

At the regular monthly meeting of the Community Action Commission's Board of Directors held February 26, 2018 at New Cumberland Library, 1 Benjamin Plaza, New Cumberland, 17070, the following actions were taken:

**Present:**

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

**Excused:**

George Fernandez, President Elect  
Eric Saunders, Assistant Secretary  
Nate Olivencia  
Rumulus Brown  
Doris Roadcap

**Vacancies:** One

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

**Call to Order**

Vice President Janis Creason called the meeting to order at 5:40 p.m. *A quorum was established.*

**Conflict of Interest Acknowledgment**

Vice President Creason 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**

Vice President Creason presented the consent agenda and asked if any items need to be removed for further discussion. Hearing none, Susan Carbaugh made a motion to accept the consent agenda and Tracey Rash seconded the motion. The motion carried.

## **Financial Report**

Treasurer Terry 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 January 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 the motion and Lorraine Peterson seconded motion. The motion carried.

## **Action Items**

- a. Ratify Executive Committee's approved change to Extended Leave Policy –**  
This is an agency policy that has been adopted in lieu of FMLA leave, and is an extended unpaid leave for an employee to care for themselves or a dependent. However, the current policy of allowing extended leaves for only 60 days is in conflict with the agency's long-term disability policy, which currently has a 90-day exclusionary period. The Executive Committee approved the change to the Extended Leave Policy to allow an employee to be on approved unpaid leave for the full exclusionary period necessary for the long-term disability benefit. President Rucker asked for a motion for the Board to ratify the Executive Committee's approval. Janis Creason made the motion and Terry Barley seconded it. The motion carried.
- b. Approval of Social Media Policy –** Identified through the agency's risk assessment, the agency does not have a Board approved social media policy. Using CAPLAW for guidance, a policy was drafted to include all of the legal requirements, and was reviewed by both the Communications Committee and Personnel Committee. President Rucker asked for a motion to approve and adopt the new social media policy. Leigh Ann Urban made the motion and Susan Carbaugh seconded motion it. The motion carried.
- c. Oppenheimer Renewal –** The financial management of our account has transferred to Fulton Bank. The Board needs to approve this change, and sign paperwork stating the same. President Rucker asked for a motion to approve the transfer of the account. Tracey Rash made the motion and Lorraine Peterson seconded it. The motion carried.

## **Executive Director's Report:**

The format of the ED written report was discussed. Old information can be dropped and it will be reformatted to remove all of the color coding.

- a. **Membership** – The Dauphin County Commissioners appointed their second appointee Jennifer Smallwood in January. Congratulations to Leigh Ann Urban with her new position with Lower Paxton Township.
- b. **Bylaws Review** – The first group for bylaws review did meet and Jennifer will provide notes on that meeting.
- c. **Vacancies/Personnel** – We are moving forward on our Vista applications. We are focused on community development and we are completing the final stages of a national search for the proper Amari-vista team members.
- d. **Northern Dauphin Transportation** – We have submitted a very loose structure of our transportation plan. We have not completely committed however we are at the next stage.
- e. **Whole Family Approach Learning Community** – We applied for an 18-month community practice learning through the national Community Action Partnership to reconfigure our programming into a seamless 2-generation or whole family approach. We were not one of the 10 agencies selected however were selected for a slightly less intense 12-month learning community.
- f. **First Non-Profit** – We have received a \$25K grant for building maintenance and security at Main office. Jennifer and Nacole will work to have projects completed.
- g. **Grant Writer** – Jennifer submitted for a \$100K CSBG discretionary grant to support a full-time development director. This position would be full-time for the remaining calendar year.
- h. **204 S. 13<sup>th</sup> Street**- In January we were notified of a small collapse of our first floor building. We believe that the major construction that was happening at the time of collapse was the culprit, coupled with previous erosion and a water leak. We have been advised by counsel to hire our own forensic engineer to gain better understanding of true cause. We have also lost our insurance coverage and will be pursuing new coverage and possible insurance broker. Jennifer is asking for board approval to hire forensic engineer, with an estimated cost of \$10,000. President Rucker asked for a motion to approve hiring of forensic engineer. Terry Barley made the motion and Lorraine Peterson seconded motion. The motion carried.
- i. **Parking Lot** – Our funders have specific green infrastructure that we currently do not have monies for. We have partnered with additional pro-bono consultants that will make sure that the modify plans will fit into our budget and satisfy the funders requirements.

**Other/New Business:**

**None**

Staff was excused at 6:40 pm when the Board went into Executive Session with the Executive Director.

The meeting adjourned at 6:55 pm.

The next regular meeting is scheduled for Monday April 23, 2018 at 5:30 pm at the Perry County Literacy Council, 133 South 5<sup>th</sup> Street, Newport, PA 17074.

Respectfully submitted,  
Nacole Moore