

At the regular bimonthly meeting of the Community Action Commission's Board of Directors held April 27, 2020, virtually on Zoom, the following actions were taken:

Present: George Fernandez, President
Janis Creason, Vice President
Terry Barley, Treasurer
Rumulus Brown
Jacquelyn Wise
Amber Coleman
Tara Davis
Susan Carbaugh

Excused: Michael Burns
Ernest "June" Roberts
Haven Evans
Rick Donegan
Brad Gebhart

Vacancies: Two, Public Sector

Staff: Jennifer Wintermyer, Executive Director
Ronda Kennedy-Rowe, Director of Programs & Impact
David Counsil, Development Director
Julie Walter, Revitalization Manager
Lynette Hassinger, Executive Assistant
Charles Bussard, Controller (contract)

Call to Order

President George Fernandez called the meeting to order at 5:38 p.m. and welcomed the Board of Directors to its first all virtual meeting. He further thanked the Board for working with Executive Director, Jennifer Wintermyer and the staff of the Community Action Commission (CAC) during the Covid-19 experience. He explained that today's meeting would be short, followed by an Executive Session to review the Executive Director's yearly evaluation.

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 February Board Minutes and the Executive Director's Written Report. Board Vice President, Janis Creason made a motion to approve the Consent Agenda and Board Member, Tara Davis 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 March 31, 2020. Controller Chuck Bussard presented the following highlights:

Tri County Community Action (TCCA) Financial Report March 2020

- This Report is at nine months, 75% through the fiscal year.
- The balance sheet on the first page shows that cash remains strong.
- Receivables are consistent from year to year.
- Due to the CAC COVID-19 response, KCDC bills are being paid through the CAC banking system. This payment process keeps staff from having to go into the office to mail paper checks. KCDC has the available cash, and the transfer of monies will be settled up before end of CAC fiscal year on June 30.
- The Payroll Protection Program (PPP) monies were received and the agency will have an eight-week period to spend it down on several types of expenses; payroll, benefits, utilities, and rent. The CAC will work with the bank to request that the loan be turned into a grant.
- Due to the timing of the PPP, its numbers may show up on CAC financials on June 30th as a loan. It may take several months to finalize the approvals and paperwork to show that the loan has become a grant. If all of the loan cannot be turned into a grant, the loan is at a low 1% interest.
- Year to year revenues look consistent.
- Expenses are also very consistent from year to year, which shows good management.
- Program budgets show a small deficit as a result of money is received in year one and then spent in year two.

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

Keystone Community Development Corporation March 2020

- Nothing of real significance is going on with KCDC these last several months.

- Cash revenues are coming in, most of the tenants pay monthly, but there are several that pay based on their grants and payments may be every other month or quarterly, but are overall mostly consistent.
- Expenses include utilities, janitorial, security and loan interest and are pretty consistent year after year.
- KCDC shows a nice 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. Janis seconded his motion. The motion carried with no abstentions.

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

New Business

Suggested New Policy – Paid Administrative Leave

Jennifer stated that the agency has received a recommendation that we adopt a policy, stating that if our staff cannot report to work due to any number of reasons; pandemic, natural disaster, agency fire, etc., and they work in a job that is unable to be performed remotely, that they should be eligible for Paid Administrative Leave. CAC could then continue to pay that staff using our federal grant funds. Fortunately, the CAC has not needed that policy yet, but guidance is that we should adopt one.

Ratification of Executive Committee Action regarding PPP

The Executive Committee met over the phone on April 3, 2020 and authorized Jennifer to submit the application for the PPP. The full Board must ratify the Executive Committee's approval of that loan.

Jennifer explained that the CAC applied for and has already received approximately \$280,000. The eight-week time clock began at the moment the CAC received the PPP funds. CAC has coordinated the timing of this with the CAC payroll cycle, and anticipates spending the full amount.

Janice asked if there was a mechanism for returning monies, if not all spent on legitimate expenses. Jennifer explained that once it has been determined that it will not become a grant and that payment is due, interest is deferred for six months. The loan can be paid back interest free within that six months. The CAC could also take up to a year to pay it back at 1% interest, with no prepayment penalties.

Janis commented that it was great that the CAC got the application completed, submitted, and received Round One funds. Jennifer explained that Chuck put many hours into the process and thanked him. George then thanked CAC staff for their dedication to the task in receiving Round One funds.

He then asked for a motion to ratify the Executive Committee decision to apply for the PPP loan. Janis made the motion to ratify the decision and Board Member, Rumulus Brown seconded it. The motion carried with no abstentions.

Replacement of Secretary & Officer Nominations for FY 20-21

The Board was reminded that not only did the Board Secretary need to be replaced, but that it was time to think about Board Nominations for the upcoming Annual Meeting, when Officers are elected to one-year terms.

The Board was asked to submit nominations for themselves or others for Board Officer positions. Nominations should go to the Governance Committee Chairperson, Amber Coleman. A slate of recommendations will be gathered for election in June.

Janis Creason stated that she would recommend Rumulus for President and Amber, for Secretary. Jennifer said that she would follow up on any interest in the suggestions.

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 stated that pre-COVID-19 we had planned to provide our Risk Assessment, which is completed every two years, but with COVID challenges, we have put it off until June. Two standards are currently not met, but we are working on getting them in place.

Strategic Plan

A survey was sent out after the last Board meeting to obtain feedback on the Strategic Directives. The survey will be resent because only three responses were received. CAC needs the Board's input on the overarching objectives. Staff will then formulate an action plan base on them.

2020 Census Commission

The Census seems even more important now, during COVID-19. All of the CAC three County areas are responding at about 50%. The CAC has submitted a request for tablets and mobile hotspots, but have not heard back yet.

Executive Director's Verbal Report

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

COVID-19 Response

Jennifer had been monitoring the COVID-19 situation and by end of day, Monday March 16, CAC decided to go remote. Once the decision was made late in the workday, Managers and then staff had about one hour to pull their resources together to try to do their jobs at home. Jennifer

stated that most were able to do it and do it well. She asked the Board to be proud of the CAC staff in regards to what they have been able to do in response to the situation.

The Maintenance Coordinator reports daily and is deep cleaning and projects such as carpet cleaning, painting, etc., things that can be done easier without staff on site. A CAC staff picks up the mail at the post office on Tuesdays and Fridays and takes it to the office, and scans it to whom it belongs. Clients are still able to apply to OnTrack through the mail, so we have a lot of mail that has to be processed. If checks are received in the mail, they are scanned and Jen picks up the deposits. The HR staff goes into the office once every two weeks to complete payroll, enter and print checks, and completes documentation. All staff are working remotely, all-staff Zoom calls are held twice weekly. Updates, comments and ideas are exchanged for about an hour.

CAC posted for a Director of Finance position.

Creative Staff Ideas

CAC has had to cancel many of our large community events. Those events are very important to the CAC, because it gives community members a chance to give feedback on the plans that are being created for them. Julie Walter and her staff identified a game app and created a Community Scavenger Hunt, which is going on right now. One can walk to thirty different locations within the community and each time that they find one of the locations, they are challenged to do something. It may be to take a picture, make a certain action, etc. Each day there are point leaders; daily leaders win prizes, as well as overall winners. The prizes consist of gift cards to local small business. This has been a great way to engage the community. Many of the small businesses donated gift cards when approached about the game, CAC made sure to also purchase from them.

Seed and Plant Giveaway

This event had to be cancelled, but the Harrisburg Urban Growers (HUG) assisted with contacts to those in the community that had signed up with interest. Each was a delivered starter kit with seeds, variety of plants, organic soil, and natural fertilizers. Through the collaborative process, additional plants and seeds went to those coming into the food pantry.

FACEBOOK Today

The CAC communications team has created a Family Trivia Night. Anyone can play it live or on their own time. The game asks trivia questions about the community, music and entertainment, and CAC services. Awards for playing include gift cards to local small businesses.

Emerging Needs

Diapers and baby care items are becoming a challenge for our families to find. The local Diaper Bank has closed its regular operations. CAC is collaborating with others to purchase and distribute these items, first to our program families and then in coordination with our partners and the larger community.

Jennifer explained that staff have been discussing the need for “one-time bill help” and the need for a relief fund to stabilize these families and keep them from disaster. CAC is working with community partners to ensure that there is not a duplication of services.

Wells Fargo and Additional Monies

The CAC received \$10,000 from Wells Fargo Regional Foundation for COVID response. This is in addition to the \$20,000 received from the PNC Foundation. The PNC monies are to assist those that are homeless and in emergency shelters in Harrisburg and Dauphin County and will be used in partnership with the Capital Area Coalition on Homelessness.

The CAC also has several foundation grants for the Farmer’s Market, so financially we are doing well.

DCED and the federal government will be providing, as part of the CARES Act, approximately \$1,300,000 to our agency. This money will need to be spent between now and September of 2022, addressing things around COVID and emerging needs. In addition, the poverty guidelines have been increased to 200% of poverty and those guidelines extend to our regular CSBG funding. DCED is providing training and technical assistant money to the agencies, so that the CAC will be receiving about \$40,000 of discretionary funds to use up to the 200% of poverty level.

Jennifer asked if anyone had any questions. Amber asked how the information about the diapers and wipes and other essential items will be shared with the public. Jennifer explained that the CAC will first target the regular client base and then work with the communication team and coordinate with our partners. Amber explained that in closing down their centers, they gave away many items, but diapers and baby care items were the first to go. Families took the diapers and wipes over food. Jennifer assured Amber that CAC would partner with them.

Perry County Family Center

The Attorney General’s Office returned their letter and the budget with its request for an increase in funding has been submitted and approved by OCDEL. The Letter of Transfer has been signed; therefore, we are on track to close the Perry County Center on June 30, 2020 and open the expanded TCCA on July 1st.

A new Lease is being negotiated with the landlord. Public communications and press announcements are all being planned and Perry County staff have been participating in our staff calls for the last couple of weeks. All are ready for a smooth transition.

Jennifer asked if there were any questions on her report; none were asked. President George Fernandez thanked Jennifer and everyone at the Community Action Commission for all that they have been doing.

Keystone Community Development Corporation

Jennifer stated that she really didn't have any updates for KCDC. PAK plaza was going to judicial sale, but that process may have been delayed due to COVID-19.

George ended the regular Board Meeting at 6:21 p.m. and commenced an Executive Session without staff for the yearly performance and compensation review of the Executive Director. During Executive Session, the Board took action to increase the Executive Director's annual salary by 5% and to extend the award of 5 extra personal days in FY 20-21. Rumulus Brown made the motion, and Tara Davis seconded it.

The Board invited Jennifer into the Executive Session to notify of their action, and provide a review of her performance appraisal.

The meeting adjourned at 6:45 p.m.

The next meeting is scheduled for Monday, June 22, 2020.

Transcribed by Lynette Hassinger

Submitted by: _____, Secretary