



Transitions Board of Directors Minutes

Remote Meeting held via Zoom

September 28, 2021

MINUTES COMPILED AND SUBMITTED BY: Tracy Strosser, Administrative Support Assistant
Reviewed by Secretary, Christine Dotterer

NOTE: All attachments and reports are on file with the Secretary

ATTENDANCE: P = PRESENT IN PERSON C = ON CONFERENCE CALL A = ABSENT L = ON LEAVE

	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	P	Stacey Pearson Wharton
P	Christine Dotterer, <i>Secretary</i>	P	Sabra Karr		
P	Mae-Ling Kranz, <i>CEO</i>	P	Marsha Lemons		
A	Kendra Aucker	A	Tamara Normington		
P	Jeremy Cook	P	Stacy Richards		
A	Robert Cook	A	Sheri Rippon		

STAFF PRESENT: Tara Day Ulrich

Janet McGrath
Tracy Strosser

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AGENDA ITEM/SUBJECT	DISCUSSION SUMMARY	ACTION AND REQUIRED FOLLOW-UP
CALL TO ORDER (D. Toni Byrd)	The meeting was called to order at 7:03 pm by Board President D. Toni Byrd.	
ROLL CALL	Christine Dotterer, Secretary, took roll call.	
Welcome of New Staff (Mae-Ling Kranz) Programs Overview (Tara Day Ulrich)	Introduction of Tracy Strosser, Administrative Support Assistant and Janet McGrath, Fiscal Director. Tara Day Ulrich, Program Director gave an overview of her day to day duties. <ul style="list-style-type: none">• The Program Director is over Direct Services Staff.• The PD Ensures the services are meeting the Standards.• The Counseling Department is our busiest and has staffing needs.• The need for survivor center housing is greater than we knew, the list of homeless of which 35% are fleeing Domestic Violence gives an idea of how big the need is.• Safe House is working on a program to develop a Trauma Informed Screening Tool, to ensure we have a full picture of a survivors needs.• The Legal Department is planning for our STOP training.• Tara explained the difference between Rapid Rehousing and Permanent Supportive Housing.• The Family Justice Center is running smoothly and continuing to grow.	

**SECRETARY'S REPORT
(Christine Dotterer)**

Approval of Minutes from
08/24/21

Minutes were previously distributed. No additions or corrections were noted.

Motion by Mary Louise Schweikert:
To accept the Minutes of the August 24, 2021 Board meeting as presented.
Seconded by Amy Gronlund.
Motion carried.

**TREASURER'S REPORT
(Ed Sigl and Mae-Ling Kranz)**

Approval of Variance Reports

Mae-Ling 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:

- Total Assets
 - The Cash position is good.
- Budget vs. Actual (Month and Year)
 - We are showing a small net income.
- Balance Sheet
 - Our Investments continue to do well, showing increase in gain each month.
- Accounts Receivable
- Expense Dashboard Overview

The Variance dashboard was previously distributed to the board.

Motion by Christine Dotterer: To accept the Treasurer's Report for August 2021, as presented.
Seconded by Stacy Richards.
Motion carried.

<p>CEO/AGENCY REPORTS (Mae-Ling Kranz)</p>	<p>CEO and Agency reports for August, 2021, were distributed to the Board previously. Mae-Ling highlighted:</p> <ul style="list-style-type: none"> • October is Domestic Violence Awareness Month, the theme for the State of Pennsylvania is Resiliency. • Upcoming Virtual events include: Trivia Night, a Candle Light Vigil, Wear Purple Event, Monthly Speakers, Coasters to be distributed to local businesses and Radio Interviews. • Grant Modifications include: Repairs to 5th Street, New Vehicle for Safe House (Toyota Sienna, Hybrid), Replace sidewalks and new generator in Northumberland and New vehicle for Counselors (Toyota Camry, Hybrid). 	<p>Members should read Mae-Ling's and the other staff's reports and contact Mae-Ling with any questions.</p>
<p>STANDING COMMITTEE REPORTS</p> <p>Auction (Sabra Karr for Sheri Rippon)</p> <p>Development and Public Relations (Marsha Lemons)</p>	<p>Sabra Karr shared an update from the Auction Committee:</p> <ul style="list-style-type: none"> • The date has been secured; June 8, 2022. • The theme is Positive Changes. • The Auctioneer, MC and Raise the Paddle participants have been secured. • The whole committee will be asked to take part in collecting items this year. • The committee is working out logistics with the live auction and the number of items. • The Committee is working to branch out the solicitation to Northumberland County for donors. • Our approach will be a hybrid; In person event with a virtual silent auction being an entire week outside the actual auction date. <p>No report submitted</p> <p>Angie Brouse is joining the committee</p>	

<p>Finance (Ed Sigl/Mae-Ling Kranz)</p> <p>Governance (Mary Louise Schweikert)</p> <p>Personnel (Helen Nunn)</p>	<ul style="list-style-type: none"> • We will continue with contracted the services of Your Part-time Controller parallel with Jan while she learns. • The Audit may be delayed until November. • Expect to see the Satisfactions Survey at the next meeting. • The Strategic Plan Development Process needs a new plan for July 1, 2022. • The Board Retreat will include The Good to Great presentation. • 3 staff members have received an increase in salary (equal compensation). • Vaccination Decision by the Board was a good decision. • Support Animals in Safe House are only for residents in the Safe Houses. 	
<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 Fridays of each month at 12:00 pm. Board members who are interested in attending please contact Tara Day Ulrich who is facilitating the virtual meetings. Staff In-Service will be the 4th Friday of the month at 12:00 pm for Education.</p> <p>Staff were excused from the meeting, and the Board adjourned into Executive session at 8:05 PM.</p>	<p><u>Motion by Helen Nunn:</u> To adjourn into Executive Session. <u>Seconded by Dr. Stacey Pearson Wharton.</u> <u>Motion carried.</u></p>

		<p><u>Motion by Amy Gronlund:</u> To adjourn into Regular Session. <u>Seconded by Helen Nunn.</u> <u>Motion carried.</u></p> <p>The regular meeting of the Board resumed at 8:11 PM.</p>
<p>NEXT MEETING DATE (D. Toni Byrd)</p>	<p>The next meeting date is Tuesday, October 26, 2021 at 7:00 pm.</p>	<p>Staff and Committee reports are due Tuesday, October 19, 2021, at noon.</p>
<p>ADJOURNMENT</p>	<p>The meeting was adjourned at 8:12 pm.</p>	