Transitions Board Meeting Agenda
Tuesday, May 24, 2022
Meeting Link

Call to Order	President, D. Toni Byrd
Roll Call	Secretary, Chris Dotterer
Staff Presentation	Nina Blair Housing Coordinator
Secretary's Report	Secretary, Chris Dotterer
Approval of Minutes	
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
FY22-23 Budget Presentation	
Governance	Mary Louise Schweikert
Nomination of Board Officers	Marsha Lemons
Nomination of New Board Members	
Draft Strategic Plan Presentation	Mae-Ling Kranz
Personnel	Helen Nunn

New Business

Reminders:

- Staff Meeting Participation by Board – 2nd Friday at 12:30 PM. Contact Heather Over to join.
- Staff In-Service 4th Friday at 12:30 PM - Board welcome to participate. Contact Heather Over to join.
- Annual Auction – Virtual Online Auction – June 2 – June 8; In-person Auction June 8. Registration opens April 1, 2022
- Next Meeting Date – June 28, 2022
- Committee Reports Due - Tuesday, June 21, 2022, at Noon

Executive Session

Adjournment

Transitions Board of Directors Minutes

Remote Meeting held via Zoom

April 26, 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
A	D. Toni Byrd, President	A	Amanda Gaynor	A	Stacy Pearson Wharton
P	Helen Nunn, Vice President	A	Amy Gronlund		
P	Ed Sigl, Treasurer	P	Sabra Karr		
P	Christine Dotterer, Secretary	P	Marsha Lemons		
P	Mae-Ling Kranz, CEO	A	Tamara Normington		
P	Kendra Aucker	A	Stacy Richards		
A	Jeremy Cook	P	Sheri Rippon		
A	Robert Cook	P	Mary Louise Schweikert		

STAFF PRESENT: Heather Shnyder, Jan McGrath, and Tracy Strosser

Transitions Board of Directors Meeting Minutes
Remote Meeting held via Zoom

AGENDA ITEM/SUBJECT	DISCUSSION SUMMARY	ACTION AND REQUIRED FOLLOW-UP
CALL TO ORDER (Helen Nunn)	The Meeting was called to order at 7:08 pm by Board Vice President Helen Nunn.	
ROLL CALL	Christine Dotterer, the Secretary, took roll call.	
Health Systems Training Specialist (Heather Shnyder)	Heather Shnyder, Health Systems Training Specialist, gave an overview of her duties. • Heather has been with Transitions for 21 years. • She accepted the Health System Training Specialist position in January, it is part of the Education Department. • The Health Systems Training Specialist is the new and updated Medical Advocate. • Heather is promoting violence prevention strategies to healthcare providers, i.e., doctors' offices, emergency departments, clinical settings, hospitals, pharmacies, etc. • She is working to increase the knowledge of substance abuse, domestic violence and substance abuse, and social and sexual exploitation in the medical field. • She is sharing programs and trainings with Evangelical Community Hospital (all should strive to reach what they have done), Geisinger Medical Center, and Hershey Medical Center. • Heather is striving to improve the response to Domestic Violence and Sexual Assault of providers. • She is working to develop and stabilize long-term partnerships with our medical facilities and pushing to make Transitions a prominent entity in the health care field. • Heather wants the Medical World in the tri-county area to know her name and voice.	

SECRETARY'S REPORT (Christine Dotterer) Approval of Minutes from 03/22/22	Minutes were previously distributed. No additions or corrections were noted.	Motion by Marsha Lemons: To accept the Minutes of March 22, 2022, Board Meeting as presented. Seconded by Sheri Rippon. Motion carried.

TREASURER'S REPORT (Ed Sigl and Jan McGrath)
Approval of Variance Reports
	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 & Expenses increase reflects the additional salaries extended to the Staff.
	  ○ Congratulations on obtaining the PCAR Grant that goes from 4/1/2022 through 9/30/2025.
	  ○ Accounts Receivables are a little lower than they have been, and there are no concerns.
	• Total Assets
	  ○ The Cash and Receivables are up from last March.
	  ○ The Fixed assets are up for the year.
	  ○ The Vanguard account investment income is up year to date.
	• Budget vs. Actual (Month and Year)
	  ○ These numbers are reflective of what we have seen month to month.
	• Revenue vs. Expenses (Actual)
	  ○ We are showing a bit of a loss for the nine months ending 3/31/22.
	
	The Variance dashboard was previously distributed to the Board.
		Motion by Kendra Aucker: To accept the Treasurer's Report for March 2022, as presented.
		Seconded by Marsha Lemons.
		Motion carried.

CEO/AGENCY REPORTS (Mae-Ling Kranz)	CEO and Agency reports for March 2022 were previously distributed to the Board. Mae-Ling highlighted: • The staff is happy with the changes to compensation that the Board approved. • There are changes to the website to market our open positions with complete transparency in job opportunities, our values, benefits, salary range, and job description. • We are finally filling our Campus Advocate role, which has been vacant for quite some time. • We have promoted internally, with Nina Blair accepting the Housing Coordinator position and Megan Kopitsky the FJC Coordinator position. • We received three proclamations from the three sets of County Commissioners for Sexual Assault Awareness Month. • We had a successful Take Back the Night event with Gigi Kilroe and 60+ Students. Kendy Alvarez and Chief Morgan of Bucknell also spoke at the event. • Denim Day is April 27th because clothing is never a reason to harass, abuse, or assault. • April 28th is a presentation -Cyber Safety by Special Agent Wilson of the FBI at the UCPL at 6 pm. • The 3rd quarter has shown an increase in services.	Members should read Mae-Ling's and the other staff reports and contact Mae-Ling with any questions.
STANDING COMMITTEE REPORTS Auction (Sheri Rippon)	The Committee will meet again on April 20th. • We are ahead of schedule.	

Development and Public Relations (Marsha Lemons/Mae-Ling Kranz)	We are going to pursue a Marketer through the United Way. • It is a 3-year commitment: in year one we pay $0, year two - $1500, year three - $5000. • The Marketer would work to make sure our branded materials are consistent. • They would prepare our social media posts and create posters for events. • We should be able to grow our base and reach more survivors. • We need to do better with our marketing, and this is a good opportunity. • This position will be grant-funded.	
Finance (Ed Sigl/Janet McGrath)	Please see Treasurer's Report.	
Governance (Mary Louise Schweikert/Mae-Ling Kranz)	Mary Louise shared highlights: • The Stakeholder interviews and the summary are complete for the Strategic Plan. • There was a survey to get the Staff's input for a SWOT analysis. • The Strategic Plan will go into effect on July 1. • The Slate of Officers is in your packet, and if you have additional suggestions, please give them to Marsha by May and be ready to vote in June.	
Personnel (Helen Nunn)	No Report Submitted.	
New Business (Marsha Lemons)	Marsha led a discussion on the size of the Board of Directors. • Currently, we have 14 Members; if we add three new that would be 17, and our limit is 21. • Do we have the depth of membership to serve on the committees?	

New Business Cont.	• Our Funders ask us to look for solid Board representation from all counties we serve. • Our members overlap on committees, and it would be helpful to spread out the work with more Directors.	
STAFF MEETINGS PARTICIPATION BY THE BOARD (D. Toni Byrd)	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.	
EXECUTIVE SESSION (D. Toni Byrd)	Staff was excused from the Meeting, and the Board adjourned into the Executive session at 8:04 pm.	Motion by Mary Louise Schweikert: To adjourn into Executive Session. Seconded by Marsha Lemons. Motion carried. Motion by Sheri Rippon: To adjourn into Regular Session. Seconded by Sabra Karr. Motion carried. The regular meeting of the Board resumed at 8:06 pm.
NEXT MEETING DATE (D. Toni Byrd)	The next Meeting date is Tuesday, May 24, 2022, at 7:00 pm.	Staff and Committee reports are due **Tuesday, May 17, 2022**, at noon.
ADJOURNMENT	The Meeting was adjourned at 8:06 pm.	

transitions

SAFER FAMILIES. SAFER COMMUNITIES.

APRIL 2022
VARIANCE DASHBOARD

A VISUAL SUMMARY OF MONTH END FINANCIALS

KEY TAKEAWAYS

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

1

Salary/Benefits Expenses

Salary expenses are at 87% of the budget for the fiscal year. Updates to the salary schedule will show an increase in that percentage.
Benefits are still down at 69% of the budget.

The Year To-Date

2

We have received $45,540 in auction sponsorships and over $35,000 in item donation for the live and silent auction portions of the event.
Equity will increase with the purchase of vehicles and construction improvements at the safe houses.

3

Accounts Receivable

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

TOTAL ASSETS

As of April 30, 2022

Balance Sheet Prev Year Comparison
As of April 30, 2022

	Apr 30, 22	Apr 30, 21	$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Total Checking/Savings	678,153.76	644,010.51	34,143.25	5.3%
Total Accounts Receivable	431,520.21	348,561.36	82,958.85	23.8%
Total Other Current Assets	33,819.10	17,254.94	16,564.16	96.0%
Total Current Assets	1,143,493.07	1,009,826.81	133,666.26	13.24%
Fixed Assets				
Total 1600 · Property, Plant & Equipment	825,215.82	741,005.69	84,210.13	11.36%
Total Fixed Assets	602,482.79	616,897.08	-14,414.29	-2.34%
1500 · Vanguard Brokerage	610,492.32	629,463.40	-18,971.08	-3.01%
Total Other Assets	610,492.32	629,463.40	-18,971.08	-3.01%

BUDGET VS ACTUAL

1 MONTH ENDED 04/30/2022

VARIANCE ANALYSIS MONTH OF APRIL 2022

Profit & Loss Budget vs. Actual
1 month ended April 2022

	Apr 22	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Total Income	66,157.73	266,951.00	-200,793.27	24.78%
Gross Profit	66,157.73	266,951.00	-200,793.27	24.78%
Expense				
6560 · Salaries and Wages	102,347.76	129,226.00	-26,878.24	79.2%
Total 7010 · Employee Benefits	41,000.90	52,188.00	-11,187.10	78.56%
Total 7200 · Program Expenses-Other	11,988.88	14,039.00	-2,050.12	85.4%
Total 7300 · Travel & meetings expenses	6,533.59	5,209.00	1,324.59	125.43%
Total 7700 · Program Expenses-occupan	28,729.00	39,794.00	-11,065.00	72.19%
8200 · PCADV Relocation	4,603.46	1,219.00	3,384.46	377.64%
Total 8500 · Misc expenses	205.44	1,338.00	-1,132.56	15.35%
Total 8700 · Passthrough Expenses	10,660.69	10,416.00	244.69	102.35%
8900 · Fundraising Expenses	0.00	1,250.00	-1,250.00	0.0%
Total Expense	220,997.74	266,951.00	-45,953.26	82.79%
Net Ordinary Income	-154,840.01	0.00	-154,840.01	100.0%

BUDGET VS ACTUAL

VARIANCE ANALYSIS FISCAL YEAR 2021-2022

10 months ended 04/30/2022	Jul '21 - Apr 22	Budget	$ Over Budget
Ordinary Income/Expense			
Total Income	2,274,796.05	2,689,516.00	-414,719.95
Gross Profit	2,274,796.05	2,689,516.00	-414,719.95
Expense			
6560 · Salaries and Wages	1,117,289.17	1,292,265.00	-174,975.83
Total 7010 · Employee Benefits	361,248.21	521,871.00	-160,622.79
Total 7100 · Program Services	214,658.55	122,713.00	91,945.55
Total 7200 · Program Expenses-Other	254,138.23	140,422.00	113,716.23
Total 7300 · Travel & meetings expenses	37,880.53	52,082.00	-14,201.47
Total 7700 · Program Expenses-occupancy	216,014.37	397,932.00	-181,917.63
8200 · PCADV Relocation	14,925.03	12,190.00	2,735.03
Total 8500 · Misc expenses	39,586.21	13,373.00	26,213.21
Total 8700 · Passthrough Expenses	85,193.86	104,168.00	-18,974.14
8900 · Fundraising Expenses	935.00	12,500.00	-11,565.00
Total Expense	2,341,869.16	2,669,516.00	-327,646.84
Net Ordinary Income	-67,073.11	20,000.00	-87,073.11

BALANCE SHEET

Previous YR Comparison

As of April 30, 2022

	Apr 30, 22	Apr 30, 21	$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1011 · M&T Bank - Checking	157,877.99	258,693.20	-100,815.21	-38.97%
1013 · M&T Capital Campaign	50,539.50	50,532.95	6.55	0.01%
1014 · M&T - Savings Account	350,035.91	215,074.68	134,961.23	62.75%
1015 · BB&T - Savings Acc	96,813.08	96,803.40	9.68	0.01%
1017 · M&T - Shamokin Capital Campaign	21,989.11	22,013.11	-24.00	-0.11%
1018 · First National Bank	0.00	-5.00	5.00	100.0%
1040 · Petty Cash	898.17	898.17	0.00	0.0%
Total Checking/Savings	678,153.76	644,010.51	34,143.25	5.3%
Accounts Receivable				
1110 · Accounts Receivable	431,520.21	348,561.36	82,958.85	23.8%
Total Accounts Receivable	431,520.21	348,561.36	82,958.85	23.8%
Other Current Assets				
Account for Credit Transfer	177.26	176.26	1.00	0.57%
1450 · Prepaid Expenses	33,101.84	16,538.68	16,563.16	100.15%
1460 · Security Deposits	540.00	540.00	0.00	0.0%
Total Other Current Assets	33,819.10	17,254.94	16,564.16	96.0%
Total Current Assets	1,143,493.07	1,009,826.81	133,666.26	13.24%
Fixed Assets				
Total Fixed Assets	602,482.79	616,897.08	-14,414.29	-2.34%
Total Other Assets	610,492.32	629,463.40	-18,971.08	-3.01%
TOTAL ASSETS	2,356,468.18	2,256,187.29	100,280.89	4.45%

AS OF APRIL 30, 2022

NOTES:

- GREEN HIGHLIGHTS INDICATE PAYMENTS OF $271,735.79 RECEIVED THROUGH MAY 18, 2022.
- SALMON HIGHLIGHT INDICATES A PARTIAL PAYMENT OF $15,805.29 RECEIVED MAY 5. 2022.
- TOTAL RECEIVED FROM MAY 1 THROUGH MAY 18, 2022 WAS $287,541.08

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
PCAR - Union RSCCA	510.96	564.28	0.00	1,093.25	0.00	2,168.49
PCADV FVPSA ARP	0.00	12,622.00	0.00	16,242.54	0.00	28,864.54
HUD PSH Schuylkill	0.00	0.00	0.00	0.00	-2,097.33	-2,097.33
PCADV RRH	0.00	0.00	8,926.23	9,527.50	0.00	18,453.73
HUD CoC RRH Program	0.00	0.00	0.00	0.00	-4,253.47	-4,253.47
PCADV						
Allstate Foundation	0.00	300.00	0.00	300.00	0.00	600.00
PCADV	35,358.99	48,171.13	0.00	0.00	0.00	83,530.12
Total PCADV	35,358.99	48,471.13	0.00	300.00	0.00	84,130.12
PCAR-DPW						
Act 44	0.00	17,740.00	0.00	103.71	0.00	17,843.71
Title XX	141.71	662.68	0.00	951.32	0.00	1,755.71
Total PCAR-DPW	141.71	18,402.68	0.00	1,055.03	0.00	19,599.42
PCAR-DPW-SASP	889.52	1,947.25	0.00	2,562.40	0.00	5,399.17
PCAR DOH						
PHHS	522.75	52.24	0.00	0.00	0.00	574.99
Total PCAR DOH	522.75	52.24	0.00	0.00	0.00	574.99
STOP-Snyder County	0.00	9,257.90	0.00	7,159.21	8,296.11	24,713.22
STOP-Union County	0.00	9,175.40	0.00	26,228.39	1,926.72	37,330.51
PCCD.						
VOCA 20-23	0.00	92,333.69	0.00	110,459.53	0.00	202,793.22
Total PCCD.	0.00	92,333.69	0.00	110,459.53	0.00	202,793.22
YWCA of Greater Harrisburg	866.80	2,090.00	0.00	406.80	4,420.00	7,783.60
TOTAL	**38,290.73**	**194,916.57**	**8,926.23**	**175,034.65**	**8,292.03**	**425,460.21**

TOTAL APRIL AR AS OF 05/18/2022 IS $137,919.13

EXPENSE DASHBOARD OVERVIEW

A Quick Breakdown

63% Salary and Benefits

9% Program Services

11% Program Services - Other

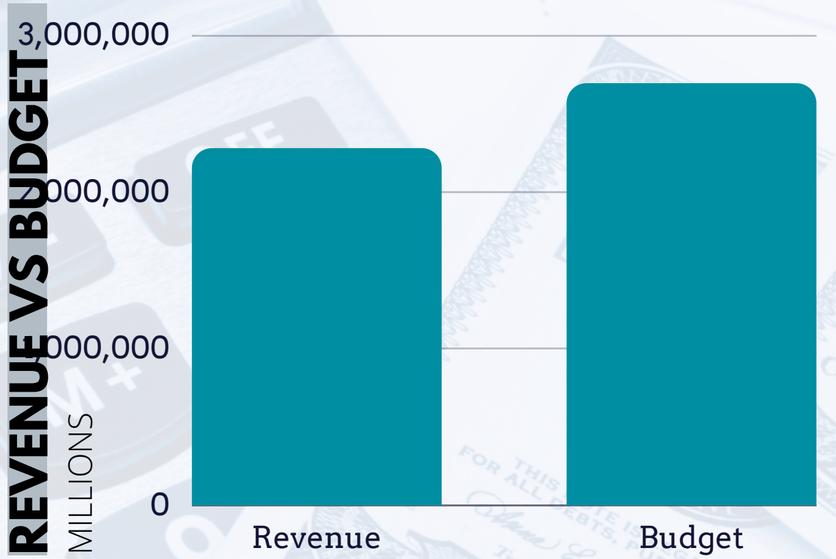
2% Travel Expenses

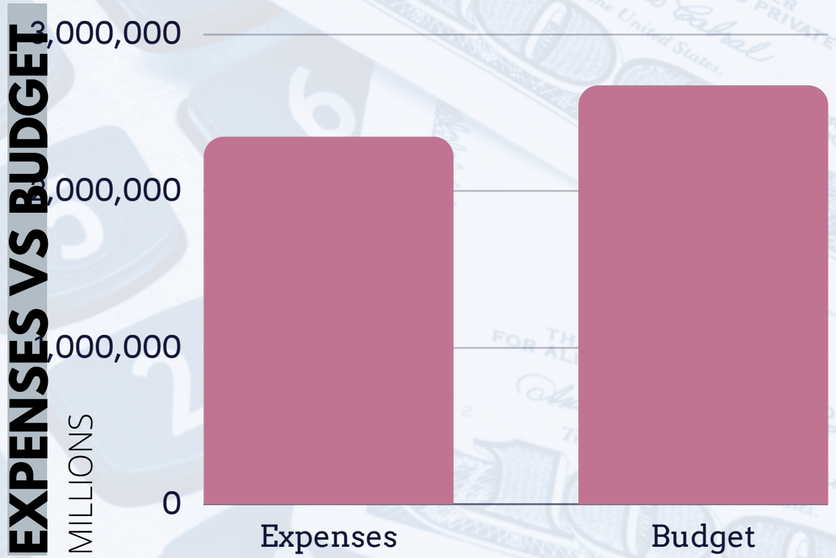
Program Occupancy Expenses **9%**

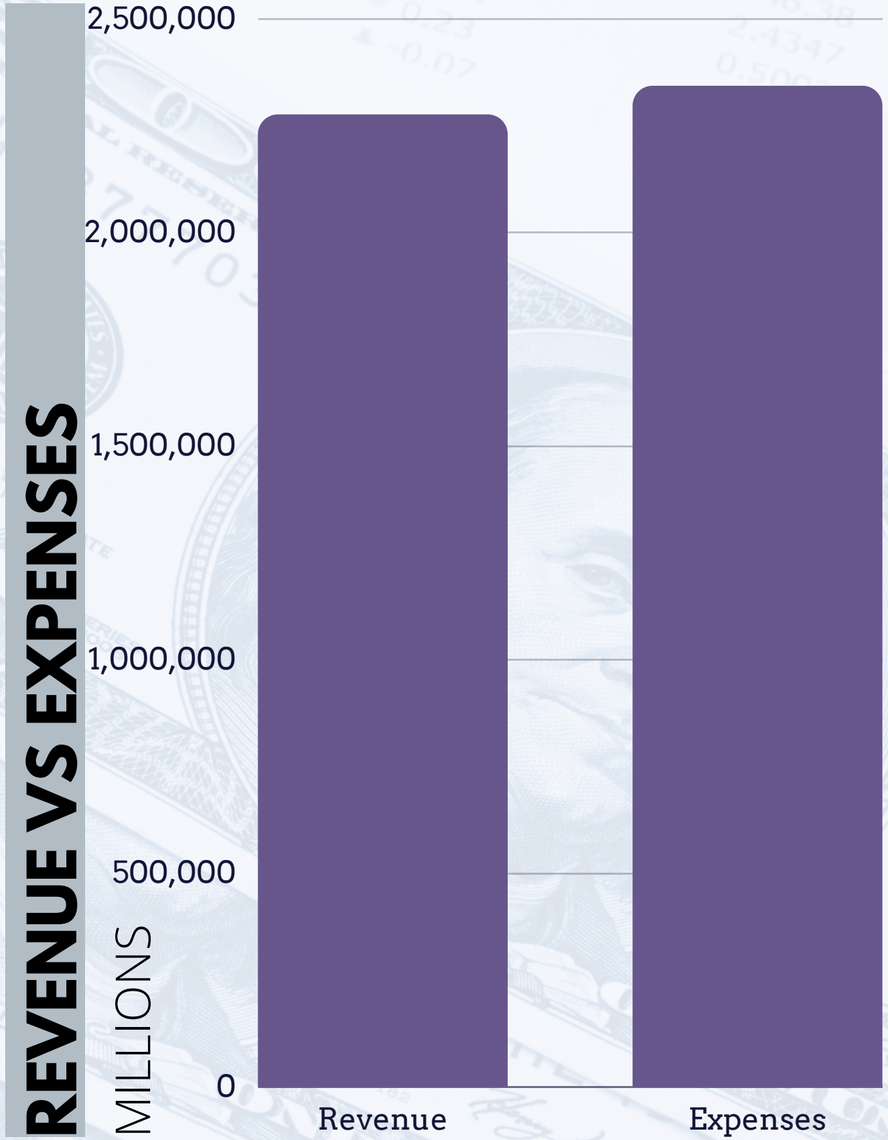
Pass Through Expenses **4%**

MISC Expenses **2%**

10 Months Ended 04/30/22







Financials Review
Period End April 30, 2022

The complete financial reports from QuickBooks for April 2022 can be found on 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. The auction brought in $23,738.02 in April 2022.
2. Equity will increase with fixed assets of vehicles and construction improvements but are currently still showing in expenses.
3. Vanguard showed a loss of $40,930.91 in April.
4. Transitions 990 was completed and submitted to the IRS. The entire 990 can be found on the portal. Transitions had a complete audit and will be preparing for the audit for FY 21-22.

Revenue:

1. Government Grants are showing at 80% for this point in the fiscal year.
2. We are at 85% of our total budgeted income for July through April 2022.

Expenses:

1. We are at 83% of budgeted expenditures for the month end of April and 88% for July through April 2022.

6560 – Salaries and Wages – Salaries and wages are at 87% for July through April 2022.

7010 – Employee Benefits – Benefits are at 69% due to turnover in staff and will take some time to show an increase due to the introductory period of the new members receiving benefits.

7100 – Programs Services –

- 7109 –Supplies are at 67% for April 2022. The budget is 275% for July through April 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 April 2022, which 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. Telephone and Communication costs will be covered under grant modifications.

7200 – Programs Expenses – Other –

- 7210 – Advertising is 103% over budget for July through April 2022. Advertising costs continue to increase due to job postings for staffing vacancies.

- 7240 – Insurance –General – 55% over budget for July through April 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 85% over budget, mainly due to contracted Attorney Fees.

7270 – Repairs and Maintenance – showing over by 70%, which 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: purchased an emergency generator, replaced of entire sidewalk on the Chestnut Street side, and repaired 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 R**ent** and **COC Rental Assistance** separately shows Rent is over budget and COC Rental Assistance is under budget.

- **7710 - Rent –** showing over by 58% for July through April 2022. As stated in previous Finance Reports, this is due to underbudgeting the expense for all various office rentals across our three-county service area. The changes will be made within grant modifications to address and correct.

- **7712 – COC Rental Assistance -** 86% under budget for July through April 2022 due to limited utilization of CoC Rental and Financial Assistance.

7720 - Utilities – showing over by 47%. The safe house utility usage is up, especially for water and sewer usage.

Summary Submitted by Jan McGrath, Finance Director.

May 2022 AGENCY REPORT

CEO REPORT by Mae-Ling Kranz, CEO

Staffing:
April into May has been busy as we continue to work to fill vacancies within our team. We have successfully hired a Union County Legal Advocate and Campus Advocate. New teammate names and photos can be found in their assigned departments throughout this report.

Tara Ulrich, our Programs Director, has accepted a position with the housing team at the Pennsylvania Coalition Against Domestic Violence. We have opened the position to qualified internal candidates and anticipate being able to offer it to a candidate soon. Tara's last day with the team is June 3, 2022.

The following vacancies in our team: Programs Director, Education Specialist, 2nd Shift Advocate (NC), Housing Advocate (2), Visitation Monitor – PT (2).

Operations:
Operations continue to flow at full capacity. Requests for counseling continue to exceed capacity. Direct service staff in all departments have taken on individual counseling clients to help with requests, but we continue to have children and adults waiting.

Monitoring COVID-19 numbers, hospitalizations, and community spread rates continue to be monitored. The additional administrative focus has been on recently scheduled monitoring by the Pennsylvania Coalition Against Rape (PCAR), outreach events, and our upcoming annual auction.

Funding & Fundraising:
Transitions has been notified of the receipt of some additional funding allocations from the Pennsylvania Coalition Against Domestic Violence (PCADV) and PCAR. Below are outlined new or additional funding we are receiving from current funders:

PCADV:
Home4Good Stabler Funds (New) - $12,500 – Home4Good funds can be used for anything a survivor needs to support obtaining or maintaining safe housing. Programs often use these sorts of funds for beds, household items, school or work fees, gift cards for food, clothing, or other needs, moving costs, etc. Funds must be fully expended by the end of March 2023.

DEI Mini-Grant (New) - $5,000 (potentially more) - funds can be used to engage in taking a deeper dive into providing inclusive services. These funds can be utilized to address areas that each program feels are necessary to provide services and environments where all feel welcome and safe to truly engage in necessary services. Funds must be fully expended by the end of June 2023.

Relocation Funds (additional allocation) - $1,500 – Additional relocation funds were requested from PCADV as we were approaching full expenditure of our FY21-22 allocation and still had some need. Funds allocated are a result of other programs turning back their allocations.

PCAR:
Act 44/Title XX (additional allocation) - $6000 – Additional funds allocated in salary & benefits of current FY21-22 grants.

In addition to the above funding information, we learned at a recent Victim Service Advisory Committee (VSAC) meeting, which determines the allocation of VOCA funds, that funding deposits remain low and have not rebounded in the way that was hoped with the VOCA fix legislation that was passed earlier this year. Pennsylvania intends to request extensions on its 2020, 2021, and 2022 funds. With approval from the US Attorney General, this will allow VSAC to continue to fund existing programs at the same level they are currently at.

Fundraising as it related to the auction continues to go well. At the time of this report, we have less than 15 tickets remaining for the live auction and are at $45,550 in sponsorships for the auction with a goal to gross $100K at our event this year.

Transitions in the News:

Below are links to the most recent news related to Transitions of PA distributed by local media:

Standard Journal:
5.11.22 – Human trafficking not fading away post-pandemic
4.29.22 – Transitions of PA faces post-pandemic realities

The Daily Item:
4.28.22 – Pandemic pushes Transitions to allow emotional support animals

The News Item:
4.21.22 - Nonprofits to co-host 'Wisdom of Trauma' screening

WKOK:
5.6.22 – Rose Weir of Transitions and Sun Soroptimists on 'The Wisdom of Trauma' documentary next week

PROGRAMS DIRECTOR REPORT by Tara Day Ulrich, Programs Director

The past month has been focused on completing interviews for our vacant positions, training new employees, and preparing for the transition of exiting the role of Programs Director. We have had many qualified candidates applying for our vacant positions and are hopeful that all positions will be filled soon. The focus was given to providing training and support to Nina as a new Coordinator in her role and preparing for our recent PCAR audit.

LEGAL ADVOCACY REPORT by Jamie Grobes, Legal Advocacy Coordinator

New Legal Referrals	56
PFA/SVPO Petitions Filed	10
Snyder County	3
Union County	2
Northumberland County	5
PFA/SVPO Hearings Held	13
Snyder County	7
Union County	1
Northumberland County	5
Other Petitions and Hearings	7
Emergency Custody	3
Preliminary Hearing	3
Indirect Criminal Contempt	2

PFA packets were recently revised to include QR codes for fast access to VCAP applications and for clients to access our ESQ Client Satisfaction Survey in an attempt to get more participation and feedback. New forms will begin to be distributed at the start of the new fiscal year. New team member, Annette Sanders, will be finishing up training in May.

Annette Sanders
Union County Legal Advocate

SAFE HOUSE REPORT by Tara Ulrich, Programs Director

Union and Northumberland County safe houses continue to be busy with guests. We continue to see guests staying longer than what would have previously been normal, statistically speaking in terms of bed nights, as finding safe affordable housing continues to present challenges for guests. We continue to house guests in hotels as necessary. We continue to interview for our vacant Residential Services Coordinator position. We are checking references on one candidate and are scheduled to interview another within the next week.

	Adults	Children
Number of New Clients	6	0
Number of Safe House Nights	273	88

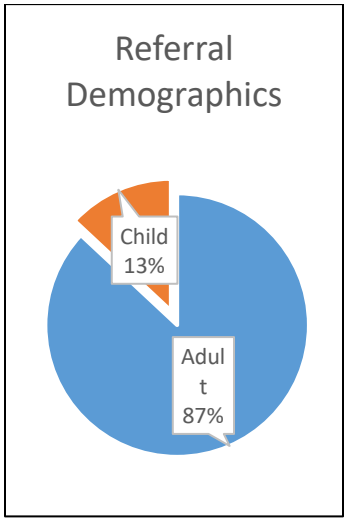
FAIRL FAMILY JUSTICE CENTER REPORT by Tara Day Ulrich, Programs Director

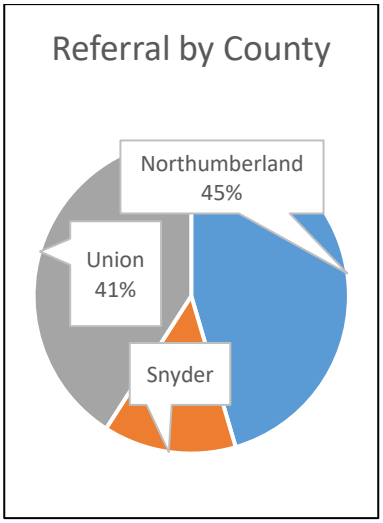
Megan Kopitsky, who has been with our team as an Exchange and Visitation Monitor since 2020, was recently promoted to Family Justice Center Coordinator. Megan will officially begin in her role as Coordinator on June 6, 2022.

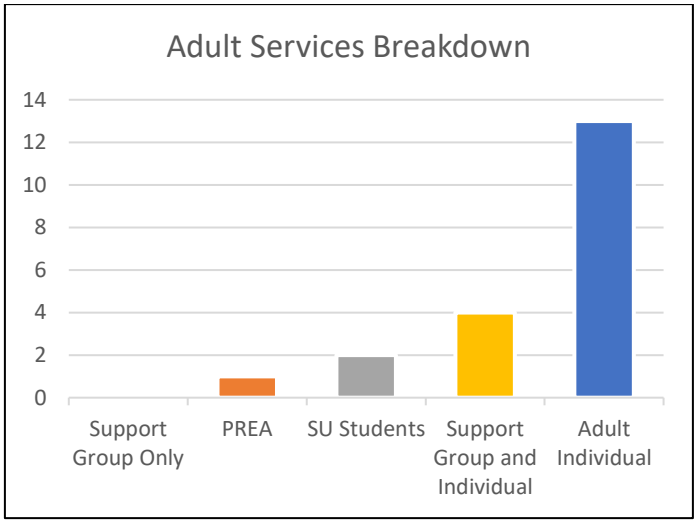
Visits continue to occur at the Family Justice Center until Megan is fully in her role, and we have all Exchange and Visitation Monitor positions filled and the new team members fully trained, staff from all departments, even administration, have been helping with supervised visitations. Currently, supervised visitations are occurring on Wednesdays, Thursdays, and Saturdays.

In addition to hiring for the vacant Exchange and Visitation Monitors, we are looking for volunteers for this department. If this is of interest to any of our board members as another way to support Transitions work, please reach out to Lisa Eroh, our Outreach Coordinator at lisa_e@transitionsofpa.org.

COUNSELING SERVICES REPORT by Shannon Fisher, Counseling/Advocacy Coordinator







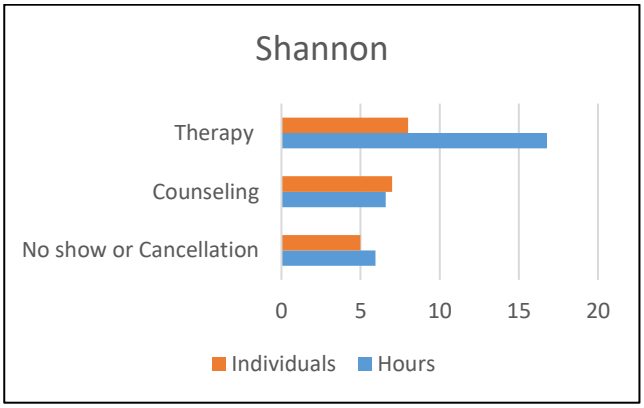
Requests for counseling services continue to exceed our full staffing capacity in the counseling department. Leadership is working on an application to be submitted to Union County Government for ARPA funds to further support the counseling needs of individuals living in Union County seeking services with Transitions.

Adult referrals for all services continued to be received, however, we still have 12 adults waiting to be matched with advocates for counseling.

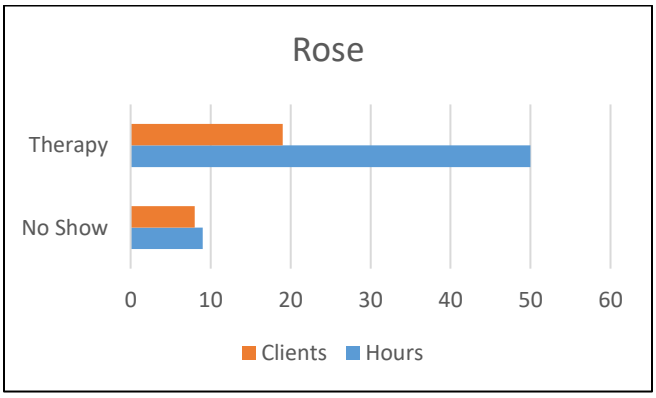
In April 2022, 23 referrals were received for counseling services. Child counseling referrals remained on hold, meaning no referrals could be made by advocates, due to the number of children already on the waiting list and the Child Advocate being at capacity with their caseload of clients from the community and in the safe house. As of the end of April. 11

children are waiting for services. Transitions' Leadership submitted a competitive grant application to PCCD in March 2022 to pursue funding for an additional 1.0FTE Child Advocate position that would focus solely on child sexual assault victims and survivors. Award recommendations are expected to be announced at the beginning of June 2022 and we are hopeful we will be awarded.

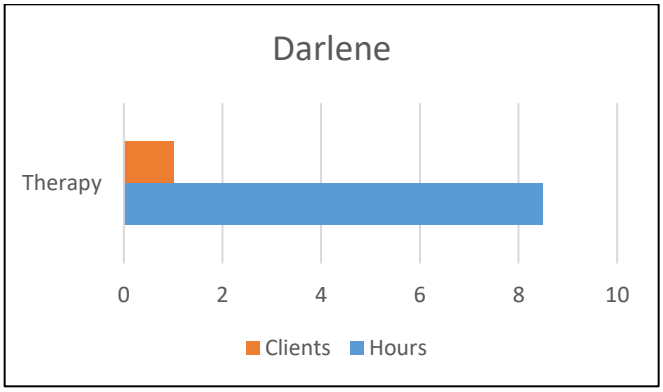
Shannon Fisher, Counseling Advocacy Coordinator – Shannon's time outside of counseling and therapy sessions was spent training new hires and supporting new staff, calling new referrals for additional information, and participating in systems advocacy. Shannon continues to work to enhance counseling content and is working to develop a counseling manual to be used with support individuals/significant others who call for services.



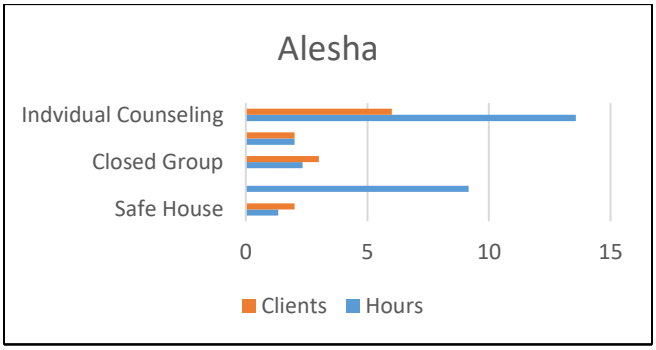
Rose Weir, Therapist – Rose's time outside of therapy sessions was spent providing systems advocacy, participating in EMDR group supervision, and studying for the clinical licensing exam. She also spent time collaborating on the public showing of and panel discussion for the Wisdom of Trauma event.



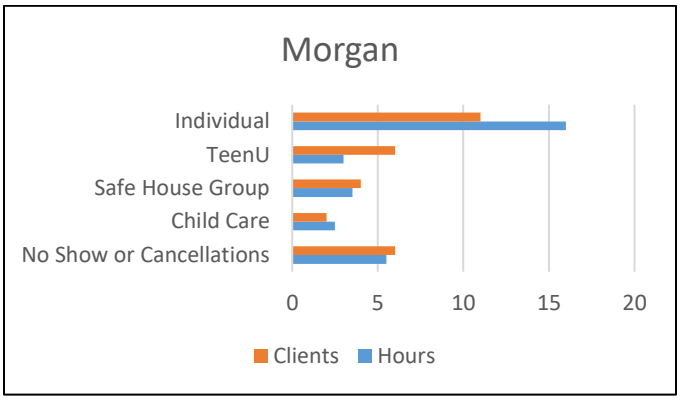
Darlene Garcia-Johnson, Contracted Therapist - Darlene continues to provide therapy services for one of Transitions' clients.



Alesha Love, Group Facilitation Specialist – Alesha has resumed groups at White Deer Run after 26 months of COVID-related suspension of services by the facility. Alesha served 128 people through community groups. Alesha continues to support Taylor in her transition to facilitating the safe house group. Alesha continues to be enrolled in a graduate social work program. Alesha has also helped to cover the hotline and supervised visits at FJC during the past month.



Morgan Shawver, Child Advocate - Morgan's caseload had some changes in April with closing a few child cases and taking on new ones. Morgan has also done some systems advocacy and outreach in the last month joining the education team at local schools and participating in child advocacy groups. TeenU at the REC has started to wind down for the year with no one showing up for the group for the last two weeks of April.



Taylor Ulmer, Counselor Advocate – Taylor increased her caseload significantly due to increases in safe house guests. Taylor continues to work on the 'Red Rover' program for pets affected by DV. She will have training in May on this topic. Taylor has also helped out to cover the hotline as needed, filled in at FJC for supervised visits, and helped to provide child care for clients when necessary. Taylor continues to seek out additional counseling-related training to hone her skills and benefit her clients.

Albra Heineman, Campus Advocate – Albra has recently joined our team as our new Campus Advocate coordinated with Susquehanna University. Albra started in her new role on May 2, 2022, and comes with an extensive work history in victim service-related work. Albra received her Bachelor 's in Communications Studies with a focus in Public Advocacy and Leadership from Bloomsburg University, then continued to complete her Master's in Educational Leadership. Albra's research interests include feminist criticism, human communication, gender, sexuality, and education. She has regularly presented both workshops to a variety of academic and public audiences, emphasizing audience involvement to facilitate dialogue around issues of local, national, and global significance. Albra comes to Transitions having first trained as an advocate with the Women's Center of Columbia and Montour counties. Her most recent employment role before joining our team was as the Coordinator of the Women's Resource Center at Bloomsburg University.

HOUSING REPORT by Nina Blair, Housing Coordinator

The housing team has continued to remain very busy over the last month as our two new PSH advocates continue their training and become fully acclimated within their roles, as well as working to hire new advocates for our rapid rehousing programs. Below is a summary of housing-related activities for the month:

Rapid-rehousing Clients:
9 clients enrolled
1 of the 9 is a new client
3 successful exits

All RRH clients are safely housed in their own apartments. Some of the successes of our RRH housing clients over the last month include four gaining new employment, two attending higher education and working on budgeting and starting our matched savings program, one regaining full primary custody of their child, and one preparing for the birth of a new child. One of our RRH has begun working on paying toward her own rental fees.

Permanent Supportive Housing Clients:
6 clients enrolled
1 engaged for services &working housing location.
1 successful exit

PSH clients are working on a variety of goals such as obtaining employment, volunteering in the community, beginning budgeting work, and obtaining preventative medical services. One PSH client has begun paying toward her own rental fees.

Relocation Services:
We assisted two clients with relocation funding in April.

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) - 13
  - Regional Homeless Advisory Boards (Including CoC Veterans meetings) - 5
  - DV Coordinated Entry Planning partner meetings (with PCADV, United Way, and/or Capacity for Change) - 5
- Trainings Provided:
  - Coordinated Entry and Domestic Violence (in-person)
  - 6 Mifflin Juniata Human Services employees
  - Domestic Violence 101 and Vicarious Trauma (remote)
  - 1 United Way 211 Specialist
  - Coordinated Entry (in-person)
  - 1 Newly hired Transitions staff member
- Trainings Received:
  - Methamphetamine & the Transitions to Housing (web-based)
  - Eastern PA Rapid Rehousing Learning Collaborative – Session 3 (online, interactive)
  - Eastern and Western PA Continuum of Care Fair Housing Training (online, interactive)
- Case management/direct services for Continuum of Care DV survivors ('caseload')
  - 17 clients

EDUCATION REPORT **by Lisa Eroh, Outreach Coordinator**

April 2022 Social Media Engagement Statistics

Transitions Google Profile report:

- 225 people visited our website from our profile (increase = 22%)
- 111 people reached out via telephone (increase = 1%)
- 1,159 profile views (increase = 4%)
- 382 searches (decrease = 7%)

Facebook:

- Reached 12,781 people (increase = 354.7%)
- Received 1,774 likes (85.5% women, 14.5% men)
- Age range with largest representation = 35-44

Instagram:

- Reached 300 people (increase = 229.7%)
- 396 followers (85.5% women, 14.5% men)
- Age range with largest representation = 35-44 (women); 25-34 (men)

Lisa Eroh, M.A.
Outreach Coordinator

- Continued to assist new staff
- Met with Matt James for an interview regarding Sexual Assault Awareness Month (SAAM) events
- Met with Lacy Kreider, Snyder County Victim/Witness Coordinator to discuss collaboration and training opportunities
- Provided informational training to Bucknell students on Confidentiality and Introduction to Transitions' services
- Met with Susan Jordan to discuss
- collaboration and training between Transitions and Susquehanna Valley Mediation
- Provided a Lunch and Learn to SU students on campus; the topic was the impacts of COVID on Domestic Violence
- Participated in the McCann School of Business Community Connection Fair
- My team hosted Take Back the Night with keynote speaker Gigi Kilroe
- Coordinated the event with FBI Special Agent Porter Wilson

Heather Shnyder
Health Systems Training Specialist

- TBI and DV Focus Group (Rural Areas)
- Staff presenter at the April Board meeting
- Presented the Education Program Bootcamp to new Education Specialists
- Interviewed on WKOK regarding SAAM event
- Met with Geisinger MAT regarding Substance Abuse Disorder
- Set up showcase at Union County Library for SAAM
- Follow up interview with The Boston Globe
- Attended the Teams meeting: MH check-in Human Trafficking
- Assisted with the planning and set up of Take Back the Night
- Attended both the Take Back the Night Event and the presentation by FBI Special Agent Porter Wilson
- Managed the Social Media posting (both Facebook and Instagram)

Nicole Yeager
Education Specialist

- Nicole has been on family leave since the end of February. She plans to return on May 9, 2022. Prevention Education Programs at Linntown School have already been scheduled to occur after she returns.

Jolene Nickle
Education Specialist

- Continued to job shadow as part of new hire training
- Completed the Education Department Bootcamp which involved an introduction to all of the programs offered to school-aged children in grades K – 12
- Started to make plans for half-day summer camps to be offered in various school districts
- Assisted with the planning of SAAM events and the setup of the showcase at the Union County Library
- Attended Take Back the Night and the presentation given by FBI Special Agent Porter Wilson

To check out more of what is happening with the Transitions of PA team, check out our website and social media accounts by clicking on the icons below.

transitions
SAFER FAMILIES. SAFER COMMUNITIES.

AUCTION COMMITTEE
Meeting Minutes

DATE: April 20, 2022 **TIME 3:30 PM** **LOCATION: Susquehanna University**

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

PRESENTED BY: Sheri Rippon **MINUTES TAKEN BY**: Tracy Strosser

TOPIC	DISCUSSION	ACTION
Susquehanna Event Updates	• 4 Student Summer Staff will help with set-up. • The Sound from microphone will be in the lobby. • The registration tables will be set-up for hardwire to printers. • Wi-Fi is available to us for registration/check out. • The IT Department will help us set-up registration/check out tables. • Set-up will begin at 10:00am on June 8th. • We had a discussion on Silent Auction set-up in the lobby area. • There was a discussion on step and repeat for a photo opportunity.	
Next Meeting Date: May 12th at 6:00 pm – via Zoom		

AUCTION COMMITTEE
Meeting Minutes

DATE: May 12, 2022 **TIME 6:00 PM** **LOCATION: Zoom**

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

PRESENTED BY: Sheri Rippon **MINUTES TAKEN BY**: Tracy Strosser

TOPIC	DISCUSSION	ACTION
Sponsorships	We are waiting for a few more commitments to meet our goal of $50,000.	
Live Auction	There are 11 Live Auction items.	
Silent Auction	The Committee will help make phone calls to obtain more items for the Silent Auction.	
Table Decorations	There will be treats, seeds, and Client stories on the tables.	
Drinks	Wine, beer, and the signature drink were discussed.	
Photography	There will be two photographers at the Auction: one for the step/repeat and one for candid shots.	
Advertising	Sheri and Mae-Ling will schedule time on the radio. Posters have been placed throughout communities.	
Goal	We are about $20,000 away from last year's net.	

Next Meeting Date: May 19th at 12:00 pm – Via Zoom

FINANCE COMMITTEE
Meeting Minutes

DATE: 04/25/2022 **TIME:** 3:30 p.m. **LOCATION:** Zoom

MEMBERS PRESENT: Ed Sigl, Helen Nunn, Mae-Ling Kranz, Mary Louise Schweikert, Jan McGrath

PRESENTED BY: Ed Sigl **MINUTES TAKEN BY**: Jan McGrath

TOPIC	DISCUSSION	ACTION
1) Dashboard, financials, and narrative for March 2022 and year-to-date were reviewed.	Ed noted that financials are very similar to the last few months.	
2) Compilation of all documents into one pdf file.	Everyone approved of the newly formatted document.	
3) Committee discussed changing PCADV-other on financials to a different name.	It's Quick Books that make it other, but Jan can change on financials to make it clearer.	Jan will prepare April financials to reflect this and see if it looks better.
4) There was also a discussion to separate non-grant income (i.e., fundraising) from grant income.		
5) A draft of the 2022-2023 budget was presented.	The budget will be released for the May meeting.	
6) Mae-Ling noted that after the FY 22-23 audit is done Transitions will be getting new bids for an audit firm.	Transitions is in its 5th year with Baker Tilly and will release a full RFP next year for auditors.	
7) Mae-Ling advised that Transitions will also be shopping for other commercial insurance policies this year.	There is an agency experienced with getting better rates for non-profits.	Mae-Ling and Heather will continue to work on reviewing potential insurance brokers and policies to try to reach the best option for the organization.

GOVERNANCE COMMITTEE
Meeting Minutes

DATE: 05/04/2022 **TIME:** 3:30 – 5:00 **LOCATION:** ZOOM

MEMBERS PRESENT: Mary Louise Schweikert, Helen Nuun, Toni Byrd, Christine Dotterer, Sabra Karr, Amy Gonlund, Marsha Lemons, and Mae-Ling Kranz

PRESENTED BY: Mary Louise Schweikert **MINUTES TAKEN BY**: Tracy Strosser

TOPIC	DISCUSSION	ACTION
Governance Committee Goals for the 2022 – 2025 Strategic Plan *DRAFT*	Mary Louise led the discussion on: Strategies: Board, Employee, and Organizational Development.	
	Objective #1: To enhance Communication.	No Changes
	Objective #2: To strengthen participation.	Add a fourth objective to review standards.
	Objective #3: To support via activities.	Add *annually* to the second objective.
	Objective #4: To maintain, recruit and develop.	Change second objective from *continue to plan.*
	There was a discussion on National standards and PANO Training.	
	Marsha Lemons led a discussion on Officers and potential new Membership to meet the needs of our three Counties.	

TRANSITIONS OF PA
STATEMENT OF INTEREST FOR MEMBERSHIP ON BOARD OF DIRECTORS

Name Nancy Hartman. Home Phone. 570-850-5192

Email. heartwmn@ptd.net

Address. 388 Prince Street, Northumberland, PA. 17857

Occupation Retired High School Counselor.

Please list your experience and skills to reflect possible interest in related committee:

_____Accounting	_____Marketing	_____Legal/Law Enforcement
_____Finance	_x. Education	_____Office
__x. Fundraising	_____Management	_____Public Relations
_____Health Care	_ x. Social Services	_____Other (please explain)
		_____

Have you served or are currently serving on other boards? Yes / No If yes, please list:

Currently a board member of Family Planning Plus.
Previously served on the boards of BB/BS, Children and Youth, Juvenile Probation.

Please list any charitable or community activities that you have been or are involved with:

Friends of the Priestley Library; Greeting Program at Shikellamy Middle School; Homework Helper at Chief Shikellamy Elementary; The Takery (donations of food and household items); Yellow Dress program for teens.

Briefly, what is your interest in Transitions and its mission? (Refer to statement enclosed)

I have long been a supporter of the many programs provided by Transitions.

Our state coalition encourages survivors to participate on local boards. Do you wish to be identified as a formally battered person? NA

Please attach resume.

EDUCATION

Bachelor of Science degree from the University of Delaware
Master of Education in School Counseling from the Pennsylvania State University
Certificate in Family Therapy from Temple University, Harrisburg

EMPLOYMENT

School Counselor, Shikellamy High School, 30 years
Mobile Therapist, Keystone Human Services and Concern Professional Services, 8 years total

ACCOMPLISHMENTS AND SKILLS

I organized a number of programs and assemblies during my years at Shikellamy. These included a Peer Leadership Program and Women Awareness Week.

I consider myself to be somewhat organized, a team player, a problem solver/decision maker, and a good listener.

I am not a good public speaker.

Nancy Hartman
May 9, 2022