



## Board of Delegate's Meeting

**Date: October 20, 2022**

**Vision Statement: Investing in people. Improving Lives.**

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| <b>Call to order:</b>              | Called to order by Bill Bishop at 6:00PM  |
| <b>Attendance:</b>                 | Christ Church UCC, First Evangelical Congregational Church, Immanuel United Methodist Church, Lebanon Church of the Brethren, Millcreek Lutheran Church, Salem Lutheran Church, Schaefferstown Zion United Methodist Church, St. Luke's Episcopal Church, St. Mark's UCC-Lebanon, The Heart of Christ Church, Zion Evangelical Lutheran - Jonestown, Zion Goshert's United Church of Christ, Zion Iona UMC, Zion United Methodist Church  |
| <b>Devotions:</b>                  | Opening prayer was offered by Bill Bishop.  |
| <b>Previous meeting minutes:</b>   | Minutes of May 2022 meeting were unanimously accepted   |
| <b>Treasurer's Report:</b>         | *The inhouse year end financials for 2021/2022 was presented for review. The audited budget with any amendments will be presented at the next meeting.<br>*Financials for the first quarter of 2022/2023 were presented.  |
| <b>Executive Directors Report:</b> | *FRESH START:<br>Currently 20 guests at the CSCC shelter, including 2 large families. A high number of inquiries are with warrants. There are challenges with undocumented immigrants as they cannot be accepted without proper documentation. A part-time shelter volunteer has been hired to cover nights when there is no volunteer and to reduce staff overtime.<br>City of Lebanon ARAP grant funding for the shelter:<br>\$160,600 Grant<br>\$ 34,710.36 billed<br>\$ 14,600.98 paid<br>\$ 20,109.36 outstanding<br>\$125,889.64 balance<br>A site visit was made with the architect to Communities that Care in Shippensburg<br><br>*CLOTHING BANK:<br>Just reopened for fall/winter clothes. There are a large number of requests and inventory is in progress. |

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250 S. 7<sup>th</sup> Street, Lebanon PA 17042  
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|  | <p><b>*FOOD BANK:</b><br/>         State Food second quarter funds have been received.<br/>         First quarter funds have been expended.<br/>         Preparing for Thanksgiving Boy Scout food drive</p> <p><b>*FOOD PANTRY:</b><br/>         First quarter this year - 567 households were served compared with 223 in 2020/2021.<br/>         First quarter donations totaled 92,962lb compared with 91,269lb in 2020/2021.<br/>         There remains a need for personal hygiene items.</p> <p><b>*NOONMEAL:</b><br/>         Returned to indoor dining on May 16<sup>th</sup>. Numbers have since stabilized to average in mid-70's.<br/>         Staff continues to work on upgrading the atmosphere and quality of food served.<br/>         6,464 meals were served in first quarter of this year compared with 14,718 in 2020/2021.<br/>         Volunteer groups remain solid.</p> <p><b>*STAFFING UPDATE:</b><br/>         Director of Impact and Communications – Andrea Gillhoolley<br/>         Director of Development and Events – Dan Trimble<br/>         Director of Shelter Operations – Wenda Dinatale<br/>         Director of Logistics – Scott Boris<br/>         Guest Resource Specialists – Lesvi and Maryann<br/>         Noon Meal – Heather Kumler<br/>         Shelter Support Staff – Amanda Zearfoss and Chris Lopez<br/>         Nutrition Program Manager – has been hired and will start in January.</p> <p><b>STAFF DEVELOPMENT:</b></p> <ul style="list-style-type: none"> <li>- Andrea has received Life Coach Certification</li> <li>- Heather has received nutrition certification</li> <li>- Andrea, Maryann, Lesvi and Bryan have received training in Motivational interviewing</li> <li>- All staff received training in Trauma 101/102 and MHA/QPR</li> </ul> |
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|  | <p><b>*PROGRAMS/PARTNERSHIPS:</b></p> <p>PennState Reach –</p> <ul style="list-style-type: none"> <li>-Propose to provide complete funding for new nutritionist position for first five years.</li> <li>-\$13,000 provided for new refrigerator and freezer.</li> </ul> <p>CABHC –</p> <ul style="list-style-type: none"> <li>- To provide income of \$75,000 annually, \$16,500 of SDOH funds.</li> </ul> <p>ARPAR Funding from City of Lebanon –</p> <ul style="list-style-type: none"> <li>- To provide staffing for shelter, supplanting budgeted expense.</li> <li>- Total grant of \$160,600 over a two-year period.</li> </ul> <p>Wellspring Grant –</p> <ul style="list-style-type: none"> <li>- Partnership with LFHS for a grant of \$436,000 over a 3-year period was explained.</li> </ul> <p><b>*STRATEGIC PLAN UPDATE:</b></p> <p>Shelter work –</p> <ul style="list-style-type: none"> <li>- Temporary shelter move to CSCC is completed</li> <li>- Choice of permanent shelter site is completed.</li> <li>- Shelter design/layout is in progress with CSCC.</li> <li>- Shelter programming is in progress.</li> </ul> <p>Best Practices –</p> <ul style="list-style-type: none"> <li>- Spending of Giant food A-hold account is completed.</li> <li>- Noon meal healthy food program is in progress</li> <li>- Inventory for financials is completed</li> <li>- New phone system installation is completed</li> <li>- Front door bi-lingual sign, not started</li> <li>- Noon meal return to inside is completed.</li> <li>- CABHC building renovation completed</li> <li>- Nutritionist position filled</li> <li>- Intake/data collection completed.</li> </ul> <p>Sustainability –</p> <ul style="list-style-type: none"> <li>- Pick sustainability program completed</li> <li>- More than Food/upLIFT in progress</li> <li>- Transition of food pantry in progress</li> <li>- TEFAP/SFPP in progress</li> </ul> |
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| <b>SUMMARY OF BOARD ACTIONS</b> | <p>*VOLUNTEER INSURANCE<br/>Action to provide insurance to volunteers who sustain injury while volunteering was approved.</p> <p>*LEASE AGREEMENT :<br/>A lease agreement with CSCC was approved to start at \$600/mo on Oct. 1,2022, with an additional lump sum for past usage of the facility. Dave Funk abstained from the vote. I</p> |
| <b>New Business:</b>            | None   |
| <b>Unfinished Business:</b>     | None   |
| <b>Committee Reports:</b>       |  |
| Policy and Procedure:           | No report  |
| Personnel:                      | No report  |
| Fundraising:                    | Benefit Dinner and Silent Auction will be held Nov. 17 <sup>th</sup><br>Lenten Breakfast planned for March 11,2023.<br>Hoss's Day -December 4,2022<br>Golf Outing – May 12 at 8:00 AM<br>Hurdles to Housing raised \$16,621  |
| Nominating:                     | No report  |
| Property:                       | Counseling room has been completed.<br>Volunteer breakroom is being renovated into offices for Heather and the nutritionist.   |
| <b>Next Meeting:</b>            | May 2023   |
| <b>Adjournment:</b>             | Meeting adjourned 7:40 by Bill Bishop  |

Respectfully submitted,

Pat Harding, Secretary

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