

At the regular bimonthly meeting of the Community Action Commission's (CAC) Board of Directors held June 22, 2020, virtually on Zoom, the following actions were taken:

Present: George Fernandez, President
Janis Creason, Vice President
Terry Barley, Treasurer
Jacquelyn Wise
Rumulus Brown
Susan Carbaugh
Haven Evans
Rick Donegan
Brad Gebhart

Excused: Michael Burns
Tara Davis
Amber Coleman

Unexcused: Ernest "June" Roberts

Vacancies: One Low Income, Two Public Sector

Staff: Jennifer Wintermyer, Executive Director
Lynette Hassinger, Executive Assistant
Charles Bussard, Controller (contract)

Call to Order

President Fernandez called the meeting to order at 5:37 p.m. A quorum was established.

Conflict of Interest Acknowledgment

No Conflict of Interest or potential Conflict of Interest was discussed or acknowledged.

Approval of Consent Agenda

President Fernandez presented the Consent Agenda, which consisted of the draft April Board Minutes and the Executive Director's Written Report. Board Member, Brad Gephart made a motion to approve the Consent Agenda and Vice President Janis Creason seconded the motion. The motion carried with no abstentions.

Financial Reports

Detailed financial statements for both CAC and Keystone Community Development Corporation (KCDC) were provided to the Board Members for the period ending May 31, 2020. Controller Chuck Bussard presented the following highlights:

Tri County Community Action (TCCA) Financial Report May 2020

- This Report is a snapshot at eleven months, almost through the fiscal year.
- The balance sheet on the first page shows that cash is up from last year, mostly due to the PPP loan.
- June Receivables are strong.
- Approximately \$19,000 in bills were paid for KCDC through the TCCA banking system. As explained at the last meeting, this payment process kept staff from having to go into the office to mail paper checks.
- Current Liabilities are substantially higher than last year due to the PPP loan; which TCCA has 24 weeks to spend, ending on 10-6-2020.
- Page three shows the different programs and their strong revenue streams, as well as the Restricted Contributions of \$75,000.
- Page seven is the Statement of Activities with Budget and displays a percentage of 70.44% of Budget spent. This was due in part to the PCCD Grant of \$168,209 not starting until next fiscal year.

Chuck asked if anyone had any questions, none were asked.

Keystone Community Development Corporation May 2020

- Cash is strong and revenues are mostly consistent.
- No major changes or issues.
- KCDC shows a surplus now, but it does not reflect depreciation until the end of the year.

Chuck asked if there were any questions about the KCDC financials and none were asked.

Treasurer Terry Barley made the motion for the Board to accept the Financial Report and file for audit. Rumulus Brown seconded his motion. The motion carried with none opposed and no abstentions.

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

New Business

FY 20-21 Proposed Budgets

Treasurer Barley introduced the Proposed FY20-21 Budget and explained that the Finance and Executive Committees held a joint session on June 9, 2020 to review the proposed budget in detail.

Board members were provided with an electronic copy of the Proposed Budget and Budget Narrative detail, as part of their Board Packets in advance of this meeting. Executive Director, Jennifer Wintermyer reviewed the Budget Narrative and provided several highlights.

- Fundraising monies are not expressed as revenue and related development expenses are in the budget, yet charged to various program streams. This avoids a potential deficit should the fundraising goals not be met; programs budgets can be supplemented if and when monies are awarded.
- Absorption of the Perry County Family Center is reflected in this budget.
- New Budget expenses in Staff Compensation and Salaries for a fulltime Director of Finance, salary and benefits for the Perry County Family Center staff, and a new Employee Performance Incentive bonus to be provided in December, which will be based on a formula using job position/title and years of service.
- KCDC basically has the same budget as last year, since the tenants are mostly stable.

Terry asked if the group had any questions and there were none. Jacquelyn Wise made the motion to accept the proposed budget for fiscal year 20-21. Haven Evans seconded that motion. All were in favor with none opposed and no abstentions.

Renewal of Board Members

The following Board Members are eligible for a three-year extension:

- Sue Carbaugh
- Amber Coleman

The following Board Members are eligible for two, three-year extensions:

- Michael Burns
- Rick Donegan
- Haven Evans
- Brad Gebhart
- Tara Davis

Rumulus made a motion to accept the Board Member extensions. Jacquelyn seconded the motion and all were in favor, with none opposed and no abstentions.

MERP Renewal

Executive Director Jennifer Wintermyer confirmed that the agency medical reimbursement plan, MERP, will be renewed again this year, as well as the medical health care package, prescription and dental coverages, but the documents were not available for this meeting.

Strategic Discussion around Board Vacancies

Jennifer discussed the current Board vacancies and how they were addressed in the past. She stated that the Mayor or Commissioners were asked to appoint the Public positions. She challenged the Board to consider how Members with a passion for the appointment can be obtained. The Board was requested to think in broader terms and consider if the same model should be used, but at a higher level than before and other representatives, such as Patty Kim and/or Scott Perry should be contacted.

The Public Sector can be any publicly elected official, not just mayors and Commissioners. Jacquelyn asked how other Agencies approach the Commissioners for these types of appointments. Jen stated that the Board had used the Commissioner's appointments in the past, and that was how Rumulus had been appointed. Sue and Terry were also County Commissioner appointees for Cumberland County.

Jennifer stated that most Community Action agencies are single county, and since TCCA covers three counties, we should look higher for representation in Perry and Cumberland Counties. She requested that Board Members think strategically and help to identify how to move forward. Janis Creason suggested that a small group be put together to do the groundwork and collaborate with the Governance Committee. The goal of that group would be to identify possible Legislators to approach and future Board Members by the August Board Meeting. Jennifer asked that anyone who was interested in helping with this, to please email her.

Perry County Offices Discussion

Jennifer announced that she had recently negotiated a lease for the Perry County space that will be large enough to combine the Perry County Family Center with the Newport Office. This will aid in a more holistic approach to serving the County and would be called The Perry County Resource Center (PCRC). The move must be made quickly and completed by June 30th.

The Newport office Lease is held by the TCCA sister agency, Tri County Housing Development Corp. and a quick loss of a tenant could be devastating to them. Terry Barley and Jennifer both serve on their Board of Directors and have spoken to them in this regard. The yearly cost for the Newport location is approximately \$8200 and includes all utilities, lease and insurance. This full cost is built into the TCCA current budget. We believe that continuing the lease for this year is the right thing to do, since we wish to help ensure their success too. That will provide time for a planful move and combination of service planning.

Old Business

Organizational Standards

Jennifer explained that a copy of the COPOS Organizational Standards Report was provided to the Board in the meeting package. She acknowledged that the Risk Assessment, is completed and will be ready for Board review at the next meeting. The other issue in our Standards Report is the Board Vacancies, which was discussed earlier in the meeting.

Perry County Family Center

The Board made a formal motion to complete the legal paperwork and finalize the acquisition of the PCFC into a program of TCCA. Sue made the motion and Terry seconded it. Several legal documents are outstanding and will need signature. They include the Legal Asset Transfer Agreement and the Assignment Document. Jacquelyn asked if a DocuSign would be possible and Jennifer agreed to check into it. Jennifer went on to explain that all paperwork has been

completed to hire the PCFC staff, and dumpster, shredding and office moves are planned for this and next week. The new building has 2,300 sq. ft. and an open house will be planned.

COVID-19

Jennifer summarized the updates to the TCCA offices at 1514 Derry. OnTrack offices are being moved to the front of the building to better serve the public, Family Center staff have been moved to the first floor and some administrative staff have been moved to the third floor.

She further explained that specific protocols have been put in place for a graduated return to work. One half of the staff report to the office on Mondays and Tuesdays, the office is sanitized on Wednesday and then the other half reports on Thursdays and Fridays and the office is again sanitized on Sundays. Persons entering the building must take their temperature and answer several questions about how they are feeling, prior to signing in. Staff are then required to wear a mask while in the building.

Jennifer expressed her thanks for the staff and Board for their support during this time and especially thanked Janis Creason for her and her daughter's efforts in making masks and then donating the proceeds to TCCA. She reminded the Board that they can sign up for the Amazon Smiles program, which donates a portion of expenditures to the agency chosen.

Executive Director's Verbal Report

Jennifer had nothing more to add than what was stated above.

Keystone Community Development Corporation

There were no significant updates for KCDC, and no information in regard to PAK Plaza going to judicial sale. That process may have been delayed due to COVID-19.

The Board decided that no Executive Session was needed and the meeting was adjourned at 6:38 p.m.

The next meeting is scheduled for Monday, August 24, 2020.

Transcribed by Lynette Hassinger

Submitted by: _____