



HEARTH Board of Directors Meeting Agenda

September 20, 2023

Time: 5-7pm

Location: HEARTH
3724 Mt Royal Blvd
Glenshaw, PA 15116

Topic	Time
I. Call to Order	5:00pm
II. Introductions	5:05pm
III. Approval of agenda & minutes	5:15pm
IV. HEARTH Board President Report	5:20pm
A. Board Committees & Chairs	
V. Benet Woods Board President Report	5:30pm
VI. Reports	
A. CEO Report	5:40pm
B. Treasurer, Finance Committee	6:00pm
1. Vote: HEARTH Auditor	
C. Programs Committee	6:10pm
D. Governance Committee	6:20pm
E. Development Committee / Hats Off	6:30pm
1. Attendees & Sponsorships	
VII. New Business & Announcements	6:40pm
VIII. Adjournment	6:45pm

*HEARTH tours available after meeting is adjourned

Next Board Meeting Date: November 15, 2023 at Enterprise Bank (Allison Park)



HEARTH Board of Directors Meeting Consent Agenda

HEARTH Board Meeting Minutes May 17, 2023; 5:00 PM In-person, Deloitte

Attendance

Present: Lea Brown, Kimberly Buchheit, Deb Desjardins, Janet Duderstadt, Joan Eichner, Colleen Elliott, Betsy Farmer, Michelle Fontana, Jennifer Hoerster, Nikki Hudak-Fink, Jamie Kuhn, Jennifer Lawrence, Brian Matthews, Kate McKenzie, Milena Nigam, Marcia Oglan, Randy King, Christine Pietryga,; Delia Barnett; Kyona Newsome; Bridget Bethia; Max Hine

Excused: Michelle Walker; Angela Scotto, Brocton Skeen, Adrian Turner, Ayellet Rubenstein, Onyeka Egbuna, Mark Hutchinson

5:08 Welcome & Introductions – Jamie Kuhn

5:15 Approval of consent agenda – Jamie Kuhn
· passed

5:20 President’s Report – Jamie Kuhn

5:25 Treasurer’s Report – Randy King

· See report

· Christy:

- Delia and Christy have been working on the audit, 990 submitted on time
- Internal audit: Delia has submitted a second wave of forms
- Dormant bank account is currently pending, to move \$250K, no expected timeline that we are aware of
- 23/24 budget is in progress; budget should be completed in May for Finance Committee approval; motion passed to give Finance Committee to approve budget without full board approval

§ For the Board to allow the Finance Committee to review and approve the HEARTH 2023-2024 organizational budget. Proposed timeline: budget completed in May 2023, Finance Committee review and approve in June 2023, for effective date July 1, 2023; **passed**

· Expense side is ahead of planned this year; Finance and Christy’s team will be working on making the budget more actionable, more useful for us to evaluate health of budget moving forward

5:35 CEO Report – Christy Pietryga

- See report
- Slightly behind on golfers for Tees and Traps; priority to increase attendees, we have full sponsorship
- Hats Off will be October 26, August Wilson Center; sponsorship forms will be completed in June and will include both Hats Off '23 and Golf '24
- Spring Appeal: \$10,200 as of Monday
- HEARTH newsletter restarting in June
- Deb has been instrumental reintroducing HEARTH to foundations
- Meeting with Benet Woods president, Board, TREK; working on a more seamless transition for residents from HEARTH to BW to private home (“HEARTH to HOME”)
- Home donation from Enterprise Bank
 - HEARTH will not own the home; deed will be at the bank until the youngest child turns 18
 - For the Board to approve the addition of home donations into the HEARTH program portfolio; HEARTH will act as the presenting nonprofit between donor and HEARTH resident. At no point will the house become an asset of HEARTH nor will the home be in HEARTH's name. HEARTH will provide case management, budgeting, and services to families receiving the home, **passed**
 - Finalizing MOU, working with attorney
 - Providing case management to family moving into home
 - *HEARTH to Benet Woods to HEARTH to Home*
 - Prioritizing BW families for donated homes; moving forward we will need a set of objective criteria for identifying families for homes

June 7 reception at Jamie’s house to welcome Christy; June 3 coffee at HEARTH to meet Christy

Review and revamping of committees, to be discussed at next board meeting.

Ayellet, Onyeka, and Mark are leaving HEARTH at the end of June.

6:00 Presentation from DEI Consultant

- Create DEI board policy
- Ongoing education and training
- Review policies and practices
- Supporting DEI initiatives
- Accountability and measurement; what does success look like?
- Be thoughtful about reengaging
- Partnerships, outreach and relationships that focus on DEI
- Evaluate board practices, encourage open dialogue
- Don’t quit

6:36 Adjournment



HEARTH Board of Directors Meeting Consent Agenda

HEARTH Executive Committee Meeting Minutes June 1, 2023; 9:00 AM

Attendance

Present: Jamie Kuhn, Christy Pietryga, Milena Nigam, Deb Desjardins, Betsy Farmer; Marcia Oglan joined at 9:30; Randy King joined at 9:35

Staffing Update

- Caitlin is no longer at HEARTH, her skillset was not a good match for her position; we'll be posting for a new COO

Budget

- First draft to Randy next week, will be very close to the final draft
- Randy's recommendation: Finance Committee wait to make final approval until we have golf finalized and a pending United Way grant in late June
- From Randy
 - correcting statements that had been distributed to Board, will resolve
 - Max is interested in joining Finance

Benet Woods

- Christy has met with the 6 members on Board and also the property manager
- Recommendation (based on what works well at Sojourner House, which is similar to our structure): align the two boards so they are working more closely together; BW is very interested, and would like to attend HEARTH board meetings but maintain separate bylaws and budgets
 - BW would not have voting privilege at HEARTH
 - Help us create a more continuous pipeline for our clients
 - Will help both boards understand the other organization much better
 - Christy will speak with Michelle about bringing this recommendation to the Board
- Discussions of buying new properties to grow Benet Woods; Benedictine location (original location for HEARTH) is currently on the market
- Affordable housing is such an important focus regionally, and HEARTH can grow its position in this area
- Recommendation is 1:3—1 transitional housing spot for 3 affordable housing spots; aim for a 30-unit build in the North Hills
- If HEARTH can provide more services to Benet Woods residents, then we can help open up the pipeline: families move from affordable housing to home ownership; we have enough current staff to provide case management to BW residents
 - BW is a public waitlist but we will move to prioritize HEARTH residents
 - We can't mandate programs or end dates for current tenants

- But for those who are interested in moving to home ownership, HEARTH will help them plan for that
- BW is really nice, not a lot of incentives to leave; maybe if we build more of a relationship with residents so they know that HEARTH will support them if they ever decide to make a big jump to move closer to family or pursue home ownership
- July pizza and ice cream at BW to meet the HEARTH staff
- Boiler Building could be transitional or affordable; much more flexible than BW bc its lease is with HEARTH and is not a public waitlist
- Christy is meeting with Chuck Keenan next week, who oversees the local Section 8 vouchers

House Donation

- Closing planned for later in June

Structure question: Board committees as an example

- Christy, Michelle and Jamie have started to review; for the time being the committee work is largely on hold
- Reviewing handbook and could use Betsy's eyes on that with programming in mind
- Social Worker intern

Other Business

- Deb is with us through July; currently helping with developing an organization fundraising policy and also move us to a new fundraising platform



HEARTH Board of Directors Meeting 2023-2024 Board Committees & Chairs

2023-2024 Board Committees

- Programs: HEARTH/Benet Woods/Homeownership program performance, best practices and process improvement
- Finance: Financial oversight of organizational budget, cash flow, investments and forecasting
- Governance: Oversee the health of the board, orientation of new board members, trainings, recruitment, term limits, attendance, and board giving
- Development: Support the unrestricted funding efforts at HEARTH, board connections to potential donors, and oversight of events
- Audit Committee (Ad Hoc): Found as a best practice, board committee oversees the organization's annual independent audit. Board representatives during audit process, coordinate audit presentation to board by auditors

Programs: Betsy Farmer (Chair), Milena Nigam, Jennifer Lawrence, Angela Scotto

Finance: Randall King (Chair), Brian Matthews, Maxwell Hine, Jenifer Hoerster, Kate McKenzie

Governance: Kimberly Buchheit (Chair), Michelle Fontana, Janet Duderstadt, Brocton Skeen

Development: Colleen Elliot (Chair), Jamie Kuhn, Lea Brown, Nikki Hudak-Fink, Marcia Oglan

Audit Committee (Ad Hoc): Brian Matthews (Chair), Randall King



Benet Woods Report - September 20, 2023

Families at Benet:

- 9 of 11 units occupied; 1 HEARTH family moving into Benet October 2023 & second family identified for 11th unit (unit under repair)
- Assessing budget and cost of painting/carpeting units that have been occupied for 10+ years

Dollar Bank

- Benet Woods board organized session with HEARTH and Benet Woods families with Dollar Bank on October 2nd
- Dollar Bank will discuss the questions to ask when deciding between renting and owning a home; credit and debt; and provide checklists.



Grants & Development

- Denmont Consulting (previously Blended Measures) is contracted for grant writing
- Attached is the July 2023 - September 2023 grant report; including submitted, awarded, and in progress
- From July 1, 2023- September 2023: grants are 30% toward annual goal
- Hillman Family Foundations approved HEARTH to submit application for \$75,000; held meetings and conversations about HEARTH's expansion of case management to Benet Woods and Boiler building
- PHFA's PHARE grant has been released
 - Informational webinar Sept 19th (priorities announced)
 - Last year's ask: \$387,5000 (unawarded)
 - Grant submission due November 17, 2023

End of Year Appeal

- HEARTH team and Milena Nigam meeting with Barb Smith on September 21st to begin year end appeal process
- Overall message: Over 25 years of impact, thanking founders and all who have made HEARTH what it is today. Let's continue this legacy together

Board Commitment Form (attached)

- Individual forms distributed at meetings; can complete the night of board meeting and return or an electronic version will be emailed to each board member next day; email will be sent from Megan Lang. Please complete and submit by October 11, 2023

Families at HEARTH

- 12 of 16 units occupied; 3 successful exits projected for October 2023
- 6 families in enrollment phase + waiting list

HEARTH & Benet Woods Tax Credits

- Attached is an overview of HEARTH and Benet Woods' tax credit contracts

HEARTH Family Events

- HEARTH's September and October events calendars attached
- Boo Bash scheduled for October 16th : Photos ops for families, Pirate Parrot, Millie's, Munson Foundation costume distribution, & games (families can bring 6 guests)
- Volunteers Needed : Monday night childcare, Monday night meals, Hats Off volunteers

Grant Report July-September 2023



Budgeted Foundation & Grant Goal	\$350,000
Total Raised to Date	\$105,000
Percentage of Goal Raised	30%

Status	Funder	Funder Contact	Amount Requested	Amount Awarded	Date Submitted	Award Term Start Date
Submitted/Pending						
1	Allegheny County Department of Human Services (DHS) - HEARTH led	Hilary Scherer	\$ 100,000.00	\$ -	7/1/2023	
2	Anne R Monroe Foundation	Diane M. Riley	\$ 4,500.00	\$ -	8/21/2023	
3	Giving2Grow		\$ 10,000.00	\$ -	7/12/2023	
4	Jewish Women's Foundation of Greater Pittsburgh	Judy Cohen	\$ 30,000.00	\$ -	9/8/2023	1/1/2024
5	Robert S and Louise S Kahn Foundation		\$ 20,000.00	\$ -	8/30/2023	
6	W I Patterson Charitable Fund		\$ 10,000.00	\$ -	8/29/2023	
Awarded						
7	Cahouet Charitable Trust		\$ 5,000.00	\$ 5,000.00		9/1/2023
8	Centimark Foundation	Kathy Slencak	\$ 10,000.00	\$ 10,000.00		7/1/2023
9	Howmet Aerospace Foundation	Barbara Fitzgerald	\$ 25,000.00	\$ 20,000.00	5/15/2023	6/24/2023
10	PNC Bank Benefit Trust	Susan Vargo	\$ 20,000.00	\$ 20,000.00	5/1/2023	7/1/2023
11	United Way of Southwestern Pennsylvania (3 years/\$50K)	Sally Ellwein	\$ 125,000.00	\$ 50,000.00	3/30/2023	7/1/2023
In Progress						
12	PA Housing Affordability Fund PHARE Program	Clay Lambert	\$ 350,000.00	\$ -		
13	Hillman Family Foundations	David Roger	\$ 75,000.00	\$ -		
14	Allegheny County Medical S	Melanie Mayer	\$ 20,000.00	\$ -		
15	Richard King Mellon Foundation Dtd 01-01-47		\$ 25,000.00	\$ -		
16	G C Murphy Co. Found	WT Cullen	\$ 5,000.00	\$ -		
17	The Buhl Foundation	Diana Bucco	\$ 20,000.00	\$ -	8/29/2023	
18	Thomas Marshall Foundation		\$ 5,000.00	\$ -		
TOTALS			\$ 859,500.00	\$ 105,000.00		



**2024 Board Commitment Form
(July 1, 2023 – June 30, 2024)**

Board Member Name: _____

Birthday (month) _____ (day) _____

Preferred Contact Information:

Phone: _____ Cell Personal Work Email: _____ Personal Work

Giving Opportunities

Opportunity	Your 2021-2022 Gift Total	Your 2022-2023 Gift Total	2023-2024 Board Pledge
Annual Fund/General Operating Support: <ul style="list-style-type: none"> • Individual Gift • Spring/ Mother's Day Appeal • #ONEDAY – Pittsburgh Foundation Day of Giving • Year-End Appeal 	\$ _____	\$ _____	\$ _____
Events	Tees & Traps: \$ _____ <input type="checkbox"/> Sponsorship <input type="checkbox"/> Golf Foursome <input type="checkbox"/> Traps Team Hats Off: \$ _____ <input type="checkbox"/> Sponsorship <input type="checkbox"/> Silent Auction Item	Tees & Traps: \$ _____ <input type="checkbox"/> Sponsorship <input type="checkbox"/> Golf Foursome <input type="checkbox"/> Traps Team Hats Off: \$ _____ <input type="checkbox"/> Sponsorship <input type="checkbox"/> Silent Auction Item	Tees & Traps: \$ _____ <input type="checkbox"/> Sponsorship <input type="checkbox"/> Golf Foursome <input type="checkbox"/> Traps Team Hats Off: \$ _____ <input type="checkbox"/> Sponsorship <input type="checkbox"/> Donate Auction Experience
Corporate and/or other Giving Solicited:			
Total Gift Amounts	\$	\$	\$

Would you like to serve on a Host Committee? Tees & Traps - June Hats Off –October

Non-Financial Support

___ My company or community has a volunteer program. Morgan Cable, Volunteer Coordinator is able to contact you to schedule a team volunteer or fundraising project.

Please select all that apply:

My family foundation or donor advised fund will contribute \$ _____ for 2023. Please soft credit this support to me. Foundation/Fund Name: _____

Check here if any portion of your contribution will be satisfied via stock gift transfer. Delia Barnett, Finance Director is available to contact you to secure transfer details and information.

My employer matches my donations.
Employer Name and Contact Person (if available): _____

Please name three people, foundations, or corporations we will engage together with or from whom you will solicit a donation on behalf of HEARTH to help generate funding support for FY 2024.

Name	Ask Amount	Ask By Date
1.		
2.		
3.		

Board Meetings

I commit to participating in the five board meetings during the 2023-2024 year which include:

September 20, 2023, November 15, 2023, January 17, 2024, March 20, 2024, May 15, 2024, (August 17, 2024)

Board Committee(s) *Committee Chair

I commit to participating in the following committee(s). Meetings will be held prior to each board meeting:

___ Finance Committee: Financial oversight of organizational budget, cash flow, investments and forecasting

___ Programs Committee: HEARTH/Benet Woods/Homeownership program performance

___ Governance Committee: Oversee orientation, trainings, recruitment, term limits, attendance, and giving

___ Development & Fundraising Committee: Support funding efforts at HEARTH, potential donors, and events

___ Audit Committee (Ad Hoc): Oversees the organization’s annual independent audit

Name (print): _____

Signature: _____

Date: _____



**HEARTH Board of Directors Meeting
HEARTH/Tax Credits
PHFA Agreements**

HEARTH Benedictine Place Housing Limited Partnership

- Effective July 30, 2012 - July 29, 2042 : 30 year contract
- Owner: HEARTH Benedictine Place Housing Limited Partnership
- General Partners: North Hills Affordable Housing, Inc dba HEARTH & Trek Development Group
- Limited Partner: PNC Bank (July 2027 expiration)
- First 15 years, banking limited partner owns 99.9% of project; after 15 years of agreement, tax credits are exhausted & bank exits agreement
- Second 15 years, General Partners agree to uphold agreement
- Ownership percentages:
 - 99.9% - PNC until July 2027 (HEARTH/Trek - 0.1%)
 - After July 2027, HEARTH will own 51% and Trek will own 49%
- Terms of Interest: Will expire after 30 year term (July 2042) & will need to begin paying:
 - \$500,000 PHFA Note
 - \$550,000, HEARTH Loan
 - \$750,000 Allegheny County Loan
- July 2042: end of 30 year contract, HEARTH can decide to:
 - Continue offering affordable housing (can explore options to continue agreement with PHFA or other entity)
 - Provide market rate housing
 - Sell property

Benet Woods Housing Limited Partnership

- Effective: October 24, 2008 - October 23, 2038 : 30 year contract
- Owner: Benet Woods Housing Limited Partnership
- General Partners: Benet Woods Housing Corp. & Trek Development Group
- Limited Partner: S&T Bank. Trek negotiated the agreement in July 2022 while negotiating agreements with S&T. Limited Partner: Gatti Acquisitions (Trek subsidiary)
- Ownership percentages:
 - 99.9% - Gatti Acquisitions (No timeline - 2023 planned exit)
 - Benet will own 51% and Trek will own 49% once limited partner exits
- Terms of Interest: Will expire after 30 year term (October 2038)
 - \$800,000 Allegheny County Loan
- October 2038: end of 30 year contract, Benet can decide to:
 - Continue offering affordable housing (can explore options to continue agreement with PHFA or other entity)
 - Provide market rate housing
 - Sell property



Finance Committee Report - September 20, 2023

New Auditor for HEARTH:

- Finance committee gathered three quotes for new auditors for HEARTH: Louis Plung, HBK & Sisterson. All provided similar rates and were able to meet HEARTH's timeline of completing the 2023 audit during the 2023 calendar year. HBK was chosen as the recommended auditor based on their experience with nonprofits, professionalism, and proposal.

Recommendation: The Finance Committee is recommending HEARTH change their annual organizational auditor from Zelenkofske Axelrod LLC (Z&A) to HBK CPA's and Consultants for 2023.

2023-2024 Budget

- Attached is the approved budget for 2023-2024
- Finance committee meeting November 2024 to review first quarter financials; assess budget to actuals

PA Unclaimed Property Resolved

- Total: 258,544.70, received 9/4, deposited 9/5



HEARTH			
2023-2024		2022-2023	2023-2024
	Mar YTD Actual	APPROVED	PROPOSED BUDGET
REVENUE			
Individuals	184,782	248,000	385,000
Businesses	15,232	35,000	30,000
Foundations	116,275	230,000	300,000
Organizations	8,995	13,500	25,000
	325,283	526,500	740,000
Other Programs:			
Supportive Service Fee from BWHC	-	10,000	10,000
	-	10,000	10,000
Other Income:			
Miscellaneous	-		
Grants	250,000	250,000	50,000
Building Revenue	198,132	221,814	295,196
Interest Income	19,426	10,500	80,000
Total Other Income	467,557	482,314	425,196
Fundraising	136,784	180,000	167,500
Program Fees	32,169	24,000	30,000
TOTAL Revenue	\$ 961,793	\$ 1,222,814	\$ 1,372,696
EXPENSES			
Development	36,751	48,000	48,000
Programming	26,707	30,550	49,250
Communications and Operations	87,844	97,195	109,500
Building	303,493	430,282	414,352
Personnel	528,195	606,203	796,891
TOTAL EXPENSES:	982,989	1,212,230	1,417,993
SURPLUS/(DEFICIT)	\$ (21,197)	\$ 10,584	\$ (45,297)



Hearth to Home

- Enterprise Bank has offered to provide a second home to a HEARTH family; provided budget of \$75,000/home mortgage in limited areas in Allegheny and Butler County
- Hearth to Home application created; distributed to HEARTH transitional housing, boiler building, and Benet Woods Family in Sept 2023
- Programs Committee will review applications during October committee meeting
- HEARTH will discuss final candidates with Enterprise Bank then begin home search in early November

Insync Implementation Timeline & Benefits

- Qualifacts' Insync platform selected as HEARTH's new case management database
- Data migration occurring Sept/October 2023
- Soft launch scheduled for October 30, 2023

Data Dashboards - Program Metrics

- Data dashboards will be created from Insync for Programs Committee review and assessment then presented to full board with committee report



Governance Committee Report - September 20, 2023

Committee goals:

- Oversee the health of the board
- Oversee orientation of new board members
- Plan board training opportunities
- Recruitment of new board members
- Manage board member term limits
- Assess board member attendance
- Oversee board giving

Board Committee Members:

- 4 outgoing board members, June 2023
- Committee will discuss the process for recruiting new board members & onboarding
- Priority in recruitment is to utilize key takeaways from May 2023 board DEI training



Development Committee Report - September 20, 2023

Committee Goals

- Support the unrestricted funding efforts at HEARTH
- Board connections to potential donors
- Oversight of HEARTH events

Hats off for HEARTH

- Tickets are on sale for Hats Off (16 tickets sold, went on sale September 14th)
 - Ticket sales will be added to Hats Off Working Sheet every Friday
- Wine for Hats Off - Board members are asked to donate wine for the event. 3-5 bottles per board member (will need 100 bottles for the event)
- Sponsorship levels:
 - Stability Presenting Sponsor (\$50,000)
 - Supportive Services Sponsor (\$25,000)
 - Food & Basic Needs Sponsor (\$15,000)
 - Workforce Development Partner (\$10,000) 1 sponsor
 - Mental Health Sponsor (\$5,000) 1 sponsors
 - Transportation & Childcare Sponsor (\$2,500) 3 sponsors
 - Host Committee Member (\$1,000) 4 sponsors
 - HEARTH Patron (\$500)
- Total sponsorships: \$26,500 as of September 18, 2023