

At the regular monthly meeting of the Community Action Commission's Board of Directors held August 22, 2016 at the Perry County, Veteran's Building, 25 W. Main Street, New Bloomfield 17068, following actions were taken:

Present:

Scott Johnson, Immediate Past President
Jacqueline Rucker, President
Terry Barley, Treasurer
Susan Carbaugh
Rumulus Brown
Amber Coleman (Call-in)
Lorraine Peterson
Tracey Rash, Secretary
Janis Creason, Vice President
Leigh Ann Urban (Call-in)

Excused:

Ernest "June" Roberts, Assistant Treasurer
Eric Saunders, Assistant Secretary
George Fernandez, President Elect
Nate Olivencia
Jennifer Powell
Doris Roadcap
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 5:35 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 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, Lorraine Peterson made the motion to accept the consent agenda and Tracey Rash seconded the motion. 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 July 31, 2016.

Mr. Bussard explained first that Tri County Community Action has changed auditors since the last completed audit, and that the change was approved by the Finance Committee. Due to this late change the agency audit will not be complete until October 2016 for period ending June 30, 2016.

Tri County Community Action balance sheet showing the assets and liabilities for July 2016 showing a surplus.

Keystone Community Development Corporation is showing a surplus at this time.

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.

Ms. Rucker asked for a motion to accept and to file the financials for audit. Janis Creason made a motion and Rumulus Brown seconded. The motion carried.

Action Items

- a. **None**

Executive Director's Report:

- a. **Meagan Thorpe** – Welcome Meagan Thorpe to the Board of Directors. Meagan is Senator Rob Teplitz's designee to our Board and his District Manager for Perry County.
- b. **Disclosures** – Every year board members must sign three disclosures to participate on the board. Confidentiality Policy, Code of Ethics, Commitment Pledge. If you have not signed the disclosures, please do so ASAP.
- c. **Byrne Grant**- Tri County Community Action is on schedule for completing the requirements for the Byrne Grant. Because it is direct federal funding, we've had some difficulty drawing down the funds from the federal online system. We are working with the Department of Justice, and expect to be able to draw those funds in the near future.

- d. **Community Action Association of Pennsylvania and Department of Community and Economic Development** – DCED and CAAP will have a joint four day training seminar where we can register staff and board members for each day. Please let Jennifer Wintermyer know if you would like to attend and she will register you.
- e. **50th Update** – Sponsorships have come in at \$26k at this point and we are hopeful of more to come in. Please ask your employers or business to consider being a sponsor, attending a luncheon, attending the gala, or purchasing an ad. Luncheons have been successful and thank you to President Rucker and Vice President Creason for your attendance at the luncheons. Gala attire is business and hours are 4pm-6pm reception and dinner and speaker from 6pm-8:30pm.
- f. **Board Matrix** - This will help us identify the gaps in our board. This will ensure that we are representing our community and that we have the skills that we need for our board government.
- g. **Keystone Pharmacy 204 S. 13th Street** – We have received the \$10k final payment on the non-compete disclosure agreement the agency agreed to and the tenant will be out of the property by September 10th agreeing to pay partial month.

Discussion Items:

- a. **M&T Loan and/or Transfer of Funds** – There is a small loan with M&T Bank that we have carried for years, the balance is under \$22k and will mature in September 2017. Ms. Wintermyer would like to pay off this loan, which will save the Family Center (the program the loan is charged to) some interest. Ms. Wintermyer would also like to transfer some funds set aside for the parking lot project into our M&T account until we are ready to move forward.
- b. **KCDC Update** – Nacole Moore has been working the transition from Tri County Housing Development property management since June 1, 2016.

Staff was excused at 6:20 pm when the Board went into Executive Session with the Executive Director.

The meeting adjourned at 6:25pm.

The next regular meeting is scheduled for Monday October 24, 2016 at 5:30 pm at the First United Methodist Church, 34 E. North Street, Carlisle 17013.

Respectfully submitted,
Nacole Moore