house.</p> <p>No agenda items this month, will be looking at Risk Assessment at the next meeting.</p> <p>Did not meet due to illness, we have rescheduled and will look at the handbook.</p>	<p><u>Motion by the Finance Committee:</u> To authorize spending \$6,000 to repair the water line leak at the Union County Safe House backyard. <u>Seconded by Angela Brouse.</u> <u>Motion carried.</u></p>
<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>None</p> <p>Staff meetings are held on the 1<sup>st</sup> and the 5<sup>th</sup> Friday 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.</p>	

<p><b>EXECUTIVE SESSION (Kendra Aucker)</b></p>	<p>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 8:30 pm.</p> <p>The Board returned to regular session at 8:32 pm</p>	<p><u>Motion by Marsha Lemons:</u> To adjourn to Executive Session.  <u>Seconded by Helen Nunn</u>  <u>Motion carried.</u></p> <p><u>Motion by Anthony Butto:</u> To return to regular Session.  <u>Seconded by Sabra Karr</u>  <u>Motion carried.</u></p>
<p><b>NEXT MEETING DATE (Kendra Aucker)</b></p>	<p>The next meeting date is Tuesday, December 12, 2023, at 5:30 pm for The Board and Staff Social followed by the Board meeting at 7:00 pm – Location - The Bull Run Tap House in Lewisburg.</p>	<p>Staff and Committee reports are due <b>Tuesday, December 5, 2023</b>, at noon.</p>
<p><b>ADJOURNMENT</b></p>	<p>The Meeting was adjourned at 8:32 pm.</p>	