

At the regular monthly meeting of the Community Action Commission's Board of Directors held February 27, 2017 at the Bosler Memorial Library, 158 West High Street, Carlisle 17013, the following actions were taken:

Present:

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

Excused:

Lorraine Peterson
Doris Roadcap
Amber Coleman
Nate Olivencia
Ernest "June" Roberts, Assistant Treasurer
Meagan Thorpe
Bryan Wolfe

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 5:36 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 as it pertains to financial matters of interests.

Approval of Consent Agenda

President Rucker presented the consent agenda and asked if any items needed to be removed for further discussion. Hearing none, Eric Saunders made the motion to accept the consent agenda with a revision to the December Board meeting minutes to reflect that it was a Worker's Compensation audit completed, and not an Unemployment audit, and the savings reported are annually and not monthly as listed. Janis Creason seconded the motion. The motion carried. Jennifer Wintermyer will revise the December meeting minutes and will redistribute them to the Board at the next meeting.

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 2017.

Mr. Bussard also reviewed both the Community Action Commission and Keystone Community Development Corporation 990's with the Board.

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 file the financials for audit. Eric Saunders made a motion and Janis Creason seconded. The motion carried.

Action Items

- a. **Draft 990s** – After hearing the detailed explanation on the 990s for Community Action Commission and Keystone Community Development, President Rucker asked for a motion to approve and accept the 990s for execution. Terry Barley made a motion and Scott Johnson seconded motion. The motion carried.

Executive Director's Report:

- a. **Board Matrix** – This document helps us identify skills and traits needed on the Board. If your name appears in yellow, please get the information in to Jennifer Wintermyer as soon as possible.
- b. **Amber Coleman** – Amber has had a death in her family and we would like to keep her in our thoughts and prayers. The full Board extends their thoughts to Amber and her family and flowers will be sent on behalf of the Board and agency.
- c. **CSBG 2017** – We have received the first quarter approval and a request to submit our second quarter. Unexpectedly, the second quarter allocation has a \$75k increase. Planning out this budget will begin soon between Executive Director Wintermyer and Mr. Bussard.
- d. **Fundraising Assessment** – Productive Fundraising is a firm we are consulting with on completing a baseline assessment of our current practices and to develop a fundraising launch plan.

Other/New Business:

None

Staff was excused at 6:19 pm when the Board went into Executive Session with the Executive Director.

The meeting adjourned at 6:37 pm.

The next regular meeting is scheduled for Monday April 24, 2017 at 5:30 pm at the Pinnacle Health Newport, 300 Bretz Court, Newport 17074.

Respectfully submitted,
Nacole Moore