



**Board of Directors – Regular Meeting Minutes
January 4, 2018**

President Bob Lucas brought the Board meeting to order at 7:02 PM.

Board members present:

Voting: Nancy Dapper, Sara DiLeonardo, Michael Higginbotham, Ed Kubit, Myles Lilley, Bob Lucas, Mark Mazzei, Wilma McNeese, Rekha Shukla,
A quorum (at least 6 out of 12 voting members) was present.

Non-voting: Abigail Duclos (Junior Director), Mary Birks- Executive Director (Ex Officio), Aaron Lauth - MLPD Chief (Ex Officio), Steve McLean - Mt. Lebanon Commissioner (Ex Officio), Stephanie Ross, MLSD Liaison (Honorary)

Board members absent:

Voting: Durwood Hill, David Paolicelli, Jean Silvernail

Non-voting: None

Staff and Counselors present by invitation: Lindsay Gorman & Nicole Zampini

Approval of Consent Agenda:

MOTION: Rekha Shukla moved the approval of the following Consent Agenda items
AS ATTACHED TO THE MINUTES OF THIS MEETING and the DECEMBER 7, 2017

MEETING:

- a. Minutes of the Board meeting held on November 2, 2017
 - a. October Financials
 - b. Office Report for November 2017
- b. Minutes for Board meeting held on December 7, 2017, where no quorum was present
- c. Office Report for December 2017
- d. July – November 2017 Financials

The motion was duly seconded and unanimously approved.

Outreach Counselor Report:

Nicole Zampini, a counselor at Outreach spoke about ART (Aggression Replacement Training) for 12 – 17 year olds that she conducts with Rocco Vallecorsa. ART's goal is to replace aggressive behavior with positive responses; how to respond to anger in non-aggressive or positive ways. Certification required to be an ART facilitator; 2 facilitators required for each session. Nicole usually facilitates with Rocco. Referrals come from juvenile probation -- recommended by judge. 10 week program, with participants being required to attend at least 8 sessions to get credit. Taught @ Allegheny County Courthouse on Saturdays during a 3 hour session with approximately 10 attendees per session. Weekly reports prepared for each attendee and a weekly meeting is conducted with parole officers to discuss participants' performance.

Audit Report

Lindsey Gorman reported that Schneider Downs, which reported to Finance Committee this morning, is providing an unqualified audit report and that Outreach has sufficient financial controls, though one minor recommendation was made. Final report will be issued shortly.

2017 financial summary:

Program income stayed consistent year to year

Contributions and Grants - slight decline (2016 was atypically high)

Investment income - better yield year to year

Expenses \$30K less year to year, mainly due to reduction in management, staff and fundraising expenses

Office Developments:

Mary Birks reported the following: BoardsWork! Retreat to be scheduled (last one was in May 2016). Board will receive a survey and the retreat will be tailored to those survey results. Efforts towards scheduling will be undertaken. 75% of voting members are required for retreat to be scheduled. Staff meeting scheduled for January 16, which gives Mary the opportunity for all counselors to hear all reports simultaneously. 2017 sessions are down from 2016. One possible reason is that two counselors, each who saw a significant number of clients, left Outreach and it took some time for replacement counselors to be able to replace that workload.

Outreach is terminating its lease for space in Pittsburgh. The space was originally a condition for referrals from the County's KARE program. Referrals to that program have decreased from about 50/year when the lease was signed to 5 in 2017. Tracy is very busy identifying additional services that we can offer. Tracy is completing Mental Health First Aid training (e.g. "CPR for mental health"). Mary is endeavoring to obtain grants to fund service expansion for 2018.

President's Report:

COMMITTEE REPORTS

Development & Marketing: Mary reported that there is still no Speakeasy fundraising chair or Speakeasy talent. Even an honorary chair would be helpful for mailings. Ideally would send out speakeasy information with a chairman's name on it. Bob Lucas volunteered to be honorary chairman.

Finance: Nancy reported that donations are down, resulting in some cash flow concerns. Outreach's longevity ratio has decreased year to year from 9 months to a little over 7 months. Wilma moved that profit & loss budget vs actual statement for period July - November, 2017 and financial report as of November 30, 2017 be approved, which was duly seconded and unanimously approved.

Governance: Bob reported that were meeting with 2 potential candidates, one next week and one the following week. Dave Paolicelli has asked to be an honorary member because of increased work responsibilities.

OLD BUSINESS

NEW BUSINESS

Adjournment: The meeting was adjourned at 8:30 PM.

Executive Session: None.

Respectfully submitted,
Mark Mazzei
Board Secretary