



**Transitions Board of Directors Minutes**

**WellSpan Evangelical Community Hospital – Miller Conference Room**

**October 22, 2024**

**MINUTES COMPILED AND SUBMITTED BY:** Amy Gronlund, 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	A	Carol Apple	P	Marsha Lemons
P	Helen Nunn, Co-President	P	Angela Brouse	A	Sheri Rippon
P	Sabra Karr, Co-Vice President	P	Anthony Butto	P	Lucille Tarin
P	Francy Magee, Co-Vice President	P	Tina Fry	A	Erin Wolfe
P	Ed Sigl, Treasurer	A	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:** Amy Gronlund, Hillary Olivares

**GUESTS:**

Transitions Board of Directors Meeting Minutes

AGENDA ITEM/SUBJECT	DISCUSSION SUMMARY	ACTION AND REQUIRED FOLLOW-UP
<b>CALL TO ORDER</b> <b>(Kendra Aucker)</b>	Board Co-President Kendra Aucker called The Meeting to order at 7:03 pm.	
<b>ROLL CALL</b>	Amy Gronlund took roll call.	
<b>CONNECTION ACTIVITY</b>  <b>STAFF PRESENTATION</b>  <b>SECRETARY'S REPORT</b> <b>(Christine Dotterer)</b> Approval of Minutes from 9/24/2024  <b>TREASURER'S REPORT</b> <b>(Mae-Ling Kranz)</b> 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.  Hillary Olivares presented to the Board an overview of the Fairl Family Justice Center. Hillary explained her role as the FJC Coordinator, detailed her staff, shared the physical space and rooms used by clients, and outlined services and statistics for the center.  Minutes were previously distributed.  Mae-Ling Kranz, CEO presented the revised Variance Dashboard for September. The summary provides an abridged overview of the agency's finances as of September 30, 2024. <ul style="list-style-type: none"> <li>• Key Takeaways               <ul style="list-style-type: none"> <li>○ Salary expenses are showing at 70% of the budget for the fiscal year and benefits are at 62%.</li> <li>○ Revenue is at 80% of the budget. Cash is currently up 0.36% compared to last fiscal year at this time.</li> <li>○ A/R is down 54% compared to last year at this time.</li> </ul> </li> <li>• Total Assets               <ul style="list-style-type: none"> <li>○ Cash is up from last fiscal year although not significantly. and Accounts Receivable is down 54%.</li> <li>○ Vanguard is up and doing well.</li> <li>○ Total Net Fixed Assets are down due to depreciation.</li> </ul> </li> <li>• Budget vs. Actual September 2024</li> </ul>	The PowerPoint presentation is attached to the end of the minutes.  <u>Motion by D. Toni Byrd: To accept the Minutes for September 24, 2024, Secoded by Nancy Hartman. Motion carried.</u>  <u>Motion by the Finance Committee: To accept the Treasurer's Reports through September 2024, Secoded by Francy Magee. Motion carried.</u>

	<ul style="list-style-type: none"> <li>○ Government Grant revenue is 25% behind budget at the close of the first quarter</li> <li>○ Income overall is approximately 24% behind budget at the close of the first quarter.</li> <li>● Budget vs. Actual YTD <ul style="list-style-type: none"> <li>○ Total expenses are 28% less than budgeted for the end of the first quarter of the fiscal year.</li> </ul> </li> <li>● Accounts Receivable <ul style="list-style-type: none"> <li>○ A total of \$109,091 are current receivables.</li> </ul> </li> <li>● Mae-Ling noted the Executive Assistant position has been filled, and there will be an opening because we chose an internal candidate.</li> <li>● It is time to get information about Health Plan options as the Geisinger renewal came in with a 20% increase for the 3<sup>rd</sup> year in a row. We are checking with our broker for options.</li> <li>● Program services and expenses are below budget.</li> <li>● Traveling expenses are higher due to more outreach for the education and housing teams.</li> </ul> <p>The Variance dashboard was previously distributed to the Board.</p>	
<p><b>CEO/AGENCY REPORTS (Mae-Ling Kranz)</b></p>	<p>Mae-Ling asked the members for a moment of silence to remember those currently experiencing Domestic Violence and those who have lost their lives for Domestic Violence Awareness Month. Mae-Ling also passed out purple ribbon pins for DV awareness month.</p> <p>The Staff Retreat was held the last week of September/beginning of October. The retreat was used for team building, addressed training needs and requirements for funders, and the staff had a little fun. There were many sessions/topics, including policy updates, education, and cyber-security, with a day dedicated to the leadership team.</p> <p>You were emailed concerns regarding the Blackburn Center, a peer center in Westmoreland County (Western PA). The Pennsylvania Coalition Against Domestic Violence has held calls with all the DV programs across the state to review the incident and provide updates. Our staff have processed the information about the event that involved the PA State Police. Charges for three of the four staff involved were dropped. Our team has reviewed and retrained on our policies and procedures if/when law enforcement contacts</p>	<p>Members should read Mae-Ling's and the other staff's reports and contact Mae-Ling with any questions.</p>

	<p>our organization with a warrant or are ever looking for an individual they believe is residing in one of our safe houses. We hope for a much smoother process should a warrant need to be served at our safe houses.</p> <p>Heather, Amy, and Mae-Ling attended the Elevate2 conference, a collaborative effort by the First Community Partnership Foundation and the Community Giving Foundation. The event was well done and they brought home many tools and ideas to use with the Staff.</p> <p>An Action Alert is coming to you from Mae-Ling about the Crime Victim Stabilization Act. Victim of Crime Act (VOCA) funds continue to be of concern. A 40% cut is coming at the Federal level. We do not know what that means for us yet. Heather Over and Mae-Ling are meeting with the regional coordinator to pre-plan for upcoming years. If board members are inclined to email or phone to provide some advocacy. Mae-Ling is keeping a close eye on the situation.</p> <p>Amy reminded the group about GiveForDV Day on October 24, 2024, and that it is Annual Appeal Post-It note time. Amy will contact those participating.</p>	
<p><b>STANDING COMMITTEE REPORTS</b></p> <p>Auction (Sheri Rippon)</p> <p>Development and Public Relations (Marsha Lemons)</p> <p>Finance (Ed Sigl with Mae-Ling Kranz)</p>	<p>The auction will be held on May 22, 2024 at the Silver Moon Banquet Hall.</p> <p>No report.</p>	<p><u>Motion by the Finance Committee:</u> To invest the first Campaign Donation (\$25,000) with Vanguard in a separate account which will mirror the investment strategy of the current Vanguard Account, <u>Seconded by Chris Dotterer.</u> <u>Motion carried.</u></p>

<p>Governance (Kendra Aucker/Helen Nunn)</p>	<p>No Report and no vote is needed.</p>	
<p>Personnel (Helen Nunn)</p>	<p>Personnel worked on a fair plan to respond to Bureau of Labor rules that go into effect on January 1, 2025, while also considering updates to our current salary schedule. Five motions are being put forth to the Board to address these issues.</p>	<p><u>Motion by the Personnel Committee:</u> to increase the Advocate level salary by one dollar at each step effective January 1, 2025, <u>Seconded by Chris Dotterer.</u> <u>Motion carried.</u></p> <p><u>Motion by the Personnel Committee:</u> to increase the Director/Therapist/Attorney level salary to \$28.20 - \$31 to accommodate DOL changes effective January 1, 2025, <u>Seconded by Marsha Lemons.</u> <u>Motion Carried.</u></p> <p><u>Motion by the Personnel Committee:</u> to change the performance evaluation timeline from the employee's anniversary date to be completed by the end of the second quarter in each fiscal year, <u>Seconded by Sabra Karr.</u> <u>Motion Carried.</u></p> <p><u>Motion by the Personnel Committee:</u> to support the proration of merit bonus for four employees impacted by timing due to their length of service at Transitions of PA. <u>Seconded by Lucille Tarin.</u> <u>Motion Carried.</u></p> <p><u>Motion by the Personnel Committee:</u> to support changing the implementation date of employee-earned merit increases from July 1, 2025, to January 1, 2025, to support alignment with the new timeline within policy and</p>

		eliminating “merit bonus” as of January 1, 2025. <u>Seconded by Lucille Tarin.</u> <u>Motion Carried.</u>
<b>NEW BUSINESS (Kendra Aucker)</b>	Kendra mentioned to the group, that they will be hearing from her regarding Mae-Ling’s evaluation, before the end of December so that her evaluation is back on the correct timing.  Mae-Ling explained that the audit was extended until December 15, 2025. Baker Tilly will present it to Finance at their November 19, 2024 meeting, it will be brought to the Board at the December 10 <sup>th</sup> meeting.  Discussion ensued regarding the Staff/Board Holiday Party.	Staff will arrange the gathering at the Bull Run Taphouse and organize a separate non-alcoholic drink station.  <u>Motion by Nancy Hartman: To adjourn to Executive Session,</u> <u>Seconded by Tony Butto.</u> <u>Motion carried.</u>  <u>Motion by Toni Byrd: To return to regular Session and adjourn the meeting,</u> <u>Seconded by Tony Butto.</u> <u>Motion carried.</u>
<b>STAFF MEETINGS PARTICIPATION BY THE BOARD (Kendra Aucker)</b>	Staff meetings are held on the 1 <sup>st</sup> and the 3 <sup>rd</sup> Tuesdays of each month at 2 pm. Staff In-Service will be the 3 <sup>rd</sup> 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	
<b>EXECUTIVE SESSION (Kendra Aucker)</b>	Staff was excused from the Meeting, and the Board adjourned into the Executive session at 8:21 pm.  The Board returned to regular session and the meeting was adjourned at 8:24 pm.	
<b>NEXT MEETING DATE (Kendra Aucker)</b>	The next meeting is Tuesday, December 10, 2024, at 7:00 pm at the Bull Run TapHouse. The Board/Staff Holiday Social will begin at 5:30 pm.	Committee reports are due <b>Tuesday, December 3, 2024</b> , at noon.
<b>ADJOURNMENT</b>	The Meeting was adjourned at 8:24 pm.	



# Fairl Family Justice Center (FJC)

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By: Hillary Olivares, FJC Coordinator

# FJC At A Glance

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## Established in 2019/2020

- Services:
  - Supervised Visitations
  - Monitored Custody Exchanges

## Sunbury, Pennsylvania

- Clients are primarily from Northumberland, Union, and Snyder counties

## Community We Serve

- The FJC serves families affected by Domestic Violence and/or Sexual Assault coinciding with a child abuse-related case. Almost all families are court-ordered and utilize our services due to custody orders and/or Protection From Abuse Order (PFA), though we are not a court-run program.

## Types of Referrals

- Mediation, Children and Youth Services, Guardians' ad Litem (GAL), other social services agencies, self-referrals, etc.

## FJC Monitors

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- Program Director, Ali G.
- FJC Coordinator, Hillary O.
  - 40 hours/week
- 1 full-time visitation monitor
  - 40 hours/week
- 2 part-time visitation monitors
  - 10-15 hours/week
- We also have advocates that help with coverage when needed
- All staff are trained and are mandated reporters



# The Fairl Family Justice Center (FJC)

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## About Our Services

- Currently providing 11 supervised visitations and 3 monitored custody exchanges per week.
- Visitation time is limited to 2 hours per calendar week per family
- Our agency does not provide parenting evaluations or education to families
- We do not facilitate drug testing

## Meeting the Diverse and unique needs of our families

Prior to scheduling services, we will complete an orientation with the parents and children individually to gather safety plans and concerns to have successful visits/exchanges. According to the needs, we will make an individual plan for the family.

# Safety

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## Safety Features

- No unsupervised time
- Call button in each room
- Multiple locked entrances located between entrances and exits that require an access badge
- Mobile panic buttons
- Internal alarm system
- Ring system at the front and rear of the building
- Cameras throughout the entire facility (no audio)
  - Accessible from work iPhone and facility iPad

## Separate entrances and exits

- Located on opposite sides of the facility for the arrival and departure of each party
  - Designed for no-onsite contact
  - Utilize a 10-minute staggered entry and exit strategy
- Front entrance utilized by visiting party
- Back entrance utilized by custodial party, which offers private space where children and parents can speak individually with visitation monitor to discuss any concerns

# Visitation/Exchange Rooms

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## Room 1

This is the largest of the rooms providing two seating options and space for 2-3 older children and 1-2 parents.



## Room 2

This room is ideal for a family of 1-2 younger children with 1 parent due to seating.



## Visitation/Exchange Rooms (Cont.)

### Room 3

This small room is ideal for a family of 1-2 children who may have sensory needs and/or 1 infant with 1 parent due to limited space.

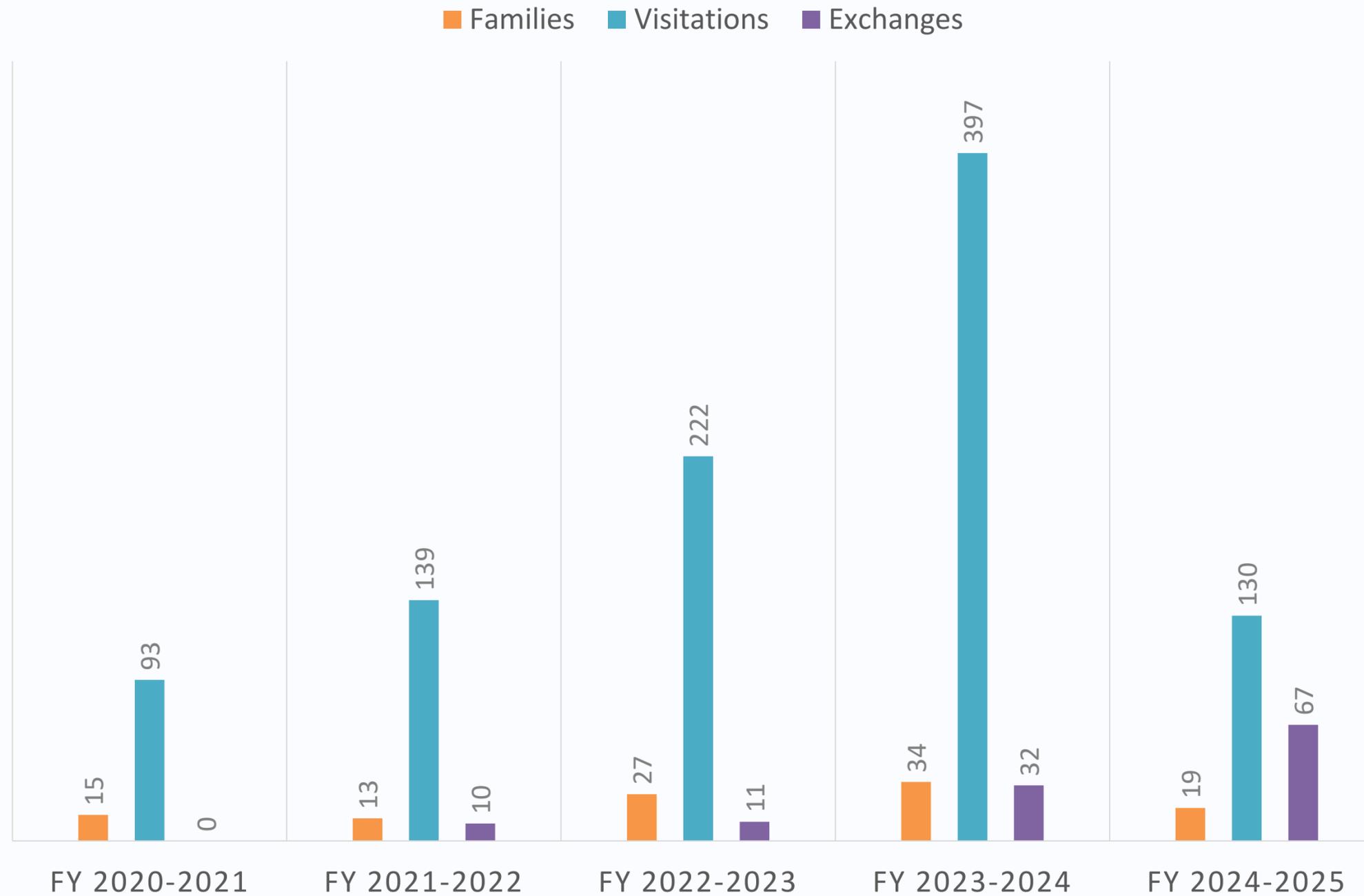


### Reception Area-Dinning Room

This space is primarily used for exchanges however it may be used for larger families who have 3+ children or family members who need accommodations due to accessibility.



# The Fairl Family Justice Center (FJC)-Stats



# Visitation/Exchange Log

- The FJC limits the record-keeping to dates and time of services, no-shows, cancellations, and safety incidents.
- These logs can be requested by either party or the courts at any time.

\_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Saturday      **Supervised Visit Log**      Time \_\_\_\_\_ Length of Visits \_\_\_\_\_ hrs

Date	Child(ren)'s Name(s)	Parent B		Parent A		On Time	Critical Incident	Comments	Prison
		In	Out	In	Out				

Fairl Family Justice Center  
Transitions of PA

# The Fairl Family Justice Center (FJC)

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## Questions?

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