

At the regular monthly meeting of the Community Action Commission's Board of Directors held December 18, 2017 at Community Action Commission, 1514 Derry Street, Harrisburg, PA 17104, the following actions were taken:

Present:

Jacqueline Rucker, President
Janis Creason, Vice President
George Fernandez, President Elect (Call in)
Terry Barley, Treasurer
Tracey Rash, Secretary
Eric Saunders, Assistant Secretary
Rumulus Brown
Susan Carbaugh
Lorraine Peterson
Amber Coleman (Call in)
Jacquelyn Wise
Brad Badders (non-voting member)
Nate Olivencia
Jennifer Powell (Call in)

Excused:

Ernest "June" Roberts, Assistant Treasurer
Leigh Ann Urban
Doris Roadcap

Vacancies: One

Staff: Jennifer Wintermyer, Executive Director
Nacole Moore, Executive Assistant/Operations Manager
Charles Bussard, Contracted Accountant

Call to Order

President Rucker called the meeting to order at 5:44 p.m. *A quorum was established.*

Conflict of Interest Acknowledgment

President Rucker asked if any members present had a real or perceived conflict of interest to declare such and recuse themselves from any discussion or voting on related topic(s).

Nate Olivencia acknowledged a conflict of interest related to his role with PNC Bank.

Approval of Consent Agenda

President Rucker presented the consent agenda and asked if any items need to be removed or further discussion. Hearing none, Terry Barley made a motion to accept the consent agenda and Tracey Rash seconded the motion. The motion carried.

Financial Report

Treasurer Barley called on Charles Bussard to give the financial report. Mr. Bussard gave a detailed report concerning the finances of Community Action Commission and Keystone Community Development Corporation for period ending November 30, 2017.

Mr. Bussard addressed any concerns and answered all questions presented by the Board.

A copy of the financial report is on file at the Community Action Commission main office.

President Rucker asked for a motion to accept the financial report and file for audit. Lorraine Peterson made the motion and Terry Barley seconded the motion. The motion carried.

Action Items

- a. **Approval of FY 16-17 CAC 990** – The 990 was reviewed in detail by Mr. Bussard. He addressed all questions presented by the Board. President Rucker called for a motion to accept the Community Action Commission 990. Janis Creason made a motion to accept the 990 as presented, and Rumulus Brown seconded motion. The motion carried.
- b. **Acceptance of Risk Assessment** – Jennifer Wintermyer reviewed the organization wide risk assessment which was completed to be in compliance with the Organizational Standards. Board members received an executive summary of the full assessment, but it was also made available for review. The Board discussed that not all risk can be mitigated but there are opportunities for improved policies and practices. The Board asked for regular updates on progress towards mitigating risk within the organization. President Rucker called for a motion to accept the Risk Assessment as presented. Eric Saunders made a motion, and Janis Creason seconded motion. The motion carried.
- c. **Dauphin County Transportation Program**– Ms. Wintermyer reviewed an opportunity to use passenger vans purchased by Dauphin County and a network of volunteer drivers to provide transportation in northern Dauphin County for medical appointments and employment. Community Action has agreed to continue to move forward in researching this opportunity, it costs and potential logistic concerns. President Rucker called for a motion to continue pursuing the Dauphin County Transportation Program. Eric Saunders made a motion and Terry Barley seconded motion. The motion carried.

Executive Director's Report:

- a. **Dauphin County Appointment to CAC Board** – Commissioner Hartwick and Janis Creason met with Jennifer Smallwood as the appointee to the board. Jennifer will be fully appointed in January 2018.
- b. **Special Events Task Force** – The special task force has begun planning and meeting however are not ready to share final events.

- c. **Bylaws Review** – Board members Leigh Ann, Amber, Tracey, Eric, Brad, and Jacquie volunteered to assist in looking at the bylaws and opportunities for revision.
- d. **Staff Vacancies** – Currently we have our West Shore Case Manager position open and a Youth Program Specialist is vacant. However we are holding the youth position open while building a caseload.
- e. **CAC Staff Training** – Jarvis Brown, Donnel Brown and Jake Burke attended NeighborWorks training in DC in December. Jennifer Wintermyer and Julie Walter attended a 4 day certification class offered by Penn State on Economic Development in December. The entire Family Center team is attending the national Parents as Teachers conference in Philly in December. The entire OnTrack team attended the annual PUC Utilities Wise day.
- f. **Derry Street Offices** – We are currently working to schedule the roof work. It will involve repair of all seams on the roof and a replacement of the coating, with a guarantee for 15 years. The cost is approximately \$28,000.00
- g. **Client Database-** We have selected a new client database called CAP Systems, Inc. This will be able to manage our new federal reporting requirements. In addition, it is “endorsed” by the CAAP and is currently being used by other community action agencies. Implementation date is January 1, 2018.
- h. **PPL Foundation** – A major grant application of \$100,000.00 has been submitted to the PPL Foundation to support our START program. Unfortunately, PPL did not select our project for funding this cycle, however a resubmission will take place after January 2018.
- i. **DCED** – We finally received a first quarter allocation requests from DCED for 2018 and they anticipate funding will be at 2017 levels. However, our first quarter allocation is slightly lower as a result of the continuing resolutions and uncertainty in DC.

Other/New Business:

None

Staff was excused at 7:07 pm when the Board went into Executive Session with the Executive Director.

The meeting adjourned at 7:12 pm.

The next regular meeting is scheduled for Monday February 26, 2018 at 5:30 pm at the New Cumberland Library, 1 Benjamin Plaza, New Cumberland, PA 17070.

Respectfully submitted,
Nacole Moore