

Transitions Board Meeting Agenda

Tuesday, March 22, 2022

[Meeting Link](#)

Call to Order	President, D. Toni Byrd
Roll Call	Secretary, Chris Dotterer
Staff Presentation	Shannon Fisher, Counseling Advocacy Coordinator
Secretary's Report Approval of Minutes	Secretary, Chris Dotterer
Treasurer's Report	Treasurer, Ed Sigl Finance Director, Janet McGrath
CEO/Agency Reports	CEO, Mae-Ling Kranz
Committee Reports	
Auction	Sheri Rippon
Public Relations and Development	Marsha Lemons
Finance	Ed Sigl/Janet McGrath
Governance	Mary Louise Schweikert
By-Laws Vote	
Membership	Marsha Lemons
Personnel	Helen Nunn
New Business	
Personnel/Finance Joint Discussion – Salary Scale Restructure and revision of procedures	
Reminders:	
<ul style="list-style-type: none">• Sexual Assault Awareness Month – April 2022• Staff Meeting Participation by Board – 2nd Friday at 12:30 PM. Contact Tara Ulrich to join.• Staff In-Service 4th Friday at 12:30 PM - Board welcome to participate. Contact Tara Ulrich to join.• Annual Auction – Virtual Online Auction – June 2 – June 8; In-person Auction June 8. Registration opens April 1, 2022• Next Meeting Date – April 26, 2022• Committee Reports Due - Tuesday, April 19, 2022, at Noon	
Executive Session	
Adjournment	



Transitions Board of Directors Minutes

Remote Meeting held via Zoom

February 22, 2022

MINUTES COMPILED AND SUBMITTED BY: Tracy Strosser, Administrative Support 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	D. Toni Byrd, President	A	Amanda Gaynor	P	Mary Louise Schweikert
P	Helen Nunn, Vice President	P	Amy Gronlund	A	Stacey Pearson Wharton
P	Ed Sigl, Treasurer	A	Aubyn Johnson		
P	Christine Dotterer, Secretary	P	Sabra Karr		
P	Mae-Ling Kranz, CEO	P	Marsha Lemons		
P	Kendra Aucker	P	Tamara Normington		
P	Jeremy Cook	P	Stacy Richards		
A	Robert Cook	P	Sheri Rippon		

STAFF PRESENT: Jessica Dodson and Jan McGrath

Transitions Board of Directors Meeting Minutes

Remote Meeting held via Zoom

AGENDA ITEM/SUBJECT	DISCUSSION SUMMARY	ACTION AND REQUIRED FOLLOW-UP
CALL TO ORDER (D. Toni Byrd)	The Meeting was called to order at 7:02 pm by Board President D. Toni Byrd.	
ROLL CALL	Christine Dotterer, the Secretary, took roll call.	
Staff Attorney (Jessica Dodson) SECRETARY'S REPORT (Christine Dotterer) Approval of Minutes from 01/25/22 TREASURER'S REPORT	<p>Jessica Dodson, Staff Attorney, gave an overview of her duties.</p> <ul style="list-style-type: none"> Jessica was hired by Transitions on November 29, 2021. The Legal Center currently has 66 open cases: 21 Custody, 29 Divorces, 2 PFAs, 1 Domestic Violence, 2 Domestic Relations, and 1 Civil Action Case; 10 are in Snyder County, 9 are in Union County and 47 in Northumberland County. Jessica graduated from Milton HS in 2013 before attending Case Western, her undergraduate degree is in Sociology and Psychology. She received her License to Practice in April 2020. Jessica's first job out of Law School was with the Domestic Relations Office in Lycoming County so she can bring that experience to Transitions. She is tying together her knowledge with her passion for the work. <p>Minutes were previously distributed. No additions or corrections were noted.</p>	<p><u>Motion by Helen Nunn:</u> To accept the Minutes of the January 25, 2022, Board Meeting as presented.</p> <p><u>Seconded by Sabra Karr.</u></p> <p><u>Motion carried.</u></p>

<p>(Ed Sigl and Jan McGrath) Approval of Variance Reports</p>	<p>Ed and Jan 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 is still high due to the retention bonuses. ○ Benefits are down due to open positions. ○ Accounts Receivables are in line with previous years. • Total Assets <ul style="list-style-type: none"> ○ Total checking and savings are up from last year. ○ Fixed assets have increased due to repairs at NCSH. ○ Loss due to downturn in Stock Market is still positive. • Budget vs. Actual (Month and Year) <ul style="list-style-type: none"> ○ The first 7 months are typically a break-even. • Revenue vs. Expenses (Actual) <ul style="list-style-type: none"> ○ Salary and Benefits are 63% of Budget. ○ We are in a break-even situation. <p>The Variance dashboard was previously distributed to the Board.</p>	<p><u>Motion by Kendra Aucker:</u> To accept the Treasurer's Report for January 2022, as presented. <u>Seconded by Stacy Richards.</u> <u>Motion carried.</u></p>
<p>CEO/AGENCY REPORTS (Mae-Ling Kranz)</p>	<p>CEO and Agency reports for January 2022 were previously distributed to the Board. Mae-Ling highlighted:</p> <ul style="list-style-type: none"> • Mae-Ling reviewed the Board Portal where the links for minimizing the number of pages for the Board Packet can be found. • The documents will continually be updated, and historical documents can be found there. • February 28th is the H.A.D. Enough 5 Year Anniversary and there will be an event on Transitions' Facebook page. 	<p>Members should read Mae-Ling's and the other staff's reports and contact Mae-Ling with any questions.</p>
<p>STANDING COMMITTEE</p>		

REPORTS		
Auction (Sheri Rippon)	<p>The Committee will meet again on March 29th.</p> <ul style="list-style-type: none"> • The details are coming together. 	
Development and Public Relations (Marsha Lemons)	<p>The Committee will meet again on March 31st.</p>	
Finance (Ed Sigl/Janet McGrath)	<p>Please see Treasurer's Report.</p>	
Governance (Mary Louise Schweikert)	<p>Mary Louise shared the discussion of the Strategic Plan and Bylaws.</p> <ul style="list-style-type: none"> • A discussion on Bylaws with regards to voting will be discussed next month. • The Committee will be interviewing stakeholders in the community to see where we can increase, decrease, and improve our organization. • There was discussion on Board of Directors Membership and openings. 	
Personnel (Helen Nunn)	<p>The Committee met, and the full report is in the packet.</p> <ul style="list-style-type: none"> • There are necessary updates to the CEO job description. • We are working toward improving Transitions minimum wage. • The Committee is working to improve employee retention. 	

STAFF MEETINGS PARTICIPATION BY BOARD (D. Toni Byrd)	<p>Staff meetings are held on the 2nd Friday of each month at 12:30 pm. Staff In-Service will be the 4th Friday of the month at 12:30 pm for Education. Board members interested in attending, please get in touch with Tara Day Ulrich, who is facilitating the virtual meetings.</p>	
EXECUTIVE SESSION (D. Toni Byrd)	<p>Staff was excused from the Meeting, and the Board adjourned into the Executive session at 7:53 pm.</p>	<p><u>Motion by Amy Gronlund:</u> To adjourn into Executive Session. <u>Seconded by Sheri Rippon.</u> <u>Motion carried.</u></p> <p><u>Motion by Helen Nunn:</u> To adjourn into Regular Session. <u>Seconded by Tamara Normington.</u> <u>Motion carried.</u></p> <p>The regular meeting of the Board resumed at 8:00 pm.</p>
NEXT MEETING DATE (D. Toni Byrd)	<p>The next meeting date is Tuesday, March 22, 2022, at 7:00 pm.</p>	<p>Staff and Committee reports are due Tuesday, March 15, 2022, at noon.</p>
ADJOURNMENT	<p>The Meeting was adjourned at 8:01 pm.</p>	

Financials Review
Period End February 28, 2022

Full financial reports from QuickBooks for February 2022 can be found by logging into the board portal by clicking the following link: [Board Portal - Financials](#)

*Note: All income and expense categories recognize 1/12th of the budgeted amount in each month.

Notable Financial Information:

1. Transitions received another FVPSA grant. This one is named FVPSA ARP Mobile and runs until June 30, 2023. It has a total estimated funded amount of \$218,888. Funds are explicitly designated to provide access to COVID-19 testing, vaccines, and mobile health units.
2. Equity will increase with fixed assets of vehicles and construction improvements but are currently still showing in expenses.
3. As revealed earlier this week, the Department of Housing and Urban Development has renewed our four Continuum of Care homeless service grants for a total of \$421,023.

Revenue:

1. Government Grants are showing at 79% for this point in the fiscal year.
2. We are at 84% of our total budgeted income for July through February 2022.
3. The annual appeal has generated \$109,870.39 through February 28, 2022.

Expenses:

1. We are at 67% of budgeted expenditures for the month end of February and 89% for July through February 2022.

6560 – Salaries and Wages – Salaries and wages are showing at 89% for July through February 2022. Three new staff have started in March so the percentages should start going up.

7010 – Employee Benefits – Benefits are at 67% due to turnover in staff and will take some time to show an increase due to the probationary period of new staff receiving benefits.

7100 – Programs Services –

- 7109 – Supplies – 40% over budget for February 2022. The budget is showing at 320% for July through February 2022. This reflects final spending for three VOCA grants, one state PCCD Grant, and PCADV FVPSA Cares Act grants that closed on 9.30.21.
- 7130 – Telephone and Communications – 69% over budget for July through February 2022. This is an ongoing trend due to the cost of additional lines and services added to allow for remote work or to ensure operations continue to run smoothly during the pandemic and fluctuating needs. These costs will be covered under grant modifications.

7200 – Programs Expenses – Other –

- 7210 – Advertising – 119% over budget for July through January 2022. The primary continued to increase in expenses is around advertising for staffing vacancies.
- 7240 – Insurance –General – 4% over budget for July through February 2022 – some increased cost with the addition of three new vehicles to our insurance policy and an overall underbudgeting occurrence with an increase in premiums for the beginning of the FY.
- 7260 – Professional Fees – Showing at 90% over budget, mainly due to contracted Attorney Fees and utilization of Professional Accounting Services. Professional Accounting Services were not originally written into the budget as there was no way to gauge what the expense would be. With the hiring of Jan McGrath as the Finance Director, this expense should continue to decrease over time.

7270 – Repairs and Maintenance – showing over by 89%. This is a result of our final VOCA spend out, including the following repairs at our safe houses: Union County: repair to all exterior fire escapes, repair of front porch floorboards, painting of the front exterior of the property. Northumberland County: purchase of an emergency generator, replacement of entire sidewalk on Chestnut Street side, and repair of the rock retaining wall in front of the property.

7700 – Program Expenses-occupancy – Although as a total, program expense occupancy is under budget looking at the individual accounts of **Rent** and **COC Rental Assistance** separately shows Rent is over budget and COC Rental Assistance is under budget.

- **7710 - Rent** – showing over by 59% for July through February 2022. As stated in previous Finance Reports, this is due to underbudgeting that the expense for all various office rentals across our three-county service area. Changes will be made within grant modifications to address and correct.
- **7712 – COC Rental Assistance** - 88% under budget for July through February 2022 due to limited utilization of CoC Rental and Financial Assistance.

7720 - Utilities – showing over by 39%. The safe house utility usage is up due to the colder weather.



FEBRUARY 2022

VARIANCE DASHBOARD

A VISUAL SUMMARY OF MONTH END FINANCIALS

KEY TAKEAWAYS

Overall, February financials show continued positive performance. Transitions remains financially sound at this point in the fiscal year.

Salary/Benefits Expenses

1

Salary expenses are at 89% of the budget for the fiscal year. New staff starting in March will bring those percentages up.

Benefits are still down at 67% of the budget. Even with the new staff, it will take some time before those percentages go up.

The Year To-Date

2

Transitions received notification for another new grant and the renewal of four HUD grants.

Equity will increase with the purchase of vehicles and construction improvements at the safe houses.

Accounts Receivable

3

Our A/R performs consistently across the board. Grant funds continue to be received, decreasing A/R and increasing cash.

\$

TOTAL ASSETS

\$

As of February 28, 2022

Balance Sheet Prev Year Comparison

As of February 28, 2022

	<u>Feb 28, 22</u>	<u>Feb 28, 21</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Total Checking/Savings	724,959.79	663,577.40	61,382.39	9.25%
Total Accounts Receivable	318,768.83	331,950.36	-13,181.53	-3.97%
Total Other Current Assets	49,846.13	25,649.16	24,196.97	94.34%
Total Current Assets	1,093,574.75	1,021,176.92	72,397.83	7.09%
Fixed Assets				
Total 1600 · Property, Plant & Equipment	825,215.82	741,005.69	84,210.13	11.36%
Total Fixed Assets	606,558.11	620,972.40	-14,414.29	-2.32%
1500 · Vanguard Brokerage	648,177.64	587,617.76	60,559.88	10.31%
Total Other Assets	648,177.64	587,617.76	60,559.88	10.31%

BUDGET VS ACTUAL

1 MONTH ENDED 02/28/2022

VARIANCE ANALYSIS MONTH OF FEBRUARY 2022

Profit Loss Budget vs. Actual 1 month ended February 2022

	Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Total Income	71,948.20	266,951.00	-195,002.80	26.95%
Gross Profit	71,948.20	266,951.00	-195,002.80	26.95%
Expense				
6560 · Salaries and Wages	86,437.99	129,225.00	-42,787.01	66.89%
Total 7010 · Employee Benefits	37,397.39	52,187.00	-14,789.61	71.66%
Total 7200 · Program Expenses-Other	5,270.20	14,043.00	-8,772.80	37.53%
Total 7300 · Travel & meetings expense:	4,140.57	5,208.00	-1,067.43	79.5%
Total 7700 · Program Expenses-occupan	26,639.54	39,793.00	-13,153.46	66.95%
8200 · PCADV Relocation	2,484.26	1,219.00	1,265.26	203.8%
Total 8500 · Misc expenses	153.85	1,337.00	-1,183.15	11.51%
Total 8700 · Passthrough Expenses	4,305.00	10,417.00	-6,112.00	41.33%
8900 · Fundraising Expenses	0.00	1,250.00	-1,250.00	0.0%
Total Expense	178,984.72	266,951.00	-87,966.28	67.05%
Net Ordinary Income	-107,036.52	0.00	-107,036.52	100.0%

BUDGET VS ACTUAL

VARIANCE ANALYSIS FISCAL YEAR 2021-2022

8 months ended 02/28/2022	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Total Income	1,811,583.79	2,155,614.00	-344,030.21	84.04%
Gross Profit	1,811,583.79	2,155,614.00	-344,030.21	84.04%
Expense				
6560 · Salaries and Wages	922,803.49	1,033,812.00	-111,008.51	89.26%
Total 7010 · Employee Benefits	278,751.32	417,496.00	-138,744.68	66.77%
Total 7100 · Program Services	185,440.70	98,169.00	87,271.70	188.9%
Total 7200 · Program Expenses-Other	215,499.81	112,344.00	103,155.81	191.82%
Total 7300 · Travel & meetings expenses	29,149.29	41,664.00	-12,514.71	69.96%
Total 7700 · Program Expenses-occupancy	155,561.32	318,344.00	-162,782.68	48.87%
8200 · PCADV Relocation	5,783.42	9,752.00	-3,968.58	59.31%
Total 8500 · Misc expenses	31,978.11	10,697.00	21,281.11	298.95%
Total 8700 · Passthrough Expenses	66,979.40	83,336.00	-16,356.60	80.37%
8900 · Fundraising Expenses	961.50	10,000.00	-9,038.50	9.62%
Total Expense	1,892,908.36	2,135,614.00	-242,705.64	88.64%
Net Ordinary Income	-81,324.57	20,000.00	-101,324.57	-406.62%

BALANCE SHEET

Previous YR
Comparison



As of February 28, 2022

ASSETS

Current Assets

Checking/Savings

1011 · M&T Bank - Checking	204,694.92	278,271.03	-73,576.11	-26.44%
1013 · M&T Capital Campaign	50,538.66	50,530.42	8.24	0.02%
1014 · M&T - Savings Account	350,024.21	215,063.90	134,960.31	62.75%
1015 · BB&T - Savings Acc	96,810.72	96,801.78	8.94	0.01%
1017 · M&T - Shamokin Capital Campaign	21,993.11	22,017.11	-24.00	-0.11%
1018 · First National Bank	0.00	-5.01	5.01	100.0%
1040 · Petty Cash	898.17	898.17	0.00	0.0%

Total Checking/Savings

Accounts Receivable

1110 · Accounts Receivable	318,768.83	331,950.36	-13,181.53	-3.97%
----------------------------	------------	------------	------------	--------

Total Accounts Receivable

Other Current Assets

Account for Credit Transfer	177.26	176.26	1.00	0.57%
1450 · Prepaid Expenses	49,128.87	24,932.90	24,195.97	97.04%
1460 · Security Deposits	540.00	540.00	0.00	0.0%

Total Other Current Assets

Total Current Assets

Fixed Assets

Total Fixed Assets

Total Other Assets

TOTAL ASSETS

	Feb 28, 22	Feb 28, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1011 · M&T Bank - Checking	204,694.92	278,271.03	-73,576.11	-26.44%
1013 · M&T Capital Campaign	50,538.66	50,530.42	8.24	0.02%
1014 · M&T - Savings Account	350,024.21	215,063.90	134,960.31	62.75%
1015 · BB&T - Savings Acc	96,810.72	96,801.78	8.94	0.01%
1017 · M&T - Shamokin Capital Campaign	21,993.11	22,017.11	-24.00	-0.11%
1018 · First National Bank	0.00	-5.01	5.01	100.0%
1040 · Petty Cash	898.17	898.17	0.00	0.0%
Total Checking/Savings	724,959.79	663,577.40	61,382.39	9.25%
Accounts Receivable				
1110 · Accounts Receivable	318,768.83	331,950.36	-13,181.53	-3.97%
Total Accounts Receivable	318,768.83	331,950.36	-13,181.53	-3.97%
Other Current Assets				
Account for Credit Transfer	177.26	176.26	1.00	0.57%
1450 · Prepaid Expenses	49,128.87	24,932.90	24,195.97	97.04%
1460 · Security Deposits	540.00	540.00	0.00	0.0%
Total Other Current Assets	49,846.13	25,649.16	24,196.97	94.34%
Total Current Assets	1,093,574.75	1,021,176.92	72,397.83	7.09%
Fixed Assets				
Total Fixed Assets	606,558.11	620,972.40	-14,414.29	-2.32%
Total Other Assets	648,177.64	587,617.76	60,559.88	10.31%
TOTAL ASSETS	2,348,310.50	2,229,767.08	118,543.42	5.32%



AS OF FEBRUARY 28, 2022

NOTES:

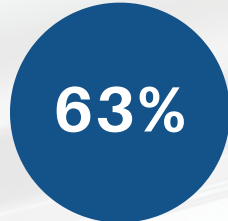
- GREEN HIGHLIGHTS INDICATE PAYMENTS OF \$107,699.45 RECEIVED THROUGH MARCH 7, 2022.

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
PCAR - Union RSCCA	989.15	104.10	0.00	0.00	0.00	1,093.25
Lycoming CoC PSH	0.00	0.00	1,899.35	0.00	0.00	1,899.35
HUD PSH Schuylkill	0.00	0.00	-2,097.33	0.00	0.00	-2,097.33
PCADV RRH	10,244.06	1,885.21	0.00	0.00	0.00	12,129.27
AR Adjustment	0.00	0.00	0.00	0.00	0.00	0.00
HUD CE Specialist	0.00	0.00	-5,275.67	0.00	0.00	-5,275.67
HUD CoC RRH Program	0.00	0.00	-4,253.47	0.00	0.00	-4,253.47
PCADV						
Allstate Foundation	0.00	0.00	-5,193.09	0.00	0.00	-5,193.09
PCADV - Other	48,171.13	56,311.91	-706.90	0.00	0.00	103,776.14
Total PCADV	48,171.13	56,311.91	-5,899.99	0.00	0.00	98,583.05
PCAR-DPW						
Act 44	16,012.71	-15,909.00	-67.88	0.00	-1.00	34.83
Title XX	2,565.32	-1,396.72	0.00	-1,681.03	-1.00	-513.43
Total PCAR-DPW	18,578.03	-17,305.72	-67.88	-1,681.03	-2.00	-478.60
PCAR-DPW-SASP	1,297.83	1,264.57	1,639.05	1,196.42	2,128.59	7,526.46
PCAR DOH						
PHHS	664.33	246.71	0.00	0.00	0.00	911.04
Total PCAR DOH	664.33	246.71	0.00	0.00	0.00	911.04
STOP-Snyder County	0.00	7,042.83	8,145.56	0.00	0.00	15,188.39
STOP-Union County	0.00	12,972.90	5,448.45	0.00	0.00	18,421.35
Susquehanna University.	0.00	0.00	0.00	718.56	0.00	718.56
PCCD.						
VOCA 20-23	0.00	54,776.75	111,799.63	0.00	0.00	166,576.38
Total PCCD.	0.00	54,776.75	111,799.63	0.00	0.00	166,576.38
YWCA of Greater Harrisburg	0.00	406.80	1,320.00	1,320.00	1,780.00	4,826.80
TOTAL	79,944.53	117,706.06	112,657.70	1,553.95	3,906.59	315,768.83

TOTAL FEBRUARY AR AS OF 03/07/2022 \$208,069.38

EXPENSE DASHBOARD OVERVIEW

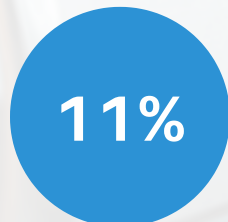
A Quick Breakdown



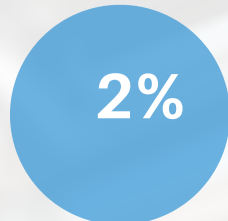
Salary and Benefits



Program Services



Program Services -
Other



Travel Expenses



Program Occupancy
Expenses



Pass Through
Expenses

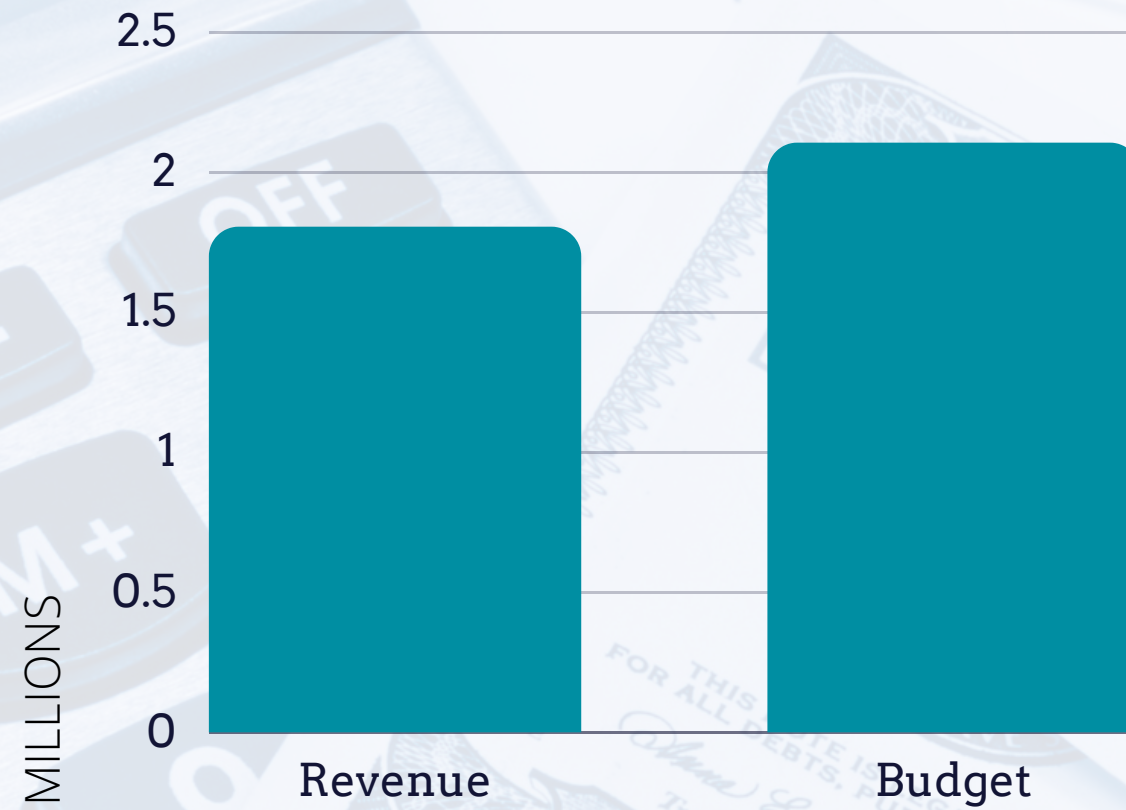


MISC Expenses

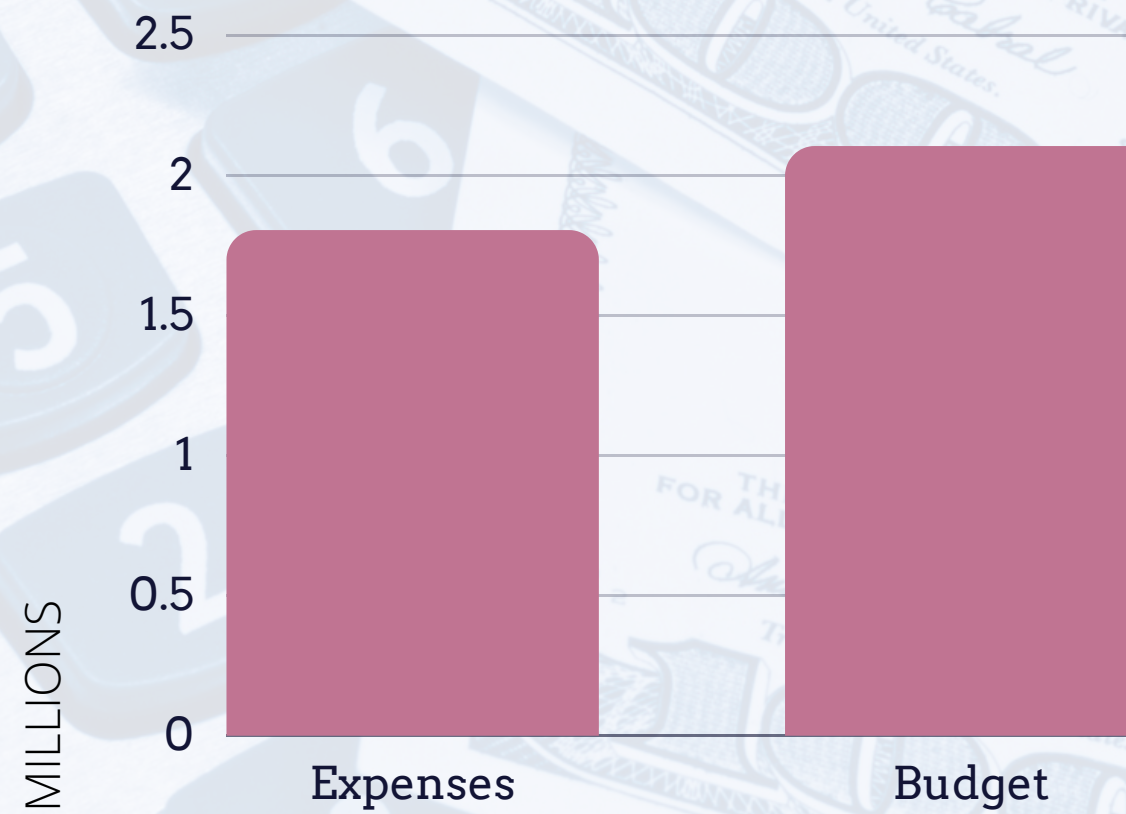


8 Months Ended 02/28/22

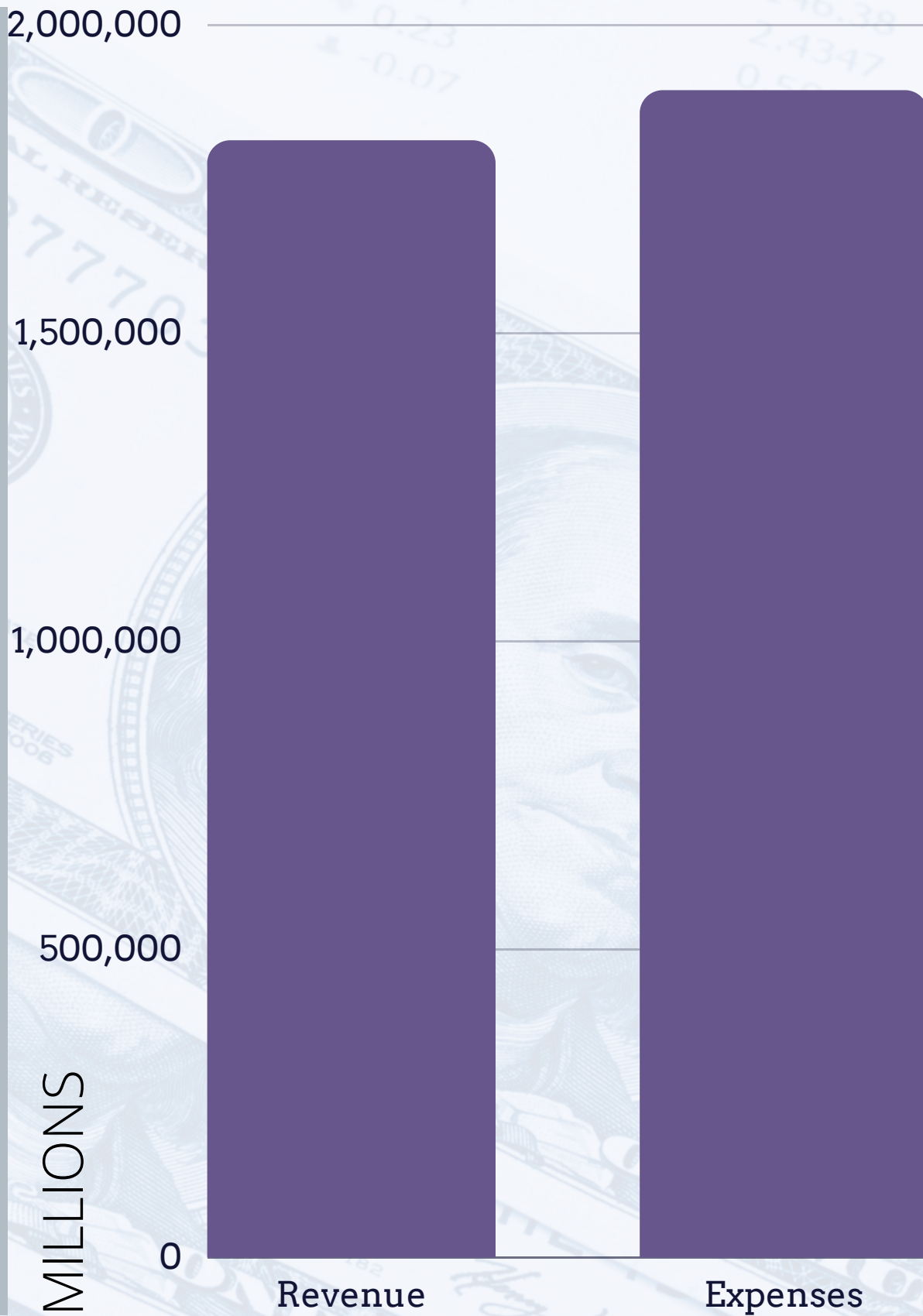
REVENUE VS BUDGET



EXPENSES VS BUDGET



REVENUE VS EXPENSES



CEO REPORT

by Mae-Ling Kranz, CEO

Transitions Operations and Staffing:

Operations continue to go well. We updated our COVID-19 policy to indicate masking is optional at this time. Employees continue to be expected to monitor their health and use sick PTO as necessary. Employees are expected to wear a mask if representing the organization in a location that requires masking, or if a co-worker, client, or guest requests that a mask is worn during face-to-face interaction. Testing is continuing for employees if they have been exposed and are showing symptoms, however, agency-wide testing has been discontinued.

More in-person meetings have begun to be scheduled and requests for in-person presentations, training, and educational programming have seen an increase.

We continue to have staffing vacancies but have successfully hired for three of our full-time positions for roles in the Education and Housing departments. We had one resignation of full-time staff from our Housing Department due to personal health reasons, and unfortunately, our new hire from last month for our Residential Services Coordinator position self-determined this was not the right place for her.

We continue to have a total of 3 part-time and 8 full-time vacancies in the following departments: Residential Services, Counseling, Legal Advocacy, Housing, and Family Justice Center.

New Hires:

We welcomed Natalie Brewster, Jolene Nickel, and Brooke Karycki to the team! Natalie and Jolene are joining the Education Department, and Brooke has joined the Housing Department. Photos will be forthcoming in a future report.

Fundraising Activities:**Annual Appeal Update:**

As of this week, we have officially reached **200%** of our FY21-22 Budget goal to raise \$55,000 in Annual Appeal donations. We have brought in just over \$110,000 in Annual Appeal donations!

Annual Auction:

We are currently up to \$17K in Sponsorships for the live event and have approximately 25 silent auction packages confirmed.

Raise the Region:

The 2022 Raise the Region was held on March 9 – March 10. We had a successful campaign with all five of our employees who opted in to do Peer to

Peer fundraising reaching their individual fundraising goals of \$500 each. Overall, this was our best Raise the Region event yet. Thank you to all of the board members who donated during the event!



New & Renewal Funding Awarded/Anticipated:

Competitive Renewal - \$421,023 – Department of Housing and Urban Development – Rapid Re-Housing (RRH), Permanent Supportive Housing (PSH), DV Coordinated Entry Specialist (CE)

Competitive Renewal - \$210,753 (approximate) – Sub-recipient of Pennsylvania Coalition Against Domestic Violence (PCADV) for Rapid Re-Housing

FVPSA APR Mobile (New) – \$218,888 – Funds were not applied for, rather allocated from PCADV. Project Dates: October 25, 2021 – June 30, 2023 – funding is specifically for the following: COVID-19 testing and mitigation-related activities and expenses; COVID-19 Vaccine access for domestic violence survivors and their dependents including individuals from vulnerable and medically underserved communities; mobile health unit access for domestic violence survivors and their dependents including individuals from vulnerable and medically underserved communities; and COVID-19 workforce-related expansion and support.

Flexible Housing Funding (New) - \$12,500 – PCADV awarded for RRH programs to be used for any survivor that we are working with to help support their housing needs or economic stability. These funds have minimal restrictions on use.

Funding Applications:

The administrative team with support from programming is currently working on the following applications and renewals:

Renewal: Pennsylvania Coalition Against Rape (PCAR) – Act 44/Title XX. The application is due by March 28, 2022.

Renewal: Pennsylvania Coalition Against Domestic Violence (PCADV) – Act 44, Title XX, Medical Advocacy, Civil Legal Representation, Act 222

New Application: Endowment Act – Direct Victim Service Organization Funds – Direct victim service program enhancements to specifically serve child victims of sexual abuse. If awarded, funding would be for \$50K per year for 2 years and would allow us to hire an additional child counselor to serve only child sexual assault victims. The grant period would be July 1, 2022 – June 30, 2024. Application is due by Friday, March 18, 2022. Additional new funding opportunities are being evaluated for consideration.

Legislative Advocacy & Legislation Updates:

On Tuesday, March 15, 2022, President Biden signed the fiscal year 2022 omnibus appropriations bill, which included the Violence Against Women Act (VAWA) Reauthorization of 2022 and funding increases for domestic violence programs.

The bipartisan VAWA reauthorization includes groundbreaking provisions to strengthen and modernize the law, toward the goal of ensuring all victims are served and supported. The FY22 funding will respond to survivors' immediate needs. Enacted together, these two measures substantially increase survivors' access to safety and justice, now and for years to come. The legislation also includes new economic justice provisions and bolsters access for survivors of all genders by strengthening non-discrimination law and creating an LGBTQ services program. The law also restores tribal jurisdiction so tribes can hold non-Native perpetrators accountable, improves existing housing protections and increases access to emergency and short-term housing, and creates dedicated investments in culturally specific service providers to ensure survivors of color

are supported. These lifesaving protections will give survivors greater access to safety, justice, and services on their path to healing.

Funding in the FY22 appropriations bill reflects much-needed increases in NNEDV's priority funding areas, including the Family Violence Prevention and Services Act (FVPSA), VAWA programs, and the Victims of Crime Act (VOCA). The investments included in this law will help make significant strides towards filling in the gaps in services and supports exacerbated by the COVID-19 pandemic and ensure survivors have access to the full spectrum of resources and options they need to protect themselves and heal after violence and abuse.

FVPSA funds emergency shelters, crisis lines, counseling, victim assistance, and other vital services for more than one million domestic violence victims and their children each year. The \$17 million increase to FVPSA will ensure more survivors can access services when they need them. Restored funding to VOCA will help rebuild victim services that have been cut over the last several years due to drastically declining allocations. The newly allocated \$10 million in funding for the VAWA Culturally Specific Service Program will help survivors in Communities of Color who face barriers in accessing services. Increases to other key VAWA grant programs, including Sexual Assault Services Program (SASP), Transitional Housing, and Legal Assistance for Victims help provide critical services to support survivors as they move from short-term safety to long term-security. Together, these investments help maintain and expand services at a time when communities are struggling to meet the increase in demand.

PROGRAMS DIRECTOR REPORT

by Tara Day Ulrich, Programs Director

This last month, I have spent a great deal of time with our Permanent Supportive Housing Program. Between training our new PSH Advocate, Suzanne Hollenbach, and covering a small caseload with the help of Nina Blair, I can say that I feel like we are finally off to a great start!

For program-wide items of note from the month, please see below:

We will be reopening our Northumberland County Safe House this month. We have been trying to centralize our safe house in Union County, as that is where most of our staff are regularly stationed. We have been supplementing safe house stays with brief hotel stays and have not had to turn anyone away due to capacity issues yet. Now that our new staff are ready to start working with clients one-on-one, we are going to be reopening on 3/15.

The Supervisory Team is attending a five-part training series on Trauma-Informed Supervision that is being offered by PCADV and the National Institute on Trauma & Mental Health. We are also looking into a Strengths-Based Leadership course that is offered online through Temple University. We are hoping to not only grow our current supervisors' skills but to be able to offer thorough training to new supervisors who may be hired in the future.

LEGAL ADVOCACY REPORT**by Jamie Grobes, Legal Advocacy Coordinator**

New Legal Referrals	39
PFA/SVPO Petitions Filed	10
Snyder County	3
Union County	2
Northumberland County	5
PFA/SVPO Hearings Held	13
Snyder County	5
Union County	4
Northumberland County	4
Other Petitions and Hearings	8
Emergency Custody	5
Preliminary Hearing	1
Indirect Criminal Contempt	2

SAFE HOUSE REPORT**by Tara Ulrich, Programs Director**

We have re-opened Northumberland County Safe House and are moving away from the continued heavy utilization of hotel beds. We continue to monitor COVID-19 numbers to ensure proper safety and mitigation efforts are in place.

	Adults	Children
Number of New Clients	6	8
Number of Safe House Nights	220	89

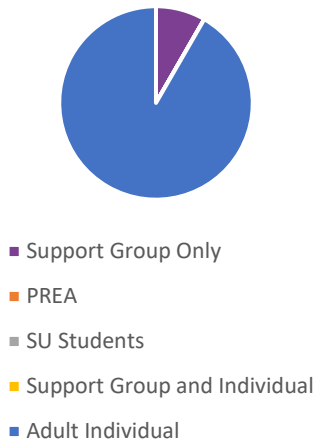
FAIRL FAMILY JUSTICE CENTER REPORT**by Shayna Schreck, Family Justice Center Coordinator**

We continue to plug along at the FJC as families test positive for COVID. We average a couple of families a month. We continue to be careful and mask during visits and clean all toys between visits. We had a couple of new families start this month. We continue to fill any open spots in our schedule as quickly as they come up. We are looking for two monitors now that Suzanne has moved over to Housing. Special shout out to everyone in other departments. They have been accommodating and supportive in helping fill gaps now that Suzanne has moved departments.

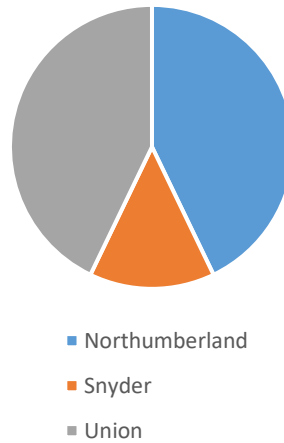
COUNSELING SERVICES REPORT**by Shannon Fisher, Counseling/Advocacy Coordinator**

During February, the standard referral process resumed for advocates whose primary role is hotline and safe house responsibilities. All advocates from other departments continued with the model of referring clients but serving them themselves, with the exceptions of group and children's referrals. Those referrals followed standard protocol to be served by the child advocate or the group facilitation specialist. Safehouse guests continued to be served by safe house staff for individual counseling services. Children in the safe house were also served for services as applicable. There were 14 referrals received for the month of February, the demographic breakdown is listed in the following charts.

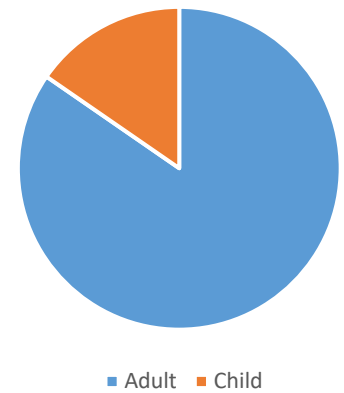
February Referrals



Referral by County



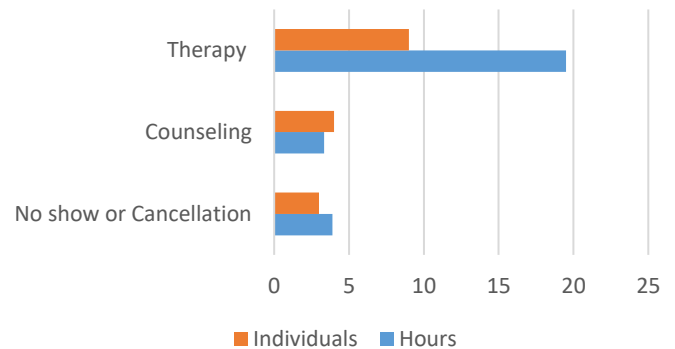
Referral Demographics



Shannon – Counseling Advocacy Coordinator

Shannon's time outside counseling and therapy sessions was spent providing supervision, studying for the clinical exam, training staff, working to develop the internal trauma training, and working with staff outside of the counseling department to determine an accurate count of counseling services being provided. Time was also spent with system advocacy through participation in meetings with other community providers.

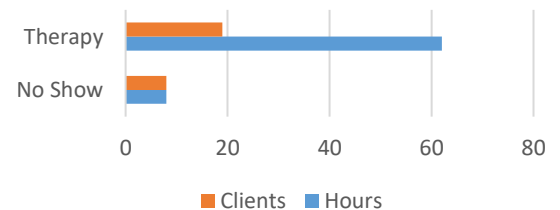
Shannon



Rose – Therapist

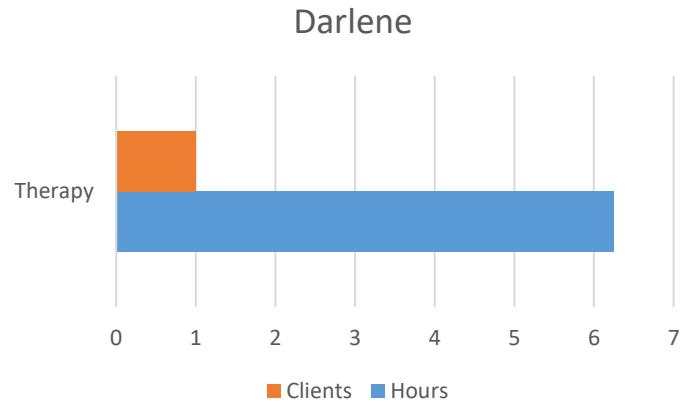
Rose's time outside of therapy sessions was spent providing system advocacy, participating in EMDR group supervision, and studying for the clinical licensing exam.

Rose



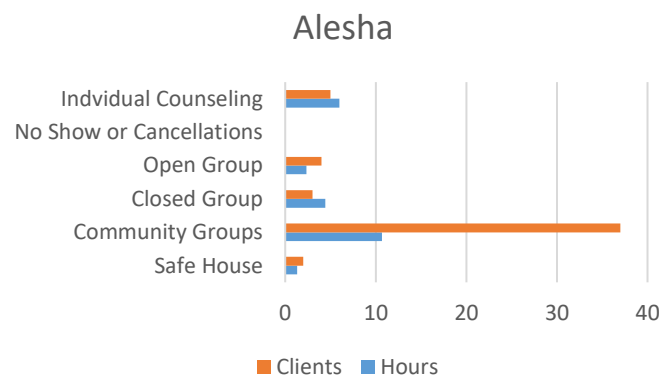
Darlene – Contracted Therapist

Darlene has one client to whom she is currently providing services.



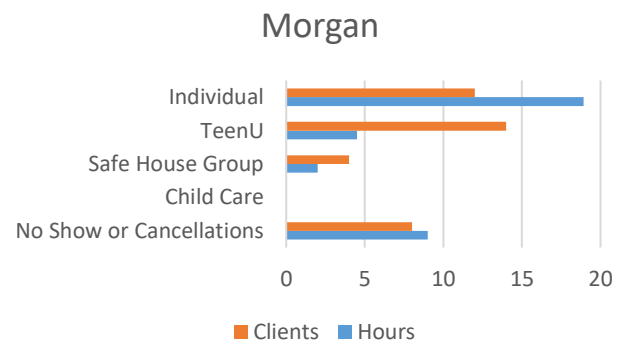
Alesha – Group Facilitation Specialist

During the month of February, Alesha began to create a new curriculum to be used for a closed virtual support group. She assisted the FJC in supervising visits and hotline coverage.



Morgan – Child Advocate

Morgan's caseload had changes in January with the ability to close some children for services and begin services with new clients. TeenU resumed as students at Selinsgrove School District returned to school after winter break. Morgan continues to seek out opportunities to enhance her skills through additional training and the development of her professional relationships and skills.



Taylor Ulmer - Counselor Advocate – Taylor has completed her orientation training and has been spending additional time in the safe house to provide support, learn the safe house protocols and mingle with guests, and provide support. As of the end of February, Taylor has begun to transition from being in training to establishing a caseload and her own schedule.

Vacant - Campus Advocate – The Campus Advocate position at Susquehanna University remains vacant. There were no responses to the position being listed on multiple platforms. Despite this vacancy, programming for the spring semester was planned to begin on February 28, 2022, through the facilitation of a support group on campus. Conversations began in January and a flyer was sent to advertise the group. A week prior to group beginning, it was discovered the flyer was not advertised and we were unable to hold group. We were, unfortunately, unable to resolve the issue, and group was canceled. Communication regarding the need for student services has continued to occur. Advocates are available to service students as they are identified

HOUSING REPORT

by Tara Day Ulrich, Programs Director

Unfortunately, the Housing Department said “Goodbye” to Jodi Fellman, our Housing Advocate. Jodi recently experienced some life changes that required her to resign from her position. She will be greatly missed!

We have hired two, new PSH Advocates, Suzanne Hollenbach and Brooke Karycki. Suzanne has been with our agency since last year as an FJC Visitation Monitor. Suzanne has nearly completed her training and is beginning to work with clients independently. Brooke comes to us from CSO where she worked as a Case Manager for their Emergency Solutions Grant. We’re very excited to have her join the team!!

Before numbers, I would like to take a minute to give praise to Nina Blair. I can honestly say that I don’t know what I would have done without her these last couple of months. In addition to working with her own caseload of clients, she learned Permanent Supportive Housing and has taken on 2 of those clients, covered Jodi’s caseload while she was on leave, and since she left the agency, handled nearly every request for Relocation Funds that have come through, and helped me find housing for my clients. She has done all of this with a smile and never with a complaint. Thank you, Nina!

We are currently serving 9 households in our Rapid Rehousing Program, and 5 households in our Permanent Supportive Housing Program.

DV Coordinated Entry

by Jennifer Taylor, DV Coordinated Entry Specialist

Partnership engagement:

By Name List case management calls (with Regional Managers, mainstream providers, and victim service providers) – 16

Regional Homeless Advisory Boards (Including CoC Veterans meetings) – 3

DV Coordinated Entry Planning partner meetings (with PCADV, United Way, and/or Capacity for Change) – 4

Training Provided:

Campus Advocacy

1 newly hired Transitions of PA staff

Case management/direct services for Continuum of Care DV survivors (‘caseload’)

17 clients

Non-DV CE clients served

1 child client session

February 2022 Social Media Engagement Statistics

Transitions Google Profile report:

63 people asked for directions (increase = 10%)
140 people visited our website from our profile
(decrease = 15%)
92 people reached out via telephone (decrease = 10%)
1092 profile views (increase = 4%)
399 searches (increase = 9%)

Facebook:

Reached 6,025 people (increase = 15.4%)
Received 1,731 Likes (86.7% women, 13.3% men)
Age range with largest representation = 35-44

Instagram:

Reached 162 people (decrease = 12.9%)
383 followers (84.5% women, 15.5% men)
Age range with largest representation = 35-44
(women); 18-24 and 25-34 (men)



Lisa Eroh, M.A.
Outreach Coordinator

- Set up a table for the Bucknell Career Fair
- Attended the Counseling Manual Training (led by Shannon)
- Conducted interviews for the Education Specialist position
- Provided training to new staff
- Continued to work with Emilie Tristano from Alpha Chi Omega (Bucknell University) on educational and fundraising activities
- Attended the Lunafest Lunch and Learn sponsored by Lunabar
- Spoke to the Turbotville Lion's Club
- Took part in the PCADV Medical Advocacy Summit (Logic Models)



Heather Shnyder
Health Systems Training Specialist

- Attended numerous PCADV medical advocacy workgroups
- PASAC Education Committee Meeting
- Presented Commercial Sexual Exploitation training to area church organizations (AGLOW International and Church of Christ)
- Attended the Medical Advocacy Summit
- Met with Shikellamy HS principal to discuss programming
- Facilitated the HAD Enough 5-year Anniversary Facebook Live event
- New Staff Human Trafficking Training



Nicole Yeager
Education Specialist

- 5 counseling sessions with 3 adult clients
- Created and published 40 social media posts on the Transitions Facebook and Instagram Pages
- Assisted in planning the H.A.D. Enough 5 Year Anniversary Event
- Covered hotline from 3-5 pm every day for two weeks

I spent much of this month preparing for my maternity leave which will occur from the end of February to the beginning of May. I have been assisting the Education team to prepare for school presentations while I am off as well as for Sexual Assault Awareness Month in April.



AUCTION COMMITTEE
MEETING AGENDA

DATE: March 1, 2022

TIME: 6:00 PM

LOCATION: Bull Run Tap Room (Backroom)

MEMBERS PRESENT: Sheri Rippon, Sabra Karr, Mae-Ling Kranz, Susan Mathias, Leslie Temple, Karen Freeman, Lisa Eroh and Tracy Strosser

PRESENTED BY: Sheri Rippon

MINUTES TAKEN BY: Tracy Strosser

TOPIC	DISCUSSION	ACTION
Review & Discuss Food Favors (each place setting?) Table Decorations	<ul style="list-style-type: none">• Adding two vegan options to menu.• There was discussion on having small plants or individually wrapped chocolates as table favors.• Short stories from clients on the tables.	
Live and Silent Auction	<ul style="list-style-type: none">• Items were discussed and new ideas explored.	
Dessert Dash	<ul style="list-style-type: none">• Diane Elliott is joining Leslie Temple in working on the Dessert Dash.	
Flower Update	<ul style="list-style-type: none">• There will be three different sizes and containers for the flower displays.	
Next Meeting Date: March 29 th 6:00 pm at Bull Run Tap House. (backroom).		

transitions
GOVERNANCE COMMITTEE
MEETING MINUTES

DATE: February 23, 2022

TIME: 2:30pm

LOCATION: Zoom

MEMBERS PRESENT: Mary Louise Schweikert, Toni Byrd, Helen Nunn, Christine Dotterer, Kendra Aucker, Marsha Lemons, and Mae-Ling Kranz

PRESENTED BY: Mary Louise Schweikert, Chair

MINUTES TAKEN BY: Tracy Strosser

TOPIC	DISCUSSION	ACTION
New Board Members	<ul style="list-style-type: none">• There was a discussion to increase the number of Board of Directors.• Names were given and a discussion on whom to ask to be on the Board of Directors.• There will be a presentation in April and a vote in June for the recommendation.• There was a discussion about officers and serving terms.• There should be more clarification and job descriptions for the Executive Committee.• A Board Retreat was discussed.	
Next meeting: April 6 th 3:30 pm		