

# Family Resource Network of the Panhandle, Inc.

## Board of Directors Meeting – September 19, 2019

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**Board Members in Attendance:** Trina Bartlett, Paul Denchy, Summer Goller, Sara Green, Lou Anne Kramer, Robin Langenstein, Rita Quinn, Megan Simms, and Jeremy Speer

**Board Members Absent:** Kathryn Bradley, Elice Gregory, Anthony Johnson, Bill Kearns, and Ken Walker

**Staff in Attendance:** Mollie Ravenscroft

**Call to Order:** Megan Simms, Vice-President, called the meeting to order at 11:32 am. with a quorum present. Board members introduced themselves.

### **Review of Minutes:**

The full board minutes from June 13, 2019 were reviewed for approval. Trina made the motion to approve the minutes and Rita seconded the motion. All voted in favor and the minutes were approved. The minutes of the July 25, 2019 Executive Committee meeting were made available for review.

### **Review of Financial Report:**

Sara presented the Profit and Loss statement through September 16. Mollie added that the organizational expense of 3,300 was a deduction from the KIT/CEO subcommittee, not the FRNOTP operational fund. Although invoices have been sent in the new required format, operational funds have not yet been received. The balance at this time is \$4,123.27. Paul made a motion to approve the Treasurer's report and Trina seconded the motion. All voted in favor and the report was approved.

### **Committee Reports:**

#### **1. Finance – Sara Green**

Sara reported that the committee has not met and no report was presented.

#### **2. Executive Committee- Megan Simms**

Executive committee met on July 25<sup>th</sup> with new officers present. The August meeting was not held due to insufficient number available to attend. The minutes are attached from the July meeting for everyone to view and present any questions they may have.

#### **3. HHSC Steering Committee- Trina Bartlett**

- a. Trina reported that the quarterly meeting of September 13<sup>th</sup> went well. The presenter was from the WV Center on Budget and Policy and discussed the problems associated with Medicaid Work Requirements and the economic impact current and potential policies being addressed on the state level. Evaluations from the audience were positive, with forty-two in attendance for the morning meeting and twenty for the afternoon workshop. Trina also described the new advocacy committee being established by the HHSC. The committee is for information and education as to proposed and enacted legislative action and its impact.

- b. The next meeting is December 6th. Trina is working with WVU to have the Community Health Needs Assessment data report (maybe only preliminary at that time) presented.

**4. Nominating Committee – Summer Goller**

Summer introduced Robin Langenstein, our newest Board member. Robin is the director at Morgan County Partnership and is active in several HHSC work groups.

**5. Bylaws Committee – Jeremy Speer**

The committee has not met. Jeremy reported that his new role with WVU will have him in the area more often, should by-law content need to be addressed.

**Executive Director's Report – Mollie Ravenscroft**

- a. Continuing regular participation in all HHSC Work Group meetings, providing administrative support and promoting events through the twice monthly eblast.
- b. Working to establish the Healthy Grandfamilies Coalitions in three counties and will attend a training on September 26 for more information.
- c. Attended Regional Children's Summit on 9/12
- d. Continued to serve on The Berkeley County Teen Court Advisory Council.
- e. Worked with KIT/CEO group to host the Reaction Attachment Disorder – Grief Therapy training also on September 12 in partnership with Berkeley County Schools. The next training is on November 6 on the topic of Motivational Interviewing. Developed a calendar/matrix of those events for 2020 for that group.
- f. Served as host site for Family Engagement Reception for Office of Maternal Child and Family Health
- g. Updated information for Board manuals
- h. Continued distributing street guides throughout three counties and setting up resource tables at events.

**Old Business:**

All FY2019 reports, narrative and expenditure, were submitted within the required time frame, as well as the sworn statement. Only the first quarter expenditure report required a correction. Our final balance of 5040.59 will be returned to the state.

**New Business:**

- a. Board Nominations for the Fiscal Year:  
The Board discussed the need to continually develop membership, especially among family, non-providers. The names and contact information of potential candidates should be forwarded to Mollie who can send out information. Those who are interested will then be sent applications for Summer to take to the Nominating Committee to consider.
- b. Berkeley County Teen Court Update:  
The current coordinator has accepted a full-time position with Eastern Panhandle Empowerment Center (formerly Shenandoah Women's Center) but would like to continue in her position with Teen Court. Her new employer will give her some flexibility with hours. The Advisory Council agreed to a three month trial for this arrangement.

- c. Grant Statement of Work for FY2020:  
The grant amount from the state (\$54,600) remained the same for this fiscal year, as did the priority areas in the Statement of Work. Mollie provided a copy of that document.
- d. Updated Committee Membership Matrix  
The Board Committee Membership document was distributed (membership was previously approved) with new contact information. Mollie asked that any changes be brought to her attention.
- e. Updated Documents for the Board Manual:  
Updated information for board manuals, including a copy of the new invoice procedure, member matrix and committee assignments, FY 2020 calendar, HHSC Work Group information, most recent IRS tax filing, and the FRN grant agreement "Statement of Work" for this year was distributed.

**Adjournment:**

Paul made the **motion for adjournment** and Rita seconded the motion. Meeting was adjourned at 12:10 p.m.

Lou Anne Kramer, Secretary