

At the regular bimonthly meeting of the Community Action Commission's Board of Directors held April 22, 2019, at Tri County Community Action, 1514 Derry St., Harrisburg, PA, the following actions were taken:

Present:

George Fernandez, President
Jacqueline Rucker, Immediate Past President
Terry Barley, Treasurer (Phone)
Tracey Rash, Secretary
Janis Creason, Vice President
Jennifer Smallwood
Rumulus Brown
Susan Carbaugh (Phone)
Amber Coleman (Phone)

Excused:

Ernest "June" Roberts
Jacquelyn Wise
Michael Burns
Jennifer Powell

Unexcused:

Nate Olivencia

Vacancies:

One, Private Sector

Staff:

Jennifer Wintermyer, Executive Director
Kathleen Lacomba, Deputy Director
Charles Bussard, Controller
Lynette Hassinger, Executive Assistant

Call to Order

President George Fernandez called the meeting to order at 5:36 p.m. A quorum was established.

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 February 2019 Board meeting minutes, and the Executive Director's Written Report.

President Fernandez asked if any items needed to be removed for further discussion. Hearing no request, Janis Creason made the motion to accept the consent agenda, and Tracey Rash seconded the motion. The motion carried with no abstentions.

New Business

President Fernandez provided an update on the recent Strategic Planning Session. Darlene Bigler, the Chief Executive Officer of the Community Action agency for Washington and Green Counties facilitated the session on March 26, 2019. Darlene used the Real Time Strategic Plan model developed by David La Piana. Almost the entire Board of Directors attended the session and many stated that it was the most effective strategic planning session that they had experienced. Executive Director Wintermyer explained that she would like a small group to refine the work that was completed by the group and finalize the plans to move forward. A request will go out to the Board Members.

Financial Reports

Detailed financial statements for both CAC and KCDC were provided to the Board Members for the period ending March 31, 2019. Treasurer Terry Barley called on Controller Charles Bussard to provide the financial report. Highlights of his presentation included:

Tri County Community Action (TCCA) Financial Report – July through March 2019

- The balance sheet is on page one and includes Assets and Liabilities to demonstrate the strong and consistent cash flow numbers.
- Page three shows Revenues for July through March 2019, against the prior year. Effects of the vacancies were highlighted and it was explained that the differences in Contributions in Kind for 2018 were due to books that were contributed last year. Restricted Contributions

are a total of a G.B. Stuart Foundation grant for a START program in Cumberland County and funds donated specifically for the Harrisburg Cleanup.

- Page four details expenses and the highlighted number on page five is due to the differences in the START program this year.
- Several highlighted numbers on page six are showing grants, such as Byrne and Impact that we did not receive this year.
- Controller Bussard pointed out the \$25,000 on page ten in the chart of Statement of Activities by Program.

Keystone Community Development Corporation (KCDC)- July through March 2019

- The KCDC balance sheet is also on the first page and demonstrates that the Fixed Assets are significantly lower than last year and the total Liabilities are about the same.
- The cost of Management Services on the Profit & Loss Statement on page two was discussed, as was the small Net Surplus in 2019 compared to this time in 2018.
- Page three shows the Actuals against the Budget and page four charts the monthly Profit and Loss.
- Page five is the Profit & Loss by Property.

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

Treasurer Barley made the motion to accept and file the financials for audit. Board Member Tracey Rash made the second motion. There were no abstentions and the motion carried.

Copies of the financial reports are available and on file at the Tri County Community Action (TCCA) main office.

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.

- The CSBG Discretionary Grant is for \$15,000 and is proposed for information technology (IT) and IT structural projects. TCCA has begun discussions with our current IT provider to identify our needs. In order to upgrade our server, we will first need to upgrade our infrastructure cabling, which is from the early 90's. The current plan would be to re-cable the building, upgrade our server and then be able to connect our satellite offices.

Operations

Current staff vacancies include:

- The Development Director David Counsil started today
- The new Communications Manager Kelly Sangree began work on the 1st of April

- The Case Management Manager Vanessa Cruz has requested a lateral transfer to the OnTrack manager position
- An internal candidate is interviewing for the now vacant Case Management Manager
- We are conducting 2nd interviews for the Family Center Manager and hope to have that filled soon.

Program Updates

- The PA Department of Community and Economic Development (DCED) is coming for an on-site monitoring visit in mid-May. We have a new contract monitor named Melissa Tabb. DCED is focusing on ensuring Board participation in use of the Results-Oriented Management and Accountability (ROMA) in decision making.
- The Secretary of the Department of Human Services (DHS) Teresa Miller has been expressing a lot of ideas and currently is focusing on how DHS looks at whole family approaches. New initiatives may be on the way and we would like to be ready to be responsive.
- Family Center and Fatherhood updates:
 - The State contracts with the counties and we are the sub grantee for Dauphin County.
 - This may go out for competitive bid for the future.
 - This may offer opportunities for a package deal to include Cumberland and possibly Perry Counties.
 - The Board will be engaged if such an opportunity arises. This would be a big shift, yet we provide the services quite well for Dauphin County.
- The Website is close to final and we hope to go live around June 1st. A doodle poll will go out to Board Members to identify a date and time to preview it.

Finance

- The Finance Committee has received the Audit Responses back and has chosen Smith Elliot Kearns & Company LLC. We requested a staffing change due to a potential conflict of interest. The Finance Committee will be meeting again, later in May to review the Budget prior to the June meeting.

Old Business

Executive Director Wintermyer was sworn in as a Commissioner for the Governor's Commission on the 2020 Census. She is also on the National Get Out the Count workgroup, which is through the national Community Action Partnership. She explained the importance of counting each individual, in that for each person missed, it could mean a \$2000 loss per year for ten years for that community. Board President Fernandez congratulated her and stated that it is quite an honor to have her on this Commission.

Keystone Community Development Corporation

- Executive Director Wintermyer expressed concern in regard to the current attorney for KCDC, in that he is not responsive to her calls for assistance. Board Member Tracey Rash asked if the Board President George Fernandez should reach out to the attorney. Executive Director Wintermyer stated that she didn't need any intervention as of yet, but that she wanted the board to be aware of her continuing challenge
- 202-204 S. 13th Street –McFarland is still trying to work with their insurance company, but may need to claim bankruptcy, if the prior claims are denied. The insurance will most likely not pay for a second collapse. McFarland refused the TCCA offer to purchase the properties and did not make a counter offer. The larger previous collapse is taking priority. We are continuing to pay for liability insurance, trash and property taxes.
- 1312 Derry Street – We had hoped that the sale would have gone through by the end of April, but it looks as though there is a slight hold up. The tenant will pay rent until such time that the sale is complete.
- 1301 Derry Street – PNC is moving forward with its plans for the second ATM machine. We are awaiting the timeline for the project.

The Board broke for an Executive Session with Executive Director Wintermyer at 6:16 p.m. and the meeting was adjourned at 6:36 p.m.

The next regular meeting is scheduled for Monday, June 24, 2019, at 5:30 pm.

Transcribed by Lynette Hassinger

Submitted by: _____
Tracey Rash, Secretary