

At the regular monthly meeting of the Community Action Commission's Board of Directors held April 24, 2017 at Pinnacle Health, 300 Bretz Court, Newport, 17074, the following actions were taken:

Present:

Jacqueline Rucker, President
Scott Johnson, Immediate Past President
George Fernandez, President Elect
Terry Barley, Treasurer (Call In)
Rumulus Brown
Leigh Ann Urban (Call In)
Janis Creason, Vice President (Call In)
Eric Saunders, Assistant Secretary
Jennifer Powell (Call In)
Amber Coleman (Call In)
Lorraine Peterson

Excused:

Tracey Rash, Secretary
Susan Carbaugh
Doris Roadcap
Ernest "June" Roberts, Assistant Treasurer
Meagan Thorpe
Bryan Wolfe
Nate Olivencia

Vacancies: Three

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

Call to Order

President Rucker called the meeting to order at 5:59 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 real or perceived 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. Eric then asked why December minutes were provided with

this consent agenda. Jennifer Wintermyer explained that the December minutes reflect the revisions made during the February meeting. No further discussion was required, and 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 January 2017.

Mr. Bussard explained Keystone Community Development will be paying real estate taxes due March 2017.

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 and to file the financials for audit. Terry Barley made the motion and George Fernandez seconded. The motion carried.

Action Items

- a. **Approval for Nonprofit Energy Makeover** – TCCA received an opportunity to apply for an energy makeover sweepstake, and if selected could receive energy saving upgrades at the main office. The application requires approval from the board prior to submission. George Fernandez made the motion to approve the submission of the application for the sweepstake, and Scott Johnson seconded. The motion carried.

Executive Director's Report:

- a. **State and Federal Budget updates** – We are hearing that the State budget will likely pass relatively on time, but we may see cuts to our Family Center funding. We also anticipate that our CSBG funding will remain flat for the rest of FY 17, but FY 18 is very uncertain.
- b. **Fundraising and Development** – We continue to work on the fundraising plan with our consultant and will begin advertising for a part-time Development Assistant in the near future. The grant writer is researching new sources for income, and we'll move to the next step after we get those results.
- c. **Program Collaboration** – We have some really interesting collaborations happening between our agency and others, and across our programs. For example, the Central PA Food Bank has been working with our Across Ages youth to help educate them on healthy cooking and eating. Staff from Hershey Gardens is working at one of our supportive service sites, and has invited the youth to work with him at the gardens learning even more.
- d. **KCDC - Parking Lot** – There is not a current start date to this project. KCDC is continuing to work with the contractor to restrict plans to stay within budget.

- e. **Little Black Dress** – Jennifer Wintermyer partnered with the Junior League of Harrisburg in their Little Black Dress fundraiser bringing awareness to the working women in poverty. This is a weeklong fundraising campaign with an appearance from Jennifer Wintermyer and the Junior League on Good Day PA.

Discussion Items:

- a. **None.**

Other/New Business:

- a. **None.**

Staff was excused at 6:33 pm when the Board went into Executive Session with the Executive Director.

The meeting adjourned at 6:40 pm.

The next regular meeting is scheduled for Monday, June 26, 2017 at 5:30 pm at Community Action's main office on Derry Street in Harrisburg.

Respectfully submitted,
Nacole Moore