

At the regular bimonthly meeting of the Community Action Commission's Board of Directors held August 26, 2019, at Tri County Community Action, 1514 Derry St., Harrisburg, PA, the following actions were taken:

Present:

Terry Barley, Treasurer
Tracey Rash, Secretary (Phone)
Janis Creason, Vice President
Rumulus Brown (Phone)
Jacquelyn Wise
Ernest "June" Roberts
Susan Carbaugh

Excused:

George Fernandez, President
Jennifer Powell
Michael Burns
Amber Coleman

Unexcused:

Nate Olivencia
Jennifer Smallwood

Vacancies:

One, Private Sector

Staff:

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

Call to Order

Vice President Janis Creason called the meeting to order at 5:33 p.m. A quorum was established.

Conflict of Interest Acknowledgment

Vice President Creason 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

Vice President Creason presented the consent agenda, which consisted of the June 2019 Board meeting minutes, and the Executive Director's Written Report.

Treasurer Terry Barley made the motion to accept the consent agenda, and Board Member Jacquelyn Wise seconded the motion. The motion carried with no abstentions and none opposed.

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 June 30, 2019. Treasurer Barley called on Controller Chuck Bussard to provide the financial report. Highlights of his presentation included:

Tri County Community Action (TCCA) Financial Report July 2018 through June 2019

This is a preliminary report and begins with the balance sheet on page one, which continues to demonstrate the strong and healthy cash flow numbers.

- Prepaid expenses are those items that TCCA pays ahead, the number is down from \$29,000 to \$13,233 due to the date of payment for health insurance.
- Fixed assets are the computers and other equipment used at TCCA.
- \$1,934,425 demonstrates healthy Total Assets for TCCA.
- Accounts Payable are the bills that come in at the end of the year, including accrued Salaries, Vacations, and other ongoing program monies totaling \$219,185 in Liabilities.
- Net Assets is now being broken down into three specific categories;
 - Without Donor Restrictions;
 - Board Designated; and
 - With Donor Restrictions.
- Page two displays the cash flow.
- Page three shows the activities reflected against last year, at this same time. Bridges for Life received a large contract so its numbers are significantly different and the Byrne grant happened in the previous year, but not in this year. The overall numbers are still quite consistent.

- Expenses are down, a lot of that is contributed to the Start Program changes.
- The surplus is showing a consistent \$55,443.
- Page four and five detail the various expenses and allocations. Changes in the Admin Allocated Expenses are due to staffing and are shown on page four.
- The monthly Profit and Loss Statement is on page six and details the Revenues, Expenses and resulting Net Surplus of \$55,443, as mentioned earlier.
- Page seven details the same numbers against the original budget.
- The \$55,443 figure is further broken out by the Statement of Activities by Program on page eight. The top of the page breaks out the core agency programs and those on the bottom of the page are those community programs provided through our revitalization efforts and those programs with restricted contributions/grants. Programs with restricted contributions usually have budgets with carryover from year to year.

Keystone Community Development Corporation July 2018 through June 2019

- This report is also preliminary. The balance sheet on the first page shows the increase in Current Assets from Rental Receivables. The lower part of the page shows the decreasing loan numbers. A loss of approximately \$55,440 is indicated.
- The Profit & Loss Statement on page two highlights the Net Surplus of \$32,891, yet depreciation expenses, which include the buildings and hard assets of \$88,332 is really a paper loss and not actual dollars spent.
- The top of page three has a mistake and should read that the report is based on figures from July 2018 through June 2019. On the third line from the bottom, it shows that we had projected a \$37,000 Operating Surplus before depreciation and we came in close, at \$32,891.
- Page four shows the Profit and Loss and highlights the property revenues, as well as the various costs associated with the properties.

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

Vice President Creason asked for a motion to accept the financial statements pending audit. Treasurer Barley made the motion to accept and file the financials pending audit, and Board Member Susan Carbaugh seconded the motion. The motion carried with no abstentions.

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

New Business

Appointment of New Board Member

Executive Director Jennifer Wintermyer stated that she was speaking on behalf of Amber Coleman, the Chairperson of the Governance Committee, when she reported that Board Member, Jennifer Powell submitted her resignation, since her role at the Central PA Food Bank has changed. Central PA Food Bank management suggested that Tara Davis, their Agency and Outreach Service Manager take Ms. Powell's place on the Board. The Governance Committee has reviewed Ms. Davis and has recommended her to replace Ms. Powell. Executive Director

Wintermyer offered to share any of the information related with this nomination with the rest of the Board. Ms. Davis has a background in Marketing and Fund Raising and has expressed an interest in the Fund Development and Planning and Evaluation Committees.

Vice President Creason asked for a motion to approve the nomination of the new Board member Tara Davis. Jacqueline Wise made the motion to accept the nomination of Tara Davis for Board Member and Treasurer Barley seconded the motion. The motion carried with no abstentions.

Executive Director's Performance Evaluation

In President Fernandez's absence, Vice President Creason summed up the statements in regard to the Executive Director's Performance Evaluation. Evaluation forms were sent to Board members and returned to the Board President. The summary included a statement that applauded Executive Director Wintermyer's leadership over the past year and asked her to keep up the good work. It further stated that the Board would like her to continue to explore additional sources of funding, should federal and/or state funds be cut in the future. Overall, no major issues were identified and a completely positive performance evaluation was provided. The Board members were welcomed to review the documents.

The Board received and accepted the Executive Director's Performance Evaluation.

Jacqueline Wise asked why the 360-Evaluation method was not used. Vice President Creason stated that it was difficult to find questions that specifically fit and guidance from a recent Board and Administrator document said that it was not always in the best interest of a Board to use that type of evaluation. Vice President Creason stated that she had been on the previous Personnel Committee, who had embraced the 360-Evaluation method and had reviewed various ways to implement it. She stated that it could be difficult for the Board to receive feedback from the staff and not be able to do anything with it. It was felt that direct contact with the staff is the Executive Director's role. They hold the responsibility to deal with the issues that are occurring within the agency staff. To elicit that type of information and get into that type of detail is not for the Board.

PNC Account Changes

Executive Director Wintermyer stated that she met with PNC representatives several weeks ago to discuss changes that the Board wanted to make on the account. There were three major changes that were requested:

1. TCCA has paid a \$32/\$34 per month Merchant Service Fee since 2012 and never used the service. This service allows the ability to swipe credit cards for payment and TCCA would like to terminate it.
2. TCCA has a \$70 per month High Volume Business Analysis Account, which is designed for much larger businesses to analyze the various monies coming into an account. TCCA does not use any of these features. Executive Director Wintermyer stated that TCCA would like to switch the operations account to a regular business account. It would still provide all of the information in regard to transactions that TCCA needs.

3. Executive Director Wintermyer stated that she would like to move \$300,000 into a Money Market account. She described that it works that same way as a personal savings account, but for a business. At the moment, PNC Money Market accounts are earning about 2% in interest. Money in that account is not restricted and can easily be moved back into operations, if needed.

These changes total approximately \$7,200 per year that TCCA would gain.

A meeting was also held with M & T Bank, since TCCA has an account with them. TCCA only has a small amount of money in that account and it is being reduced regularly by the fees. Executive Director Wintermyer stated that she would like to move money that was moved from KCDC to TCCA into that account and have an opportunity to earn some interest on it, as well as to maintain a continuing relationship with M & T.

Executive Director Wintermyer asked the Board for permission to make the account changes. Vice President Creason asked for a motion to make the changes, as stated. Jacqueline Wise made the motion to provide approval to make the banking changes. Rumulus Brown seconded the motion and the motion carried with no abstentions.

Draft Directive on CSBG Monitoring

The Department of Community and Economic Development (DCED) has recently submitted a plan to the federal government on how they will manage the Community Action Agencies within the commonwealth. The most significant change is related to how TCCA will be monitored. DCED is moving to a risk-based monitoring assessment. They will evaluate the agency twice yearly on a number of parameters and if “low risk”, TCCA will be monitored less often and remotely, and if at high risk, more often and on site. After a review of those parameters, TCCA should be a low risk agency as of today. There is still an opportunity for public comment, but since it sounds like a good way to assess, TCCA will not comment unless directed to by the Board.

Sponsorship Packages and the Escape Event

Development Director, David Council provided an update on plans for corporate sponsorships and the upcoming Escape Event. He provided each Board member with a document showing the differing sponsorship levels, events and amounts. He hopes to get approximately 50-75 requests out soon. One of the sponsorship events is the Escape from Poverty Event, on January 25, 2020. As we move closer to the date, he will get additional information out to the Board.

TCCA is partnering with Boscov's on a shopping pass for October 16th, which sells for five dollars and entitles the buyer to 25% off, with several exclusions. The five-dollar fee is total profit for TCCA, so Development Director Council asked Board members to let him know if they need passes for themselves, family or friends.

A question was asked in regard to individual tickets for the Escape from Poverty event. Development Director Council stated that there were individual tickets, however, since the sponsorship bundles include tickets, TCCA is focusing on those packages first. Individual tickets,

will be pushed once closer to the event. TCCA should be able to accommodate approximately 90 – 120 persons for the event.

Executive Director Wintermyer stated that they have begun to use the sponsorship menu in meetings with possible sponsors and are getting good feedback. In a recent meeting with M & T Bank, the Bank offered a \$5000 sponsorship right away. The plan is to have a page on the TCCA website that is specifically dedicated to the sponsorships. The sponsorship opportunities are for an entire year, so that multiple requests to the same donor are avoided.

Old Business

Organizational Standards

A copy of the TCCA COPOS Organizational Standards Report was provided to the Board in their meeting package. The report demonstrates that TCCA is currently out of compliance in two areas:

- Executive Director's Performance Evaluation; and
- Board vacancies.

These should both be updated soon. Organizational Standards compliance is one of the areas that the DCED will be looking at to determine the agency risk.

Strategic Plan

This will be a five-year plan. A draft document was provided to the Board members in their package. Executive Director Wintermyer stated that she will be reaching out to Board members to work with staff on further refining this plan.

2020 Census Commission

Executive Director Wintermyer stated that it is important that TCCA be involved in the Census, since it has a significant impact on TCCA funding. Our federal funding is based on unemployment and poverty numbers, so an accurate count in our community greatly impacts our programs and services. Executive Director Wintermyer is very involved and has been asked to participate on the Governor's Census Commission. Numerators are currently going from door to door verifying addresses. In March of 2020, letters will go out to provide a code to go to an online website to fill out the census form. We are looking at our satellite offices to possibly provide internet access to ensure that everyone is counted.

Perry County Family Center

TCCA is currently going through the legal process to safely adopt the Perry County Family Center. The Commonwealth has already agreed to provide TCCA with the additional funds requested, so we are working with our attorneys to obtain all necessary documents, such as contracts, budgets, liabilities, etc., from the Perry County Family Center Board of Directors. Once these documents are provided and reviewed by our attorneys, TCCA will enter into an Asset Purchase Agreement. Although we are not purchasing anything, we are taking over the assets, which are those contracts for services, and TCCA does not wish to inherit any unknown liabilities.

Vice President Creason inquired as to what is happening with the current Perry County Family Center staff. It was explained that staff are still being paid, since the Commonwealth agreed to temporarily award the contract. Deputy Director Kathy Lacomba and her team have been traveling to the Perry County location providing programmatic oversight and supervision.

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 Wintermyer stated that the Annual Board of Directors Update forms will be sent out for signature in the next week or two. They include requests for contact information and Committee selection.
- New Jump Drives with updated Board Orientation Manual materials will be provided to all Board members within the next several weeks. The Manual will include current policies, procedures, By-laws, reports and other organizational materials.

TCCA Art

Executive Director Wintermyer asked Board members if they saw the black wall on the outside of the building. The black paint is the primer for the upcoming parking lot mural. TCCA is participating with Sprocket Mural Works and will be signing an agreement to keep the mural on the wall for five years and within those years, if there is any kind of damage, Sprocket will come out and fix it for free. The mural is at no cost to TCCA and we have been told that the artist is juried and likes to paint abstract designs in bold colors. They have invited the public to come out and help paint from 10:00 a.m. until 3:00 p.m. on Friday, Saturday and Sunday August and will have tours and a block party in front of the Capitol the following Sunday.

New artwork can also be found in the TCCA 1st floor hallway. A staff member created the design on the hallway and thanks to the Day of Caring, TCCA has five volunteers coming to paint next Friday.

Governor's Square

TCCA provides supportive services through a full-time staff housed at Governor's Square at 5th and McClay Streets. Governor's Square is a 300-unit Tax Credit Housing site. Support is provided to keep long term tenants through services such as referral, educational programs, and dispute mediation. The management at that site is constantly changing and they are \$28,000 late in payments to TCCA. This seems to be an ongoing problem, therefore TCCA is planning to suspend services until such time as payment is received and a review of the contract and options are completed. TCCA is able to place the current supportive services case manager into an existing vacancy.

PPL OnTrack

PPL has recently required TCCA to obtain a Cyber Security Insurance Policy. PPL has agreed to pay for the policy for the first year and we will need to identify funds to pay for it next year. The yearly cost is approximately \$5,000 and the contract was signed today.

PPL's new OnTrack payment process will be by unit cost and will go into effect for this upcoming year. TCCA projected out for the first year and believe that expenses will be covered in this new process. Several other local agencies that also provide OnTrack services have made comments concerning the issue, in that the per unit cost may not cover the expenses to provide the services. TCCA will need to pay close attention to the financials with this new payment method.

VISTA Position

The VISTA position for the Market Manager has been filled. Isabel Blumenthal will be starting at the end of the month. She has a background in food security and social justice and seems like a great fit.

Updates

- Executive Director Wintermyer expressed thanks to Vice President Creason for attending a meeting with her, Representative Scott Perry, and David Bradley at the York Community Progress Council. Representative Scott was asked to support the CSBG reauthorization legislation. He is interested in learning more about what TCCA does and a possible walking tour of South Allison Hill.
- Executive Director Wintermyer was invited to provide a presentation at the National Partnership Conference on TCCA Community Revitalization efforts in Chicago next week.
- She was also asked to be on a panel with the South-Central Assembly Summit on September 24th that will focus on building partnerships.
- The CAAP conference is coming up in October and is open to any Board member that wishes to attend.
- TCCA is currently seeking volunteers for the Northern Dauphin County transportation project. Volunteers have a beautiful van to drive and must obtain clearances and criminal background checks.
- The United Way has decided to keep the Money in Your Pocket program. They have new leadership and the decision has been made that this program is part of their core mission.

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. The attorney has sent correspondence to McFarland, with no response. KCDC continues to be at a standstill since McFarland is still dealing with the issue of the larger previous collapse. KCDC continues to pay for liability insurance, trash and property taxes.
- 1312 Derry Street – KCDC/TCCA hopes to hold a celebration type ribbon cutting at the property now that it has been sold.
- 1514 Derry Street – Executive Director Wintermyer identified the upcoming need for updating the 30-year-old carpeting in the public areas of the first floor in the main building. The current carpeting is coming apart at many of the seams and threadbare in places in the main hallway to the OnTrack office.

The Board broke for an Executive Session with Executive Director Wintermyer at 6:25 p.m. and the meeting was adjourned at 6:37 p.m.

The next regular meeting is scheduled for Monday, October 28, 2019, at 5:30 pm.

Transcribed by Lynette Hassinger

Submitted by: _____
Tracey Rash, Secretary