

# Community Action, Inc. 2001-2002 Annual Report



Community Action changes people's lives,  
embodies the spirit of hope,  
improves communities,  
and makes America a better place to live.  
We care about the entire community,  
and we are dedicated  
to helping people help themselves  
and each other.

**Serving Clarion & Jefferson  
Counties since 1965**  
[www.jccap.org](http://www.jccap.org)



Community Action, Inc.  
 105 Grace Way  
 Punxsutawney, Pennsylvania 15767-1209

Our organization fights poverty by addressing long-term LOCAL needs and by developing LOCAL strategies and priorities. Our primary goal is to help individuals and families become self-sufficient by reducing poverty. For the past thirty-seven years, we have provided the local leadership necessary to break down structural barriers that keep families poor and to secure, organize, coordinate and mobilize resources. These activities make us very flexible, responsive and unique.

This report illustrates our work for the period July 1, 2001 – June 30, 2002. We continue to serve the continuing and emerging needs of the working poor and their families in the 21<sup>st</sup> Century.

Richard G. Fetterman, Board President  
 Robert A. Cardamone, Executive Director



Richard G. Fetterman (Left), Board President and Robert A. Cardamone (Right), Executive Director

The official registration and financial information of Community Action, Inc. may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1-800-732-0999.

# Board of Directors

## Jefferson County

### Representatives of the Low-Income

Richard G. Fetterman - *Jefferson County Assistance Office (1)*  
Pam Johnson - *Jefferson-Clarion Head Start, Inc.*  
William E. Allemang - *Saint Vincent DePaul Society*

### Elected Public Officials

Donna J. Hoffman - *Jefferson County Commissioner*  
James P. Wehrle - *Mayor (Punxsutawney, PA)*  
Samuel H. Smith - *State Representative*

### Private Sector

Granville Carter, Esq.- *Laurel Legal Services*  
P. Kae Ploucha - *Punxsutawney Community Center (2)*  
Daniel N. Gillespie - *NBOC Bank*

## Clarion County

### Representatives of the Low-Income

W. Larry Klukan - *Clarion County Assistance Office*  
Linda V. McCarthy - *New Choices/New Options*  
Reverend Clara Wheeler Belloit - *Clarion Ministerium*

### Elected Public Officials

Gerald J. Borovick - *Monroe Township Supervisor*  
Paul D. Ditty - *Knox Borough Council*  
George "Butch" Campbell - *Clarion County Commissioner*

### Private Sector

Lee N. Stewart - *Stewart Laboratories (3)*  
Ronald J. Wilshire - *Clarion University of Pennsylvania*  
Pam Zahoran - *United Way of Clarion County*

(1)President; (2) Vice-President; (3) Secretary/Treasurer

# Agency Staff

Ananea, Jacqueline	Gaffney, Deborah	Murone, Peggy
Beatty, Laura	Gatesman, Maria	Myers, Theresea
Bietz, Barbara	Grinder, Lisa	O'Connor, James
Blose, Barbara	Hartman, Laura	Pearson, Christina
Brosius, Catherine	Hepler, Rochele	Pickup, Julia
Bullers, Rita	Hill, Susan	Przybrowski, Carol
Burkett, Debra	Himes, Rita	Reddinger, Kathy
Buterbaugh, Shirley	Himes, Suella	Redmond, Karen
Byerly, Jeffrey	Hopkins, Robin	Reinsel, Valarie
Calabrese, Dora	Horner, Pamela	Remaley, Edward
Capela, Cheri	Jenary, Steven	Riggie, Cathy
Cardamone, Robert	Johns, Drucilla	Schmidt, Michael
Carlson, Mark	Jones, Patricia	Schwabenbauer, Michelene
Carulli, Diane	Kitchen, Deborah	Sears, Patricia
Chelgren, Nancy	Kvant, Helen	Serafini, Grace
Cherico, Cara	Labelle, Mary	Setree, Manette
Chittester, Sharon	Lamboy, Louise	Simmons, Johannah
Colgan, Becky	Lawson, Linda	Sommers, Tabitha
Daisher, Sally	Lenherr, Marsha	Stamler, Katherine
Dobson, Jody	Limerick, Michele	Stanford, Carol
DuPont, Tracey	Lopert, Kevin	Stewart, Sheldon
Earley, Ellen	Love, Janeen	Thomas, John
Eberly, Elizabeth	Lowmaster, Betty	Venanzi, Jeremy
Elkin, Judith	McLaughlin, Susan	Verdill, Matthew
Elliott, Linda	McMahan, Michael	Wastchak, Christopher
Fairman, Marielynn	Merritts, Tressa	Williams, Samuel
Fu, Kai	Milligan, Arlene	Zeok, Kathleen
Fusco, Susan	Moses, Karla	
Fusco, Thomas	Moses, Larry	

This document was financed in part by a grant from the federal Department of Health and Human Services under the Administration of the Commonwealth of Pennsylvania, Department of Community and Economic Development.

<u>Expenses</u>	<u>Program Services</u>	<u>Management and General</u>
Salaries/Employee Benefits	\$ 1,195,891	\$ 46,071
Payroll Taxes	80,440	3,138
Travel	40,280	2,422
Meetings**	1,271	989
Equipment Maintenance and Rental		
	17,442	216
Small Equipment and Tools	26,057	-
Supplies	62,320	370
Space Costs	92,922	1,543
Building Repairs and Maintenance**	6,597	-
Telephone	49,869	1,201
Postage	20,293	102
Printing	16,780	415
Administrative and Fiscal Services	-	141,370
Data Processing	61,278	2,030
Insurance	25,769	259
Advertising and Publications**	4,620	679
Licenses and Registration**	2,634	4,079
Training and Technical Assistance**	5,662	-
Computer Equipment Sold**	961	-
Auto Expenses**	2,786	-
Contracted Services**	787	31,690
Administrative Fees**	8,568	1,510
Utilities	33,382	-
Fundraising**	-	-
Consumer Assistance:		
Child Care Fees*	824,547	
Food and Meals*	263,755	
Weatherization Services*	171,274	
Housing Assistance*	69,215	
Client Travel and Assistance*	280,501	
Other Consumer Support*	76,827	
Project/Program Support**	8,987	-
Volunteer Recognition**	4,468	-
Food and Meals**	1,418	-
Depreciation	21,421	-
Rental Property Expenses**	9,781	-
Miscellaneous**	3,431	294
Bad Debt Expense	1,579	-
<b>Expenses Total</b>	<b>3,493,813</b>	<b>238,378</b>

\* - Aggregated into Consumer Assistance

\*\* - Aggregated into Other

# Community Action, Inc. Accomplishments

## Housing Development

- Provides, develops, and maintains 32 rental units for low to moderate income families.

## Weatherization & Energy Education

- 317 persons were provided with conservation measures through the Department of Community and Economic Development, Penelec A FirstEnergy Company, and Allegheny Power Weatherization programs. Measures may include: water heater tank wraps, pipe insulation, water saving showerheads, insulation, air sealing measures, door repair/ replacements, broken glass replacement, furnace repair/ replacement, as well as energy education.

## Food Assistance

Provides food assistance to those in need or experiencing a crisis / emergency.

- The State Food Program helped 1,882 individuals in Jefferson County with food assistance and 1,648 individuals in Clarion County with food assistance.
- TEFAP provided 3,464 people in Jefferson and Clarion Counties with food commodities.

## Emergency Services

- 2,884 individuals in Clarion and Jefferson Counties were assisted with payments on their utility and shelter obligations in order to prevent evictions or terminations.

## Medical Transportation

- This program helped 487 individuals with their local and out-of-area medical transportation needs.

## Case Management

- 82 individuals were served with intensive case management to help them towards self-sufficiency.

## Retired and Senior Volunteer Program

- 402 RSVP Volunteers provided over 47,144 hours of community service at 66 volunteer stations.

## H2O - Help to Others

- Presented conservation training and education on the wise use of water to 47 Pennsylvania-American Water Company families. Consumers received water conservation devices and assistance in installing water saving kits.

## Homeless Assistance

- 341 individuals were assisted with emergency shelter services, transitional housing, rental assistance, and/or provided case management services in order to prevent homelessness.

# Community Action, Inc. Accomplishments

## Domestic Violence Services

Crossroads Project was able to provide 1,180 individuals representing 1,001 households with the following services:

- 978 adults received hotline, telephone counseling and crisis intervention service.
- 2,228 days of emergency shelter were provided for 105 individuals representing 57 families.
- 6,003.5 hours of direct services (options counseling, case management, support groups, parenting classes, job search skills, etc.) were provided to 1,180 individuals.
- 74 children, who also suffer when the parent is a victim of domestic violence, were provided with supportive services.
- 451 families received advocacy and support for social, medical and legal services to include:
 

306 Protection From Abuse Orders	7 Custody Hearings
411 Evaluations	40 Withdrawals
39 Preliminary Hearings	

## Child Care Information Services

- Provided 291 children in 169 families with subsidized child care funding in Clarion County. These families utilized 77 different providers.
- Provided 292 children in 183 families with subsidized child care funding in Jefferson County. These families utilized 84 different providers.
- Provided Resource and Referral services to 320 unduplicated families in Clarion County and 449 unduplicated families in Jefferson County.

## Computer Technology Center

Provides hands-on computer skills classes to individuals and businesses / organizations, to include training on software, equipment, and Internet use.

## Adult Education

- Three hundred twenty-nine (329) individuals were served with tutoring and adult basic education classes.
- Thirty-three (33) individuals earned a GED.

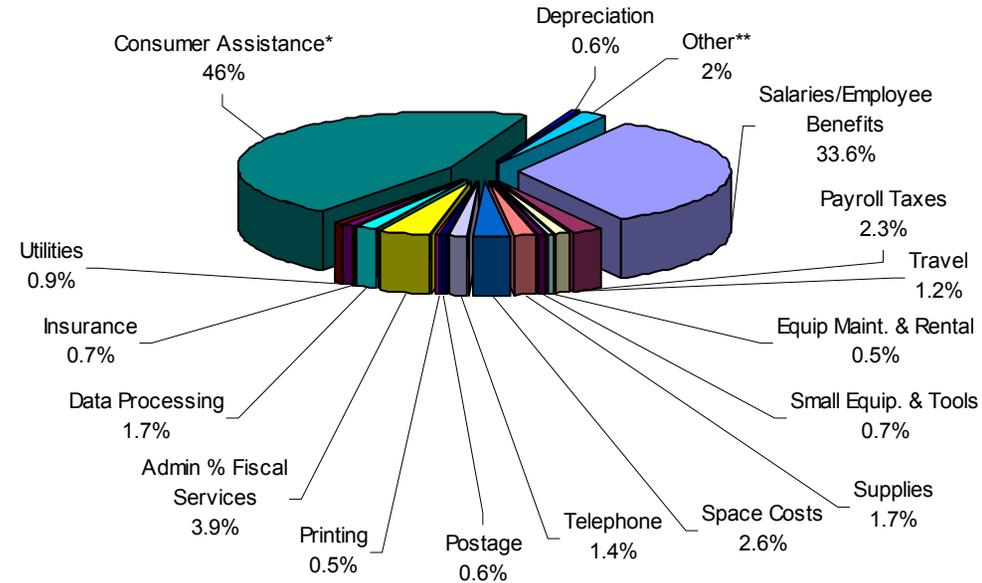
## Supported Work

- The Supported Work Program served a total of forty-seven (47) participants in the two-county service area with job readiness skills.
- Of these, twenty-five (25) or 53% were successful in obtaining employment during the six month enrollment period.
- Over half of these participants maintained their employment for at least 90 days.

## Information Technology Services

Punxsutawney Computer Services (PCS) provides information technology consultation and support to Community Action, Inc. as well as to other organizations and individuals.

# Expenses



# Overall Expenses

