

At the regular bimonthly meeting of the
Community Action Commission's
Board of Directors held October 28, 2019,
at Tri County Community Action (TCCA),
1514 Derry St., Harrisburg, PA, the following
actions were taken:

Present:

George Fernandez, President
Janis Creason, Vice President
Rumulus Brown
Jacquelyn Wise (Phone)
Susan Carbaugh (Phone)
Amber Coleman (Phone)
Tara Davis
Michael Burns

Excused:

Terry Barley, Treasurer

Unexcused:

Nate Olivencia
Jennifer Smallwood
Ernest "June" Roberts

Vacancies:

Two, Private Sector
One, Low Income Sector

Staff:

Jennifer Wintermyer, Executive Director (Phone)
Kathleen Lacomba, Deputy Director
Julie Walter, Revitalization Manager
David Counsil, Development Director
Charles Bussard, Controller
Lynette Hassinger, Executive Assistant

Auditors:

Greg Hall, CPA
Melissa Mihalov, CPA

Call to Order

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

- New Board member, Tara Davis, from Central PA Foodbank was introduced to the Board. She was welcomed by all.
- It was also noted that it was Deputy Director Kathy Lacomba's last Board Meeting. She has accepted a position at Hamilton Health and Friday, November 1st will be her last day. The Board wished her well.

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 August 2019 Board meeting minutes, the Executive Director's Written Report and the Planning & Evaluation Committee Minutes.

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

Consolidated Audit Presentation

President Fernandez introduced Mr. Gregory Hall, CPA from Smith, Elliot, Kearns & Company LLC., Certified Public Accountants and Consultants. Mr. Hall and his associate Melissa Mihalov, CPA attended to present the findings of the Community Action Commission (CAC) and Keystone Community Development Corporation (KCDC) Consolidated Audit and 990's. Board Members were provided with draft copies of the documents.

Mr. Hall and Ms. Mihalov provided overviews of the process, audit outcomes and each associated 990. A detailed explanation had been previously presented to the Finance Committee and several members of the management team.

The Audit Opinion states, " In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of the Community Action Commission d/b/a Tri County Community Action and Subsidiary as of June 30, 2019 and 2018,

and the changes in their new assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.” Auditors stated during their presentation that they felt that the audit demonstrated that good numbers were kept throughout the year for management to make good decisions. The audit is considered a “clean audit”.

Mr. Hall presented the 990’s for CAC and KCDC and answered any questions from the Board.

Board President George Fernandez asked for a motion to approve and accept the Consolidated Audit and the TCCA 990 and KCDC 990. Michael Burns made the motion to approve and accept the documents and Rumulus Brown seconded the motion. The motion carried with no abstentions and none opposed.

Mr. Hall and Ms. Mihalov were thanked for their work and thoughtful presentation and were excused from the meeting.

Financial Reports

Detailed financial statements for both Community Action Commission (CAC) and Keystone Community Development Corporation (KCDC) were provided to the Board Members for the period ending September 30, 2019. Controller Chuck Bussard explained for the new Board Member that even though the Audit is combined, the finances and financial statements are kept separate. Highlights of his presentation included:

Tri County Community Action (TCCA) Financial Report *September 2019*

- This is a preliminary report and begins with the balance sheet on page one.
- The Operating Account differences from 2018 to 2019 are due to the Money Market Account that TCCA recently opened. Those monies are represented below in the PNC Money Market Account.
- Page three shows the activities reflected against last year, at this same time and reflects a small Surplus so far this year.

Keystone Community Development Corporation *September 2019*

- This report is also preliminary. The balance sheet on the first page shows the increase in Current Assets from the cash settlement of the sale of the property at 1312 Derry St.
- Page four shows the Profit and Loss and highlights the percentage of the planned budget already spent. These figures are quite consistent and most fall within the 20-30% range, appropriate for this reporting period.

Controller Bussard asked if anyone had any questions or concerns about either of the financial statements and no additional questions or concerns were raised.

President Fernandez asked for a motion to accept the financial statements and file them for audit. Vice President Janis Creason made the motion to accept and file the financials for audit,

and Board Member Tara Davis seconded the motion. The motion carried with no abstentions and none opposed.

Copies of the financial reports are available and on file at the TCCA main office.

New Business

Executive Director Jennifer Wintermyer requested a resolution from the Board to move forward in our work with Dauphin County to submit our application for funding to support housing counseling under the County's CDBG program. President Fernandez asked for a motion. Mr. Rumulus Brown made a motion to approve of the resolution and Michael Burns seconded the motion. The motion carried with no abstentions and none opposed.

Leadership Harrisburg Area

President Fernandez discussed his desire to have the Board complete a training series for non-profit Boards through the Leadership Harrisburg Area private non-profit organization. Leadership Harrisburg Area teaches effective leadership skills and community service through a variety of methods, one being a video series for nonprofit Boards. This Video series is comprised of five components which address Board member roles and responsibilities, financial oversight, fundraising and much more. He is requesting that Board members complete the series within the next six months. The training is free for non-profits.

Old Business

Organizational Standards

A copy of the TCCA COPOS Organizational Standards Report was provided to the Board in their meeting package. Executive Director Wintermyer stated that some standards, which are yellow are in regard to several items coming due. The By-Laws are currently being reviewed by the agency attorney and the audit will be completed as of this meeting.

TCCA is currently out of compliance due to Board vacancies. Discussion ensued in regard to the vacancies and President Fernandez asked the Board Members to assist in filling them by identifying potential candidates. The Governance Committee chair, Amber Coleman brought up the issue of the time of day of Board Meetings, and stated that if the meetings were held during the business day, it might be easier to obtain candidates. Discussion ensued and the Board made the decision to hold future meetings on the same dates, but starting at 3:00 p.m.

Strategic Plan

TCCA program managers have begun to use the strategy screen internally. Work on the overall plan is continuing and more information will be provided at the next meeting.

2020 Census Commission

Executive Director Wintermyer explained the importance of our work with the Census Commission, in that each person that is not counted costs approximately \$2300 for each of the ten years between Census counts.

Perry County Family Center

TCCA has been working with the agency's attorney to complete the legal aspects of acquiring the Perry County Family Center. Property issues are currently being worked through and the State has agreed to fully fund the TCCA budget request.

Escape from Poverty Event

The date of the Escape from Poverty Event is January 25th and it will be held at the ABC East Bowling Alley. Four hundred invitations were sent out to local businesses and organizations. These invitations explained the sponsorship level opportunities. So far, TCCA has received two \$5000 sponsorship commitments towards the goal of \$25,000.

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.

- Executive Director Jennifer Wintermyer reiterated that it was Kathy Lacomba's last meeting and congratulated her.
- Jump drives with updated Board Orientation Manual materials were provided to all attending Board members. Drives included current policies, procedures, By-laws, reports and other organizational materials. Drives will be mailed out to those not attending in person today.
- After much discussion with staff, we've decided to remain neutral regarding our support or opposition of medical marijuana clinics moving into our communities.

Bridges for Life

Central Dauphin East has created a for-credit class for the TCCA Bridges for Life program. It will be held on site on days 5 & 6 of the cycle.

Executive Director Wintermyer asked if there were any questions or comments, and there were none.

Keystone Community Development Corporation

- 202-204 S. 13th Street – There is nothing new to report on this situation.
- Pest services have been engaged to regularly maintain 1301 Derry St. Those services began with removal and clean-up from birds nesting in the 3rd floor roof area.

The next regular meeting is scheduled for Monday, December 16, 2019, at 3:00 pm.

Submitted by: _____
_____, Secretary