

At the regular monthly meeting of the Community Action Commission's Board of Directors held October 23, 2017 at New Hope Ministries, Lemoyne, 17043, the following actions were taken:

Present:

Jacqueline Rucker, President
George Fernandez, President Elect (Call in)
Terry Barley, Treasurer
Ernest "June" Roberts, Assistant Treasurer
Rumulus Brown
Leigh Ann Urban
Eric Saunders, Assistant Secretary
Susan Carbaugh
Lorraine Peterson
Tracey Rash, Secretary
Amber Coleman (Call in)
Jacquelyn Wise (Call in)
Brad Batter (non-voting Fellow)

Excused:

Janis Creason, Vice President
Jennifer Powell
Doris Roadcap
Nate Olivencia

Vacancies: One

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 5:43 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 Tracey Rash seconded the motion. The motion carried.

Audit Review

President Rucker call upon the agency's auditor Ben Boyer, with Smith, Elliott Kearns & Company to review FY 2016-2017 consolidated audit. Mr. Boyer reviewed the audit in detail and answered all of the questions of the Board. Mr. Boyer shared that this is a "clean audit" and that no internal control issues were discovered.

President Rucker asked for a motion to accept the FY 16-17 Consolidated Audit. Tracey Rash made a motion to accept the audit, and Terry Barley seconded. The motion carried.

990's Review

After hearing the detailed explanation on the 990 Keystone Community Development, President Rucker asked for a motion to approve and accept the 990 for execution. Rumulus Brown made a motion and Susan Carbaugh seconded motion. The motion carried.

The 990 for the Community Action Commission requires further review and will be presented to the Board at the December meeting for approval.

Financial Report

Treasurer Barley 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 ending September 30, 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 the financial report and to file the financials for audit. Eric Saunders made a motion and Terry Barley seconded motion. The motion carried.

Action Items

- a. **Approval of updated Fiscal Policies** – This item has been tabled until December meeting to allow for further review.
- b. **Resolution 4-2017 Dauphin County CDBG** – Annually we submit for Dauphin County Community Block Grant for our Housing Counseling and Credit Repair initiatives within Dauphin County. This year's request will be for \$30,000 and requires a resolution from the Board of Directors acknowledging their approval of the submission. Eric Saunders made a motion to approve the resolution and Tracey Rash seconded. The motion carried.
- c. **Ratification of ED evaluation and compensation** - This item has been discussed in Executive session.

Executive Director's Report:

- a. **Board Retreat** – Board retreat was held on Thursday, September 21, 2017 from 8:30am – 1pm. Presenters included Chad Barger from Productive Fundraising

and Alan Jennings from Community Action Committee of Lehigh Valley. Chad's slides can be accessed at <http://productivefundraising.com/resources/>. Mission moments will begin at each meeting.

- b. Membership** – Jacquelyn Wise has officially filled the vacancy left by Megan Thorpe. She will complete Megan's term until June 2019 and then is eligible for two 3-year renewals. Jacquelyn will also be part of the Communications Committee and Special Events Task Force. Brad Badder is a fellow under Leadership Cumberland and will be a non-voting member on the board to learn about governance and non-profit processes through spring 2018.
- c. Harrisburg Rotary** – On September 25, 2017 the Harrisburg Rotary hosted their Service Above Self awards. They awarded Tri County Community Action with a check in the amount of \$500.00 for Jacquie Rucker's Honorable Mention award.
- d. AmeriCorps VISTA Position** – We are looking at the opportunity to bring on one or two VISTA participants. These individuals are able to assist building in capacity but not actually provide direct service. We would use them in a creative way within the Neighborhood Revitalization program to help with the Clean and Green, Stop the Drop, Farmers Market and other initiatives. They are assigned at full time hours only costing approximately \$12K a year.
- e. Getting Ahead** – The first Getting Ahead class is halfway completed in northern Dauphin County with nine (9) individuals. A local church in Millersburg provides the meeting space, child care, and family-style meals each week.
- f. Michel's Corporation** – Has donated all of the labor to reseed and transform our first six lots located at Hummel and Reese Streets. All vegetation and debris was removed and it was graded and new topsoil spread, and the low-mow grass seeded. Volunteers through the Federal Day of Service installed the fencing.
- g. Parcel Surveys**- After meeting with the Dauphin County Department of Community Economic of Development and the Dauphin County Land Bank regarding about the parcel level surveying within 10 to 12 municipalities. They have committed to seeking gaming grants for next year to complete the surveying. The project is set to begin spring 2018 with the Tri County Regional Planning Commission.
- h. Parent As Teachers** – We have transitioned to a new parenting curriculum for group workshops. The new ACT curriculum is evidence-based and has also been adopted by the PA Family Support Alliance.
- i. PPL Foundation** – A major grant application of \$100,000.00 has been submitted to the PPL Foundation to support our START program. Award decisions are made in October and November, with funds distributed in December, if awarded.
- j. Wells Fargo** – Wells Fargo chose not to fund us and gave several reasons, primarily expressing after 10 years of funding in the Harrisburg area, Harrisburg has not advanced enough to warrant 5 additional years of funding. Their recommendations are that we regroup and spend time building the capacity within our partnership to do the implantation. We are going to take the time to regroup.

- k. **Byrne Grant** – We were not selected as an implantation grant, out of 14 sites only four were chosen. We will reapply next year.
- l. **NAP** – We have received our Neighborhood Assistance Partnership funding and PNC has committed to funding entire \$25K.
- m. **Staff Donations** – Staff raised \$212 dollars raffling off a couple of items to support the hurricane relief through the national Community Action Partnership.
- n. **Management and Leadership Conference** – Rumulus Brown and Jennifer Wintermyer will attend the Management and Leadership Conference held in Houston, TX January 2018.
- o. **Roof Bids** – There have been challenges obtaining a contractor permitted to work within the city lines. Nacole Moore and her team are still gathering bids and Jennifer will report to the board once several come in for board discussion on the best option.

Other/New Business:

Executive/Fund Development: Board Structure – Before the December meeting please give your feedback on the scheduling of the meetings and your input as to how often the board should meet. Also to be discussed at December meeting, enforcing the bylaws when it comes to board members attendance.

Communications/Special Event Task Force – New members Jacquelyn Wise and Julie Fried have been added to the communications/special event task force.

Prospect/Donor List – As we move forward with fundraising please introduce us to those whom would be interested in fundraising or donating to Tri County Community Action.

Meeting Schedule/Consent Agenda: Committee structure will be discussed amongst a small team and they will report their ideas to the full board.

Staff was excused at 6:45 pm when the Board went into Executive Session with the Executive Director.

The Board then came out of Executive Session, having approved the Executive Director's annual salary effective July 1, 2017. A formal memo will be provided to the fiscal and human resources offices.

The meeting adjourned at 6:52 pm.

The next regular meeting is scheduled for Monday December 18, 2017 at 5:30 pm at the Community Action Commission, 1514 Derry Street, Harrisburg, PA 17104.

Respectfully submitted,
Nacole Moore