

At the regular monthly meeting of the Community Action Commission's Board of Directors held June 26, 2017 at Community Action Commission, 1514 Derry Street, Harrisburg, 17104, the following actions were taken:

Present:

Jacqueline Rucker, President
Scott Johnson, Immediate Past President
Janis Creason, Vice President
Terry Barley, Treasurer
Tracey Rash, Secretary
Eric Saunders, Assistant Secretary
Rumulus Brown
Jennifer Powell
Nate Olivencia
Lorraine Peterson
Susan Carbaugh

Absent:

George Fernandez, President Elect
Ernest "June" Roberts, Assistant Treasurer
Doris Roadcap
Leigh Ann Urban
Meagan Thorpe
Amber Coleman
Bryan Wolfe

Vacancies: Three

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

Call to Order

President Rucker called the meeting to order at 5:49 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).

Nate Olivencia acknowledged a conflict of interest related to his role with PNC Bank.

Approval of Consent Agenda

President Rucker presented the consent agenda and asked if any items need to be removed for further discussion. Hearing none, Jennifer Powell made the motion to accept the consent agenda and Rumulus Brown 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 ending May 31, 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. Mr. Barley made a motion and Scott Johnson seconded motion. The motion carried.

Action Items

- a. **Board Development – Renewal of Members** – The Board Development Committee made the recommendation to renew Nate Olivencia, Susan Carbaugh, Amber Coleman, Jennifer Powell, Bryan Wolfe, and Doris Roadcap for an addition three (3) year term. There is one (1) vacancy because the Dauphin County Commissioners have not named their appointee. President Rucker asked for a motion to renew the appointments to the Board of Directors as presented. Janis Creason made a motion to accept the Board Development Renewal of Members and Jennifer Powell seconded. The motion carried.
- b. **Approval of FY 2017-2018 Consolidated Budgets** - Developed by program staff and reviewed and approved by the Finance Committee are the organizational budgets for FY 2017-2018. All vacant positions have been budgeted along with healthcare for staff and programming. This budget assumes conservative revenues. A detailed memorandum was provided to the Board in advance of the meeting. Staff and the Financial Committee answered all questions of the Board. President Rucker asked for a motion to accept the FY 2017-2018 budgets for both CAC and KCDC. Terry Barley made the motion and Lorraine Peterson seconded. The motion carried.
- c. **Approval of revised Personnel Policies** – The Personnel Committee has reviewed current polices and made adjustments to the following: Vacation, Holidays, Sick, Personal, Bereavement, and Extended Leave policies; Business travel; Use of personal vehicle for agency business policy; and Dress Code. Staff provided a verbal cross-walk of existing policies to recommended revisions. President Rucker asked for a motion to approve and adopt the revised policies as presented. Jennifer Powell made the motion and Janis Creason seconded. The motion carried.

Executive Director's Report:

- a. **Board Development** – During the Board Development committee meeting, we discussed the Board size. The bylaws do allow us to reduce our Board size, and given the vacancies that have been difficult to fill, we will be going to an 18 member Board for FY 17-18. There will also be a Board retreat scheduled for this fall, and a survey will be coming out asking about preferences and to assist with scheduling.
- b. **CSBG Monitoring** – DCED completed their monitoring in May. At the time of their exit, they indicated that our only finding should be related to the Board vacancies. However, we have not yet received the final report.
- c. **Northern Dauphin County Offices** – We have identified a potential location for a northern Dauphin satellite office and will have a team going up to evaluate and make a final recommendation. The lease will be reviewed with the Executive Committee when available.
- d. **Agency Credit Cards** – As shared with the Finance Committee, the agency credit cards are tied to a former employee's personal social security number rather than the agency's EIN and operational account. We are working with PNC Bank to change the account and should have that process completed within a few weeks.
- e. **WIOA Mandated Partnership** – Under the new WIOA regulations, Community Action agencies are mandated partners of the CareerLink offices – which means we must provide funding for them. DCED has worked payment arrangements with the Department of Labor directly and the funding will come from the State's Discretionary CSBG pool. However, there is now opportunity to work more closely with CareerLink.
- f. **CSBG** – We just received another Master Agreement extension of our CSBG contract. We have been extended to December 31, 2018.
- g. **Annual CSBG Report** – The annual report, called COPOS in Pennsylvania, is significantly changing for reporting year 2018. We are watching these changes closely and are receiving the training on them, however will have to look at updating our client database to ensure we can track the new indicators.
- h. **Mifflin and Juniata Counties** – We have been told that DCED will be placing the Community Action contract for Mifflin and Juniata Counties out to bid in the fall. They are currently managed by Union/Snyder, but will need to transfer to another CAA. Once we have more information, we'll share it with the Board.
- i. **Transfer to Reserves** – We would like to transfer to our reserve account but will be waiting to see what happens with the state budget before making a recommendation.
- j. **Family Center payments** – The State will be making quarterly pre-payments for Family Center programming in FY 17-18 which should help with cash flow. Under the current funding model, it can take 6 months to receive our payments.

However, we don't yet know how the funding will flow or if the County will release the funding in advance or still require a cost-reimbursement model.

- k. **KCDC** – We are evaluating commercial realtors to assist in leasing up the properties. We will also be making a change in our janitorial services, and will have a lease and management agreement between CAC and KCDC ready in the near future. A grant is being submitted to the Exelon Foundation for the parking lot project.

Other/New Business:

None.

Staff was excused at 7:00 pm when the Board went into Executive Session with the Executive Director.

The meeting adjourned at 7:05 pm.

The next regular meeting is scheduled for Monday August 28, 2017 at 5:30 pm at the Pinnacle Health Newport, 300 Bretz Court, Newport 17074.

Respectfully submitted,
Nacole Moore