**Safe Berks**

**Board of Directors Meeting Agenda**

**Date September 27, 2018 @** 8:00 AM

**Location:** Safe Berks Center, 255 Chestnut St., Reading

**Conference Call Information:** Dial in No. 1-877-860-3058

Guest Passcode 7148513#

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Education: Beth Garrigan, COO

1. Call to Order - Vicki Ebner
2. Consent Agenda
	1. Approval of Minutes**:** August 23, 2018
	2. Executive Committee Minutes – September 19, 2018
	3. Finance Meeting Minutes – September 19, 2018
3. Finance
	1. Budget
	2. July and August Financial Statements
4. Governance – Susan Fromm (see following for motions)
5. Development Committee – Mindy McIntosh
6. President’s Report
7. Old Business
8. New Business
9. Announcements
10. Adjournment

**Upcoming Meetings:**

 **Finance Committee – October 17, 2018 8 AM**

 **Executive Committee Meeting – October 17, 2018 9 AM**

 **Development Meeting – Friday, October 12, 20181 at 12 Noon (Lunch provided)**

**Next Board Meeting – October 25, 2018 at 8 AM**

**New Board Member Orientation October 3, 2018 (3-5PM) and Meet & Greet**

**(5-6:30PM)**

September 27, 2018

Governance Motion:

On behalf of the Governance Committee I move that the following board members be re-elected for a three-year term (2018-2021)

* Nina Bohn
* Amanda Jackowski
* Jay Mahoney
* Michele McCartney
* Stephen Ohnsman

On behalf of the Governance Committee I move that the following individuals be elected for a three-year term (2018-2021)

* Jamal Abodalo
* Sherry Berriker
* Barbara Boland
* Denise DiMascio
* Eve Kimball

On behalf of the Governance Committee I move to elect the following people to officer positions for a two-year term:

* President – Nina Bohn
* Vice President – Amanda Jackowski
* Treasurer – Carlixta de la Rosa
* Secretary – Diane Duff

**A sincere thank you to the Board members who will be leaving us after 6 years of service to the Board.**

**Karima Archie, Vicki Ebner and Mary Ann Moffitt.**

**Safe Berks**

**Board of Directors Meeting Minutes**

**Date August 23, 2018 @** 8:00 AM

**Location:** Safe Berks Center, 255 Chestnut St., Reading

**Conference Call Information:** Dial in No. 1-877-860-3058

Guest Passcode 7148513#

**Attending**: Karima Archie, Nina Bohn, Tina Boyd, Joe Cicala, Karen Cook, Carlixta De LaRosa, Diane Duff, Vicki Ebner, Jay Mahoney, Tim Marks, Steve Ohnsman, Mark Wallace

**Telephone**: NONE

**Excused:** Mary Ann Moffitt, Susan Fromm, Amanda Jackowski

**Absent**: Jonathan Encarnacion, Michele McCartney

**Staff**:, Mary Kay Bernosky, Jasmine Suarez, Beth Garrigan, Mindy McIntosh

The regular board meeting was preceded by an Executive Session to discuss the CEO compensation.

The Executive Session was followed by a presentation from Francine Scoboria outlining the Wish List process and updating where we are with the Leadership Berks Marketing Plan that was presented to Staff in the Spring.

Vicki Ebner called the meeting to order at 9:05 AM.

1. Finance

Draft Budget 2018-2019 – In the interest of time the draft budget for 2018-2019 was reviewed first.

Comments included:

1. Forecasting a loss of close of $500,000
2. Revenue – Peace Trust is forecasted at a much lower amount for this year since last year was the renewal year. Mary Kay shared that Carolyn is looking for younger leadership for the group that can tap into resources such as the Junior League and Women to Women. Development has budgeted for 10 new members this fiscal year.
3. Depreciation is listed at 180,000
4. Development will most likely come in greater than budget
5. Revenues are on the conservative side.
6. The quote we received from Aetna for health care is for a vastly different plan with much higher costs. Jay is looking at alternatives for us and assured us the “costs will be lower.” Consequently, the figures for health care costs will change.
7. Jay Mahoney expressed concern about a budgeted loss of $500,000. After some discussion it was agreed that we need a budgeted variance that is closer to what we had last year.

Jasmine announced that the Auditors were here in early August and will present the Audit to the board in October.

The Board moved into another Executive Session from 9:20 to 9:40 AM.

1. Consent Agenda
	1. Approval of Minutes**:** June 28, 2018
	2. Executive Committee Minutes – August 13, 2018
	3. Finance Meeting Minutes – August 15, 2018
	4. Development Committee Minutes, August 7, 2018

*Joe Cicala made a motion to approve the Consent Agenda; Jay Mahoney seconded the motion*. ***Motion Carried.***

1. Development**–** Diane Duff
2. Diane reviewed proposed goals for the next fiscal year. This includes changing to an all year (fiscal) sponsorship to cover both the Celebration of Peace and the Walk for NO MORE.
3. The newly formed Development committee will serve to oversee and assist with development efforts.
4. We have already secured $21,000 in Sponsorships.
5. Relationship giving is what drives a lot in corporate giving. It was noted that our investments through Connor are held at BB&T. In addition, Marge Ahrens who was a former board member and still serves on the Audit committee and is employed at BB&T. If any board member has a contact or relationship established with businesses in the community, please let Mindy know so we can put them on our list and arrange for the right person to make the ask.
6. President’s Report – Most items that would normally be in this report have been covered.
7. CEO Report – We will be signing a 3-year agreement with the Reading Royals that will include signage in the concourse and in the rink.

The Board Orientation for new members is planned for October 3rd. The Orientation will take place from 3-5PM and a meet and greet with the full board and staff will take place from 5- 6:30 PM. Boscov’s Ala Carte will cater, and the event will be held at the Berks County Community Foundation.

Old Business – None

Carlixta de la Rosa made a motion to adjourn the meeting. Jay Mahoney seconded it. The meeting was adjourned at 10:02 a.m.

**Upcoming Meetings:**

**Finance Committee – September 19, 2018 8 AM**

 **Executive Committee Meeting – September 19, 2018 9 AM**

**Next Board Meeting – September 27, 2018 at 8 AM**

**New Board Member Orientation – October 3, 2018 from 3-5 (Orientation) and 5-6:30 (Meet & Greet with full Board and Staff)**

Respectfully submitted,

Jan Cremer

Executive Assistant/HR Coordinator

**CEO Report to the Board**

**September 27, 2018**

**Staff Announcements**

**Counseling:**

CAC Counselor/Advocate - Oumarou Kallo

Counselor/Advocate- Dalitza Ruiz

 Vanessa Salazar

Community Educator- Elisabeth De La Cruz

The following staff have separated from Safe Berks:

Ahely Espinosa has resigned from the Safe House Hotline/Intake position to join the Community Health Center

The following positions are vacant:

1 SART (Sexual Assault Response Team) Coordinator – NEW POSITION

1 Full time Safe House Hotline/Intake

2 Part Time Every Other Weekend (new Counselor/Advocates)

**Board Candidates**

The Board will approve our new slate of candidates for Board positions. Our Board maximum is 20 and minimum is 9. We currently have 3 vacancies due to resignations and we have 3 additional members who are rotating off. Those members are Mary Ann Moffitt, Vicki Ebner, and Karima Archie.

The following are the candidates we are proposing for membership:

* Jamal Abadola – former Township Manager of Muhlenberg, spouse of Carla Abadola, former Board member and Albright Professor.
* Barbara Boland – Guidance Counselor at Conrad Weiser and member of Walk for No More Committee,
* Denise DiMascio, Vice President Human Resource Development for TouchPoint Inc, member of Walk for No More Committee.
* Dr. Eve Kimball, Pediatrician and owner of All About Children, West Reading, PA.
* Sherri Berricker, Western Berks EMS and member of Leadership Berks Team that worked on the Marketing Plan for Safe Berks.

The following is the proposed slate of Officers to Elect in September:

President – Nina Bohn

Vice President – Amanda Jackowski

Treasurer – Carlixta dela Rosa

Secretary – Diane Duff

Vicki Ebner as immediate past President will remain a member of Executive Committee and Karen Cook will be appointed as the at large member to the Executive Committee.

Committee Chairs will be appointed/ re-appointed officially by the Board President. Timothy Marks – Chair of Health Care Advisory Board

Diane Duff – Chair of the Development Committee

Michele McCartney – Chair of Facilities

Karen Cook – Chair of Audit Committee

Carlixta dela Rosa – Chair of Finance

Susan Fromm – Chair of Governance

We will be presenting a final budget for ratification.

We have scheduled Board Orientation for **Wednesday October 3rd at 4pm** at the **Berks County Community Foundation.** A Board/staff mixer will follow.

A list of current Committees and Chairs will be distributed in September.

Beth Garrigan will be our Education for the September meeting and we will meet for 2 hours.

Thank you all.

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**Counseling Department Directors Report**

**Danielle Palermo, Director of Counseling**

**August 2018**

August 2018 Counseling Statistics:

* 55 victims received counseling services during the month of August
* 54 adults, 1 child

 Support Groups:

* The plan to resume groups is in progress and the details are being worked through.
* The following groups will be facilitated by counseling staff:
* **Joint Domestic Violence and Sexual Assault Support Group**, with a focus on a Dialectical Behavior Therapy approach to educate victims on coping skills to heal from trauma. This group will be held every other week.
* **LGBT Support Group,** offered forboth domestic violence and/or sexual assault victims. This group will be held every other week.
* **Teen Group-** adolescents who have witnessed or experienced domestic violence and/or sexual assault. This group will be held once a week.
* **Albright College-** Albright has requested facilitation of two groups, one for women who have experienced domestic violence and/or sexual assault and a separate group for men who have experienced domestic violence and/or sexual assault. Stacey Jordan, our campus advocate, and counseling staff will be participating in a meeting at Albright College on the 25th of September to discuss the details of these two groups.
* **Substance Abuse-** Counseling Department will be facilitating this group once a week for victims of domestic violence and/or sexual assault who are struggling with addiction and have utilized substances to cope with the trauma they have experienced. This group will also utilize a Dialectical Behavior Therapy approach to develop new skills to heal from the trauma in which they have experienced.

New Staff:

* Dalitza Ruiz: Dalitza will be working as our first shift (8-5) bilingual counselor. She has been working as a part counselor/advocate in the safe house for the past few months and will be transitioning into the counseling department officially on 09/24. Dalitza will be counseling adults as well as facilitating groups.
* Vanessa Salazar: Vanessa will be working as our second shift Safe Healing Project Coordinator (12-9). We saw the need for more availability in the evening for counseling, therefore we decided to adjust the hours to accommodate victim’s schedules at different times. Vanessa will counsel both children and adults as well as facilitate a group. Vanessa has been working in the safe house for the past few months and will transition into the counseling department officially on 10/2. Vanessa is also bilingual.
* Oumarou Kallo: Oumarou is our Children’s Alliance Center Coordinator. He will be providing information regarding our services as well as victim’s rights to the guardian(s) of victims at the Children’s Alliance Center. Oumarou will work to strengthen the referral process between our agency and the CAC as well as facilitate the teen group weekly. Oumar will be completing our 66-hour training by the end of November and will begin his work soon after completion.

Development Report

Mindy McIntosh, Director of Development

August 2018

* Met with several companies to ask for sponsorships before the United Way Black Out Period
* Received $29,500 in commitments to date
* Will resume asking for sponsorship after black out period is over
* Mailed COP Save the Date cards to 3,000 + people
* Mailed COP info to all current and past Alvernia Board of Trustees
* Got permission from United Way to put COP on website and allow on-registration (even during black out period)
* Continue to work on Development Plan with dates and goals for various campaigns
* 66 hr training starting in September - 14 volunteers signed up
* We attended several health fairs for Berks Community Health Center, agency fairs and United Way reverse tours
* Representatives attended National Night out in Antietam, Muhlenberg, Fleetwood and Spring Township.
* Met with Santander Arena and agreed to 3 year sponsorship agreement that will give us a large sign in concourse, Fascia sign in arena and medical posters in every bathroom stall in the building. We pay $5,000 a year and they will receive in-kind Advocate Sponsorship worth $2,500.
* We were selected from Reitnour to receive $2,5000 as proceeds from employee event
* Diane and Mindy gave tour to EnerSys employees. They agreed to a $2,500 Advocate sponsorship and their UW Emerging Leaders Group will be cooking dinner in October.
* Mindy is working with Melissah Jablonski from John Paul II to get some of their teachers and students to cook dinner for our clients
* Submitted $5,000 grant application to Jan’s Circle of Friends
* Applied to Penn National Gaming Foundation with a request for $7500 in Sponsorship.
* Applied to be part of Parrot Head Club fundraisers for 2019. Was not selected but asked us to apply again next year.
* Playground renovation is process. All funds raised to date went for excavation, concrete, permits, etc. Still need to raise $25,000 to replace equipment.
* Continuing to recruit volunteer groups to cook dinner

**Legal Department Director’s Report**

**Diane Ellis, Director of Legal Services**

**September, 2018**

**August, 2018 Legal Department Statistics**

Total number of clients served by legal advocates and paralegal – 95

 Figure includes 24 criminal court accompaniments w/clients

 Figure includes 6 college students served under the Title IX grant\*

\*3 BTI students, 1 Penn State Berks student, 2 Albright students

Total number of clients receiving services from attorneys – 105

 Figure includes 83 clients represented in PFA and SVPO actions in court

**August, 2018 LAP Statistics**

Total lethality screens performed by Police\*: 17

Number of screens indicating high danger of lethality: 12

Number of individuals who did not participate in screening: 1

Number of individuals who agreed to speak to hotline:7

Number of individuals who accessed additional Agency services: 2

\*15 screens performed by Reading PD; 1 by West Reading PD; 1 by Amity Twp PD;

**Safe Berks Board of Director’s Report – September 2018**

**Education and Outreach Department**

**Jennifer Ebersole, Director**

**Staff Update:**

We have filled one of two open positions. Lisa De La Cruz joined the Department on September 10th. Lisa is a graduate of Reading High School and among other customer service-related experience and talents, is a seasoned blogger, local public speaker, networker, community organizer and is bilingual. She has a passion for women’s rights, immigration rights and promoting events and resources in the community that align around these types of issues.

We are proud to announce the birth of Grant Gingrich Turczynski on August 16th. Both Natasha and Grant are doing great!

We continue our search for the third open position.

**Education, Awareness, Presentations, Trainings:**

**Schools:** None to report

**Colleges:** Albright – Escalation Workshop as part of Safety Awareness Month

**Community Outreach:** Friend Inc. Community Services Health Fair (in Kutztown); Participated in a statewide rally at the State Capitol in Harrisburg in support House Bill 2060. We met with representatives of Berks Teens Matters where we discussed upcoming partnership opportunities – moving forward, the Director will represent Safe Berks at their monthly steering committee meetings.

**Community Presentations/Trainings:** DV presentation/discussion to 1st Century Worship Church; Salvation Army Life Skills class in partnership with AmeriHealth Caritas

**Media/Communications:** BCTV September program on “Combatting Relationship Abuse and Sexual Assault on College Campuses (guests included Stacey Jordan, SB Campus Advocate, Jim Speece, Director of Education at Berks Technical Institute, and Macy Lengle Grant Project Coordinator at Albright College).

**Staff Development/Prevention Education Trainings:** PCADV Regional Prevention Meeting; PCAR Eastern Regional Meeting

**Camp Safe Berks:**

We hosted a Camp Safe Berks reunion for campers and their parents featuring a pizza party and slide show of pictures featuring the week of Camp. We met separately with the parents and the campers to hear feedback and discuss plans for the year ahead of when to hold meet-ups, what topics/activities would be a part of the meet-ups, and ideas for activation projects. A full schedule will be developed in the coming weeks. **A SPECIAL THANK YOU** (ONCE AGAIN) to Safe Berks Board member - **Steve Ohnsman and Calvary United Church of Christ** – for hosting our group at their beautiful facilities.

**66-Hour Training:**

The Fall 2018 66-hour training is underway, with 18 total attendees (includes three new staff). The training runs every Tuesday and Thursday from 5-8:00 p.m. through the end of November.

**COO Report to the Board**

**September 13, 2018**

Danielle Palermo was promoted to Director of Counseling and we began interviewing candidates for Bi-Lingual Counselor/Advocate, CAC Coordinator and Safe Healing Project Coordinator/Counselor Advocate. We made some slight changes to the hours/titles of the counseling positions to assure ample coverage in the building and at CAC.

One Community Educator (Bi-lingual) position was filled by Elisabeth De La Cruz (starts 9/10/18). One offer was pending but the cost for dependent medical coverage was too high based on the hourly pay rate, so she was unable to accept. Interviews continue for a 2nd Community Educator.

Began regularly scheduled weekly Supervision meetings with Director of Education/Outreach, Counseling and Residential. Focusing the first few meetings on developing trust, setting mutual expectations, and listening to current/past concerns.

Attended my first Director’s meeting, Staff meeting and Board Meeting.

Attended a professional development opportunity sponsored by UWBC featuring Mike Iorio, Vice President, Dale Carnegie, on Telling Your Story!

Attended OCIC Meeting where we are using the collective impact model to address critical needs identified within the Oakbrook community. We began developing a problem statement around Food Insecurity and Education.

Assisted Jen E, Director of Education and Outreach, in providing a one-hour training for the SANE nurses at Tower Health. Also present in the training were nurses from St. Joe’s, Phoenixville and Pottstown Hospitals. The SANE program continues to grow at Tower Health and I continue to attend the SANE monthly meetings and DV Task Force meetings at Tower Health and St. Joe’s.

Planning in progress for Health Care CARES Day at Tower Health on 10/16. SANE Nurses and Safe Berks will have DV/SA awareness/educational information available for medical providers in the cafeteria from 10am-3pm.

Along with Moms Demand Action members, we met with Rep Jozwiak, Gillan and Cox to discuss the importance of supporting SB501, companion bill to HB 2060, which requires domestic abusers to turn over their firearms to law enforcement or to a federally licensed firearms dealer within 24 hours of a misdemeanor domestic violence conviction or entry of a Final Protection from Abuse Order. (Additionally, in the case of a Final PFA, firearms may be turned over to a court-approved attorney or to a licensed commercial armory.) I also worked with Moms Demand Action to confirm plans for a Press Conference at Safe Berks on 9/6 where Mary Kay, DA John Adams, Rep. Mark Rozzi and Moms Demand Action’s Berks Chapter Leader, Nicole Bowman, urged votes for the bill. Reading Eagle and WFMZ provided media coverage.

Met with PCADV to discuss the Economic Advocacy Pilot and began discussion on how Safe Berks can best serve our clients with these program tools.

Attended the Community Connections Project meeting to discuss the referral process using the Healthify system. Worked with the Project Coordinator after the meeting to identify and begin training Safe Berks staff in the roles of Healthify users, referral managers, team administrators and company administrators so referrals to and from Safe Berks can begin.

Attended the Berks County Community Partner meeting to review the Community Health Needs Assessment data summary, discussed potential opportunities for community collaboration to address priority health needs and reviewed steps for implementation planning

Represented Safe Berks at National Night Out (Lincoln Park Pool) until the weather forced officials to end the festivities early

Beth Garrigan, COO

Executive Committee Minutes

A meeting of the Executive Committee occurred on Wednesday September 19, 2018 at 9:10 am at Safe Berks. Present were Vicki Ebner, Nina Bohn, and Diane Duff; and Amanda Jackowski , Excused Mary Ann Moffit. Mary Kay Bernosky participated by phone.

Mary Kay updated the committee on recent staff changes:

* CAC Counselor/Advocate- Oumarou Kallo
* Counselor/Advocate- Dalitza Ruiz

Vanessa Salazar

* Community Educator- Elisabeth De La Cruz

The following staff have separated from Safe Berks:

Ahely Espinosa has resigned from the Safe House Hotline/Intake position to join the Community Health Center

The following positions are vacant:

1 SART (Sexual Assault Response Team) Coordinator – NEW POSITION

1 Full time Safe House Hotline/Intake

2 Part Time Every Other Weekend (new Counselor/Advocates)

Mary Kay updated the committee on the playground which has been excavated and is awaiting cement pouring. The donated tiles will be shipped to the Rose Corporation thanks to Tom McDevitt. The playground equipment was ordered because that must be in place prior to the matting.

The lobby renovations are ongoing. We have chosen art work for the wall and film for the window. Pat Dolan gave us a proposal for the replacement of the panels out front because there is no way to fill the holes from the previous sign. The cost is $7250.

The Leadership Team began the 5 Dysfuctions training with Sharon Mast and it is going very well. The members of the team have all commented that they find it valuable and everyone is participating.

The meeting adjourned at 9:45 am

**Safe Berks Finance Committee**

**Minutes**

**9-19-18**

**Present:**  Vicki Ebner, Amanda Jackowski, Diane Duff, Doug Rauch, Nina Bohn, Carlixta De La Rosa, Steve Pottieger, Jay Mahoney

**Absent:** Marjorie Aherns, Mary Ann Moffit

**Staff Present:** Mary Kay Bernosky (CEO), Jasmine Suarez (CFO), James Keaton (Staff Accountant).

Meeting called to order at approximately 8:00 A.M. by Amanda Jackowski

* Presented by Jasmine Suarez, discussed by the Committee Members included the Proposed changes to Budget for FY 2018/2019, Consolidated Statement of Financial Position at July 31, 2018, and August 30, 2018. Consolidated Statement of Activities and Statement of Cash Flows for the months ended July 31, 2018, and August 30,2018. Consolidated Statement of Activities for the months ended July 31, 2018, and August 30, 2018.

**Revised Budget**

* + **VOCA Competitive –** Grant revenue increased by 125K to include funds from Competitive VOCA grant for our new SART Coordinator position (which at the moment remains open) the grant will also cover some of the cost of the starting salary changes we made last year for direct service staff and the cost of covering dependents.
	+ **Peace Trust –** Peace Trust increased to 50K increase to reflect updated goal of 20 new members
	+ **Health Insurance –** Decreased to $182K to reflect changes made Gallen to move us from ACA plan to an AFA plan. Jay Mahoney gave a detailed overview of the changes and will plan to attend a November staff meeting to update staff.
	+ **Audit –**  The field work for the Audit is complete, RKL will be presenting the audit at the October Board Meeting.
	+ **Wages –** Wagesfor August are higher due to there being three pays in the month.
	+ **Deficit –** As of the end of August our deficit is about 68K.

2018-2019 Safe Berks Committee Listing

**Executive Committee**

* Nina Bohn, President
* Amanda Jackowski, Vice President
* Carlixta de la Rosa, Treasurer
* Diane Duff, Secretary
* Vicki Ebner, Past President
* Karen Cook – Member at Large
* Helen Najarian, Director Emeritus

**Board Governance Committee**

* Susan Fromm, Chair
* Jen Nied
* Joe Cicala
* James Gavin
* Jonathan Encarnacion

**Development Committee**

* Diane Duff, Chair
* Susan Fromm
* Jay Mahoney
* Steve Pottieger
* Douglas Rauch
* Missy Zimmerman
* Diane Duff

**Finance Committee**

* **Carlixta de la Rosa - Chair**
* Steve Pottieger
* Vicki Ebner
* Mary Ann Moffitt
* Amanda Jackowski
* Douglas Rauch
* Nina Bohn
* Jay Mahoney
* Diane Duff

**Audit Committee**

* Karen Cook, Chair
* Brandi Marderness
* Tina Boyd

**Facilities Committee**

* Michele McCartney
* Mark Wallace
* Jay Mahoney
* Steve Ohnsman

**Medical Advisory Group**

* Tim Marks, Chair
* Jonathan Encarnacion

**Community Prevention Group**

* Susan Fromm

Board President is adhoc member of all committees.