

At the regular bimonthly meeting of the  
Community Action Commission's  
Board of Directors held February 24, 2020,  
At Tri County Community Action (TCCA),  
1514 Derry St., Harrisburg, PA, the following  
actions were taken:

**Present:**

George Fernandez, President  
Terry Barley, Treasurer  
Janis Creason, Vice President  
Rumulus Brown  
Tara Davis  
Michael Burns  
Susan Carbaugh

**Excused:**

Amber Coleman  
Jacquelyn Wise

**Unexcused:**

Jennifer Smallwood  
Ernest "June" Roberts

**Vacancies:**

Two, Private Sector  
One, Low Income Sector

**Staff:**

Jennifer Wintermyer, Executive Director  
David Counsil, Development Director  
Julie Walter, Revitalization Manager  
Charles Bussard, Controller  
Lynette Hassinger, Executive Assistant

**Call to Order**

President George Fernandez called the meeting to order at 5:32 p.m. A quorum was established.

**Conflict of Interest Acknowledgment**

President Fernandez asked if any members present had a conflict of interest to declare such and recuse themselves from any discussion or voting on related topic(s). No conflict of interest was declared.

### **Approval of Consent Agenda**

President Fernandez presented the consent agenda, which consisted of the October and December 2019 Board meeting minutes, Financial Reports presented at the December meeting, the Executive Director's Written Report and the Planning & Evaluation Committee Minutes.

Vice President Creason made the motion to accept the consent agenda, and Rumulus Brown seconded the motion. The motion carried with no abstentions and none opposed.

### **Financial Reports**

Treasurer Barley called on Mr. Chuck Bussard to provide the detailed financial statements for both Community Action Commission (CAC) and Keystone Community Development Corporation (KCDC) for the period ending January 2020. Mr. Bussard addressed any concerns and answered all questions presented by the Board.

A copy of the financial report is on file at the TCCA main office.

President Fernandez asked for a motion to accept the financial reports and file for audit. Treasurer Barley made the motion to accept and file for audit and Ms. Creason seconded the motion. The motion carried with no abstentions and none opposed.

### **Workforce Development Initiative -National Community Reinvestment Coalition**

Executive Director Ms. Jennifer Wintermyer introduced Mr. Jerry Kellman from the National Community Reinvestment Coalition (NCRC).

Mr. Kellman explained that NCRC was created 26 years ago by Robert Kennedy Jr., and supports efforts to implement the Community Reinvestment Act. This Act encourages banks to meet the credit needs of low- and moderate-income communities. NCRC is a national community development organization and invests over \$100 million in affordable housing across the country. NCRC's mission is to ensure that banks are investing into their community, and supports member agencies to meet the need and achieve a high success rate.

The workforce development program has been developed specifically for individuals currently on assistance and utilizing the Supplemental Nutrition Assistance Program (SNAP). New York Department of Education has utilized over \$130 million per year, over the last fifteen years for their SNAP Employment and Training program, while Pennsylvania has only utilized about \$3.3 million. NCRC has been supporting a pre-apprenticeship program in Philadelphia for several years in coordination with the Pennsylvania Laborers Union for Building Trades. He and project participants are currently meeting with Governor Wolfe to identify how similar programs can be initiated in other cities.

The Department of Agriculture funds the program for SNAP recipients. This program is not to compete with CareerLink but fill in the gaps and be a compliment to it. The goal of the program is to assist clients to achieve a live able wage, where they no longer need SNAP benefits.

Mr. Kellman explained that federal statistics show that in low-income areas, almost 50% of the population is on SNAP.

Mr. Kellman would like to work with TCCA and community partners to expand their piloted workforce programs into Harrisburg. Tasks associated with the project would include intake and evaluation, soft skills and hard skills trainings and retention support. Participants would not lose their SNAP benefits during the program and trainings could be flexible and built around a specific cohort's working hours. The overall approach is to assist participants to stabilize their lives, learn how to budget, stay on the job and then support them moving forward.

The expectation is that 40% of the participants in the program will be off of SNAP when finishing the program. Data includes both those that attend in full and receive training and placement, as well as the placement of an already trained person. Through the Snap Employment and Training or Snap 50/50., the Department of Agriculture will match funds that are already being spent on training in the area. It is not a competitive program, and agencies should be funded if they meet the basic requirements.

Mr. Kellman explained that NCRC assists in bringing the local players together, including the senior management of the bank involved, which helps build the capacity to fully support the project. TCCA will need physical space and a dedicated staff hired specifically to work with and develop relationships with employers. This staff person would identify the employer needs, work with the Chambers, business development agencies and local human service agencies. TCCA would identify several training needs specific to the community and locate the appropriate training subcontractors. Trainings are subcontracted to local community colleges and/or technical schools.

NCRC provides expertise and support in the planning, proposal writing and programmatic aspects of the project. If needed, their time and expenses can be written into the proposal grant. Specific tasks that they can provide include:

- Collaborate with TCCA to write the project proposal;
- Ensure that the document is acceptable to the Department of Agriculture;
- Meet with TCCA and the Department of Human Services to ensure that we understand and meet their criteria;
- Lobby for timely approvals,
- Provide program guidance to meet identified goals; and
- Make recommendations for technical support and software.

Board members requested information on how NCRC is funded. Mr. Kellman responded that it is funded in small part by membership dues, but most funding comes through partnerships with banks, grants, integration with HUD, and through self-sufficiency planning many years ago. Membership fees are dependent on the budget, between \$150 - \$500 per year.

Executive Director Wintermyer stated that TCCCA has the infrastructure in place, would be able to reallocate some existing resources, but would need to add the job relationship position, which the grant would cover. President Fernandez thanked Mr. Kellman for his time and presentation.

Executive Director Wintermyer explained to the Board that she wasn't asking for a vote for anything specific at this time, but wanted feedback from the board on moving forward with the pre-planning. She stated that the program is similar to our START program and includes most of the same steps within the process. It lines up with what we know and have done and fits with our mission.

The Board discussed the need to ensure that appropriate time is taken to fully plan prior to any written proposal or project initiation. Executive Director Wintermyer stated that it might be best to start small for the first year, do it well and then build it. The Board expressed agreement with that approach. President Fernandez asked if the group was giving the green light to move forward with the planning effort and the group agreed unanimously.

### **New Business**

#### **Suggested Bylaw Edits**

Proposed edits to the Bylaws were included in the Meeting packets. Executive Director Wintermyer explained that an attorney review is required every five years. Our attorney has reviewed them and has proposed several minor changes, which were discussed last meeting. President Fernandez asked if any discussion was needed, none was requested and he asked for a motion to approve the suggested edits. Tara Davis made the motion and Janice Creason seconded it. All were in favor and the motion passed unanimously.

#### **Suggested Employee Handbook Edits**

Employee handbooks must also be reviewed by legal every five years. A copy of suggested edits has been provided to the Board in their packets. Nothing substantial was identified, although language in regard to telephone will be updated and gender stereotypic dress code requirements are proposed to be taken out, due to the nondiscriminatory policy on page 57.

President Fernandez asked for a motion to agree to make the edits as recommended. Vice President Janice Creason made the motion and Treasurer Terry Barley seconded it. All were in favor and the motion passed unanimously.

#### **Recommendations for Board Appointments**

Nomination forms and Resumes were made available to the board on behalf of the Governance Committee for three highly recommended Board appointments.

Haven Evans	Director of Training for the Pennsylvania Support Alliance Filling a private sector vacancy Ms. Evans would be eligible for two, three year terms
Brad Gephart	Director of Development for Hamilton Health Center

Rick Donegan

Filling a low income sector vacancy

Mr. Gephart would be eligible for two, three year terms

Senior Vice President, General Manager, PNC Bank

Filling a private sector vacancy

Mr. Donnegan would serve out Nate Olivencia's current term, which would be until the end of June and then would be eligible for two additional three year terms.

Executive Director Wintermyer explained that the Governance Committee would like to recommend that due to the time of the year, the Board approve, two, three year terms plus two meetings.

President Fernandez made the motion to approve Haven Evans, Brad Gephart and Rick Donnegan as board members of Community Action Commission, and Michael Burns seconded the motion. All were in favor and the motion passed unanimously.

The Board discussed the additional vacancy and upcoming vacancies in the Board and officers. The decision was made to move Rumulus Brown to the Private vacancy and identify public officials and candidates for the Public vacancy.

President Fernandez reminded the Board that there is a vacancy for Secretary and elections are in June. He asked that anyone interested in the position, to please make it known as soon as possible.

### **Old Business**

#### **Organizational Standards**

Copies of the Organizational Standard Reports are provided at each meeting. Executive Director Wintermyer explained that DCED has recently changed the requirements for many of the standards, mostly around timeliness and requiring end times for reference documentation. DCED is ending all requirements without end dates in 12 months. Standards in reference documentation have changed in regard to verification of meeting the standards. New additional steps for uploads and approvals have been added, therefore the Board will have specific signoff processes and associated documents in future meetings and trainings.

#### **Strategic Planning**

Most current copy through page 8 has been provided to the Board and was based on the Board Strategic Planning Day and the questions that were developed. We have broken down the questions into 16 organizational and operational program strategies and are starting to work on many of them. We plan to send out in an email, and/or in survey monkey, in order to nail down final strategies to finish the action plan.

## **2020 Census Activities**

TCCA is coordinating with the Census and has learned that Dauphin County is still 520 enumerators short. Positions are temporary but pay starts at approximately \$20 per hour and up. The Commonwealth has issued a waiver so that census activities will not affect SNAP or other assistance. TCCA has staff at all levels that will lead the complete count activities and plan to have census outreach activities at all of our locations. We shot videos for the national Community Action Partnership. Board members were asked to participate in upcoming video shoots, if interested. Executive Director Wintermyer explained that April 1<sup>st</sup> is actual census day, but on March 12<sup>th</sup>, all households will receive invitations to complete the Census.

The Board discussed the concerns around the use and/or prohibition of the use of census information. Community residents have expressed concern that their data may be exchanged between agencies. Executive Director Wintermyer stated that by law Census data can only be released in aggregate. Part of our mission is to assist in Issuing fraud alerts of what citizens should look for, what census takers can and cannot do, and get that message out. We can also offer help to the public in our office.

## **Perry County Family Center**

The Perry County Family Center packet went to the Attorney General's (AG) office and they responded with two questions:

- Did the Perry County Family Center know what we were doing; and
- What is the valuation of the Family Center's assets?

Our attorney responded that we had assumed that the items were overvalued and we had assumed that risk, as well as the possibility that they might have had more grant funds than we had been told. We agreed to the amount and any differences would be between them and the Commonwealth. The AG responded and asked for detailed accounting back to 2010. The agency has some of that, due to the fraud investigation, but due to past accounting practices, we know that the information is limited. Our attorney explained that the Commonwealth also know this, but must ask the questions. TCCA is waiting for the Perry County Family to respond to the AG office. Office of Child Development and Early Learning (OCDEL) is moving forward with the contracting process and once approval is received, we can set a closing date for the transfer.

TCCA continues to support staff and programming. We recently learned that we may charge our legal bills under our Community Services Block Grant (CSBG), so it will save our unrestricted dollars.

## **Escape from Poverty Event Wrap Up**

The Escape Event went well and a follow-up survey was sent to all participants. TCCA received a lot of good information in response. Executive Director thanked Tara Davis and Janice Creason, who bought tickets and donated them, as well as Tara, Jacquelin Wise, Terry Barley and Rumulus Brown for attending. It was a great learning experience and we have several ideas for changes for next year. Several Board members have offered to assist with the planning for next year.

Mr. David Council reported that it was great to make the event happen and that the event did make money and he appreciated the Board support. The timeline for the event will change for next year and a date will be identified in May of 2021 for the next event, during the Community Action Month. Several new friends were made, including Penn State Health, who sent two representatives to the event.

### **Sponsor Packages**

TCCA is still selling Sponsor Packages, the Board was asked that if they know of any businesses that might want to purchase/sponsor, please see David.

### **Executive Director's Verbal Report**

The Executive Director's written report was provided to Board Members in hard copy and via e-mail prior to the Board meeting and was part of the consent agenda.

DCED CAAP symposium will be held in April. They are requesting two Board Members to attend and are offering some Board Only tracks. Executive Director Wintermyer stated that she will be happy to share the information electronically with all. It will be held here in Harrisburg at the Sheraton, on April 28- 30<sup>th</sup>. It is feed to attend and food is provided.

### **Operations**

Current staff vacancies are:

- Self-Sufficiency Case Manager – The Enola/West Shore position is open. Hoping to fill it internally.
- Intake Worker/Receptionist – We promoted from within to fill an OnTrack position creating the vacancy. Interviews are underway.
- Program Assistant – Interviews were suspended to give Ronda a chance to identify the skills she needs for this position. They are now underway.
- Youth Empowerment Specialist – This position is posted.
- Neighborhood Revitalization Coordinator – One of our staff resigned after being offered a position in the private sector. We have posted for the position.
- Family Center Manager – Our previous manager (hired from Perry County Family Center) quit without notice. I'm working on a new report format for next year. Instead of a narrative-heavy report, I'll provide Dashboard on key operational, programmatic, and financial areas. My goal is to launch the new reports in July.

Executive Director Wintermyer explained that she is currently working on a dashboard report that would include key programmatic and financial components and use a simple stoplight methodology of calling attention to possible issues.

## **Programs**

**Bridges for life** – currently showing a deficit. Dauphin County recently went to a unit based cost of service. TCCA is now in the process of negotiating to adjust those unit costs to ensure that we do not end up in a deficit for the program.

### **Upper Dauphin Transportation Program**

Our publicity outreach has worked to identify volunteer drivers and currently approximately eight volunteers are going through the background check process.

### **Housing Counseling**

TCCA Housing Counselors are working toward their HUD Certification. One has already taken the test and passed; the other Counselor is working toward a retest. TCCA will need to make a decision as to whether or not we want to be a HUD Certified Counseling agency after additional evaluation.

PHFA is requiring that all housing counselors become HUD certified. Executive Director Wintermyer stated that she has reached out to other community action agencies and many are dropping housing counseling from their services. The monies available for the counseling are small and it is unsure if it is financially or programmatically prudent to continue to provide the service, and if we do, we will need to staff it differently than two part time counselors. She has spoken to other agencies to ensure that we would not leave a gap in the county. It could have some impact on Tri-County Housing, but we would request that any agency providing those service maintain the relationship with them.

### **OnTrack**

No new updates.

### **Neighborhood Revitalization**

A lot of planning is going on. Julie Walter met with the Parks and Recreation departments for Allison Hill and is collaborating on a project for the Vernon Street Park, just two blocks behind our office. The City is considering major renovations to the park and is possibly approving a splash pad and is ready to write grants to make it happen. It looks like it might be moving forward in the near future.

## **Finance**

DCED monitoring was completed with no findings.

Executive Director Wintermyer stated that she had shared the Finance Director job description with Treasurer Terry Barley. TCCA is busy enough to require a full time position. Mr. Chuck Bussard is only retained for twenty hours a week. TCCA hopes to have someone in place by the end of fiscal year, have Mr. Bussard work with him or her through the audit, and keep him on part time, through the calendar year-end for additional support. This plan may be more



expensive to agency, yet should aid in the transition. It is already planned in the budget and will certainly help TCCA to gain some efficiencies.

### **Non-Profit Innovation Award Nomination**

TCCA, specifically Executive Director Jennifer Wintermyer is a Finalist in Non Profit Innovation Awards in Leadership Excellence. It is an honor to be nominated in this category, which has an impressive group nominated. Executive Director Wintermyer thanked Rumulus Brown for agreeing to attend the awards ceremonies on March 17<sup>th</sup>.

### **Keystone Community Development Corporation**

**202-204 Collapsed Building** – no update.

**1301 Derry St.** – Penn State, who currently rents a suite from us is requesting to possibly add additional suites.

**Thompson St. Parking Lot** – The new owner of the barbershop was interested in the tiny lot situated just behind the shop. KCDC negotiated the lot for \$5000, received his check and he subsequently took his paperwork to the tax accessor's office. They identified that the parking lot is actually five individual parcels, and were combined into one tax assessment bill in 2004, and that KCDC has been paying all of the taxes since that time, without realizing that the fifth lot is owned by someone else. The tax bill and deeds have been corrected.

The Board discussed that some parking lots are exempt from paying taxes. Vice President Janis Creason suggested that KCDC talk with the Commissioners in this regard.

President Fernandez identified that the great success is that the community resident now owns both the Barbershop and the major portion of the parking lot.

**Pak Plaza** – The Pak Plaza was initially part of a Community Development Project in 2003/2004. KCDC holds the rental rights to the H & R Block suite until 2022, when it expires. Recently Executive Director Wintermyer received a notice from Dauphin County Tax Office that the taxes have not been paid for the last several years and that a lien has been placed on the property and that it will go up for Judicial Sale. Concerns are that this is a gateway to our community and the property could fall into the hands of a business that is not in the best interest of the community. The sale obtains the highest offer for the property, all liens are forgiven. Our lien will be null and void. We currently obtain approximately \$1400 monthly.

The Board discussed the option of making an offer on the property, yet it was explained that KCDC does not know the condition of the building, the heating and cooling systems, and that at our April Meeting we will have additional information to discuss the issue further.

**Redevelopment Authority** – The Redevelopment Authority has notified us that they are completing a streetscaping project in the 13<sup>th</sup> and Derry area extending to the Mulberry St. new

development, and they may have some funds to complete some additional projects. They would like to help us complete our Green Infrastructure parking lot, if they have the money available. In the past KCDC had purchased eight parcels of land and had designed a parking lot to reduce storm water runoff, with accompanying bio swells and permeable pavers.

Currently \$150,000 is identified by TCCA for “future building expansion”, it is unknown if these funds are sitting in our reserves or in our operation account. At the time of the project, Keystone had sold a property and had received funds. There was some confusing record keeping at that time. \$65,000 of those proceeds are identified but it is unclear as to where they are in the KCDC budget. What is clear, is that the total of both the \$150k and the \$65k is that it matches the total of the TCCA Reserve Account.

The Executive Session was held at 8:17 p.m. and the meeting was adjourned at 8:38 p.m. Personnel issues were discussed during the executive session.

The next regular meeting is scheduled for Monday, April 27th, 2020.

Transcribed by Lynette Hassinger

Submitted by: \_\_\_\_\_, Secretary