

At the regular meeting of the
Community Action Commission's Board of Directors
held August 27, 2018, at
1514 Derry St., Harrisburg, PA, 17104,
the following actions were taken:

Present:

George Fernandez, President
Janis Creason, Vice President (Phone)
Jacqueline Rucker, Immediate Past President
Tracey Rash, Secretary
Terry Barley, Treasurer (Phone)
Rumulus Brown
Susan Carbaugh
Jennifer Powell (Phone)
Jacquelyn Wise (Phone)
Michael Burns

Excused:

Jennifer Smallwood
Amber Coleman

Unexcused:

Nate Olivencia
Ernest "June" Roberts

Vacancies: One, Private Sector

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

Call to Order

Board President George Fernandez called the meeting to order at 5:34 p.m. A quorum was established.

Conflict of Interest Acknowledgment

President Fernandez asked if any members present had a real or perceived conflict of interest, and 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

Meeting materials, which included the agenda, draft June meeting minutes, financial reports, the draft Community Action Commission (CAC) Fiscal Policy Manual, and the Executive Director's Report were sent electronically and in hard copy the week prior to the Board meeting.

President Fernandez presented the consent agenda which consisted of the June 2018 Board meeting minutes, the Executive Director's written report, and the Executive Committee meeting minutes, and asked if any of the items needed to be removed for further discussion. Hearing none, Vice President Creason made a motion to accept the consent agenda, and Immediate Past President Rucker seconded the motion. The motion carried with no abstentions.

Financial Report

Treasurer Barley called on Controller Bussard to present the financial report. Mr. Bussard provided an organization-wide report on revenue and expenditures that compared budget to actuals, categorized by program, along with a balance sheet and statement of financial position for CAC and Keystone Community Development Corporation (KCDC) for the period ending June 30, 2018.

Highlights for CAC discussed include:

- Assets and liability (pre-audit) information showed a net surplus of \$ 65,801.
- Receivables are down overall from the prior year, with an additional \$20,000 collected in since this document was distributed.
- Activities compared to budget had several notable items of which will be spent within the current year:
 - The Impact Grant projected to start last fiscal year will actually start this fall 2018.
 - Restricted Contributions, which was not included in the original budget, includes such items as approximately \$25,000 for updates to the CAC reception area of the building, as well as \$25,000 for the Neighborhood Assistance Program (NAP).

Mr. Bussard answered questions presented by the board in regard to "contributions in-kind" and how they are presented in the report.

The KCDC financials were reviewed. It was pointed out that the financial reports included revenues from two new tenants.

President Fernandez asked if any Board members had additional questions for Mr. Bussard. Hearing none, Treasurer Barley made a motion to accept the financial report and file it for audit, and Secretary Rash seconded the motion. The motion carried with no abstentions.

A copy of the financial report is on file at the Tri County Community Action (TCCA) main office.

Executive Director's Verbal Report

- A. Board Updates** – Leigh Ann Urban submitted her resignation from the Board, creating a private sector vacancy. Michael Burns, Executive Director of Join Hands Ministry in Perry County, has joined the Board as a low-income representative.

A subscription for video conferencing is in place and should be available for the October meeting of this Board. Members do not need to share their screen but will be able to see/watch the meeting. E-mail instructions will go out to all in regard to its usage.

Board orientation and training materials were provided on jump drives. The materials included, but were not limited to: the Board meeting minutes, CAC and KCDC financial reports, budgets, audit and 990's for the last three years; as well as the mission, vision and Promise, strategic plan, CAC and KCDC By-Laws, Organizational Standards, and Results Oriented Management and Accountability (ROMA) information. Board members were offered the materials in hard copy binders, if requested. Jump drives will be mailed out to those not present.

- B. Program Updates** – A TCCA client, has been selected as a Self-Sufficiency Award Winner by the Community Action Association of Pennsylvania (CAAP) and will be recognized at the annual Pennsylvania Association of Non-Profit Organizations (PANO)/CAAP conference in October in State College. This award is for individuals who have moved completely off of the public welfare system and are earning enough to support themselves and their family. This individual now has a degree from Pennsylvania State University. CAAP does not pay for travel expenses for those accepting awards, so TCCA has provided a cash award for expenses and paid for her hotel room.
- C. Organizational Standards** – Board members received a list of 58 Organizational Standards that all Community Action agencies must achieve and maintain. It was explained that Community Action agencies are required to maintain evidence of compliance in the State database. As of August 1st, TCCA was in 98% compliance. Since that time, because several members of the Board have

not submitted Annual Update Forms in a timely manner, CAC has actually fallen out of compliance in two areas. Board members with outstanding forms agreed to provide their documentation.

Standards, specific to the Board, will be provided for review at the October Board meeting, along with a Board training on ROMA.

- D. **Operational Update** – Jeanne Troy has been hired as the new Development Director, and in addition to fundraising, she will also oversee the agency’s marketing and communications activities. Lynette Hassinger is the new Executive Assistant and will be providing support to the Board and its committees.
- E. **Strategic Plan** – A one-day strategic planning session, based on a “Real-Time” process, developed specifically for non-profit agencies is being scheduled for the Board in the Spring of 2019. This process uses a strategic matrix of questions to assist in decision making. More details will be provided in future meetings.

New Business

- A. **Financial Policy Updates** – Updates to the current TCCA Financial Policy Manual were provided to the Board members in advance of the meeting, both electronically and in hard copy. The Finance Committee has already reviewed the policies and changes, and recommends them to the full Board for approval and adoption.

President Fernandez asked if anyone had questions regarding the changes being made to the policies. Hearing none, Secretary Rash made a motion to accept the updated Fiscal Policy manual as presented, and Mr. Brown seconded the motion. The motion carried with no abstentions.

President Fernandez thanked the Committee for their work on the manual.

- B. **Identifying Committee Chairs** – The recent by-laws revisions established five standing committees, listed below. The committees and chairpersons were determined by the Board after a discussion of possible conflicts that could affect those positions:
 - a. Executive Committee - George Fernandez
 - b. Finance Committee - Terry Barley
 - c. Governance Committee - Amber Coleman
 - d. Planning & Evaluation Committee - Rumulus Brown
 - e. Fund Development Committee - Jacquelyn Wise

Each Board member was also assigned to at least one committee, per the requirements of the by-laws. Executive Director Wintermyer will follow-up with

the committee chairs and newly assigned committee members on next steps to engage/activate the committees.

Old Business

- A. Annual Update Forms-** As discussed earlier in the meeting, it was reiterated that those Annual Update Forms still outstanding, would be submitted.
- B. ‘Escape from Poverty’ Fundraising Event-** The event takes place on September 19th at the Escape Room in Harrisburg. The Board promised a bronze level sponsorship of the event, at \$600, at the April meeting. The board currently has \$200 of that total. President Fernandez will reach out to board members to discuss the necessary funds.
- C. Board ‘Give or Get’ Policy-** The discussion continued from the last meeting in regard to this proposed policy. The policy was clarified by Executive Director Wintermyer that “Give or Get” means “donate or get a donation”, not “get off of the Board”. It was discussed that the tripartite composition of the Board, can be somewhat of a challenge with this type of policy. Board members mentioned that this question often arises during funding/grant requests, in regard to whether or not the associated Board of Directors are actual financial donors to the agency.

It was discussed that Executive Director Wintermyer and the new Development Director, Jeanne Troy will meet individually with each Board member to discuss the issues around this policy and fund raising in general, and will then come back to the full Board with recommendations.

Keystone Community Development Corporation

- A. Request for Space by Political Candidate –** A political candidate has requested to rent space in one of the available properties. Usually the Board does not involve itself in the specific details of renting properties, yet in this unique instance, it was decided that a discussion was necessary. Executive Director Wintermyer stated that she has attempted to contact Community Action Program Legal Services, Inc. (CAPLAW), in regard to possible conflicts/issues, and has not received a response as of yet due to their staff attending a national conference.

Vice President Creason declared a conflict of interest as a result of being engaged with the opposing candidate’s campaign. She recused herself from the discussion.

Discussion ensued and the following points were raised in regard to the issue:

- a. Does renting the space to a political candidate fit the mission of the agency?

- b. Does renting to a political candidate set an uncomfortable precedent?
- c. Should properties be rented to anyone capable of paying, regardless of the political affiliation/mission?
- d. Could this action have a detrimental effect on the community or put the CAC in an awkward position?

Further discussion/decisions will be continued at a future meeting, after additional information is gathered.

B. Discussion of 202-204 S. 13th Street Options – The property at 202 - 204 S. 13th St. is currently collapsed/condemned. Seven years ago, it assessed at approximately \$45,000. There is no debt currently on the property, yet monies are being spent on Attorney's fees, consultants, taxes, and insurance of an approximate total of \$25,000. The Harrisburg Housing Authority has expressed interest in the property, yet no specific details of that interest have been identified. KCDC's attorney has sent the owner of the property, McFarland, a letter requesting they repair the building or purchase KCDC's interest in the property.

It was recommended that the TCCA Executive Committee, at their September meeting, discuss the options for the property in detail. This committee, in acting as Keystone's Board of Directors, will decide as to the future outcome of the property.

Staff were excused at 6:37 p.m. when the board went into executive session with the executive director.

The meeting adjourned at 6:40 p.m.

The next regular meeting is scheduled for Monday, October 22, 2018, at 5:30 p.m. at the Community Action Commission, 1514 Derry Street, Harrisburg 17104.

Transcribed by Lynette Hassinger

Submitted by: _____
Tracey Rash, Secretary