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**Transitions Board of Directors Minutes**

**Remote Meeting held via Zoom**

**December 7, 2021**

**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**

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|  | **BOARD MEMBER** |  | **BOARD MEMBER** |  | **BOARD MEMBER** |
| **P** | **D. Toni Byrd, President** | **A** | **Amanda Gaynor** | **A** | **Mary Louise Schweikert** |
| **P** | **Helen Nunn, Vice President** | **P** | **Amy Gronlund** | **A** | **Linda Treese** |
| **P** | **Ed Sigl, Treasurer** | **P** | **Aubyn Johnson** | **P** | **Stacey Pearson Wharton** |
| **P** | **Christine Dotterer, Secretary** | **P** | **Sabra Karr** |  |  |
| **P** | **Mae-Ling Kranz, CEO** | **P** | **Marsha Lemons** |  |  |
| **A** | **Kendra Aucker** | **P** | **Tamara Normington** |  |  |
| **A** | **Jeremy Cook** | **A** | **Stacy Richards** |  |  |
| **A** | **Robert Cook** | **P** | **Sheri Rippon** |  |  |

**STAFF PRESENT:** Jamie Grobes and Jan McGrath

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| **AGENDA ITEM/SUBJECT** | **DISCUSSION SUMMARY** | **ACTION AND REQUIRED FOLLOW-UP** |
| **CALL TO ORDER**  **(D. Toni Byrd**) | The Meeting was called to order at 7:01 pm by Board President  D. Toni Byrd. |  |
| **ROLL CALL** | Christine Dotterer, the Secretary, took roll call. |  |
| **Legal Advocacy Coordinator Overview**  **(Jamie Grobes)**  **SECRETARY’S REPORT**  **(Christine Dotterer)**  Approval of Minutes from 10/26/21  **TREASURER’S REPORT**  **(Ed Sigl, Jan McGrath and Mae-Ling Kranz)**  Approval of Variance Reports | Jamie Grobes, Legal Advocacy Coordinator, gave an overview of her duties.   * Jamie has been with Transitions for eight years. * She and the Legal advocates provide support, accompaniment, and translations to our victims anytime there are interactions with the criminal or civil justice system. * The Legal Advocacy Department will respond to police and help decipher the paperwork needed. * They provide background information and prepare clients for court. * Navigating the delicate balance between providing support and legal guidance because they cannot provide legal advice. * They know when it is necessary to have legal representation. * They assist with Custody issues, which is a huge hurdle for our clients. * The Legal Advocates assist in filing paperwork, help to break down the legal system into laymen’s terms, helping our victims understand and explain the processes. * They act as a sponge to absorb information at court hearings to help the client understand what happened.   Minutes were previously distributed. No additions or corrections were noted.  Mae-Ling gave an audit update.   * Our Auditors asked for additional information, which is pretty standard. * The Audit packet presentation is scheduled for Tuesday, December 14th, and we are expecting a good audit.   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:   * Key Takeaways   + Salary and benefits are consistent with where we have been for an extended period.   + 15% increase in health care is at the low end of increases. * Total Assets   + We are doing ok with our cash receivables. * Budget vs. Actual (Month and Year)   + We are under budget due to staffing/benefits. * Accounts Receivable   + The total is comparable to last year. * Revenue vs. Expenses (Actual)   + We are showing a small net income for the first five months.   The Variance dashboard was previously distributed to the Board. | Motion by Helen Nunn: To accept the Minutes of the October 26, 2021 Board Meeting as presented.  Seconded by Tamara Normington.  Motion carried.  Motion by Christine Dotterer: To accept the Treasurer’s Report for October/November 2021, as presented.  Seconded by Amy Gronlund.  Motion carried. |
| **CEO/AGENCY REPORTS**  **(Mae-Ling Kranz)** | CEO and Agency reports for October/November 2021 were previously distributed to the Board. Mae-Ling highlighted:   * Mae-Ling recognized the employee tenure of Heather Shnyder with 20 years and Alesha Love with 10 years, appreciating their support of the mission and movement of Transitions. * She noted January is Human Trafficking Awareness Month and, February is Teen Dating Violence Awareness Month. * The program’s report is pretty typical. * Counseling and Supervised Visitation requests have picked up quite significantly. * We need more Counselors to support the demand. | Members should read Mae-Ling’s and the other staff’s reports and contact Mae-Ling with any questions. |
| **STANDING COMMITTEE**  **REPORTS**  Auction  (Sheri Rippon)    Development and Public Relations  (Marsha Lemons)  Finance  (Ed Sigl/Mae-Ling Kranz)  Governance  (Mae-Ling Kranz for Mary Louise Schweikert)  Personnel  (Helen Nunn) | The Committee will meet again in January.   * We have secured a Florist, and we are moving in the right direction.   Angie Brouse of Geisinger Development is on the committee.   * She is helping us see things we need to improve and encouraged us to do the BIG ask.   Please see Treasurer’s Report.  Mae-Ling shared the discussion of the Strategic Plan.   * It is time to dig deep. * The Committee is working through our Social Justice Committee internally and analyzing each department and staffing, strengths, weaknesses, opportunities, and threats. * We are building and working on the plan through tangible things. * We will be setting up interviews with community Stakeholders and Board Members.   The Committee met, and the full report is in the packet.   * We have accommodated the need to increase the Health Insurance on 12/1. * Better not to overstate our need for academic credentials to not miss out on viable candidates. * The staff has responded positively to the 1-hour lunch, it has been a moral boost. |  |
| Staff holiday Appreciation (Mae-Ling Kranz)  **STAFF MEETINGS PARTICIPATION BY BOARD**  **(D. Toni Byrd)**  **EXECUTIVE SESSION**  **(D. Toni Byrd)** | Staff Appreciation was discussed and reviewed in the Finance Committee.   * We are running about 25% below budget for Salary and Benefits. * The Leadership team came up with a breakout of Holiday gifts. * Retention Bonuses have been discussed for several months. * We will still be under budget if the Board supports the above.   Staff meetings are held on the 2nd Friday of each month at 12:00 pm. Staff In-Service will be the 4th Friday of the month at 1:30 pm for Education. Board members interested in attending, please get in touch with Tara Day Ulrich, who is facilitating the virtual meetings.  Staff was excused from the Meeting, and the Board adjourned into the Executive session at 8:03 pm. | Motion by The Finance Committee:  To accept the Bonus Package for Employees, as presented.  Seconded by Amy Gronlund.  Motion carried.  Motion by Helen Nunn: To adjourn into Executive Session.  Seconded by Tamara Normington.  Motion carried.  Motion by Amy Gronlund: To adjourn into Regular Session.  Seconded by Tamara Normington.  Motion carried.  The regular Meeting of the Board resumed at 8:21 pm. |
| **NEXT MEETING DATE**  **(D. Toni Byrd)** | The next meeting date is Tuesday, January 25, 2022, at 7:00 pm. | Staff and Committee reports are due **Tuesday, January 18, 2022**, at noon. |
| **ADJOURNMENT** | The Meeting was adjourned at 8:22 pm. |  |