

Transitions Board Meeting Agenda

Tuesday, February 22, 2022

[Meeting Link](#)

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| Call to Order | President, D. Toni Byrd |
| Roll Call | Secretary, Chris Dotterer |
| Staff Presentation | Jessica Dodson, Staff Attorney |
| Secretary's Report Approval of Minutes | Secretary, Chris Dotterer |
| Treasurer's Report | Treasurer, Ed Sigl Finance Director, Janet McGrath |
| CEO/Agency Reports Board Portal Primer/Refresher | CEO, Mae-Ling Kranz |
| Committee Reports Auction Public Relations and Development Finance Governance By-Laws Update Personnel CEO Job Description | Sheri Rippon Marsha Lemons Ed Sigl/Janet McGrath Mary Louise Schweikert Helen Nunn |
| New Business Board Retreat - Rescheduling | |
| Reminders: | |
| <ul style="list-style-type: none">• Raise the Region: March 9-10, 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.• Next Meeting Date – March 22, 2022• Committee Reports Due - Tuesday, March 15, 2022, at Noon | |
| Executive Session | |
| Adjournment | |



Transitions Board of Directors Minutes

Remote Meeting held via Zoom

January 25, 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, <i>President</i> | P | Amanda Gaynor | P | Mary Louise Schweikert |
| P | Helen Nunn, <i>Vice President</i> | P | Amy Gronlund | A | Linda Treese |
| P | Ed Sigl, <i>Treasurer</i> | P | Aubyn Johnson | A | Stacey Pearson Wharton |
| P | Christine Dotterer, <i>Secretary</i> | P | Sabra Karr | | |
| P | Mae-Ling Kranz, <i>CEO</i> | P | Marsha Lemons | | |
| P | Kendra Aucker | P | Tamara Normington | | |
| P | Jeremy Cook | A | Stacy Richards | | |
| A | Robert Cook | P | Sheri Rippon | | |

STAFF PRESENT: Lisa Eroh, 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 (D. Toni Byrd) | The Meeting was called to order at 7:00 pm by Board President D. Toni Byrd. | |
| ROLL CALL | Tracy Strosser for Christine Dotterer, the Secretary, took roll call. | |
| Outreach Coordinator Overview (Lisa Eroh) | <p>Lisa Eroh, the Outreach Coordinator, gave an overview of her duties.</p> <ul style="list-style-type: none"> • As Outreach Coordinator, Lisa’s favorite thing is working with college students. • Lisa is a Graduate of Susquehanna & Liberty Universities. • She joined the transitions team 3+ years ago after being a 26 year veteran of the Probation and Parole system in Northumberland and Snyder Counties. • Our next fundraising event is Raise the Region, March 9-10. • We will be rolling out the Auction theme & colors soon. • We will be asking the Board to be part of a Peer to Peer, to get pledges. • Lisa invited the Board to participate in a video to tell survivors stories. • There is a Human Trafficking event on 1/26 at 7 PM via Facebook live and Zoom. | |
| SECRETARY’S REPORT (Christine Dotterer) Approval of Minutes from 12/7/21 | Minutes were previously distributed. No additions or corrections were noted. | <p><u>Motion by Helen Nunn:</u> To accept the Minutes of the December 7, 2021 Board Meeting as presented. <u>Seconded by Amy Gronlund.</u> <u>Motion carried.</u></p> |

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| <p>TREASURER'S REPORT (Ed Sigl and Jan McGrath)</p> <p>Approval of Variance Reports</p> | <p>Jan and Ed Presented a Variance Dashboard PowerPoint. The summary is intended to provide an abridged overview of the finances of the agency. The Financial Summary contained the following slides:</p> <ul style="list-style-type: none"> • The Audit was presented – No negative findings, which is unusual, in the 30-page document. A very good Audit. • Key Takeaways – our numbers improved over the days after the 12/31 recording period. • Total Assets - our gross revenue is in line with the previous year. • Budget vs. Actual (Month and Year) - Income is strong for the fiscal year due to good fundraising. • Balance Sheet • Accounts Receivable • Expense Dashboard Overview – the bonuses elevated the numbers. • Revenue vs. Expenses (Actual) - net income is in a good place for the organization. <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 December 2021, as presented. <u>Seconded by Christine Dotterer.</u> <u>Motion carried.</u></p> |
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| <p>CEO/AGENCY REPORTS (Mae-Ling Kranz)</p> | <p>CEO and Agency reports for December 2021 were distributed to the Board previously. Mae-Ling highlighted:</p> <ul style="list-style-type: none">• Staffing continues to be a concern.• We have good applicants we are just unable to meet their needs with salary despite good benefits. We are competitive with salaries with other similar organizations.• We are promoting wellness and health with the staff.• The Annual Appeal was very successful, record-breaking for Transitions.• Please contact our Senators to encourage them to vote to support VAWA.• Safe House numbers continue to be high and at capacity with beds.• FJC is doing well and making things work with the pandemic, visitation, and contactless exchanges.• Heather Shnyder, who has been with us for over 20 years, made a lateral move to Health Systems Education Specialist.• Rapid Rehousing was added 5 years ago. It provides short-term rental assistance and case management support for about 3-9 months.• Permanent Supportive Housing; during COVID we were able to acquire two grants which are helpful for our clients with disabilities and long-term medical issues. There are no limitations on time frames and are used for clients that need support in a long-term situation. | <p>Members should read Mae-Ling's and the other staff's reports and contact Mae-Ling with any questions.</p> |
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| STANDING COMMITTEE REPORTS | | |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--|
| Auction (Sheri Rippon) | Planning on a Live event on June 8 th . Anyone interested in helping, please join in. No report submitted. | |
| Development and Public Relations (Marsha Lemons) | No report submitted | |
| Finance (Ed Sigl/Jan McGrath) | Please see Treasurer's Report. Our Accounting firm is providing a very good service to your organization. | |
| TIAC (D. Toni Byrd) | Our Funds/investments did well last year and have decided to keep everything in place. | |
| Governance (Mary Louise Schweikert) | No report submitted We are looking for people to interview for our strategic plan to find out where our needs are. | |
| Personnel (Helen Nunn) | No report submitted We are updating the CEO's Job Description. | |

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>New Business (D. Toni Byrd)</p> | <p>Our goal is to shorten the monthly Board packets, through links. Then you can view through the Board portal to see everything in detail. This will be kept securely yet still accessible.</p> | |
| <p>STAFF MEETINGS PARTICIPATION BY BOARD (D. Toni Byrd)</p> <p>EXECUTIVE SESSION (D. Toni Byrd)</p> | <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 who are interested in attending, please contact Tara Day Ulrich, who is facilitating the virtual meetings.</p> <p>Staff was excused from the Meeting, and the Board adjourned into the Executive session at 7:52 pm.</p> | <p><u>Motion by Amy Gronlund:</u> To adjourn into Executive Session. <u>Seconded by Helen Nunn.</u> <u>Motion carried.</u></p> <p><u>Motion by Marsha Lemons:</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 7:55 pm.</p> |
| <p>NEXT MEETING DATE (D. Toni Byrd)</p> | <p>The next Meeting date is Tuesday, February 22, 2022, at 7:00 pm.</p> | <p>Staff and Committee reports are due Tuesday, February 15, 2022, at noon.</p> |
| <p>ADJOURNMENT</p> | <p>The Meeting was adjourned at 7:56 pm.</p> | |



JANUARY 2022

VARIANCE DASHBOARD

A VISUAL SUMMARY OF MONTH END FINANCIALS

KEY TAKEAWAYS

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

1

Salary/Benefits Expenses

Salary expenses are at 97% of the budget for the fiscal year due to December holiday gifts and retention bonuses.

Benefits are still down at 71% of the budget due to turn over in staff.

2

The Year To-Date

Transitions submitted its first invoice for another new grant.

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 January 31, 2022

Balance Sheet Prev Year Comparison As of January 31, 2022

| | <u>Jan 31, 22</u> | <u>Jan 31, 21</u> | <u>\$ Change</u> | <u>% Change</u> |
|-----------------------------------------------------|-------------------|-------------------|------------------|-----------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| Total Checking/Savings | 659,004.39 | 553,601.17 | 105,403.22 | 19.04% |
| Total Accounts Receivable | 419,989.42 | 439,519.54 | -19,530.12 | -4.44% |
| Total Other Current Assets | 52,598.38 | 28,634.01 | 23,964.37 | 83.69% |
| Total Current Assets | 1,131,592.19 | 1,021,754.72 | 109,837.47 | 10.75% |
| Fixed Assets | | | | |
| Total 1600 - Property, Plant & Equipment | 825,215.82 | 741,005.69 | 84,210.13 | 11.36% |
| Total Fixed Assets | 608,595.77 | 623,010.06 | -14,414.29 | -2.31% |
| 1500 - Vanguard Brokerage | 694,703.83 | 579,268.95 | 115,434.88 | 19.93% |
| Total Other Assets | 694,703.83 | 579,268.95 | 115,434.88 | 19.93% |

BUDGET VS ACTUAL

AS OF 01/31/2022

VARIANCE ANALYSIS MONTH OF JANUARY 2022

Profit & Loss Budget vs. Actual January 2022

| | <u>Jan 22</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|-----------------------------------------|-------------------|-------------------|-----------------------|--------------------|
| Ordinary Income/Expense | | | | |
| Total Income | <u>111,893.28</u> | <u>266,951.00</u> | <u>-155,057.72</u> | <u>41.92%</u> |
| Gross Profit | <u>111,893.28</u> | <u>266,951.00</u> | <u>-155,057.72</u> | <u>41.92%</u> |
| Expense | | | | |
| 6560 - Salaries and Wages | 88,014.52 | 129,225.00 | -41,210.48 | 68.11% |
| Total 7010 - Employee Benefits | 28,617.51 | 52,187.00 | -23,569.49 | 54.84% |
| Total 7200 - Program Expenses-Other | 11,717.86 | 14,043.00 | -2,325.14 | 83.44% |
| Total 7300 - Travel & meetings expenses | 2,057.13 | 5,208.00 | -3,150.87 | 39.5% |
| Total 7700 - Program Expenses-occupancy | 21,109.17 | 39,793.00 | -18,683.83 | 53.05% |
| 8200 - PCADV Relocation | 1,828.39 | 1,219.00 | 609.39 | 149.99% |
| Total 8500 - Misc expenses | 1,962.10 | 1,338.00 | 624.10 | 146.64% |
| Total 8700 - Passthrough Expenses | 5,464.28 | 10,417.00 | -4,952.72 | 52.46% |
| 8900 - Fundraising Expenses | 0.00 | 1,250.00 | -1,250.00 | 0.0% |
| Total Expense | <u>188,504.61</u> | <u>266,951.00</u> | <u>-78,446.39</u> | <u>70.61%</u> |
| Net Ordinary Income | <u>-76,611.33</u> | <u>0.00</u> | <u>-76,611.33</u> | <u>100.0%</u> |

BUDGET VS ACTUAL

VARIANCE ANALYSIS FISCAL YEAR 2021-2022

| As of 01/31/2022 | Jul '21 - Jan 22 | Budget | \$ Over Budget | % of Budget |
|----------------------------------------------------|-------------------------|---------------|-----------------------|--------------------|
| Ordinary Income/Expense | | | | |
| Total Income | 1,706,339.08 | 1,888,663.00 | -182,323.92 | 90.35% |
| Gross Profit | 1,706,339.08 | 1,888,663.00 | -182,323.92 | 90.35% |
| Expense | | | | |
| 6560 · Salaries and Wages | 836,365.50 | 904,587.00 | -68,221.50 | 92.46% |
| Total 7010 · Employee Benefits | 251,010.08 | 365,309.00 | -114,298.92 | 68.71% |
| Total 7100 · Program Services | 173,434.29 | 85,897.00 | 87,537.29 | 201.91% |
| Total 7200 · Program Expenses-Other | 209,982.45 | 98,301.00 | 111,681.45 | 213.61% |
| Total 7300 · Travel & meetings expenses | 25,266.22 | 36,456.00 | -11,189.78 | 69.31% |
| Total 7700 · Program Expenses-occupancy | 127,801.04 | 278,551.00 | -150,749.96 | 45.88% |
| 8200 · PCADV Relocation | 4,094.36 | 8,533.00 | -4,438.64 | 47.98% |
| Total 8500 · Misc expenses | 21,256.87 | 9,360.00 | 11,896.87 | 227.1% |
| Total 8700 · Passthrough Expenses | 62,298.93 | 72,919.00 | -10,620.07 | 85.44% |
| 8900 · Fundraising Expenses | 961.50 | 8,750.00 | -7,788.50 | 10.99% |
| Total Expense | 1,712,471.24 | 1,868,663.00 | -156,191.76 | 91.64% |
| Net Ordinary Income | -6,132.16 | 20,000.00 | -26,132.16 | -30.66% |

BALANCE SHEET

Previous YR
Comparison



As of January 31, 2022

ASSETS

Current Assets

Checking/Savings

| | | | | |
|----------------------------------------|------------|------------|------------|---------|
| 1011 · M&T Bank - Checking | 138,743.28 | 168,399.64 | -29,656.36 | -17.61% |
| 1013 · M&T Capital Campaign | 50,538.27 | 50,529.26 | 9.01 | 0.02% |
| 1014 · M&T - Savings Account | 350,018.84 | 215,058.95 | 134,959.89 | 62.76% |
| 1015 · BB&T - Savings Acc | 96,810.72 | 96,801.04 | 9.68 | 0.01% |
| 1017 · M&T - Shamokin Capital Campaign | 21,995.11 | 22,019.11 | -24.00 | -0.11% |
| 1018 · First National Bank | 0.00 | -5.00 | 5.00 | 100.0% |
| 1040 · Petty Cash | 898.17 | 798.17 | 100.00 | 12.53% |

Total Checking/Savings

| | | | | |
|--|-------------------|-------------------|-------------------|---------------|
| | <u>659,004.39</u> | <u>553,601.17</u> | <u>105,403.22</u> | <u>19.04%</u> |
|--|-------------------|-------------------|-------------------|---------------|

Accounts Receivable

| | | | | |
|----------------------------|------------|------------|------------|--------|
| 1110 · Accounts Receivable | 419,989.42 | 439,519.54 | -19,530.12 | -4.44% |
|----------------------------|------------|------------|------------|--------|

Total Accounts Receivable

| | | | | |
|--|-------------------|-------------------|-------------------|---------------|
| | <u>419,989.42</u> | <u>439,519.54</u> | <u>-19,530.12</u> | <u>-4.44%</u> |
|--|-------------------|-------------------|-------------------|---------------|

Other Current Assets

| | | | | |
|-----------------------------|-----------|-----------|-----------|--------|
| Account for Credit Transfer | 177.26 | 0.00 | 177.26 | 100.0% |
| 1450 · Prepaid Expenses | 51,881.12 | 28,094.01 | 23,787.11 | 84.67% |
| 1460 · Security Deposits | 540.00 | 540.00 | 0.00 | 0.0% |

Total Other Current Assets

| | | | | |
|--|------------------|------------------|------------------|---------------|
| | <u>52,598.38</u> | <u>28,634.01</u> | <u>23,964.37</u> | <u>83.69%</u> |
|--|------------------|------------------|------------------|---------------|

Total Current Assets

| | | | | |
|--|---------------------|---------------------|-------------------|---------------|
| | <u>1,131,592.19</u> | <u>1,021,754.72</u> | <u>109,837.47</u> | <u>10.75%</u> |
|--|---------------------|---------------------|-------------------|---------------|

Fixed Assets

| | | | | |
|--------------------|------------|------------|------------|--------|
| Total Fixed Assets | 608,595.77 | 623,010.06 | -14,414.29 | -2.31% |
|--------------------|------------|------------|------------|--------|

Total Other Assets

| | | | | |
|--|-------------------|-------------------|-------------------|---------------|
| | <u>694,703.83</u> | <u>579,268.95</u> | <u>115,434.88</u> | <u>19.93%</u> |
|--|-------------------|-------------------|-------------------|---------------|

TOTAL ASSETS

| | | | | |
|--|----------------------------|----------------------------|--------------------------|---------------------|
| | <u><u>2,434,891.79</u></u> | <u><u>2,224,033.73</u></u> | <u><u>210,858.06</u></u> | <u><u>9.48%</u></u> |
|--|----------------------------|----------------------------|--------------------------|---------------------|



AS OF JANUARY 31, 2022

NOTES:

- GREEN HIGHLIGHTS INDICATE PAYMENT RECEIVED THROUGH FEBRUARY 2, 2022.

| | <u>Current</u> | <u>1 - 30</u> | <u>31 - 60</u> | <u>61 - 90</u> | <u>> 90</u> | <u>TOTAL</u> |
|----------------------------|------------------|-------------------|-------------------|------------------|------------------|-------------------|
| PCAR - Union RSCCA | 104.10 | 0.00 | 0.00 | 0.00 | 0.00 | 104.10 |
| PCADV FVPSA ARP | 0.00 | 11,815.00 | 0.00 | 0.00 | 0.00 | 11,815.00 |
| Lycoming CoC PSH | 0.00 | 0.00 | 10,962.72 | 4,793.79 | 2,915.15 | 18,671.66 |
| HUD PSH Schuylkill | 0.00 | 0.00 | 4,125.09 | 1,833.24 | 2,621.31 | 8,579.64 |
| PCADV RRH | 0.00 | 0.00 | 5,297.38 | 0.00 | 0.00 | 5,297.38 |
| AR Adjustment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| HUD CE Specialist | 0.00 | 0.00 | 8,906.70 | 2,217.40 | 0.00 | 11,124.10 |
| HUD CoC RRH Program | 0.00 | 0.00 | 12,282.71 | 5,102.12 | 5,548.24 | 22,933.07 |
| PCADV | | | | | | |
| Allstate Foundation | 0.00 | -5,193.09 | 0.00 | 0.00 | 0.00 | -5,193.09 |
| PCADV - Other | 56,311.91 | -39,522.65 | 102,705.69 | 0.00 | 0.00 | 119,494.95 |
| Total PCADV | 56,311.91 | -44,715.74 | 102,705.69 | 0.00 | 0.00 | 114,301.86 |
| PCAR-DPW | | | | | | |
| Act 44 | 14,677.90 | 0.00 | 1,163.22 | -1.00 | 0.00 | 15,840.12 |
| Title XX | 1,831.28 | 0.00 | -1,681.03 | 0.00 | -1.00 | 149.25 |
| Total PCAR-DPW | 16,509.18 | 0.00 | -517.81 | -1.00 | -1.00 | 15,989.37 |
| PCAR-DPW-SASP | 1,264.57 | 0.00 | 1,639.05 | 1,196.42 | 2,128.59 | 6,228.63 |
| PCAR DOH | | | | | | |
| PHHS | 246.71 | 0.00 | 300.34 | 0.00 | 0.00 | 547.05 |
| Total PCAR DOH | 246.71 | 0.00 | 300.34 | 0.00 | 0.00 | 547.05 |
| STOP-Snyder County | 0.00 | 0.00 | 20,195.83 | 26,417.94 | 0.00 | 46,613.77 |
| STOP-Union County | 0.00 | 0.00 | 30,782.88 | 0.00 | 0.00 | 30,782.88 |
| Susquehanna University. | 0.00 | 0.00 | 0.00 | 718.56 | 0.00 | 718.56 |
| PCCD. | | | | | | |
| VOCA 20-23 | 0.00 | 0.00 | 121,455.55 | 0.00 | 0.00 | 121,455.55 |
| Total PCCD. | 0.00 | 0.00 | 121,455.55 | 0.00 | 0.00 | 121,455.55 |
| YWCA of Greater Harrisburg | 406.80 | 0.00 | 1,320.00 | 1,310.00 | 1,790.00 | 4,826.80 |
| TOTAL | 74,843.27 | -32,900.74 | 319,456.13 | 43,588.47 | 15,002.29 | 419,989.42 |

TOTAL JANUARY AR AS OF 01/31/2022 \$356,099.48

EXPENSE DASHBOARD OVERVIEW

A Quick Breakdown

63%

Salary and Benefits

15%

Program Services

6%

Program Services -
Other

1%

Travel Expenses



Program Occupancy
Expenses

11%

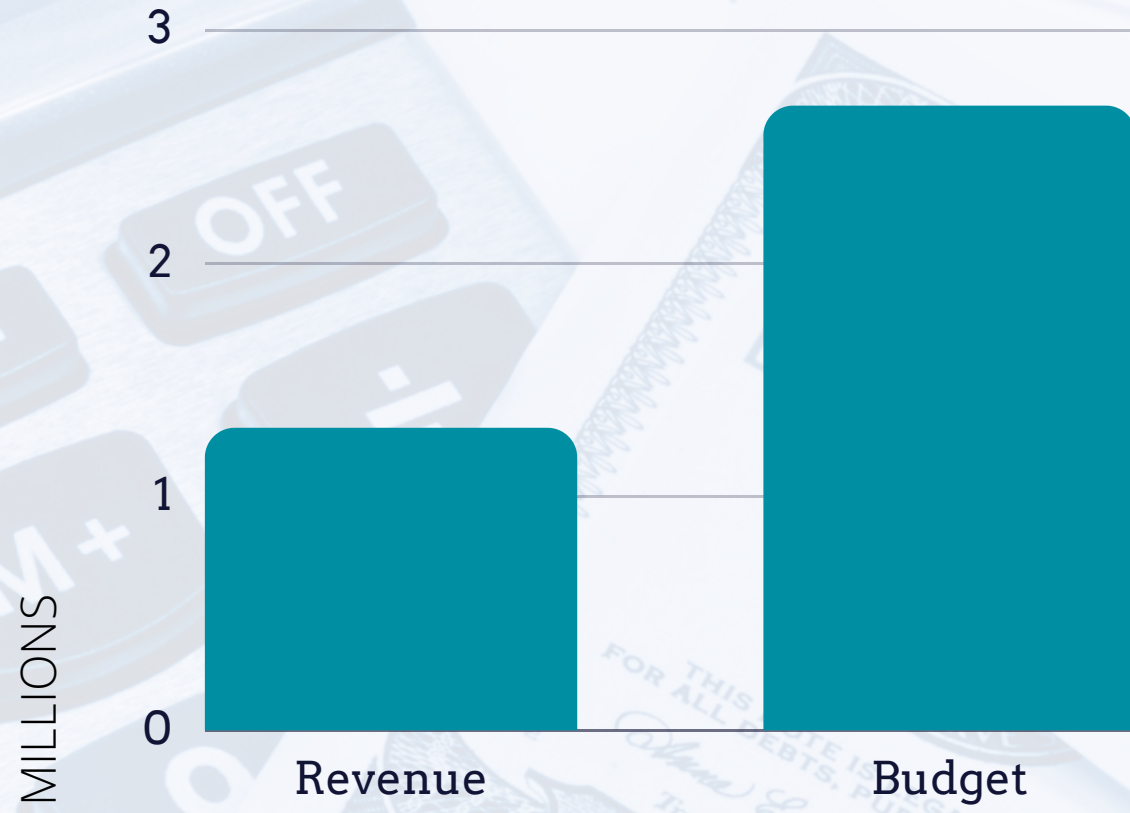
Pass Through
Expenses

3%

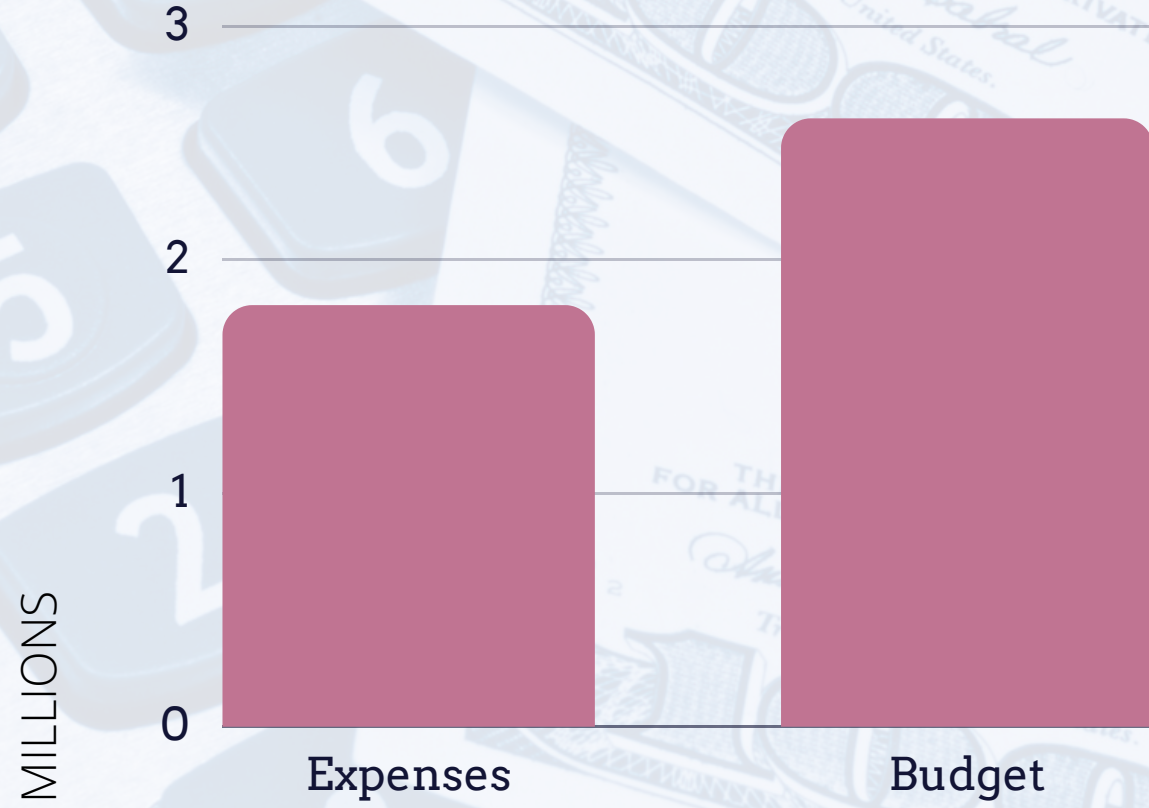
MISC Expenses

1%

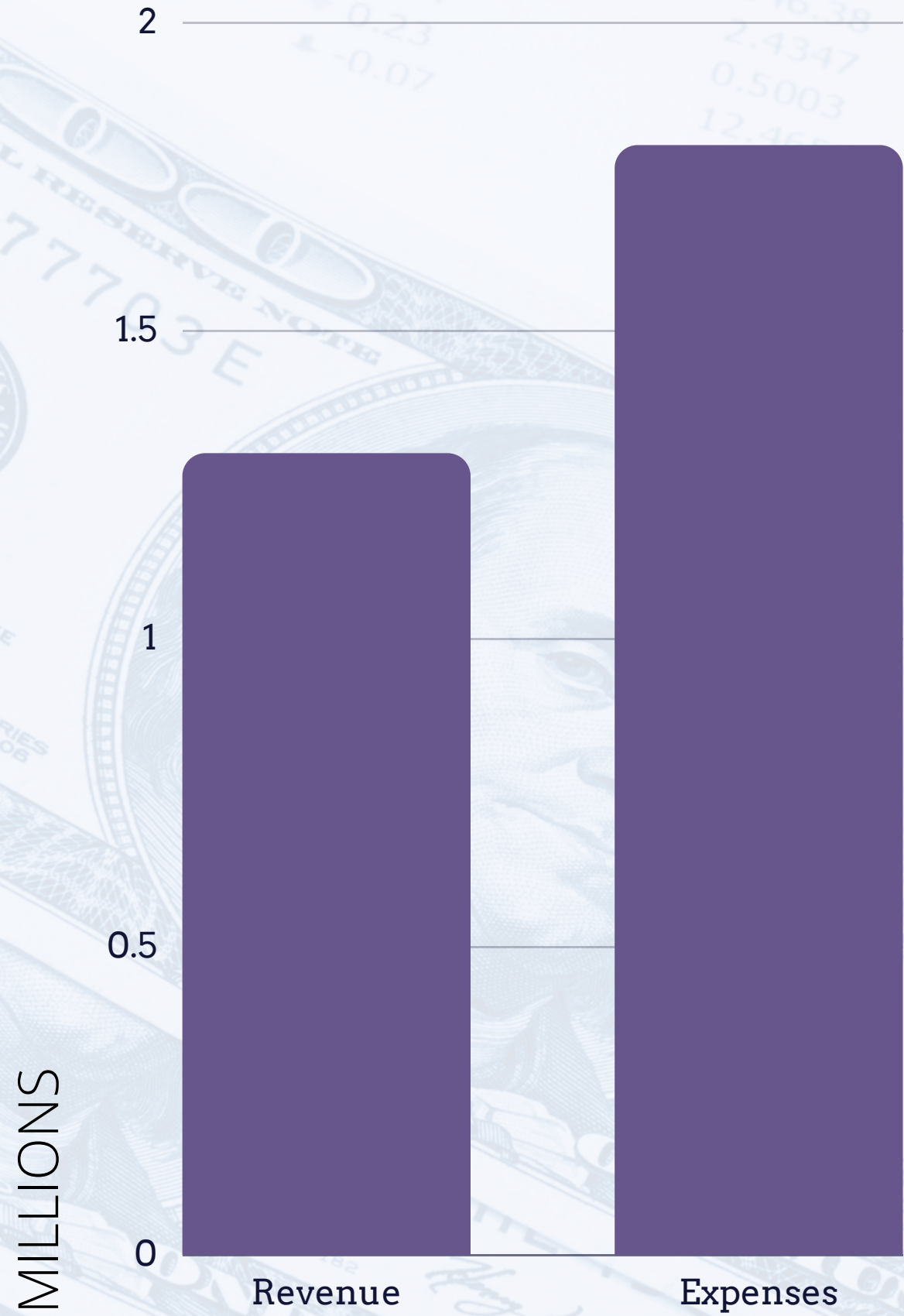
REVENUE VS BUDGET



EXPENSES VS BUDGET



REVENUE VS EXPENSES



Financials Review
Period End January 31, 2022

Full financial reports from QuickBooks for January 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:

- Transitions submitted the first invoice for FVPSA ARP for \$11,815.00. This grant runs until June 30, 2023, and has a total estimated funded amount of \$69,527. Funds are explicitly designated for areas of operations impacted by the COVID-19 pandemic.
- Equity will increase with fixed assets of vehicles and construction improvements but are currently still showing in expenses.
- PPP Loan liability no longer is showing on the Balance Sheet Previous Year Comparison as it was paid off on January 21, 2021, and the balance sheet is reflected of month-end.
- STOP Grants for Union and Snyder County for 2022-2024 have been fully awarded. These grants are a January 1 – December 31 period.
- PCADV will be providing a new allocation of FVPSA ARP Funds for medical-related services for survivors that will amount to no less than a \$150K allocation to each program. More info will be provided when available.

Revenue:

Government Grants are showing at 83% for this point in the fiscal year.

We are at 90% of our total budgeted income for July through January 2022.

The annual appeal has generated \$104,223.70 through January 31, 2021, however, not all deposits were made by the end of January, and additional deposits will be reflected in February's financial report.

Expenses:

We are at 71% of budgeted expenditures for the month end of January and 92% for July through January 2022.

6560 – Salaries and Wages – Salaries and wages have stabilized at 93% for July through January 2022. This is after the holiday and retention bonuses were paid out in December.

7010 – Employee Benefits – Benefits are at 69% due to turnover in staff.

7100 – Programs Services –

- 7109 – Supplies – 98% over budget for January 2022 due to the purchase of COVID-19 rapid test for staff and clients. The budget is showing at 345% for July through January 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 – 73% over budget for July through January 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 – 136% over budget for July through January 2022. The primary continued to increase in expenses is around advertising for staffing vacancies.
- 7220 – Administrative Fees-Grants – 8% over budget for July through January 2022. These fees are based on the funder fee schedule.
- 7240 – Insurance –General – 7% over budget for July through January 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 109% 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 108%. 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 – Rent costs remain high. Still, as stated in previous Finance Reports, this is due to underbudgeting that expense for all of our various office rentals across our three-county service area. Changes will be made within grant modifications to address and correct.

7710 - Rent – showing over by 58% but resulting from underbudgeting.

7720 - Utilities – showing over by 30%. The safe house utility usage is up due to the colder weather.

Transitions Operations and Staffing: Operations and staffing has remained consistent with the previous month. We have had some success in hiring but continue to have multiple vacancies at this time. We continue to do weekly COVID-19 PCR testing, and although we have had a few positive tests, data is supporting we are not experiencing community spread internally within the organization and overall staff and clients have been able to remain healthy.



NEW TEAM MEMBER

Taylor Ulmer has been hired as our new Counselor Advocate, filling a much-needed spot in our Counseling Department. Taylor stepped into her new role on January 31, 2022 and has been hard at work on training into her new role. Taylor grew up in Mifflinburg, PA and recently moved back to the area with her spouse. Prior to returning to the Susquehanna Valley, Taylor was employed as a Victim Advocate in a Safe House in Tennessee. We are excited to have her on the team!

PROMOTION!

Suzanne Hollenbach has been promoted internally from part-time Exchange and Visitation Monitor at the Fairl Family Justice Center (FJC) to Permanent Supportive Housing Advocate in the Housing Department. Suzanne has been part of the Transitions of PA team since September 2021. As we work to fill Suzanne's role at FJC, she will continue to help out monitoring exchanges and visitation while completing training needed to be successful as in her role as a housing advocate.

NEW HIRE!

Kamisha Leonard has accepted an offer to join the team beginning at the end of February 2022 as our new Residential Services Coordinator. More information about Kamisha and a photo will be forthcoming for the March Board Meeting.

References checks are in process for a potential Education Specialist and Permanent Supporting Housing Advocate. We hope to be sharing news of more new team members in the near future!

FUNDRAISING ACTIVITIES

FY21-22 Annual Appeal:

Donations related to the annual appeal continue to trickle in with current donations (through mid-February) totaling: **\$108,633.75**



Reminder that Raise the Region is coming up on March 9-10, 2022. If any board members are interested in doing peer to peer fundraising for the event, please reach out to Lisa Eroh, Outreach Coordinator by email at: lisa_e@transitionsofpa.org

ANNUAL AUCTION – NEW BEGINNINGS

Sponsorship solicitation letters have been mailed with silent auction solicitation letters not far behind!

As in previous years, we are requesting the Board of Directors donate directly to the auction fund to help support our development of silent auction packages. Any donations for this can be dropped off or mailed to the Administrative Offices. The Save the Date will be mailed to previous attendees the first week of March 2022.



February is Teen Dating Violence Awareness Month:

Save the date for our 5 Year Anniversary Event for our H.A.D. Enough program on February 28, 2022 at 7pm. You can access the event by clicking the link [here](#), through our Facebook Page, or through a reminder email that will go out the day of the event.



A collaboration is in the works with the Daily Item for an article on Teen Dating Violence as well as a press release about the event.

TRANSITIONS IN THE NEWS:

In case you missed it, click the links below to read recent news articles featuring Transitions of PA in The Daily Item:

[Experts: Human trafficking a local, global concern](#)

[Advocates: More new, expectant mothers are on drugs](#)

Legislative Advocacy & Legislation Updates:

Senate Passes Bill to end Forced Arbitration for sexual Assault and Harassment Cases – The Senate recently passed legislation ending forced arbitration for sexual harassment and sexual assault cases in the workplace. The legislation is important progress around workplace sexual violence.

The bill also passed the House and was expected to be signed into law by the president. An article outlining the bill can be found by clicking [here](#).

VAWA Update - The Violence Against Women Reauthorization Act of 2022 now has a bill number in the Senate--S.3623. Continued advocacy to get it to a floor vote and passed is needed! [Here](#) is the text of the bill for those who wish to read the bill.

PROGRAMS DIRECTOR REPORT

by Tara Day Ulrich, Programs Director

Personnel/Volunteers

The following positions are now open:

- NC Safe House Counselor/Advocate – 2nd
- NC Safe House Overnight Counselor/Advocate
- UC Safe House Overnight Counselor/Advocate
- Housing Coordinator
- PSH Advocate
- Campus Advocate
- Visitation Monitor (2)
- Education Specialist

References are being checked in hopes to make offers to candidates for the PSH Advocate and Education Specialist roles.

LEGAL ADVOCACY REPORT

by Jamie Grobes, Legal Advocacy Coordinator

It has been a relatively slow month in the legal department. The change in pace was welcomed as some staffing flexibility has been necessary to ensure compliance with our COVID-19 pandemic policy.

| | |
|-------------------------------------|----|
| New Legal Referrals | 53 |
| PFA/SVPO Petitions Filed | 4 |
| Snyder County | 2 |
| Union County | 1 |
| Northumberland County | 1 |
| PFA/SVPO Hearings Held | 18 |
| Snyder County | 6 |
| Union County | 7 |
| Northumberland County | 5 |
| Other Petitions and Hearings | 10 |
| Emergency Custody | 2 |
| Preliminary Hearing | 2 |
| Indirect Criminal Contempt | 2 |
| Other | 2 |

SAFE HOUSE REPORT

by Tara Ulrich, Programs Director

Safe House Guest Count for January

| | Safe House/Hotel/Motel |
|------------------------|------------------------|
| New Adults sheltered | 6 |
| New Children Sheltered | 2 |
| Total Number of Nights | 407 |

Safe House Operations

Safe House operations remain consistent from January's report. Client census continues to remain high with clients continuing to remain in the safe house for longer periods of time as we work to get them safely and permanently housed. We look forward to welcoming our new Residential Services Coordinator scheduled to start at the end of February.

FAIRL FAMILY JUSTICE CENTER REPORT

by Shayna Schreck, Family Justice Center Coordinator

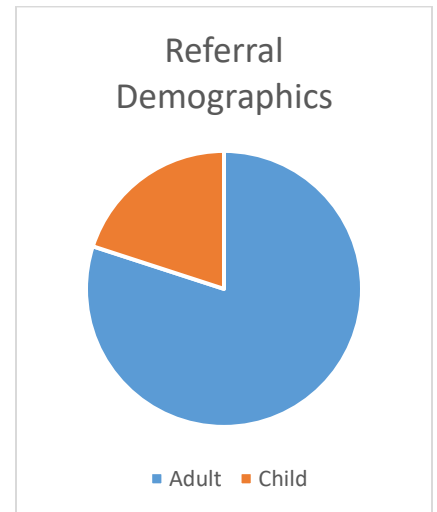
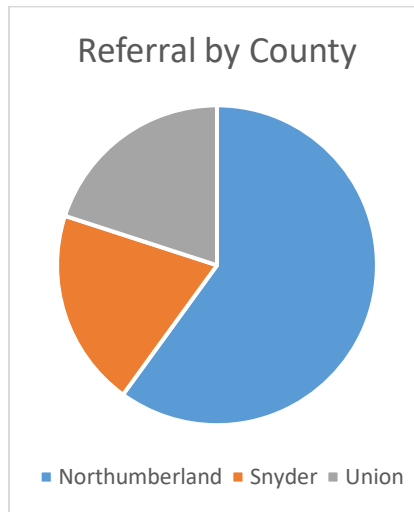
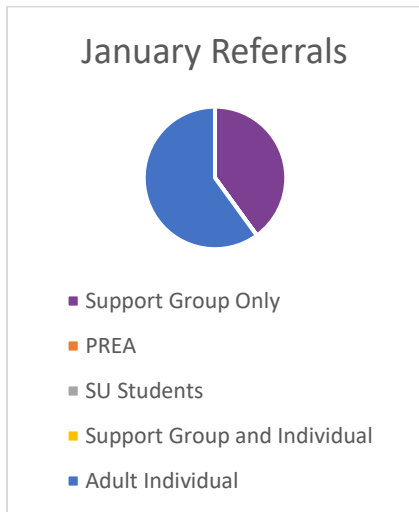
COVID-19 made significant impacts on services during January requiring adjustments to staffing and services provided to families. Our exchange and visitation monitors, Megan and Suzanne, did an amazing job keeping the center running smoothly.

| January 2022 | Supervised Visits | | No-Contact Exchanges | |
|--------------|-------------------|---------------|----------------------|---------------|
| | # of Visits | # of Families | # of Exchanges | # of Families |
| In Person | 11 | 6 | 2 | 1 |
| Virtual | 0 | 0 | n/a | n/a |

COUNSELING SERVICES REPORT

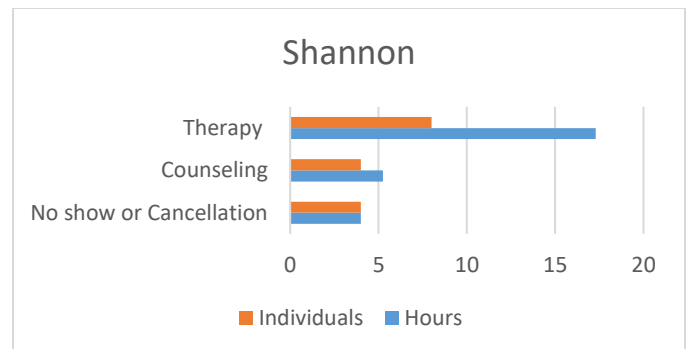
by Shannon Fisher, Counseling/Advocacy Coordinator

During the month of January, referrals for individual and group services could be made; however, the referring advocate was to provide initial crisis services to the client, with the exceptions of the children and group referrals. Those referrals followed protocol and were served by the Child Advocate or the Group Facilitation specialist with minimal wait times. Safe House guests continued to be served by safe house staff for individual counseling services. Children in safe house were also served for services as applicable. There were five referrals received for the month of January, the demographic breakdown is listed in the following charts.



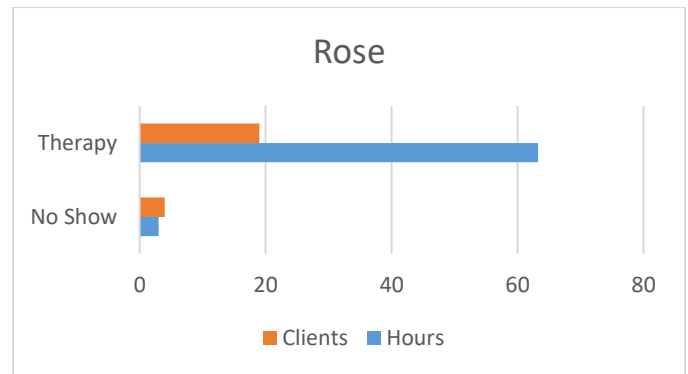
Shannon, Counseling Advocacy Coordinator

Shannon began the application process for her clinical license. Shannon presented the counseling manual training to staff in two trainings. Shannon, in conjunction with Lisa, began to develop the trauma training to be included in the training for new staff.



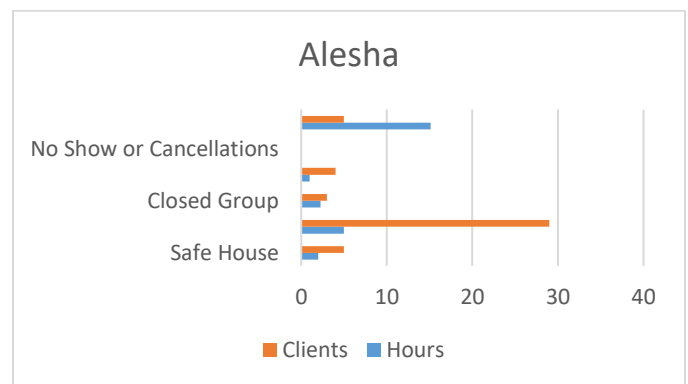
Rose, Therapist

Rose completed the application process for her clinical license. Rose has continued to enhance her skills by attending additional training on EFT, Emotional Freedom Technique. Rose has also spent more of her time between client studying for the clinical exam.



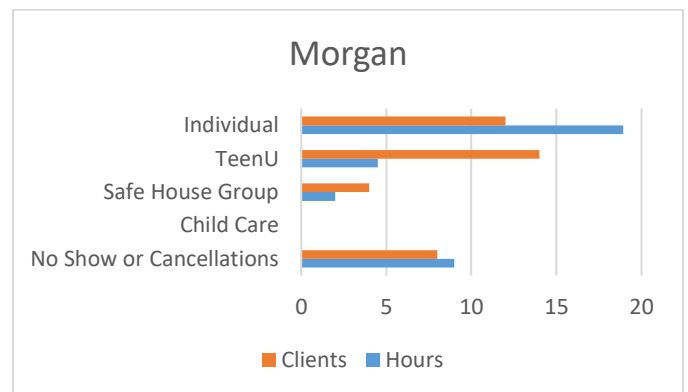
Alesha, Group Facilitation Specialist

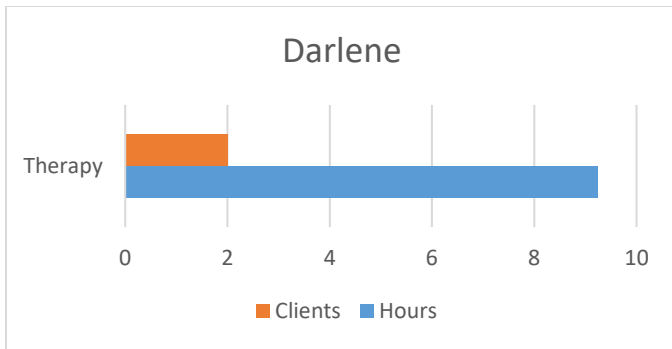
Alesha began her MSW program through Widener University. Alesha completed a survey with group participants. It was a small sample size as there were only 3 respondents of the 11 survey requests that were sent out. The survey included six questions. Questions included the following: demographic information on age and county where the participant resided; safety of group setting; most and least helpfulness about group; future topics. Respondents reported the group to be helpful, safe and supportive in interactions of the members. Future topics suggested by members were not appropriate topics for support group as they were requesting education on mental health and personality disorders.



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 group 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 development of her professional relationships and skills.





Darlene Garcia Johnson, our contracted therapist, has two clients to whom she is currently providing services. One of the clients has been more intensive and in addition to their individual therapy services, Darlene has provided support sessions to the parents.

Taylor Ulmer, Counselor Advocate – Taylor began on January 31, 2022. She has been working through her training curriculum. Taylor comes to us from Tennessee with experience in working with survivors of domestic violence. She grew up in Union County and is a graduate of Mifflinburg high school.

Campus Advocate (vacant) – The Campus Advocate has been posted for 3 months. There have been no new applicants in the past month. Despite this vacancy, programming for the spring semester is being planned. Support group will be offered beginning on February 21, 2022.

HOUSING REPORT

by Tara Day Ulrich, Programs Director

HUD CoC Programming:

Rapid Rehousing 7 households currently housed & receiving funding
 2 new households enrolled in Jan & searching for housing
 1 household successfully exited

Permanent Supportive Housing 6 households enrolled this month, and currently searching for housing.

DV Coordinated Entry

by Jennifer Taylor, DV Coordinated Entry Specialist

Partnership engagement:

- By Name List case management meetings (with Regional Managers, mainstream providers, and victim service providers) - 12
- Regional Homeless Advisory Board meetings & CoC Veterans meetings - 6
- DV Coordinated Entry Planning partner meetings (with PCADV, United Way, and/or Capacity for Change) – 4

Trainings Provided:

- Client Track re-training
- Housing Transitions (South Central Region) staff
- Coordinated Service Animal training for Transitions staff

Case management/direct services for Continuum of Care DV survivors ('caseload'):

- 9 CE clients
- 3 Transitions clients

Updated victim service provider pre-screen for DV survivors entering into Coordinated Entry

December 2021 Social Media Engagement Statistics

Transitions Google Profile report:

- 52 people asked for directions (decrease of 7%)
- 146 people visited our website from our profile (increase of 1%)
- 129 people reached out via telephone (increase of 74%)
- 970 profile views (decrease of 2%)
- 342 searches (decrease of 6%)

Facebook:

- Reached 3,058 people (decrease of 48.1%)
- Received 1,700 Likes (86.7% women, 13.3% men)
- Age range with largest representation = 35-44 (women) and 25-34 (men)

Instagram:

- Reached 172 people (decrease of 11.8%)
- 376 followers (84.3% women, 15.7% men)
- Age range with largest representation = 35-44



Lisa Eroh, M.A.
Outreach Coordinator

- Continued to provide new staff trainings
- Continued to work with sororities and fraternities at Bucknell
- Reviewed applications/resumes for the Education Specialist position; interviewed candidates by telephone
- Started to plan for the Raise the Region fundraiser
- Attended Snyder County Coalition for Kids Board meeting
- Discussed future collaboration with Drug and Alcohol counselor at Gaudenzia
- Participated in the Human Trafficking town meeting that we hosted for Human Trafficking Awareness month
- Attended the January Auction Committee meeting at SU
- Provided support to the Campbell and Bowersox families at the sentencing of Christopher Fernanders in Snyder County

*We hope to have the Education Specialist position filled by the end of February.



Heather Shnyder
Heather Systems Training Advocate

- Started the position of Health Systems Training Specialist on the January 10, 2022.
- Attended the Fernanders' sentencing to provide support to the Campbell and Bowersox families.
- Interviewed by a journalist from the Boston Globe for my work with victims of trafficking in rural PA – publication date TBA.
- Interviewed by Matthew James from WPGM. Re: human trafficking and Human Trafficking Awareness Month (HTAM) events and information.
- Interviewed by Mark Lawrence from WKOK re: new position and Human Trafficking Awareness Month (HTAM)
- Participated in the Human Trafficking Town Meeting event on Jan 26th
- Attended a variety of trainings in January sponsored by PCADV, NCADV, and the Regional Impact of Human Trafficking presented by PA Penn School of Nursing



Nicole Yeager
Heather Systems Training Advocate

The Education Department began planning for Teen Dating Violence Awareness Month in February. Nicole started working on our social media campaign as well as flyers for our H.A.D. Enough 5 Year Anniversary Event on February 28, 2022 at 7 pm.

- 9 counseling sessions with 2 adult clients
- Created and published 36 social media posts on the Transitions Facebook and Instagram Page
- Completed and distributed the Winter 2022 Newsletter
- Assisted in planning and monitoring questions during our Human Trafficking Town Meeting



Auction Committee MEETING MINUTES

DATE: 02/08/22

TIME: 6:00 p.m.

LOCATION: Via Zoom

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

THEME: New Beginnings

EVENT: Wednesday, June 8, 2022

PRESENTED BY: Sheri Rippon

MINUTES TAKEN BY: Tracy Strosser

| TOPIC | DISCUSSION | ACTION |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Review Timeline | We are on track with everything including sponsor letters, colors, and invites. Letters will go out by the end of the week for the silent auction. Follow-up calls will be made by Mae-Ling and staff. | |
| Review: Colors/Theme Floor Layout Discuss food | Colors are approved Menu options were sent to the committee | |
| Silent Auction – Goal 100 packages | Last year we had 88, would like to have more this year. | |
| Live Auction – 8-10 items (who to solicit) | List in progress | |
| Speaker Video | Speaker was approved. | |
| Flowers and Table Linens | The florist is aware of the number of tables and arrangements needed. The committee will meet with him the end of February. Table linen color, celadon, was approved. | |

| | | |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Ticket amount | \$70.00 per ticket was approved | |
| Save the date | S-t-D Will be mailed, emailed, on social media, and out through the staff. We will get a jump start with the Auction through the Raise the Region fundraiser. | |
| Entertainment | Greg Burgess will provide music 5:15 -6:30 PM. | |
| Next meeting: Tuesday, March 1, 2022, 6:00 PM at the Bull Run Tap House – backroom. | | |

Sub-Committee members for Auction 2022

Design: Everyone

Decorations: Everyone

Promotions: Mae-Ling and Staff

Silent Auction: Everyone

Live Auction: Everyone

E-Bidding: Mae-Ling and Staff

Check-in/Check-out: Shawna, Heather O, Jan, Aquene and Tracy

Dessert Dash: Everyone



PR and Development MEETING MINUTES

DATE: 02/03/22

TIME: 3:30 p.m.

LOCATION: Zoom

MEMBERS PRESENT: D. Toni Byrd, Helen Nunn, Amy Gronlund, Tamara Normington, Angela Brouse, Mae-Ling Kranz, Tracy Strosser

PRESENTED BY: Marsha Lemons

MINUTES TAKEN BY: Tracy Strosser

| TOPIC | DISCUSSION | ACTION |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Develop a job description for a possible new position – Fundraising. Review the Donor List and discuss a Fundraising Plan | We discussed a Job Description template. We will work toward creating a job description for an MG Officer We discussed scheduling sit-downs with the top donors. The strategic plan will help guide who we should speak to. Fit the passion to the donor. Work on knowledge of donors. | |
| Next meeting: March 24th, 3:30 pm Location: Zoom | | |

transitions

GOVERNANCE COMMITTEE

MEETING MINUTES

DATE: 02.02.2022

TIME: 3pm – 4:50pm

LOCATION: [Zoom Meeting](#)

MEMBERS PRESENT: Amy, Kendra, Chris, Toni, Helen, Ed

PRESENTED BY: Mary Louise Schweikert

MINUTES TAKEN BY: Mae-Ling Kranz, CEO

| TOPIC | DISCUSSION | ACTION |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| By-Laws (Toni) | <p>Suggested updates to the By-Laws were reviewed:</p> <ol style="list-style-type: none"> 1. Article 4, Section 7 – see red highlights 2. Article 5, Section 2 – reviewed; no changes | <p>Recommended changes will be finalized in a draft copy and sent to the BOD in advance of the next board meeting.</p> |
| Membership/Recruitment (Marsha) | <p>Reviewed current board terms and who was up for reelection (Marsha)</p> | <p>Nominations for potential new board members will be solicited to potentially fill vacant seats.</p> <p>Updated BOD List broken out by terms will be added to the board packet.</p> |
| Strategic Planning (Mary Louise, Mae-Ling) | <p>Reported out on progress on strategic planning process provided to the committee and reviewed the following items:</p> <ol style="list-style-type: none"> 1. Next Steps 2. Questions for interviews 3. Identify Stakeholders 4. Assign Stakeholder Interviews to Committee Members. 5. Updated Timeline <p>The Strategic Planning Timeline and Final Community Stakeholder survey questions can be found by logging into the board portal by clicking here. Planning documents can be accessed by clicking on the Strategic Plan box.</p> | <p>Questions for community stakeholders were reviewed. Mae-Ling will add in a COVID related question. Committee members will be sent the questions for final review and approval.</p> <p>Committee members have been asked to each identify two or three names of stakeholders in the community to interview – Due to Tracy by 2/9. Answers will be utilized as input for the next strategic plan.</p> <p>Mae-Ling will work with the Leadership and Coordinators to add additional stakeholders they wish to receive feedback from.</p> <p>Strategic Plan timeline was reviewed and updates will be made and included with minutes.</p> |



Transitions of PA

By-Laws

Article I. Name:

The Name of this Corporation, as specified in the Articles of Incorporation of December 1976, as amended, is Transitions of PA, Inc. The address of this Corporation is P.O. Box 170, Lewisburg, PA 17837.

Article II. Purposes:

Transitions of PA is incorporated under the Nonprofit Corporation Law of the Commonwealth of Pennsylvania for the following purposes:

1. To provide advocacy, empowerment and education to victims, survivors, significant others of domestic violence, sexual assault, and other serious crimes in Northumberland, Snyder and Union Counties, Pennsylvania.
2. To provide 24-hour access to support services via hotline and on-call counselor/advocates.
3. To provide emergency shelter and supportive housing.
4. To provide safety planning and empowerment-based individual and group counseling.
5. To provide legal and medical advocacy services.
6. To provide a referral system to other community agencies.
7. To provide prevention education and awareness programs to schools, businesses and other community organizations.

The Corporation shall have the power to engage in and to do any lawful act concerning any and all lawful functions for which nonprofit corporations may be incorporated under the Pennsylvania Nonprofit Corporation Law of 1933, as amended. The Corporation is organized exclusively for charitable, educational and scientific purposes as defined and limited by Section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

The Corporation is committed to helping and empowering all people, to preventing abuse and exploitation, and to building communities free of violence.



These purposes are summarized in the Corporation's Mission Statement, which shall be reviewed by the Board of Directors annually as part of strategic planning development.

Article III. Fiscal Year:

The fiscal year of the Corporation shall run from July 01 to June 30. The Board of Directors of Transitions of PA, Inc. directs that an Annual Audit of the Financial Accounting of the organization be conducted at the end of each Fiscal Year by a qualified firm. The contract shall be awarded as a competitive bid. The Board reserves the right to determine the bid as a multi-year contract price. This audit shall be completed before October 31 of the next Fiscal Year.

Article IV. Board of Directors:

Section 1. Board Membership: Board membership is open to anyone regardless of race, creed, color, sex, national origin, age, sexual orientation, marital status, economic status, education, physical ability, political affiliation or belief. All adult citizens of the United States, residing or employed within the Commonwealth of Pennsylvania, preferably those in the Susquehanna Valley Region, shall be eligible for election to the Board of Directors. Board member applicants must subscribe to the mission and purposes of the Corporation.

Section 2. Responsibility: The Board of Directors shall be the governing body of the Corporation and shall be responsible for all matters of operation of the Corporation.

Section 3. Board size: The Board of Directors shall be comprised of a maximum of twenty-one (21) voting members.

Section 4. Term of Office: The term of office of each Board member shall be three (3) full fiscal years.

Section 5. Nominations of Directors: The Board of Directors shall nominate Directors to fill vacancies as needed. New Directors shall be elected by the majority vote of the current Board of Directors.

Section 6. Voting: Each Board member shall have one vote. The Chief Executive Officer shall be a non-voting member of the Board. College Students, if any, shall be non-voting members.

- A. Absentee Voting: Members may cast an absentee vote on a specific motion in writing to the Secretary at least three days prior to the meeting. In that communication, the members must clearly state their position on the motion.

- B. Electronic Voting: Any member of the Executive Committee may call for a vote on a specific motion by electronic means.

Section 7. Quorum: One-half (1/2) of the voting members of the current membership of the Board plus one (1) shall constitute a quorum. Members on a leave of absence shall not be included in membership for purposes of determining a quorum. Board members may participate in Board and committee meetings via conference call. Members participating via conference call shall be included for purposes of determining a quorum.

Section 8. Meetings: Meetings of the Board of Directors shall be held at least eight (8) times per year, preferably once a month. With reasonable notice, special meetings of the Board may be called at the discretion of the Board President or, in the President's absence, the Vice-President. Reasonable notice of the special meeting shall be given to each Board member. The annual meeting shall be held in June. Minutes shall be taken at every meeting and they shall be available to all staff.

Section 9. Attendance: Board members are expected to attend meetings regularly and to notify the Board President or the Chief Executive Officer if they are unable to attend the meeting. Three (3) consecutive absences or five (5) absences within a twelve (12) month period will be cause for membership review. Leaves of absence may be taken with approval of the President of the Board.

Section 10. Removal of Board Members: Removal of any board member shall occur if the board member breaches confidentiality or the Code of Conduct; has a conflict of interest as stated in the Conflict of Interest policy; or a decision is made to remove the board member in accordance with Article IV, Section 9.

Section 11. Liability: Members of the Board shall not be individually or collectively liable for monetary damages for any action taken or any failure to take action unless:

- (A) Board Members have breached or failed to perform their duties under 15 Pa.C.S. § 5713 (relating to standard of care and justifiable reliance), and
- (B) The breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

Article V. Officers of the Board:

Section 1. Annual nomination of officers shall take place at the May meeting. At the Annual Meeting, the Board of Directors shall elect a President, Vice-President, Secretary and Treasurer for terms beginning on July 1. All such officers shall be elected for a term of one (1) year. If an officer vacancy occurs mid-term, an election shall be held to fill the vacancy for the remainder of the term. Officers shall be elected by majority vote and may succeed themselves.

Section 2. Executive Committee: The Executive Committee shall be composed of the following voting members: the President, Immediate Past President, Vice-President, Secretary, and Treasurer. The Executive Committee initiates and reviews matters for Board action and makes recommendations to the Board. The Board is not bound by the Executive Committee's recommendations. The Executive Committee may take action between Board meetings as provided by resolution of the Board. If such action is taken, minutes of such meeting shall be sent to the Board members within seven (7) days. The action shall be reported at the next scheduled meeting of the Board.

The Executive Committee does not have the authority to amend or repeal any resolution of the Board or take action on any matters assigned to another committee of the Board.

Section 3. The President of the Board shall preside at all meetings of the Board. The President has the power to form a committee, coordinate activities of the Board and assign members to these committees if there are no volunteers. The President shall maintain necessary communication with these committees.

Section 4. The Vice-President of the Board shall preside at Board meetings in the absence of the President and shall be responsible for assisting the President of the Board with the President's duties as necessary. The Vice-President shall assume the responsibilities of the President if the President resigns or vacates the office.

Section 5. The Treasurer shall preside over the Finance Committee and ensure that reports of financial status are given at Board meetings. The responsibility for co-signing checks may be assigned to any Board officer.

Section 6. The Secretary, with the administrative staff of the Corporation, as needed, shall be responsible for the minutes of each Board meeting and shall be responsible for preparation and distribution of said minutes. The Corporation office shall maintain a permanent record of the Board meeting minutes.

Section 7. Removal of Officers: Removal of any officer shall occur if the officer breaches confidentiality or the Code of Conduct; has a conflict of interest as stated in the Conflict of Interest policy; or a decision is made to remove the officers in accordance with Article IV, Section 9.

Section 8. Chief Executive Officer: The Board of Directors shall hire the Chief Executive Officer to be the Administrator of the Corporation. The Chief Executive Officer reports directly to the President of the Board. The Board or its designated committee shall annually evaluate the Chief Executive Officer's job performance.

Article VI. Standing Committees of the Board:

The Board may form standing and ad hoc committees. Each committee shall be required to report to the Board for final approval of committee activities and actions.

Section 1. Committee Chairperson: The President of the Board shall annually appoint a chairperson for each committee from among the Board membership. The tenure of committee chairpersons shall be one (1) year.

Section 2. Meetings: The Finance Committee shall meet at least eight times per year. All other committees shall meet as needed as determined by the Chairperson of the Committee. The Finance Committee shall meet and/or review the Corporation's finances on a monthly basis.

Section 3. Governance Committee: The Governance Committee shall make recommendations to the Board for carrying out policies and procedures to enhance Board governance. This committee shall, *inter alia*, review the Corporate By-Laws annually and make recommendations to the Board for amendments; recruit prospective Board members for nomination to the Board; nominate and recommend Board officers annually; and ensure compliance with required codes of conduct and conflict of interest standards.

Section 4. Personnel Committee: The Personnel Committee shall make recommendations regarding personnel policy and procedures, and shall participate in the Grievance procedure as described in the Transitions of PA Handbook.

Section 5. Finance Committee: The Finance Committee shall oversee all financial and budgetary matters. It shall monitor the variance report and budget details of all grants, and facilities maintenance.

Section 6. Development and Public Relations Committee: The Development and Public Relations Committee shall annually plan and implement financial goals and strategies to support the organization in carrying out its mission to assure sustainability and fiscal health. Because a positive public image is essential to meeting Transitions' fundraising and development goals, the Committee shall support branding, marketing and communication efforts of the organization.

Article VII. Property Rights and Distribution on Dissolution:

Section 1. Property Rights for members:

The Corporation is not authorized to engage in any activity or business, carried out for private profit or gain. No member of the Corporation shall be entitled to receive any private or personal gain or profit from any activity of the Corporation, except that the Corporation shall be authorized to pay reasonable compensation for services rendered.

Section 2. Distribution on Dissolution or Liquidation:

The Corporation is not organized for profit and no part of the net earnings of the Corporation shall ever inure to the benefit of any private members. In the event of the liquidation or dissolution of the Corporation, whether voluntary or involuntary, no member shall be entitled to any distribution or division of its remaining property, assets or the proceeds of the same. In the event of liquidation or dissolution, the Board of Directors shall, after paying or making due provision for the payment of all liabilities of the Corporation, distribute all remaining properties solely to organizations or entities which are incorporated exclusively to provide services to victims of domestic violence and sexual assault. If no such organization exists, then distribution shall be made to organizations for charitable, educational or scientific purposes which are fully and duly qualified as exempt organizations as defined by Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended.

Article VIII. Adoption and Amendments to the By-Laws:

Section 1. These By-Laws shall be adopted by the majority of the members of the Board of Directors and shall be in full force immediately.

Section 2. These By-Laws may be amended by a two-thirds (2/3) vote of the current membership of the Board of Directors. Notice of any proposed amendment shall be provided to the current Board membership at least ten (10) days prior to the vote.

Article IX. Parliamentary Authority:

The current edition of Roberts Rules of Order shall be the parliamentary authority for all matters not specifically covered in these By-Laws.

Adopted: 12/08/76

Revised: 01/03/83

Revised: 12/10/84

Revised: 01/13/87

Revised: 05/15/89

Revised: 07/17/89

Revised: 01/22/90

Revised: 04/30/92

Revised: 11/01/92

Revised: 02/15/93

Revised: 03/28/93

Revised: 05/10/93

transitions

Revised: 07/19/93

Revised: 10/03/98

Revised: 05/20/02

Revised: 11/18/02

Revised: 03/15/04

Revised: 05/16/05

Revised: 05/30/06

Revised: 03/12/08

Revised: 01/02/09 Approved by board January 19, 2009.

Reviewed January 17, 2011 no changes

Revised: 09/15/2011

Revised: 10/20/2014

Revised: 03/24/2020

Revised: 03/23/2021



PERSONNEL COMMITTEE

MEETING AGENDA

[Meeting Link](#)

DATE: January 12, 2022

TIME: 6:00pm

LOCATION: Zoom

MEMBERS PRESENT: Mary Louise Schweikert, D. Toni Byrd, Helen Nunn, Mae-Ling Kranz, Heather Over

PRESENTED BY: Helen Nunn, Chair

MINUTES TAKEN BY: Heather Over, Grants and Compliance Director

| TOPIC | DISCUSSION | ACTION |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">Adjustments to the CEO job description (attached).Scheduling a meeting to resume discussions from 11/11/2021. | <p>Update to reflect the current organizational structure (COO -> Finance Director)</p> <p>Add a Point 9 Under Leadership – The Chief Executive Officer will serve as a non-voting member of the Board and attend all Board meetings.</p> <p>Language should mirror what is in the by-laws, Article 4 Section 6, “The Chief Executive Officer shall be a non-voting member of the Board.”</p> <p>The Board must vote to approve updated job description at the January 2022 Board meeting.</p> | <p>-Mary Louise made a motion to approve the described changes to the CEO job description. Toni seconded. All voted in favor.</p> <p>-Personnel Committee will make the recommendation to the Board to approve the updated Chief Executive Officer job description at the January 2022 Board meeting.</p> <p>- Helen will send a survey to schedule a February Personnel Committee.</p> |

transitions
PERSONNEL COMMITTEE
MEETING MINUTES

DATE: February 10, 2022

TIME: 3:30PM

LOCATION: Zoom

MEMBERS PRESENT: Mary Louise Schweikert, D. Toni Byrd, Stacey Pearson-Wharton, Helen Nunn, Mae-Ling Kranz, Heather Over

PRESENTED BY: Helen Nunn, Chair

MINUTES TAKEN BY: Heather Over

| TOPIC | DISCUSSION | ACTION |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Review current salary scale and process for increases. • Discussion on potential changes to salary scale. • Review of preliminary sample salary budget. | <p>Mae-Ling reviewed the current process for determining starting salaries (see attached Compensation Schedule) as well as merit increases.</p> <p>Mae-Ling also reviewed the proposal to update our Compensation schedule based off of the Centre Safe Model.</p> <p>The proposal is to collapse rows E, F, and G of the compensation schedule, moving the Coordinated Entry Specialist to the new row E with the other advocate roles.</p> <p>The goal is to raise the minimum wage to \$15.00/hour with relative increases across the organization.</p> <p>This would be an approximate increase of 10% to salary and benefits. (approx. \$150,000 annually.)</p> | <p>Jan McGrath, Finance Director, and Mae-Ling will prepare a multi-year budget for the Personnel Committee to review at our next meeting on March 10th at 3:30 p.m.</p> <p>The next meeting will be via Zoom.</p> |

| Exempt | | | | | | | | | | | |
|----------------------------------------|---------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|
| Position | Salary Ranges | Start | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | |
| A Chief Executive Officer | Negotiated | | | | | | | | | | |
| B Grants and Compliance Director | \$42,000 - \$62,000 | 42,000 | 44,500 | 47,000 | 49,500 | 52,000 | 54,000 | 57,000 | 59,500 | 62,000 | |
| Finance Director | | | | | | | | | | | |
| Programs Director | | | | | | | | | | | |
| CLR Attorney | | | | | | | | | | | |
| Therapist | | | | | | | | | | | |
| Non-Exempt | | | | | | | | | | | |
| C Residential Services Coordinator | \$16.83 - 26.92 | 16.83 | 18.09 | 19.35 | 20.61 | 21.87 | 23.13 | 24.39 | 25.65 | 26.92 | |
| Counseling Advocacy Coordinator | | | | | | | | | | | |
| Legal Advocacy Coordinator | | | | | | | | | | | |
| Housing Coordinator | | | | | | | | | | | |
| Family Justice Center Coordinator | | | | | | | | | | | |
| Outreach Coordinator | | | | | | | | | | | |
| D Fiscal and Fundraising Administrator | \$14.80 - \$24.00 | 14.80 | 15.95 | 17.10 | 18.25 | 19.40 | 20.55 | 21.70 | 22.85 | 24.00 | |
| Fiscal and Operation Administrator | | | | | | | | | | | |
| Legal Assistant/Paralegal | | | | | | | | | | | |
| Coordinated Entry Specialist | | | | | | | | | | | |
| E Education Specialist | \$14.00-\$20.00 | 14.00 | 14.75 | 15.50 | 16.25 | 17.00 | 17.75 | 18.50 | 19.25 | 20.00 | |
| Medical Advocate | | | | | | | | | | | |
| F Legal Advocate | \$13.50 - \$19.50 | 13.50 | 14.25 | 15.00 | 15.75 | 16.50 | 17.50 | 18.00 | 18.75 | 19.50 | |
| Housing Advocate | | | | | | | | | | | |
| Group Facilitation Specialist | | | | | | | | | | | |
| Counselor Advocate/Child Advocate 3 | | | | | | | | | | | |
| G Safe House Manager | \$12.75 - \$17.50 | 12.75 | 13.35 | 13.95 | 14.55 | 15.15 | 15.75 | 16.35 | 16.95 | 17.50 | |
| Counselor Advocate/Child Advocate 2 | | | | | | | | | | | |
| Counselor Advocate/Child Advocate 1 | | | | | | | | | | | |
| Hotline Counselor Advocate | | | | | | | | | | | |
| Exchange and Visitation Monitor | | | | | | | | | | | |
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| Hotline Counselor Advocate | | | | | | | | | | | |
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