

At the regular monthly meeting of the Community Action Commission's Board of Directors held April 23, 2018 at Community Action Commission, 1514 Derry Street, Harrisburg 17104 the following actions were taken:

Present:

Jacqueline Rucker, President
Janis Creason, Vice President (Call in)
Terry Barley, Treasurer (Call in)
Leigh Ann Urban (Call in)
Susan Carbaugh
Lorraine Peterson
Tracey Rash, Secretary (Call in)
Amber Coleman
Jacquelyn Wise (Call in)
Brad Badders (Guest)
Jennifer Powell (Call in)
Jennifer Smallwood
Ernest "June" Roberts, Assistant Treasurer
Eric Saunders, Assistant Secretary
Rumulus Brown

Excused:

George Fernandez, President Elect
Nate Olivencia

Vacancies: One

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

Call to Order

President Jacquie Rucker called the meeting to order at 5:30 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).

No one declared a conflict of interest.

Approval of Consent Agenda

President Rucker presented the consent agenda and asked if any items need to be removed for further discussion. Hearing none, Eric Saunders made the motion to accept the consent agenda and Rumulus Brown seconded the motion. The motion carried.

Financial Report

President Rucker 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 March 2018.

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 to file the financials for audit. Terry Barley made a motion and Lorraine Peterson seconded motion. The motion carried.

Action Items

- a. **CSBG Resolution** – This resolution has been requested to be completed by the Board of Directors from all the Community Actions. The resolution will be collected by the National Community Action Partnership and will be included in packet that requests the continued support for community action agencies through the block grant. Each individual board member will contact and discuss signing the resolution with Jennifer Wintermyer. Eric Saunders and Amber Coleman abstained from the discussion. Discussion tabled until June 25, 2018 meeting.

Executive Director's Report:

- A. **Mission Moment (Staff)** – Donnell Brown has been awarded the Women of Excellence at the YMCA Dinner. Derrick James was recognized by Patti Kim for the 50 most influential Black men in Harrisburg.
- B. **Personnel** – Nacole Moore has officially become the full-time Facilities Manager for TCCA and KCDC. A full time Executive Assistant will be hired.
- C. **Roof Repair-** After severing the agreement with initial roofing company, we have chosen a new company to complete the repairs.
- D. **Programs** – Temple University's Strengthening Family Worker Credentials program which can be utilized by family engagement staff or case managers would like for us to participate in this program. Jennifer needs to gather more information before making any formal recommendations to the Board.
- E. **Budgeting** – Grant applications have been out and we have received the Derry Street office renovation grant in the amount of 25K and our CDBG county grant as requested. The Byrne Grant application will be submitted in the amount of 1 million dollars.
- F. **KCDC** – Harrisburg Area Learning Academy, an alternative school contracted through the Harrisburg School District will be our new 3rd floor tenants at 1301 Derry St. There has been a meeting scheduled to discuss with the City of Harrisburg for the parking lot to be redesigned.

G. 204 S. 13th Street – This is slow moving to resolve. McFarland is less than responsive, Housing Authority has resumed construction and has shown a slight interest in possibly purchasing the property for demolition for green space.

Discussion Items:

- A. Special Fundraising Event** – The Escape Room Downtown Harrisburg will be our fall special event in September 2018. There has been a task force planning this fundraising event. Task force is currently recruiting sponsorships.
- B. By-laws-** The task force assigned to review the by-laws will present to the full board for the June 2018 meeting.

Other/New Business:

None

Staff was excused at 6:32 pm when the Board went into Executive Session with the Executive Director.

The meeting adjourned at 6:44 pm.

The next regular meeting is scheduled for Monday, June 25, 2018 at 5:30 pm at the Community Action Commission, 1514 Derry Street, Harrisburg 17103.

Respectfully submitted,
Nacole Moore