



**TRANSITIONS OF PA BOARD OF DIRECTORS MEETING MINUTES**  
 Remote Meeting Held via Zoom  
 April 28, 2020

**MINUTES COMPILED AND SUBMITTED BY:** Aquene L. J. Prindle

**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	Amy Gronlund, Chairperson	P	Harvey Edwards	P	Stacy Richards
P	D. Toni Byrd, Vice Chairperson	P	Tory Kallin	P	Sheri Rippon
P	Ed Sigl, Treasurer	P	Cathie Langton	A	Linda Treese
P	Mary Louise Schweikert, Secretary	P	Marsha Lemons	P	Mark Wolfberg
P	Susan K. Mathias, CEO	P	Helen Nunn		
P	Kendra Aucker	P	Jacquelyn Paul		
P	Christine Dotterer	P	Gayle Pollock		

**STAFF PRESENT:** Mae-Ling Kranz  
 Aquene Prindle

AGENDA ITEM/SUBJECT	DISCUSSION SUMMARY	ACTION & REQUIRED FOLLOW-UP
<b>CALL TO ORDER</b> <b>(Amy Gronlund)</b>	The meeting was called to order at 7:00 P.M. by Board Chairperson, Amy Gronlund.	
<b>ROLL CALL</b>	Mary Louise Schweikert, Secretary, took roll call.	
<p><b><u>OFFICERS REPORTS</u></b></p> <p><b>SECRETARY'S REPORT</b>  <b>(Mary Louise Schweikert)</b></p> <p>Approval of Minutes from            03/24/2020</p> <p><b>TREASURER'S REPORT</b>  <b>(Ed Sigl, Mae-Ling Kranz)</b></p> <p><b>CEO/AGENCY REPORTS</b>  <b>(Susan Mathias)</b></p>	<ul style="list-style-type: none"> <li>• Minutes were previously distributed. No additions or corrections were noted.</li> </ul> <ul style="list-style-type: none"> <li>• There are no March, 2020 fiscal reports available for review.</li> <li>• There have been delays in the fiscal process due to working remotely and technology issues. Cash flow is being closely monitored. Funders reimbursement pace is slow.</li> <li>• Transitions has applied for a Payroll Protection loan. A decision on approval or denial is still pending. The application was not made due to lack of funds, but to protect the funds in the savings account and to ensure continuity in being able to pay expenses.</li> <li>• The Finance Committee will review both the financials and the preliminary budget for next month, when available.</li> </ul> <p>CEO and Agency reports for March, 2020, were distributed to the Board previously. Susan highlighted that:</p> <ul style="list-style-type: none"> <li>• Transitions is experiencing an increase in the numbers of requests for PFAs. Most services are being provided electronically.</li> </ul>	<p><u>Motion by Stacy Richards:</u> To accept the Minutes of March 24, 2020, Board meeting as presented.  <u>Seconded by Toni Byrd.</u>  <u>Motion carried.</u></p> <p>Susan will ensure the fiscal reports are sent to Board members by the end of this week.</p> <p>Members should read the CEO/Agency reports and contact Susan with any questions.</p>

	<ul style="list-style-type: none"> <li>• April is Sexual Assault Awareness Month (SAAM). In support of SAAM, social media has been heavily utilized, i.e. Instagram, Facebook, virtual events and public service announcements.</li> <li>• The Annual Auction has been cancelled due to COVID-19. This will mean a loss of \$85,000 income. Other ways to fundraise will be explored. Some of the sponsors converted their sponsorships to donations.</li> <li>• There are still no referrals for the Family Justice Center (FJC). We are unable to utilize the FJC for custody exchanges at this time because of COVID-19. Work on policies and procedures relating to visitations is continuing.</li> <li>• We are proposing to utilize the FJC as a place to provide visitation for (Snyder County) non-violent offenders on work-release and their children.</li> </ul>	
<p><b><u>STANDING COMMITTEE REPORTS</u></b></p> <p><b>AUCTION</b> (Sheri Rippon)</p> <p><b>EDUCATION</b> (Harvey Edwards)</p> <p><b>FINANCE</b> (Ed Sigl/Mae-Ling Kranz)</p> <p><b>INVESTMENT</b> (Susan Mathias)</p>	<p>No report submitted.</p> <p>No report submitted.</p> <p>PCCD recommends that we add a Paid Administrative Leave Policy to our fiscal policy. This policy will allow leave to be paid for by funders during a pandemic situation. An outline of this policy was presented to the Board.</p> <p>The function of the Investment Committee is to establish policies for both short-term and long-term investments. An Investment Policy was previously submitted to Board members for review.</p> <ul style="list-style-type: none"> <li>• As funds increase, the policy will allow for hiring an Investment Manager.</li> </ul>	<p>Members should read the Standing Committee reports and contact the Committee Chairperson with any questions.</p> <p><u>Motion by Christine Dotterer:</u> To accept the Paid Administrative Leave Policy as presented. <u>Seconded by Marsha Lemons.</u> <u>Motion carried.</u></p> <p><u>Motion by Christine Dotterer:</u> To accept the Investment Policy as presented. <u>Seconded by Harvey Edwards.</u> <u>Motion carried.</u></p>

<p><b>GOVERNANCE</b> <b>(Marsha Lemons)</b></p> <p><b>PERSONNEL</b> <b>(Mary Louise Schweikert)</b></p>	<ul style="list-style-type: none"> <li>• A minimum of \$25,000 will be required to be considered a long-term investment. The monies would be managed through stocks and bonds over a 10-year period.</li> <li>• A certain amount of monies will be kept more liquid for short-term investments, allowing for withdrawals to manage operations and facilities.</li> <li>• The slate of officers for Fiscal Year 20-21 were named: <ul style="list-style-type: none"> <li>○ President: Amy Gronlund</li> <li>○ Vice-President: D. Toni Byrd</li> <li>○ Treasurer: Ed Sigl</li> <li>○ Secretary: Mary Louise Schweikert</li> </ul> </li> </ul> <p>Nominations will be accepted until the next board meeting. A vote will be taken in June.</p> <ul style="list-style-type: none"> <li>• Cathie Langton and Gayle Pollock will be leaving the Board.</li> <li>• Four names were presented as potential board members. Other recommendations will be accepted and considered. The goal will be to instill new board members to coincide with the start of the fiscal year, July 1<sup>st</sup>. A vote will be taken in June.</li> </ul> <p>The Personnel and Finance Committees worked together to construct a Licensure Assistance Policy for employees seeking counseling licensure. This policy will be distributed for review and vote within the next few days.</p>	
<p><b>STRATEGIC PLAN UPDATE</b> <b>(Susan Mathias)</b></p>	<ul style="list-style-type: none"> <li>• We have hired and trained a significant number of new employees, utilizing specific work plans to keep things moving in the right direction.</li> <li>• Outreach has been expanded to include more civic organizations, churches and senior centers.</li> <li>• A billboard blast to increase awareness of our presence is planned to take place once counties are opened back up.</li> <li>• An LGBTQ+ work group has been established to help determine how we can be more effective and involved in those communities.</li> <li>• The Mission Statement is being examined and reviewed for possible updates. A committee will be established to review feedback from within and outside the organization.</li> <li>• A Board of Directors portal has been established.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Safety for clients and staff has been a priority throughout our Risk Management, Pandemic and other policies.</li> <li>• We are looking to increase our investment funds through increased fundraising, including virtual fundraising.</li> <li>• The Northumberland County safe house has been reopened.</li> <li>• The Finance Committee is working on making the fiscal reports simpler and easier for everyone to understand.</li> <li>• A Safety Committee made up of employees has been established. This committee will participate in the Risk Management Analysis.</li> <li>• We're working with funders to create a socio-economic model of how to prevent victimization. The model will show success with demonstrated outcomes. The goal will be to present this information to schools to show how we can help to keep students safer.</li> <li>• Trauma 101 training has been expanded. Reaching parents within Shikellamy schools is one of the biggest challenges.</li> <li>• Legal and Medical advocacy is productive within the requirements of the grants.</li> <li>• We are still working on an education plan with area employers.</li> <li>• We are reinvigorating the Northcentral PA Human Trafficking Task Force.</li> </ul>	
<b>WHITE PAPER: VISITATION FOR CHILDREN OF INCARCERATED PARENTS (Susan Mathias)</b>	<p>A White Paper on Visitation for Children of Incarcerated Parents was previously distributed to Board Members. PCCD is okay with using the Family Justice Center in this way; however, another funding source must be used to cover those expenses. "This new program and each interaction gives us novel ways to provide outreach to distinct populations we may have missed without it." The Board endorsed the new program enthusiastically.</p>	<p>Members should read the White Paper and contact Susan Mathias with any questions.</p> <p>Susan will proceed with the Board's support.</p>
<b>STAFF MEETING PARTICIPATION BY BOARD (Amy Gronlund)</b>	<p>Staff meetings have been updated to weekly Zoom meetings. Members of the Board are encouraged to participate.</p>	<p>Members should contact Susan with dates they would like to participate.</p>
<b>NEXT MEETING DATE (Amy Gronlund)</b>	<p>The next Board meeting will be held on 05/26/2020. Members should plan to attend by Zoom.</p>	<p>Staff and Committee reports are due <b>Tuesday, April 19, 2020</b>, at noon.</p>

<p><b>EXECUTIVE SESSION (Amy Gronlund)</b></p>	<p>Staff was excused from the Board of Directors meeting while the Executive Session took place.</p>	<p><u>Motion by Helen Nunn:</u> To adjourn into Executive Session at 8:29 pm. <u>Seconded by D. Toni Byrd.</u> <u>Motion carried.</u></p> <p><u>Motion by Kendra Aucker:</u> To adjourn into Regular Session at 8:51 pm. <u>Seconded by Gayle Pollack.</u> <u>Motion carried.</u></p>
<p><b>ADJOURNMENT</b></p>	<p>The meeting was adjourned at 8:52 pm.</p>	

Transitions is a crisis center that provides advocacy, empowerment, and education to victims, survivors, families, and communities to end patterns of violence and abuse.