



**TRANSITIONS OF PA BOARD OF DIRECTORS MEETING MINUTES**  
 Remote Meeting Held via Zoom  
 August 25, 2020

**MINUTES COMPILED AND SUBMITTED BY:** Mary Louise Schweikert

**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	Amy Gronlund, President	P	Christine Dotterer	P	Stacey Pearson-Wharton
P	D. Toni Byrd, Vice-President	A	Harvey Edwards	A	Stacy Richards
P	Ed Sigl, Treasurer	A	Tory Kallin	P	Sheri Rippon
P	Mary Louise Schweikert, Secretary	A	Marsha Lemons	P	Linda Treese
P	Susan K. Mathias, CEO	P	Tamara Normington	P	Mark Wolfberg
P	Kendra Aucker	P	Helen Nunn		
P	Rob Cook	P	Jacquelyn Paul		

**NOTE:** Linda Treese left the meeting at 8:14 pm.

**STAFF PRESENT:**

Mae-Ling Krantz

AGENDA ITEM/SUBJECT	DISCUSSION SUMMARY	ACTION & REQUIRED FOLLOW-UP
<b>CALL TO ORDER</b> <b>(Amy Gronlund)</b>	The meeting was called to order at 7:04 P.M. by Board President, Amy Gronlund. Amy welcomed our new members, Rob, Tamara, and Stacey, to the Board of Directors.	
<b>ROLL CALL</b>	Mary Louise Schweikert, Secretary, took roll call.	
<b>SECRETARY'S REPORT</b> <b>(Mary Louise Schweikert)</b>  Approval of Minutes from 06/23/2020	Minutes were previously distributed. No additions or corrections were noted.	<u>Motion by Sheri Rippon:</u> To accept the Minutes of June 23, 2020, Board meeting as presented. <u>Seconded by Rob Cook.</u> <u>Motion carried.</u>
<b>TREASURER'S REPORT</b> <b>(Ed Sigl, Mae-Ling Kranz)</b>  Variance Report, 7/1/19-6/30/20  Variance Report, 7/1/20-7/31/20	<p>Ed reviewed the Variance Report for the Fiscal Year 7/1/2019-6/30/2020. There are no outstanding issues with expenses or income for the year. Expenses were a little more than grant income; however, this was covered by cash raised through the annual appeal.</p> <p>Total income for the first month of the current fiscal year is \$192,000, which is a little less than the amount budgeted. Expenses for the month were \$177,000, slightly less than expenses budgeted. PCADV owes Transitions a sizeable amount of money, but they will pay us when the funds come down to them from DHS. This should be resolved by next month's board meeting.</p> <p>Mae-Ling explained that, when the pandemic began, we applied for and received PPP dollars to help with cash flow issues PCADV was experiencing at the time. We have not needed to use these funds at all. Although we can keep \$10,000 of these funds, we will need to decide at some point whether we will keep the remaining \$149,900 of these funds at a low interest rate, or pay them back and rely on our lines of credit (which are at a higher interest rate) for future cash flow issues.</p>	<p><u>Motion by Helen Nunn:</u> To accept the 7/1/19-6/30/20 Variance Report and the 7/1/20-7/31/20 Variance Report as presented.  <u>Seconded by Toni Byrd.</u>  <u>Motion carried.</u></p> <p>The Board will consider this question in the near future.</p>

<b>CEO/AGENCY REPORTS</b> <b>(Susan Mathias)</b>	<p>CEO and Agency reports were distributed to the Board previously. Susan highlighted that:</p> <ul style="list-style-type: none"> <li>• '19-'20 dashboard numbers are in general, lower than corresponding '18-'19 numbers because of the pandemic-related shutdown in March, 2020.</li> <li>• Northumberland County statistics are up overall because of the prevalence of domestic violence issues in that county and because the population in that county is roughly double that of Union or Snyder County.</li> <li>• The number of PFA orders is up over last year.</li> <li>• The Family Justice Center hasn't received any court referrals as yet, but they are taking self-referrals for exterior custody exchanges.</li> </ul>	<p>Members should read the CEO/Agency reports and contact Susan with any questions.</p> <p>Members asked to see a breakout of hotel nights vs. safe house nights, and Susan said she would get that information for the Board.</p>
<b>COMMITTEE REPORTS</b>  Auction (Sheri Rippon)  Development/Public Relations (Amy Gronlund)  Education (Harvey Edwards)  Finance (Ed Sigl/Mae-Ling Kranz)  Governance (Marsha Lemons, Jackie Paul)	<p>No report submitted. The committee will meet in early September.</p> <p>No report submitted. Amy reported that Marsha Lemons has volunteered to serve on this committee, and Amy will be looking for a few more people interested in serving.</p> <p>See report from the meeting held 8/12/20. The Education staff will be conducting training with Children and Youth staff on the effects of domestic violence on children.</p> <p>No report submitted.</p> <p>No report submitted. The results of the Board Survey will be reported at the September meeting.</p>	<p>Members should read the Standing Committee reports and contact the Committee Chairperson with any questions.</p> <p>Board members should contact Amy if interested in learning more about serving on this committee.</p>

<p>Personnel (Mary Louise Schweikert)</p> <p>CEO Job Description</p> <p>Emergency Leave Policy</p> <p>Temporary Dependent Care Reimbursement Policy, as an Addendum to the Pandemic Policies</p>	<p>See reports of meetings held 8/17/20 and 8/21/20. The committee is engaged in reviewing staff personnel policies. The process will likely take a year. The committee plans to submit the policies for Board review and action when the process is complete.</p> <p>A revised version of the CEO job description was distributed to the Board previously. The committee recommends this version for Board approval.</p> <p>The Board has not yet had the opportunity to review the actual policy and wants to ensure that the wording is appropriate, so they asked that the committee reconsider the policy and report at the next meeting.</p> <p>The Board has not yet had the opportunity to review the actual policy and wants to insure that the wording is appropriate, so they asked that the committee reconsider the policy and report at the next meeting.</p>	<p><u>Motion by Harvey Edwards:</u> To approve the revised CEO Job Description, as submitted. <u>Seconded by Stacey Pearson-Wharton.</u> <u>Motion carried.</u></p> <p>The Personnel Committee will review the policy and share it with the Board at the next meeting.</p> <p>The Personnel Committee will review the policy and share it with the Board at the next meeting.</p>
<p><b>NEW BUSINESS</b> (Amy Gronlund)</p>	<p>Amy will send out the annual CEO performance evaluation survey shortly.</p>	<p>Members should return the CEO performance review surveys promptly.</p>
<p><b>NEXT MEETING DATE</b> (Amy Gronlund)</p>	<p>The next Board meeting will be held on 09/22/2020. Members should plan to attend by Zoom.</p>	<p>Staff and Committee reports are due <b>Tuesday, September 15, 2020</b>, at noon.</p>
<p><b>EXECUTIVE SESSION</b> (Amy Gronlund)</p>	<p>Staff was excused from the Board of Directors meeting while the Executive Session took place.</p>	<p><u>Motion by D. Toni Byrd:</u> To adjourn into Executive Session at 8:19 pm. <u>Seconded by Chris Dotterer.</u> <u>Motion carried.</u></p> <p><u>Motion by Kendra Aucker:</u> To adjourn into Regular Session at 8:33 pm. <u>Seconded by Harvey Edwards.</u> <u>Motion carried.</u></p>

<b>ADJOURNMENT</b>	The meeting was adjourned at 8:34 pm.	
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Transitions is a crisis center that provides advocacy, empowerment, and education to victims, survivors, families, and communities to end patterns of violence and abuse.