

# Family Resource Network of the Panhandle, Inc.

## Board of Directors Meeting – December 17, 2020

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*In response to COVID-19 pandemic this meeting was held virtually through Zoom.*

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

**Board Members Absent:** Kathy Bradley, Sara Green, Elice Gregory, Anthony Johnson, Rita Quinn, 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 11:32 a.m. In the absence of secretary, Rita Quinn, Mollie will record meeting minutes.

### **Review of Minutes:**

The draft of the full board minutes of September 24, 2020 was presented for approval, given no correction, Paul made the motion for approval and Robin seconded the motion. The motion carried and minutes were approved. The draft of the executive committee minutes of November 19, 2020 was then presented for review.

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

Bill provided the financial report as Sara and Ken were not available. The Profit and Loss statement from July 1 through December 16, 2020 was reviewed, having been distributed prior to the meeting. Net income at this time is \$3,3615. Assets are \$7,7705.18. It was noted that the invoice for November has not yet been received from the Children's Home Society and that the December invoiced funds from the state are not yet included. The state requested that the invoice be resubmitted as the signature was not dark enough after scanning. Mollie has resubmitted that original. The grant from Dominion Energy was distributed to the Faith Community Coalition for the Homeless as approved through executive committee. Trina made a motion to approve the report and Kathie seconded the motion. Hearing no objection, the motion carried and the report was approved.

### **Committee Reports:**

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

Given the potential need for budget revision due to the impact of the pandemic on programs and travel, Mollie requested that the finance committee meet in January. Bill agreed and will set that up prior to the January executive committee meeting.

**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 December HHSC Quarterly Meeting was again virtual and was well-received. Fifty-four participants signed joined the meeting. Dr. Cathy Slep's presentation gave insight into the topic of the impact of pandemic in the presence of the social

determinants of health. Dr. Thiyagalingam followed with a presentation stressing the concerns of increased isolation and health vulnerability of seniors during the pandemic. Trina noted that comments she received on the presentation were all positive. Mollie added that the slides from the presentations were made available to all present and are on the FRNOTP webpage. Jeremy and Mollie both commented on the value of the presentations and on the effective administration of the meeting in virtual format by Trina. Mollie sent letters of appreciation to both presenters.

**4. Nominating Committee** – Bill Kearns

In the absence of Anthony, Bill asked Mollie for an update on this committee. Mollie noted that board recruitment was needed for Morgan County family representation, given that new vacancy. Robin, who is now on the committee, agreed to investigate prospects for that position. Mollie also noted that Elice Gregory has been unable to attend and has not responded to board contacts. Bill will contact her and ask about plans to continue board membership or a recommendation for a representative from the education system.

**5. Bylaws Committee** – Jeremy Speer: The committee has not met and no report was available.

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

1. The eblast is still being sent out and work group participation is continuing (all in virtual format).
2. Participation on the Berkeley County Teen Court Advisory Council and Healthy Grandfamilies Coalitions continues.
3. The BRIM loss questionnaire was completed for our insurance continuation.
4. Funds from the Dominion Energy grant were forwarded to the Faith Community Coalition for the Homeless as approved by the executive committee.
5. The FRNOTP will be taking part in the annual WV Child and Family Service Review Performance Improvement Plan meeting in January.
6. The FRNOTP continues to receive and direct requests for help with finding services and or resources with help from 211 and other HHSC members.
7. The FRNOTP was asked by the University Center for Excellence in Disabilities to assist with the distribution of COVID-19 personal protection items and a social story guide on its importance to twenty families with both children in the home and an individual with a disability. These were distributed to pre-K special needs children and families.
8. State invoices for third quarter funds were submitted and the report for the second quarter has been started.
9. The Continuous Quality Survey link has again been distributed due to low return rates and an incorrect address supplied by the state. All are asked to complete the brief survey.
10. A budget revision may be needed as the pandemic has affected planned expenditures. Revisions are due by April. Mollie will work on this with the Finance Committee.

**Old Business:**

**1. Berkeley County Teen Court (BCTC)**

BCTC is operational and recruiting students but, is awaiting referrals from their county. Currently, they are receiving training and jury participation with Jefferson County Teen Court.

**2. Healthy Grandfamilies**

All three counties have virtual training modules prepared and are now underway. Referrals can still be made for the current round of training. The Relatives As Parents Program (RAPP) has been invited to participate for the information, although only grandparents receive the certificate of completion.

**New Business:**

**1. Board Recruitment:**

As noted in the Nominating Committee report, recruitment of a replacement for Summer Goller is needed and, possibly, an education representative. Candidate contact information can be sent to Mollie who will gather the information for the Nominating Committee to review.

**2. Community Project Grant Release for FY2021:**

The applications for the budgeted project grants are set to be released to the work group chairs at the next HHSC Steering Committee meeting. Copies of the application which include a description were included in the announcement for this meeting. Currently, three projects are planned for up to \$900.00 each. Given the projected budget category changes due to the pandemic and increased community need, Mollie asked that we consider increasing the amount and revising that budget. In discussion, Trina asked that when revising, we keep funds for a potential speaker. Currently, there is a projected surplus in mileage, training, and contract. All agreed that the amount could be raised while keeping funds for a speaker. Pending approval the revision request, four grants of up to \$900.00 were approved. Trina and Mollie were asked to review appropriate grants to be forwarded to the Board for consideration. Mollie will draft a budget revision for review by the finance committee prior to submitting it to the state.

**3. Budget Revision**

The discussion of budget revision was included with the previous agenda item. It was noted that board members received a copy of the current budget narrative along with the current IRS form 990 EZ for inclusion in their board manuals.

**Adjournment:**

Bill noted that the continuing impact of pandemic will result in continuing virtual meetings at least through July of 2021. Trina made a motion for adjournment and Paul seconded the motion. The motion carried and the meeting was adjourned at 12:28 p.m.

<b>Next Executive Committee Meeting</b>	<b>January 21, 2021 (Zoom)</b>
<b>Next Full Board Meeting</b>	<b>March 18, 2021 (Zoom)</b>
<b>HHSC Quarterly Meeting</b>	<b>March 5, 2021 (Zoom)</b>