

PVS is the only nationwide visitation program in the United State authorized by the Federal Bureau of Prisons and the Department of Defense to visit all federal and military prisons and prisoners. Our nationwide network of volunteer visitors provides face-to-face contact with prisoners to help them cope with prison life and prepare for successful reentry into society.

Prisoner Visitation and Support Board of Directors
Meeting Minutes - DRAFT
April 10, 2020 via Conference Call

In attendance: Rachel Osborn (Chair); Marc Levin; David Poundstone; Susannah Rose; Virginia Rinella; Dan Struble. Staff in attendance: Emily Cashell-DeSilva (*Assistant to the Director*); Eileen Gilkenson (*Director*).

1. Welcome and Chair update Rachel Osborn

Rachel Osborn called the meeting to order at noon ET. She welcomed all. A quorum was present.

2. PVS/Friends Center update during COVID-19 Eileen Gilkenson

Eileen Gilkenson provided an update on PVS and Friends Center during COVID-19. Emily Cashell-DeSilva went to Friends Center on Monday April 7 and brought all the PVS mail to her home. The building is open for access, but no one is there. The rent is paid through March, not April. The \$950 health care insurance for Eileen and Emily for April has not been paid. We are current with payroll. Emily has access to all the files except QuickBooks; Eileen does not have it yet but will. Eileen reported on the previous plan for responding to incarcerated people who want visits (Judy, our normal correspondent, is now in Canada). Good Constant Contact messages to visitors have been sent. Eileen will email Scott Sussman at the BOP to see if we can use Zoom to visit in prisons. Eileen's goal is communication every two to three weeks to help visitors feel connected.

3. PVS Financials Emily Cashell-DeSilva/David Poundstone

The following balances were provided:

- * PNC Bank balance as of today is \$13,702.97 in checking and \$1,970.36 in savings.
- * The spring 2020 appeal was sent Sunday, March 29, 2020 via Constant Contact. As of today, \$8,294.15 has been received from online donations. (This does not include mailed checks; Emily estimated the 4-5 small checks in the PO box were \$75 or less and these were not deposited.)
- * Friends Fiduciary account – Dave reported that at the end of December 2019, the value of our account was \$65,452.86 (unit value \$57.19). As of April 6, 2020, the unit value was \$47.61, so the estimated value of our account is \$54,516, a drop of 16%.

Dave noted he cannot view QuickBooks. Emily has not yet downloaded all the contributions data into DonorPerfect records online, but she can. She wanted to be sure to tie the acknowledgments to the gift. Emily hopes to go to the office next week and get the checks deposited; needing to check with PNC if its lobby is open.

Following the spring 2020 appeal, Eileen plans to ask donors via Constant Contact to give their IRS COVID-19 stimulus payment check as a gift to PVS, stating "some have already done this."

4. Executive Director search Marc Levin/Rachel Osborn/Eileen Gilkenson

Rachel gave an update on the candidate applications received and reviewed. Marc noted that the three individuals identified for further contact all met the minimum requirements for the position and showed management experience and passion for the position. Two are in the Philadelphia area. All understood it was a part time position. Eileen reported she had contacted each regarding our interest. In terms of the Board's next steps, Dave inquired about a video conference interview, and Susannah recommended via Zoom. Dan suggested a trial run on the process.

We agreed:

* Rachel will send resumes and questions for a Monday, April 20 Zoom practice session at noon ET with the Board. Susannah will send the Zoom link. We will rehearse the format of the questions.

We can designate the host for the session. Emily can email the job description to the entire Board.

* Tuesday, April 21, we will conduct interviews, 1.5 hours per person with half an hour between the interviews. Eileen will email the final candidates regarding the April 21 time slots.

5. PVS response to COVID-19 Eileen Gilkenson

Eileen reported that she had investigated the Federal Covid relief plan and did not feel that PVS should apply. Her research showed the plan encompasses: a) Tax deferment. No Social Security taxes are due for PVS employees (\$370) and this would be deferred to 2021. b) Loans. These are very complex. The maximum an organization can apply for is 1/2 the amount per person; and just for the quarter — three months. It is also necessary to show financial hardship compared to the same quarter for the prior year. The loan would be forgiven if no employees are laid off. Eileen felt the maximum PVS could get is \$12,000. It takes two hours to apply, and the deadlines are now.

Marc stated he did not want anything that involves a loan. Dave noted that March 2020 funding is on par with March 2019. Dan said there is more pending legislation regarding future money.

Board action — We decided not to pursue this now and will reassess down the road. Eileen will follow the legislation as it is evolving, and we will keep open for “pending review.”

6. Other agenda items All

Eileen suggested that she and Dave look at the books regarding financing for the executive director and to confirm what Eileen will be doing in the transition to the new executive director. We need to analyze pay and the development officer resumes awaiting. Dave, Emily, Eileen, and Rachel will have a call on Tuesday, April 14 at noon ET regarding this.

7. Next Board meetings All

We will continue to hold April 24, 2021 for a potential Board meeting.

The meeting adjourned with thanks to all at 1:18 pm.

Rachel Osborn
Secretary pro tem