

# Family Resource Network of the Panhandle, Inc.

## Board of Directors Meeting – September 24, 2020

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*In response to COVID-19 pandemic, meeting was held through Zoom and, due to schedule conflicts and announced, date of meeting was moved forward one week.*

**Board Members Participating:** Trina Bartlett, Kathie Campbell, Paul Denchy, Sue Flanagan, Anthony Johnson, Bill Kearns, Lou Anne Kramer, Robin Langenstein, Rita Quinn, Megan Simms, and Jeremy Speer

**Board Members Absent:** Kathy Bradley, Summer Goller, Elice Gregory, Sara Green, and Ken Walker

**Staff Participation:** Mollie Ravenscroft

**Call to Order:** Noting the presence of a quorum, President Bill Kearns called the meeting to order at 11:33 a.m. New board members, Kathie Campbell and Sue Flanagan, were welcomed. Bill noted that in the absence of COVID-19, a reception event would have been planned to welcome them.

### **Review of Minutes:**

The draft of the full board minutes of June 18, 2020 was presented for approval. Hearing no correction, Lou Anne made the motion for approval and Jeremy seconded the motion. The motion carried and minutes were approved. The draft of the executive committee minutes of August 27, 2020 was then presented for review only.

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

Bill provided the financial report as Sara was not available. The Profit and Loss statement for fiscal year 2020 and the Profit and Loss statement from July 1 through August were distributed prior to the meeting. The pandemic impacted planned expenditures for training and conference, mileage and project assistant funds. The unexpended amount has been prepared for return to the state. We have sent invoices for both the first and second quarter of this year but have yet to receive funds. Mollie has contacted both the financial and program departments of the grant without response to date. She will continue to follow-up on this. It is the financial recommendation to hold the return check until invoiced funds are received in case it becomes necessary for operational costs. Paul made a motion to approve the report and Anthony seconded the motion. Hearing no objection, the motion carried and the report was approved.

### **Committee Reports:**

**1. Finance – Bill Kearns (Sara and Ken unavailable)**

The committee was unable to meet due to schedule differences but plans to do so.

**2. Executive Committee- Bill Kearns**

Bill reported no additional information beyond what is reflected in minutes and matters to be addressed in New Business.

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

Trina reported that the September HHSC Quarterly Meeting was virtual and went well. Forty-seven participants signed on for the event. The conversation with the faith-based community were discussed as a good beginning and a good resource for connections that might

otherwise not have occurred. Trina also announced that all work groups are active and meeting in virtual platforms. She introduced Jeremy Speer as the new chair of the Behavioral Health Work Group. The next quarterly meeting is scheduled for December 4 and will also be virtual.

**4. Nominating Committee** – Bill Kearns (Summer Goller absent)

The committee has not met, but has business carried over from the June meeting. The positions of Treasurer, Assistant Treasurer and Nominating Committee chair were not confirmed. Mollie has contacted Summer regarding continuing with the nominating committee but received no response. Robin indicated that Summer has stated that she may not be continuing due to program expansion and increased work. Mollie will follow-up on this.

**5. Bylaws Committee** – Jeremy Speer

The committee has not met due to schedule conflicts but still plans to do so.

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

1. The HHSC eblast is still being sent out on the second and fourth Thursday of each month. The monthly meeting announcement is also sent to this group.
2. Participating (virtually) in work groups and helping to facilitate the KIT and BHWG during Jeremy's transition. The Berkeley and Jefferson County Healthy Grandfamilies Coalition Meetings have also resumed with plans in place to make the training modules delivered virtually.
3. Assisted with the HHSC quarterly meeting and its promotion through that steering committee.
4. Delivering FRNOTP Pocket Guides to agencies in the area (Darkness to Light (prevention of child sexual abuse) rack cards which were purchased have also been included when appropriate)
5. Work on the Berkeley County Teen Court Advisory Council continues. The operations manual has been edited and the council recently met with new coordinator, Lou Anne Kramer.
6. Participated in the Prevention Summit sponsored by the WV Bureau of Behavioral Health on September 16 (day long virtual conference).
7. Participated in the Regional Children's Summit in July. Their quarterly meeting originally scheduled for September has been postponed until October.
8. The FRNOTP office (phone and email) has been receiving more than the usual number of requests for information resources. While some are for contact information, others have been forwarded to 211.
9. Membership forms for the HHSC are still being collected. Those expressing interest in joining work groups have been added to those email lists.
10. Work is primarily being done remotely, with one or two days a week at the DHHR office for administrative needs.

**Old Business:**

With the completion of the FY2020 Grant Audit form only the grant closure letter and the check return remain for the completion of the 2020 grant cycle.

**New Business:**

1. Completion of Board Officer Nominations for new fiscal year:  
Sara was nominated to continue as Treasurer (with consent given) and Ken to continue as Assistant Treasurer (with consent). Paul made a motion that the candidates be approved and Lou Anne seconded the motion. The motion carried.
2. Berkeley County Teen Court (BCTC) Update:  
BCTC has resumed by using a virtual approach for student involvement. Bill invited Lou Anne to discuss the progress. Lou Anne reported that she has been working with The Jefferson County program for training. Her student recruits were given the opportunity to serve on their jury. She has met with the Martinsburg chief of police and the Berkeley County sheriff's office and confirmed their cooperation. She has confirmed a local attorney to be the judge and a bailiff is being provided. For now, all trials are planned as virtual.
3. The Grant Statement of Work for 2021 – Exhibit A was provided and reviewed. As it was last year: at least thirty percent of activities are to relate to alcohol, tobacco, and drug prevention and intervention efforts; at least thirty percent of activities are to relate to child and family safety, prevention, and wellbeing; at least twenty percent of activities will relate to economic and poverty prevention. These activities will continue to be addressed through the HHSC work groups.
4. Updated Committee Memberships – All were asked to consider continuation of their committee assignments or, for those who have not yet selected one, to do so and let Mollie know. The nominating committee is most in need of new members followed by the by-laws committee. Trina asked that the copy of the matrix of committees be resent to the board. Mollie will do so. Bill reminded all that it is an expectation of board members that they commit to at least one committee.
5. All board members have received the updated calendar for this fiscal year. Although not included on the calendar, Mollie noted that conflict of interest forms are due. She will send a reminder with the form.

**Adjournment:**

Bill noted that the continuing pandemic will likely mean that our meetings continue in virtual format into next year.

Paul made a motion for adjournment and Trina seconded the motion. The motion carried and the meeting was adjourned at 12:15 p.m.

<b>Next Executive Committee Meeting</b>	<b>October 15, 2020 (Zoom)</b>
<b>Next Full Board Meeting</b>	<b>December 17, 2020 (Zoom)</b>
<b>HHSC Quarterly Meeting</b>	<b>December 4, 2020 (Zoom)</b>

Minutes submitted by Rita Quinn, Secretary