

Family Resource Network of the Panhandle, Inc.

Board of Directors Meeting – December 19, 2019

The meeting was held at Katara's Deli in Martinsburg for the holiday.

Board Members in Attendance: Trina Bartlett, Kathy Bradley, Lou Anne Kramer, Rita Quinn, Paul Denchy, Jeremy Speer, Bill Kearns, Robin Langenstein, and Summer Goller.

Board Members Absent: Elice Gregory, Anthony Johnson (family responsibility), Megan Simms (work conflict), Sara Green (illness) and Ken Walker (illness).

Staff in Attendance: Mollie Ravenscroft

Call to Order: Bill Kearns, Board President, called the meeting to order at 11:35 a.m. with a quorum present.

Review of Minutes:

The full board minutes from September 19, 2019 were reviewed for approval. Paul made the motion to approve the minutes and Kathy seconded the motion. All voted in favor and the minutes were approved. The minutes of the October 17, 2019 Executive Committee meeting were made available for review; however, the Executive Committee minutes were unavailable from November 21, due to computer issues limiting access. They will be made available when access is restored.

Review of Financial Report:

Bill presented the presented the Profit and Loss statement through December 19, as Sara is absent. At this time, all Children's Home Society invoices are paid through October and we are awaiting the November invoice. The balance at this time is \$7221.28. Paul made a motion to approve the Treasurer's report and Lou Anne seconded the motion. All voted in favor and the report was approved.

Committee Reports:

1. Finance – Bill Kearns (Sara and Ken absent)

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

2. Executive Committee- Bill Kearns

Executive committee met on November 21, 2019. No items to report beyond documented minutes.

3. HHSC Steering Committee- Trina Bartlett

Trina reported that the Health Work Group has a new chair. Doug Anderson of Jefferson County has replaced Lisa Bromfield in that role. She also reported on the recent HHSC quarterly meeting which was held on December 6. The meeting featured a representative of WVU reporting on their recently completed Community Health Needs Assessment. We also had a representative of the United Way of Maryland present on the A.L.I.C.E. (Asset limited, income constrained, employed) report. This is a data base which is collected through research and provides a great deal of information on those who are often identified as the "working poor."

Trina stated it would be a benefit to find funders in the area for West Virginia to have this report. Copies of both PowerPoint presentation slides are in the packet Mollie handed out today. The work groups also compiled annual fact sheets which were distributed at the meeting and copies of which are also in the distributed packet.

4. Nominating Committee – Summer Goller

Summer stated that she has spoken to five families in Morgan County regarding having a representative to the Board. She has not received any response as of yet. Lou Anne said that she has spoken with the spouse of a deployed Air National Guardsman who is interested. She will send the contact information to Mollie who will send out information and an application packet which will then be forwarded to Summer for the Nominating Committee. We should increase to a minimum of fifteen board members.

5. Bylaws Committee – Jeremy Speer

The committee has not met.

Executive Director's Report – Mollie Ravenscroft

1. Regularly attending all meetings and completed records of all work groups and related subcommittees.
2. Facilitated the KIT CEO November training – Motivational Interviewing - which had 86 in attendance. Working with that subcommittee, we have developed a calendar for 2020 trainings.
3. Continued meetings with the Healthy Grandfamilies coalitions in each county. Gave supporting information and met with CHS staff for grant application to support the facilitator role for this initiative in Berkeley and Jefferson counties.
4. Compiled notes from Housing roundtable focus group of 11/14 for distribution and use in the Housing Work plan.
5. Updated SAM registry, BRIM loss questionnaire, and resubmitted a corrected IRS 990 form.
6. Worked with Trina in development of Work Group Fact Sheets for distribution at our annual/quarterly. Assembled fact sheets and prepared copies of materials for presenter. Over 45 people were in attendance. A resource table was set up for all at this and the November training. Those who signed in and requested being added to our HHSC email list were added.
7. The next **3 invoices** were submitted to the state to receive payment through March of 2020
8. Applications for those interested in the Berkeley County Teen Court Coordinator position were screened and, after additional screening through the advisory council, candidates were contacted and interviews were arranged.
9. Working on the Play Smart Play to Win Steering Committee (Soft Skills) for continuity of that program.
10. As requested by Gary Keen, we re-released the FRN CQI link through our HHSC email. The state meeting was also announced for 05/28/2020.
11. Sent Resource Manual documents to agencies for use and distributed more pocket guides.
12. Still working with Frontier and consultants on computer issues. Hope to have some resoinse before the holidays.

Old Business

1. The previously submitted IRS 990 required a clerical correction which Bill completed and it was re-submitted and sent as certified mail.
2. The Healthy Grandfamilies program has completed one cycle in Morgan County with four certificates issued. A facilitator is in place for Berkeley and Jefferson Counties. Referrals are available in all counties.

New Business

1. The HHSC Newsletter Policy was reviewed by the Executive Committee and is included in today's packet for consideration. Paul made a motion that it be accepted as written and Kathy seconded the motion. All voted in favor of adopting that policy.
2. As previously mentioned, interviews are scheduled for a replacement for the Berkeley County Teen Court Coordinator. Both Mollie and Kathy agreed that the most recent candidate was not going to be forwarded for hiring. There is another interview tomorrow. If an acceptable candidate is not found, applications will be re-opened.
3. Community Project grant applications will be developed and again submitted through the work groups as was done last year. The list of applicants will be prepared for this board to review in March.

Next Executive Committee Meeting	January 16, 2020 122 Waverly Court, Martinsburg
Next Full Board Meeting	March 19, 2020 122 Waverly Court Martinsburg
HHSC Quarterly Meeting	March 6, 2020 DHHR 433 Mid-Atlantic Parkway Martinsburg

Meeting adjourned

Minutes submitted by Lou Anne Kramer, Secretary