

At the regular bimonthly meeting of the
Community Action Commission's
Board of Directors held June 24, 2019, at Tri
County Community Action, 1514 Derry St.,
Harrisburg, PA, the following actions were
taken:

Present:

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

Excused:

Jennifer Powell

Unexcused:

Nate Olivencia
Ernest "June" Roberts
Susan Carbaugh
Jennifer Smallwood

Vacancies:

One, Private Sector

Staff:

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

Call to Order

President George Fernandez called the meeting to order at 5:41 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 April 2019 Board meeting minutes, and the Executive Director's Written Report.

Fernandez further asked if any items needed to be removed for further discussion. Hearing no request, Treasurer Terry Barley made the motion to accept the consent agenda, and Rumulus Brown 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 May 31, 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 May 2019

- The balance sheet is on page one and continues to demonstrate the strong and consistent cash flow numbers, as well as a resulting Net Surplus of \$55,265.
- The receivables are listed on page two.
- Page three shows Revenues for July through May 2019, against the prior year. This demonstrates a dynamic agency with varying funding sources.
- Page four and five detail the various expenses and allocations.
- The monthly Profit and Loss statement is on page six and details the Revenues, Expenses and resulting Net Surplus of \$55,265 as mentioned on page one.
- That same \$55,265 figure is further broken out by the Statement of Activities by Program on page eight.

Amber Coleman asked about the increase in the cost for Agency Maintenance and Contracted Maintenance. It was explained that TCCA was without a Maintenance staff person for much of the fiscal year and contracted for temporary assistance. A full-time person is now on staff.

Executive Director Jennifer Wintermyer and Controller Bussard discussed the perceived difference in the cost of the Liability Insurance and explained that it is a timing issue regarding the end of the fiscal year. There is no change in the actual coverage.

Keystone Community Development Corporation (KCDC)- July 2018 through May 2019

- The KCDC balance sheet is also on the first page and continues to demonstrate that the Fixed Assets are lower than last year, as a result of depreciation and the total Liabilities are about the same.
- The Profit & Loss Statement on page two highlights the Net Surplus of \$21,475 for the period.
- Page four shows the monthly Profit and Loss. The high Real Estate Tax costs and the monthly loan payments were pointed out.
- The Profit & Loss by Property is on page five.

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

President Fernandez asked for a motion to accept the financial statements and file for audit. Board member Janis Creason made the motion to accept and file the financials for audit, and Treasurer Barley 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

Renewal of Board Members

President Fernandez announced the proposed renewal of Board Member terms:

- Eligible for one additional three-year term is Rumulus Brown, representing the Public Sector
- Eligible for two additional three-year terms is Jacqueline Wise, representing the Private Sector

Janice Creason made the motion to renew the terms for both Members and President Fernandez seconded the motion. The motion carried with no abstentions.

Executive Director's Performance & Compensation Review

President Fernandez called for an Executive Session and asked all staff to step out. During the Executive Session, the Board discussed the Executive Director's compensation. President Fernandez re-opened the meeting and staff returned.

Fernandez stated that the Board recommendation for 2019-2020 fiscal year compensation for Executive Director Jennifer Wintermyer was a four (4) percent raise and five (5) additional vacation/personal days.

Rumulus Brown made a motion to accept the Board recommendations and Michael Burns seconded the motion. The motion passed with none opposed and no abstentions.

Community Action Medical Expense Reimbursement Plan (MERP) Renewal

Executive Director Wintermyer requested that Benefit Design Specialists, Inc. will remain as Plan Service Provider of the amended #502 MERP to be effective July 1, 2019.

Michael Burns made the motion to accept the MERP Plan and Service Provider and Janis Creason seconded the motion. A request was made for those in favor to say, “Aye”, which all did, with none opposed or abstaining.

Community Action Commission & KCDC FY 2019-2020 Proposed Comprehensive Organizational Budgets

Treasurer Barley presented the budgets to the Board and a detailed budget narrative and explanation of them was provided. Some of the highlights of that presentation and discussion included:

- Proposed new initiatives and capacity building during the 2019-2020 fiscal year
 - Creation of a Farmer’s Market in South Allison Hill
 - Capacity building around the potential administration and coordination of the Money in Your Pocket free tax preparation program
- Change to unit-based reimbursement for the PPL OnTrack program
- Cash Carry Over of \$25,000 in surplus funds to support Development fund raising activities
- KCDC sale of 1312 Derry St for \$120,000. KCDC will pay CAC \$100,000 toward debt reduction, and will retain \$20,000 for future costs
- Addition of a new position for a full-time Volunteer Coordinator
- Staff will receive a two percent raise

President Fernandez asked for a motion to approve and accept the 2019-2020 consolidated Budget. Treasurer Barley made the first motion and Rumulus Brown seconded. All in agreement said, “Aye”. There were no abstentions or opposed, and the motion carried.

Perry County Family Center

Executive Director Wintermyer provided a Strategy Screen detailing the issues surrounding the Perry County Family Center and the proposed TCCA expansion of its Family Center programming into Perry County. Jennifer Wintermyer discussed the plan and recent conference call with the Office of Childhood Development and Early Learning (OCDEL). It is proposed that the Perry County Family Center will close, TCCA will hire the current Perry County Family Center workers and will expand current Family Center services into Perry County. This plan will remove any risk or liability associated with the existing Center. The OCDEL representative stated that the Parents as Teachers and Maternal, Infant and Early Childhood Home Visitation grants would transfer to TCCA and TCCA will request the funds that it feels is necessary to support the programming.

The document contains strategic planning steps to identify if the expansion into Perry County fits with the TCCA mission and goals. Questions asked and answered within the document include, but are not limited to the following:

- Is there an identified need?
- Does it capitalize on our competitive advantage?
- Do we have or can obtain the internal/administrative capacity, etc.?
- Are there measurable outcomes/impacts?

Each question was answered, and a proposed budget attached. Discussion ensued regarding the tremendous need in Perry County and the location and size of the current Perry County office space.

Michael Burns made the first motion to proceed with the expansion of the TCCA Family Center into Perry County. Immediate Past President Jacqueline Rucker seconded the motion. All in favor said, “Aye”, the motion passed with none opposed and no abstentions.

Allison Hill Farmers Market

Executive Director Wintermyer provided another Strategy Screen for the proposed Allison Hill Farmers Market. This document details the proposed structure and walks through the same planning questions as the document listed above.

Executive Director Wintermyer explained that TCCA has been approved for an AmeriCorps VISTA position for two years to be the Farmers Market Coordinator, responsible for supporting the day-to-day operations. A steering committee and community partners will assist with long-term sustainability and reporting processes. A USDA Farmers Market Promotion Program grant was submitted to provide startup costs.

No Board action is needed at this time.

Money in Your Pocket (MIYP)/Volunteer Income Tax Assistance Program (VITA)

Executive Director Wintermyer provided a Strategy Screen and explained that TCCA managed the VITA program about ten years ago, prior to when The United Way took it over. The United Way may be looking for another agency to take over the program.

The MIYP/VITA program was detailed with the same strategic planning questions listed in the above programs. An identified need was established, and the program does meet and advance the TCCA mission. TCCA has the experience managing similar funding sources and internal controls are already in place. Details include:

- Need to recruit approximately 260 volunteers for sites spread across the three counties
- MIYP/VITA currently receives grant funding of over \$60,000 to pay for materials, supplies and staff
- There are computers, printers and shredders to supply to the new management agency

No Board action is needed at this time. Will be re-presented once the United Way has made a determination to move forward.

Medical Marijuana Funding

Executive Director Wintermyer explained that the current plan to place a medical marijuana dispensary on nearby 17th Street is moving forward. After meeting with them regarding proposed funding opportunities, Community Action Program Legal Services, Inc. (CAPLAW) was contacted. CAPLAW identified concerns regarding possible conflicts with our federal funding, therefore any collaboration/coordination will be put on hold until additional information is obtained.

Old Business

Organizational Standards

An update on the TCCA COPOS Organizational Standards Report was provided, which demonstrates that TCCA is currently in compliance with all but one Standard. This Standard is for a vacancy on the Board, in the Private Sector. All Standards are currently under review to ensure that documentation continues to be up to date.

2020 Census Commission

Executive Director Wintermyer explained that there were no new updates on this issue.

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 it was Immediate Past President Jacqueline Rucker's last Board meeting and thanked her for her 20 years of service to TCCA. She further stated that it will now create a Low-Income Sector vacancy and will reduce the number of "check signers" to three, which currently include President George Fernandez, Treasurer Terry Barley, and Secretary Tracey Rash.

Neighborhood Revitalization Manager Julie Walter is working on a pilot program for pedestrian crosswalk safety. The plan is to pilot designs that will catch the driver's eye, especially near schools. Designs must first be piloted on City streets before PA Department of Transportation will approve for state roadways.

Development Director David Council has submitted a grant request for \$100,000 to Community Aid. They are providing six of these grants, which would be unrestricted dollars, if awarded.

Keystone Community Development Corporation

- 202-204 S. 13th Street – The City has issued a Condemnation Notice with 30 days to repair or demolish the property. KCDC is currently at a standstill since McFarland is still dealing with the issue of the larger previous collapse. KCDC is continuing to pay for liability insurance, trash and property taxes.

- 1312 Derry Street – The sale of this property is expected to proceed within the next several weeks. The tenant will continue to pay rent until such time that the sale is complete. Once the process is complete, TCCA will celebrate the sale with a ribbon cutting or like celebration, since the new owner is a small minority business and property owner.

The meeting was adjourned at 6:40 p.m.

The next regular meeting is scheduled for Monday, August 26, 2019, at 5:30 pm.

Transcribed by Lynette Hassinger

Submitted by: _____
Tracey Rash, Secretary