



**TRANSITIONS OF PA BOARD OF DIRECTORS MEETING MINUTES**  
 Remote Meeting Held via Zoom  
 January 26, 2021

**MINUTES COMPILED AND SUBMITTED BY:** Aquene L. J. Prindle

**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	Stacy Richards (left at 8:15)
P	D. Toni Byrd, Vice-President	P	Harvey Edwards	P	Sherri Rippon (Part)
P	Ed Sigl, Treasurer	P	Marsha Lemons	P	Linda Treese
P	Mary Louise Schweikert, Secretary	P	Tamara Normington	A	Mark Wolfberg
P	Mae-Ling Kranz, CEO	P	Helen Nunn		
P	Kendra Aucker	P	Jacquelyn Paul		
P	Rob Cook	P	Stacey Pearson-Wharton		

**STAFF PRESENT:**

Susan Mathias (left meeting after Tribute)  
 Aquene Prindle

AGENDA ITEM/SUBJECT	DISCUSSION SUMMARY	ACTION & REQUIRED FOLLOW-UP
<b>CALL TO ORDER</b> (Amy Gronlund)	The meeting was called to order at 7:02 P.M. by Board President, Amy Gronlund.	
<b>TRIBUTE TO SUSAN MATHIAS</b>	The meeting began with a video tribute to Susan Mathias, retired CEO of Transitions.	
<b>ROLL CALL</b>	Mary Louise Schweikert, Secretary, took roll call prior to the beginning of the Executive Session	
<b>SECRETARY'S REPORT</b> (Amy Grondlund)  Approval of Minutes from 12/08/2020          Results of E-vote	Minutes were previously distributed. Amy noted one correction that needs to be made, as follows:  Under CEO/Agency Reports: "Members should read the CEO/Agency reports and contact <u>Mae-Ling</u> with any questions."    Mary-Louise presented an e-vote and its results, as voted on by the Board in January 2021.  <u>Motion by Jackie Paul:</u> To change the Transitions staffing structure to reflect the elimination of the COO position, reestablishment of the Financial Director position and reallocation of some responsibilities. <u>Seconded by Helen Nunn.</u> <u>Results of Board Member E-vote:</u> Yes: 12 No: 0 Not Voting: 5 <u>Motion carried.</u>	<u>Motion by Christine Dotterer:</u> To accept the Minutes of the December 8, 2020, board meeting as amended. <u>Seconded by Toni Byrd.</u> <u>Motion carried.</u>

**TREASURER’S REPORT**

(Ed Sigl, Mae-Ling Kranz)

Ed presented the 12/31/20 Financial Summary PowerPoint.

- The net income includes an insurance refund.
- Sans the insurance refund, we are at break-even for the first six months of the fiscal year.
- Accounts Receivable shows \$37,000 in receivables over 90 days. This is due to funder programming challenges and is very collectible.
- Cash balances are up \$230,000 from previous year’s end.
- The PPP loan has been paid in full.

Motion by Helen Nunn: To accept the Treasurer’s Report as presented.  
Seconded by Stacy Richards.

Motion carried.

Ed will implement the following suggestions made by the Board:

- Use a pointer while presenting the Financial Summary.
- Highlight numbers to be discussed.
- Reorganize the information for a better flow.

**CEO/AGENCY REPORTS**

(Mae-Ling Kranz)

CEO and Agency reports for December, 2020, were distributed to the Board previously. Mae-Ling highlighted that:

- We are moving forward with support for newly-assigned tasks due to the change in Organizational Structure.
- We are soliciting applicants for a Finance Director. Candidate recommendations are welcome. In the meantime, Mae-Ling continues to perform many aspects of that position. Additional duties have also been taken on by Leslie and Aquene.
- Time has been made available for staff to receive COVID vaccinations.
- Safe Houses continue to operate at no more than 50% capacity. Client count at Safe House combined with clients housed in hotels brings the Safe House department to 100% operations capacity.
- Services across the agency are very busy. There has been an increased number of referrals for both housing and counseling.

Members should read the CEO/Agency reports and contact Mae-Ling with any questions.

	<ul style="list-style-type: none"> <li>• There is no anticipated reduction in PCCD VOCA funding due to the change in the country’s administration. There may be changes to how funding is administered, but we should not see any changes for a couple of years.</li> <li>• We anticipate receiving further CARES funding from PCADV in the near future.</li> <li>• Direct service employees who meet face-to-face with clients and employees who have a lot of physical contact with the community continue to receive hazard pay.</li> <li>• Transitions is on waiting lists for the COVID-19 vaccination in Union and Lycoming counties. Staff can also self-register for vaccination through mygeisinger.org and through UPMC. Employees are permitted to travel to receive their vaccination on work time under Staff Development. <u>NOTE:</u> Staff are not required to receive the COVID-19 vaccine. However, staff has been encouraged to research and talk to their health support professionals, enabling them to make an informed decision as to whether or not to receive the COVID-19 vaccine.</li> <li>• This year’s Annual Appeal has shown tremendous community support, bringing in \$63,000 to date.</li> <li>• The Dashboard Report shows services and requests for services have increased across the board.</li> </ul>	
<p><b>STANDING COMMITTEE REPORTS</b></p> <p><b>Auction</b> (Sheri Rippon)</p> <p><b>Development/Public Relations</b> (Marsha Lemons)</p>	<p>Plans are moving forward for the virtual auction to be held on May 27, 2021.</p> <p>No report submitted.</p>	<p>Members should read the Standing Committee reports and contact the Committee Chairperson with any questions.</p>

<p><b>Education</b> (Harvey Edwards)</p> <p><b>Finance</b> (Ed Sigl, Mae-Ling Kranz)</p> <p><b>TIAC</b> (Toni Byrd)</p> <p><b>Governance</b> (Marsha Lemons/Jackie Paul)</p> <p><b>Personnel</b> (Mary Louise Schweikert)</p>	<p>No report submitted.</p> <p>The Finance Committee is in support of continuing our relationship with Baker Tilley for an additional two years. This makes a new RFP unnecessary, although Baker Tilley prefers to sign a simple contract renewal annually. Baker Tilley was very supportive, available and easy to work with and has become a valuable partner to our organization. Continuing with their auditing services allows for ease and familiarity as we fully transition into the new roles within the Agency.</p> <p>Report submitted. Investments are looking good. There was nothing to add to the submission.</p> <p>No report submitted.</p> <p>No report submitted.</p>	<p><u>Motion by Kendra Aucker:</u> To extend our ability to work with Baker Tilley for an additional two years without re-competing the contract. <u>Seconded by Christine Dotterer.</u> <u>Motion carried.</u></p>
<p><b>NEW BUSINESS</b> <b>New CEO Job Description</b> (Mae-Ling Kranz)</p>	<p>A copy of the new Job Description was previously distributed. Mae-Ling outlined the reorganization of assigned duties as a result of the restructured Organizational Chart. Board approval is required.</p> <ul style="list-style-type: none"> <li>Overarching responsibility for human resources and compliance has been added to the Grants and Compliance Officer's (Heather Over's) responsibilities.</li> </ul>	<p><u>Motion by Stacey Pearson-Wharton:</u> To approve the new CEO job description. <u>Seconded by Toni Byrd.</u> <u>Motion carried.</u></p>



<p><b>STAFF MEETING PARTICIPATION BY BOARD</b> (Amy Gronlund)</p>	<p>Staff meetings have been changed to bi-weekly Friday Zoom meetings. Members of the Board are encouraged to participate.</p>	<p>Members should contact Mae-Ling with dates they would like to participate.</p>
<p><b>EXECUTIVE SESSION</b> (Amy Gronlund)</p>	<p>Staff were excused from the meeting, and the Board adjourned into Executive session at 8:22 PM</p>	<p><u>Motion by D. Toni Byrd:</u> To adjourn into Executive Session. <u>Seconded by Rob Cook.</u> <u>Motion carried</u></p> <p>The regular meeting of the Board resumed at 8:26 PM.</p>
<p><b>ADJOURNMENT</b></p>	<p>Amy Gronlund adjourned the meeting at 8:27 PM.</p>	

Transitions is a crisis center that provides advocacy, empowerment, and education to victims, survivors, families, and communities to end patterns of violence and abuse.