

# Family Resource Network of the Panhandle, Inc.

## Board of Directors Meeting – March 19, 2020

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***In response to COVID-19 pandemic, meeting was held through conference call.***

**Board Members Participating:** Paul Denchy, Sara Green, Lou Anne Kramer, Robin Langenstein, Megan Simms, Jeremy Speers, and Ken Walker

**Board Members Absent\*:** Trina Bartlett, Kathy Bradley, Sumer Goller, Elice Gregory, Anthony Johnson, Bill Kearns, Rita Quinn

\*Several absences were reported due to respective agency planning for response to COVID-19.

**Staff Participation:** Mollie Ravenscroft

**Call to Order:** Megan Simms, Vice-President presided, noting no quorum present for voting matters, only review and discussion took place.

### **Review of Minutes:**

The full board minutes from December 19, 2019 and Executive Committee minutes from January 16, 2020 and February 20, 2020 were reviewed. All were asked to review and send comments regarding correction or question to the Executive Director prior to the next respective meetings (Executive Committee meeting is April 16, 2020). Approval will be added to the agendas for the next meetings.

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

Sara reported on the current balance: \$8,892.94. We did receive the February invoice from the state and should receive March funds around the 31<sup>st</sup>. We have submitted invoices for the final quarter. The February invoice from Children's Home Society has not yet been received.

### **Committee Reports:**

#### **1. Finance – Sara Green**

The committee met through electronic exchange to consider the proposals for community project funds. The three advanced by the committee were for Camp Mariposa (Boys and Girls Club of the Eastern Panhandle - Opioid Response), EPIC – Early Head Start: Healthy Habits Nutritional Curriculum outreach, and WVU Medicine – Living Well with Chronic Disease and Chronic Pain Self-Management workshop materials. Paul asked that, prior to sending this to the whole board, they respond with how these projects will be adapted to the current limitations in place due to the pandemic. Mollie will contact them and send the responses to the Finance Committee and, pending their approval, to the full board for a vote (email).

#### **2. Executive Committee- No report**

Bill was unavailable for the phone call. Executive committee last met on February 20, 2020.

### **3. HHSC Steering Committee**

Trina was unavailable for the phone call. Mollie reported that a training was held for work group chairs on March 3 and that Kat Hagedorn was introduced as the new Housing Work Group chair. She also noted that the last HHSC quarterly meeting had over fifty in attendance, including several Board members, for the WVU C.O.R.E. team opioid outreach update.

### **4. Nominating Committee – No report**

Summer was unavailable for the phone call.

### **5. Bylaws Committee – Jeremy Speer**

The committee has not met.

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

*At this time, conversation through the phone conference became difficult to follow due to distortion/interference. All agreed to have Mollie send the remaining information via e-mail for review.*

1. Regularly attending/recording for most HHSC work group and related meetings. A few meetings were missed in February due to illness
2. Updating Eblast twice a month and sending out monthly HHSC meeting reminders
3. Working with HHSC KIT work group's JAM and CEO subcommittees (training was held on 02/05/20 on *Domestic Violence, Human Trafficking and the Changing Role of Shelters* and had 65 in attendance) and the HHSC Steering Committee (quarterly meeting of March 6 had 52 in attendance – now planning for June quarterly), and assisting Trina with an HHSC Steering Committee Timeline.
4. Distributing printed materials aligned with our priority areas – resource tables set up at work group and training gatherings. HHSC membership forms have also been updated and print-based have been distributed.
5. Resource guides are being updated – will have a later print date to be coordinated with other FRNs and release to 211.
6. Participating on Berkeley Co. Teen Court Advisory Council – currently undergoing changes
7. Coordinated efforts of work groups and their chairs regarding the community project grant applications and review first by the Steering Committee and then Board Finance Committee
8. Working with KIT CEO group on resubmission of federal grant application (Morgan County Partnership has a grant to assist non-profits with grant applications and will be helping with this.)
9. JAM had planned to do 40 Assets survey this spring. Due to school closures it will likely be rescheduled
10. Coordinating the Child Watch Bus Tour on April 6 and an April 22 training through the KIT CEO group- Had also worked with Kathy Bradley to have Aetna rep talk to KIT about new foster care managed care contract (now canceled). Two agencies have said that they will not be able to participate in bus tour –we will likely have to cancel – hope to reschedule. The April 22 training on Sexual Orientation and Gender Identity is not yet canceled – we may look into alternative formats for delivering the training. Forty-eight have already registered.
11. Working with Healthy Grandfamilies promotion (schedules will be adjusted).
12. Attended Regional Children's Summit in Keyser March 12.

**Old Business:**

1. Board recruitment needed – primarily family representation
2. Healthy Grandfamilies – Spring schedule of trainings had just started in Berkeley County and Jefferson/Morgan planned to follow on a staggered schedule. Those are all now on hold.

**New Business:**

1. Berkeley County Teen Court Update – Morgan County Partnership has agreed to assume the role of fiscal agent. They also serve that role for Morgan County Teen Court. The position will still be based out of WVDHHR in Berkeley County. This is effective April 1.
2. Community Projects 2020 –Three requests were forwarded by the Finance Committee. All have community contact/involvement that might need addressed given the current COVID-19 situation.
3. COVID-19 : Consequences for meetings – Trina sent out notice to Work Group Chairs recommending cancellation or alternative formats for meetings (web-based video conferencing or conference call in). The Health Work Group chair is utilizing Zoom web based and others have thus far opted to take a hiatus until further notice.

<b>Next Executive Committee Meeting</b>	<b>April 16, 2020 122 Waverly Court, Martinsburg</b>
<b>Next Full Board Meeting</b>	<b>June 18, 2020 122 Waverly Court Martinsburg</b>
<b>HHSC Quarterly Meeting</b>	<b>June 5, 2020 DHHR 433 Mid-Atlantic Parkway Martinsburg</b>

**Minutes submitted by Lou Anne Kramer, Secretary**