



Transitions Board of Directors Minutes

WellSpan Evangelical Community Hospital – Miller Conference Room

March 25, 2025

MINUTES COMPILED AND SUBMITTED BY: Jennifer Drouin, Executive Assistant
 Reviewed by Secretary, Chris 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	Kendra Aucker, Co-President	P	Carol Apple	P	Marsha Lemons
P	Helen Nunn, Co-President	P	Angela Brouse	A	Sheri Rippon
P	Sabra Karr, Co-Vice President	A	Anthony Butto	A	Lucille Tarin
P	Francy Magee, Co-Vice President	P	Tina Fry	A	Erin Wolfe
P	Ed Sigl, Treasurer	C	Sue Greene		
P	Christine Dotterer, Secretary	P	Nancy Hartman		
P	Mae-Ling Kranz, CEO	A	Armenta Hinton		
P	D. Toni Byrd, Past Board President				

STAFF PRESENT: Jennifer Drouin, Paul Muscarella

GUESTS:

Transitions Board of Directors Meeting Minutes

AGENDA ITEM/SUBJECT	DISCUSSION SUMMARY	ACTION AND REQUIRED FOLLOW-UP
CALL TO ORDER (Kendra Aucker)	Board Co-President Kendra Aucker called The Meeting to order at 7:02 pm.	
ROLL CALL	Jennifer Drouin took roll call.	
CONNECTION ACTIVITY SECRETARY'S REPORT (Christine Dotterer) Approval of Minutes from 1/28/2025 TREASURER'S REPORT (Paul Muscarella) Approval of Variance Reports	Francy Magee led a group activity with board members that allowed them to interact and get to know each other better. Minutes were previously distributed. Paul Muscarella, Finance Director, presented the revised Variance Dashboard for November. The summary provides an abridged overview of the agency's finances as of February 28, 2025. <ul style="list-style-type: none"> • Corrections to the Financial Report were discussed. • Key Takeaways <ul style="list-style-type: none"> ○ Salary expenses are shown at 99% of anticipated expense YTD, and benefits are at 87% of anticipated expense YTD. ○ Income is 8.2% above budget for the first eight months of the fiscal year. Cash is down 44% compared to last fiscal year at this time. ○ A/R is up 14% compared to last year at this time. • Total Assets <ul style="list-style-type: none"> ○ Cash is down 44% from last fiscal year. ○ Vanguard is up 14%. ○ Total Net Fixed Assets are down 8% due to depreciation. • Budget vs. Actual YTD <ul style="list-style-type: none"> ○ Total expenses are 9% more than budgeted for the end of February. ○ Program services and expenses are 9% over budget at the close of February. 	<u>Motion by Chris Dotterer:</u> To accept the Minutes for January 28, 2025, <u>Seconded by Toni Byrd.</u> <u>Motion carried.</u> <u>Motion by Toni Byrd:</u> To accept the Treasurer's Report through February 2025, <u>Seconded by Francy Magee.</u> <u>Motion carried.</u> The May meeting packet will include the corrected February 2025 Financial Report.

	<p>The Variance dashboard was previously distributed to the Board.</p>	
<p>CEO/AGENCY REPORTS (Mae-Ling Kranz)</p>	<p>Mae-Ling reported that the Annual Appeal reached its \$80,000 goal, almost reaching \$100,000. This was also the most successful Raise the Region Event the organization has ever had.</p> <p>VOCA Presentation: In November 2024, the Victims’ Services Advisory Committee (VSAC) announced a two-year VOCA funding plan. For Year 1, VOCA-funded agencies will receive level funding equal to their current allocations, while Year 2 funding levels will be determined at the November 2025 VSAC meeting. Although deposits into the Crime Victims Fund (CVF) have been strong—including a \$472 million deposit from a single deferred prosecution agreement—approximately \$1.9 billion remains on hold due to litigation over whether those funds belong in the U.S. Victims of State Sponsored Terrorism Fund.</p> <p>On March 14, 2025, a new Continuing Resolution (CR) was passed to keep the federal government funded through September 2025. The CR included several key updates:</p> <ul style="list-style-type: none"> • It increased VAWA funding by \$10 million and raised the VOCA cap from \$1.3 billion to \$1.9 billion, restoring it to FY2023 levels. • It eliminated the Edward Byrne Memorial Justice Assistance Grant (JAG) program under the Office of Justice Programs. While Transitions of PA does not currently receive JAG funding, the organization had planned to apply in the next funding round. • It reduced funding for special community-based projects administered through the Administration for Children and Families (ACF). • It did not include any FY25 Congressional Direct Spending (CDS) appropriations, meaning no CDS requests submitted through Senators' offices received funding. <p>As of now, the CVF balance is approximately \$4.3 billion, but funding uncertainties remain. The Crime Victims Stabilization Act has been reintroduced as HR909, and we are encouraged to monitor its progress alongside broader budget and legislative developments. The Office of</p>	<p>Mae-Ling’s presentation is attached to the end of the minutes.</p> <p>Members should read Mae-Ling’s and the other staff reports and contact Mae-Ling with any questions.</p>

	<p>Victims' Services (OVS) will continue providing updates at VSAC meetings scheduled for May, August, and November 2025.</p>	
<p>STANDING COMMITTEE REPORTS</p> <p>Auction (Carol Apple)</p> <p>Development and Public Relations (Marsha Lemons)</p> <p>Finance (Mae-Ling Kranz)</p> <p>Governance (Kendra Aucker)</p> <p>Personnel (Helen Nunn/Mae-Ling Kranz)</p>	<p>The auction will be held on May 22, 2025, at the Silver Moon Banquet Hall. The committee is seeing the venue again this week and working on decorations and silent auction donations.</p> <p>The committee is in a holding pattern. They are working on campaigns and deciding what projects will be funded.</p> <p>Nothing to add to the committee report.</p> <p>The Governance committee met last week. They reviewed the By-laws, and there were no changes other than correcting dates of previous updates.</p> <p>Two statements of interest from potential new board members were provided to the board for consideration. Those will be sent out to everyone.</p> <p>At the end of this term, Francy and Sabra will be co-presidents, Anthony Butto will be vice president, Chris Dotterer will be secretary, and Ed Sigl will be treasurer. Please let the board know if anyone is interested in being Co-VP with Anthony.</p> <p>Francy reported on the Staff Retreat that will be held on June 17, 2025 from 9 am to 1 pm at the Susquehanna University Downtown Center, 111 S. Market Street in Selinsgrove, PA. Jen will send out a calendar invite.</p> <p>The committee spent time reviewing Strategic Planning goals and discussed downsizing in the event that funds are diminished, with the hope of being prepared to grow again.</p>	

<p>NEW BUSINESS (Mae-Ling Kranz)</p> <p>EXECUTIVE SESSION (Kendra Aucker)</p> <p>STAFF MEETINGS PARTICIPATION BY THE BOARD (Kendra Aucker)</p>	<p>Kendra announced that when the Board enters the hospital for a meeting, they must stop at the front desk to check in for security purposes.</p> <p>Staff was excused from the meeting, and the Board adjourned into the Executive session at 7:50 pm.</p> <p>The Board returned to regular session, adjourning the meeting at 7:58 pm.</p> <p>Staff meetings are held on the 1st and the 3rd Tuesdays of each month at 2 pm. Staff In-Service will be the 3rd Tuesday of the month at 2 pm for Education. Board members interested in attending, please contact Shannon Fisher, who is facilitating the virtual meetings. Shannon_f@transitionsofpa.org 570-768-4995 x302</p>	<p><u>Motion by Toni Byrd:</u> To adjourn to Executive Session, <u>Seconded by Sabra Karr.</u> <u>Motion carried.</u></p> <p><u>Motion by Helen Nunn:</u> To return to regular Session and adjourn the meeting, <u>Seconded by Toni Byrd.</u> <u>Motion carried.</u></p>
<p>NEXT MEETING DATE (Kendra Aucker)</p>	<p>The next meeting is Tuesday, May 27, 2025, at 7:00 p.m. in the Miller Conference Room at WellSpan Evangelical Hospital.</p>	<p>Committee reports are due Tuesday, May 20, 2025, at noon.</p>
<p>ADJOURNMENT</p>	<p>The Meeting was adjourned at 7:58 pm.</p>	