

# Community Action, Inc.

*Primarily Serving Clarion and Jefferson Counties, Pennsylvania*

## 2013-2014 Annual Report



[www.jccap.org](http://www.jccap.org)

**Mission: To provide and coordinate activities which alleviate poverty, promote family self-sufficiency, and advance community prosperity.**

### Executive Management

Robert A. Cardamone, *Executive Director*

Ernest E. Certo, Jr., *Controller*

Susan K. Fusco, *Community Services Director*

Rodney B. Rhodes, *Planning Director*

### Jefferson County Office

105 Grace Way

Punxsutawney, PA 15767

**Phone:** (814) 938-3302

**Toll Free:** (800) 648-3381

### Clarion County Office

30A South Sheridan Road

Clarion, PA 16214

**Phone:** (814) 226-4785

**Toll Free:** (800) 997-7661

**Email:** [contact@jccap.org](mailto:contact@jccap.org)



# BOARD OF DIRECTORS

## Clarion County

### **Low-Income Representatives**

Clara W. Belloit, Clarion Ministerium  
Lori A. Brown, Clarion County Housing Authority  
Renee Vowinckel, Pennies From Heaven

### **Elected Public Officials**

G. Butch Campbell, Clarion County Commissioner  
Scott E. Hutchinson, State Senator  
Donna R. Oberlander, State Representative

### **Private Sector**

Judith Gardner, Clarion County Assistance Office  
Lee N. Stewart, Stewart Laboratories<sup>3</sup>  
Ronald J. Wilshire, Clarion University of Pennsylvania<sup>2</sup>

## Jefferson County

### **Low-Income Representatives**

Pamela M. Johnson, Jefferson-Clarion Head Start, Inc.<sup>4</sup>  
Melva J. McGranor, Jefferson County Area Agency on Aging  
Steve J. Mehok, Jefferson County Housing Authority

### **Elected Public Officials**

Richard Beck, Mayor of Brookville  
James P. McIntyre, Jefferson County Commissioner  
Samuel H. Smith, State Representative

### **Private Sector**

Granville E. Carter, Carter Bianco, LLP  
Richard G. Fetterman, Shriners of North America<sup>1</sup>  
Rebecca Mitchell, Jefferson County Assistance Office

President<sup>1</sup> | Vice-President<sup>2</sup> | Secretary/Treasurer<sup>3</sup> | Assistant Secretary<sup>4</sup>

# COMMUNITY INITIATIVES & PARTNERSHIPS

## Weatherization

When federal weatherization funding was reduced significantly and threatened the existence of local weatherization programs, CAI approached the Indiana County Community Action Program to consider combining programs. On July 1, 2013 CAI became the Clarion, Indiana, and Jefferson County weatherization provider for federal and utility weatherization services.

### Supported Services for Veteran Families (SSVF)

CAI recognizes collaborations, partnerships, and regionalization can bring solutions to community problems that would otherwise not be possible. CAI was approached by Lawrence County Social Services, Inc. to become a partner in a seven county U.S. Department of Veterans Affairs grant to provide supportive services to veteran families. Independently, none of the six participating Community Action Agencies would have been successful in securing funding, but collectively both veterans and communities benefited, and the SSVF Program began operations in October 2013.

## PHARE

CAI advocated for funding to provide emergency shelter for homeless and rental assistance to those at risk of becoming homeless. The Clarion County Board of Commissioners charged CAI to take the lead and prepare the County's PHARE proposal which was subsequently funded in the amount of \$190,000. CAI is now operating PHARE for Clarion County.

## Partnerships

CAI regularly partners with approximately 200 private and public entities and hundreds of volunteers to help solve family and community problems. These partnerships include but are not limited to: businesses; educational institutions; churches; chambers of commerce; workforce investment boards; area agencies on aging; housing authorities; county assistance offices; local courts; county, state, and local governments; civic and veterans organizations; libraries; and many, many others.

Partnerships increase the likelihood solutions can be found, broaden perspectives and opportunities, reduce duplication of effort, maximize resources, produce more creative and comprehensive solutions, and build relationships, trust, and respect.

Below is an example of how partnerships can create local solutions.

During FY 2013-2014 CAI partnered with the North Central Workforce Investment Board (NCWIB) and the Brookville and Punxsutawney Chambers of Commerce to respond to needs identified by local businesses, specifically front-line worker customer service skills training and improving work ethic. The needs were identified by surveys created and distributed by the partners. Funding was secured by CAI, NCWIB contracted a professional trainer who provided front-line worker customer skills trainings, and the Chambers continually promoted and participated in the events.

CAI believes community partnering is the best way to resolve local problems and create long-term family and community solutions.

# ACTIVITIES



## ADULT EDUCATION

Provides individuals with instruction in a classroom/computer lab setting to: improve reading, math, and computer skills; enhance job readiness; conduct career exploration and training preparation; and develop skills to pass the General Educational Development (GED) Test. Support services and case management are also available. Tutors provided on a case-by-case basis.



## MEDICAL ASSISTANCE TRANSPORTATION

Provides non-emergency mileage reimbursement and transportation services to enrolled Jefferson County residents with a valid PA Department of Human Services Access Card. Must be traveling to and from a medical assistance covered service.



## BUILDING ECONOMIC SUCCESS TOGETHER (BEST)

Provides intensive case management to enable high school dropouts to obtain a GED and develop career plans. Individuals must be actively seeking employment or better employment. Child care, transportation, and training assistance may be available.



## NEW CHOICES CAREER DEVELOPMENT

Prepares individuals for a new career using a curriculum that includes: basic computer skills; career assessment; personal development; communication; job/training search skills; decision making; problem solving; entrepreneurship; and much more. Vocational counseling is also provided regarding local career opportunities.



## CASE MANAGEMENT

Advocates families to accept personal responsibility to overcome barriers to economic independence by collaboratively establishing goals and strategies.



## SENIORS CORPS-RSVP

Utilizes the talents of volunteers ages 55 and over to meet community needs. Senior Corps-RSVP volunteers choose activities relating to their skills, interests, and time availability. Volunteers mentor children, conduct environmental tests, perform clerical duties, assist the elderly, tutor adults, and much more.



## COMMUNITY DEVELOPMENT

Advocates and mobilizes partners to build capacity and solve community problems.

## SUPPORTIVE SERVICES FOR VETERAN FAMILIES

Provides assistance to homeless veterans and their families, or those at risk of homelessness, with case management and a long term goal of housing stability and economic independence.



## DOMESTIC VIOLENCE INTERVENTION/PREVENTION

Provides victims of domestic violence and their children emergency shelter, 24-hour hotline, community and school educational programs, options counseling, legal advocacy, and group support.

## WEATHERIZATION

Installs materials such as attic insulation, weather strips, and door sweeps, to reduce home energy consumption; also provides energy conservation education.



## FAMILY/FOOD SERVICES

Provides limited help for rent, mortgage, utility bills, and food. Offers assistance with the completion of food stamp applications.



## HOMELESS SERVICES

Provides the homeless: emergency shelter; transitional housing; help with locating and establishing a new residence; and case management. Also provides homeless veterans and their families with supportive services.



## YOUTH OPPORTUNITIES

Engages youth in activities that promote personal and community responsibility, work ethics, work readiness, financial literacy, and leadership skills.

# FINANCIAL INFORMATION

**Community Action, Inc.**  
**Statement of Financial Position**  
**June 30, 2014**

**Assets**

<b>Current Assets</b>	
Cash and Cash Equivalents	\$825,828
Grant Receivable	\$660,217
Other Receivables	\$198,309
Investments	\$54,770
Inventory	\$13,281
Prepaid Expenses	\$52,153
<b>Total Current Assets</b>	<b>\$1,804,558</b>
Property and Equipment (net of accumulated depreciation)	\$490,965
<b>Total Assets</b>	<b>\$2,295,523</b>

<b>Current Liabilities</b>	
Accounts Payable	\$265,076
Accrued and Withheld Taxes	\$7,717
Accrued Salaries	\$142,157
Deferred Revenue	\$146,774
Accrued Expenses	\$27,434
Security Deposits	\$680
<b>Total Current Liabilities</b>	<b>\$589,838</b>
<b>Total Liabilities</b>	<b>\$589,838</b>

<b>Net Assets</b>	
Unrestricted	\$1,612,564
Temporarily Restricted	\$93,121
Permanently Restricted	\$0
<b>Total Net Assets</b>	<b>\$1,705,685</b>

**Total Liabilities and Net Assets** **\$2,295,523**

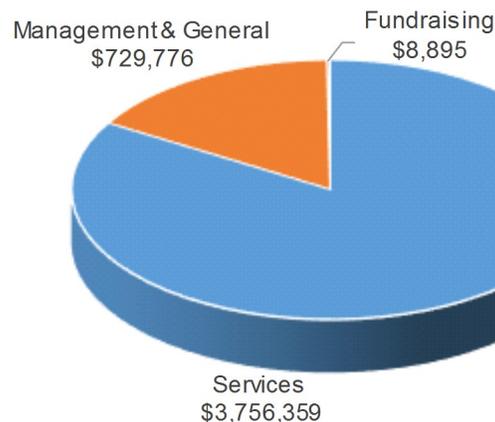
**Support and Revenues**

Federal/State Grants	\$3,560,807
Contributions	\$212,170
In-Kind contributions	\$35,151
Special events	\$2,625
<b><u>Other Income</u></b>	
- Consumer services	\$503,062
- Information technology services	\$172,794
- Rental housing	\$34,331
- Investment (loss)	\$8,743
- Miscellaneous	\$8,511
<b>Total Revenues</b>	<b>\$4,538,194</b>

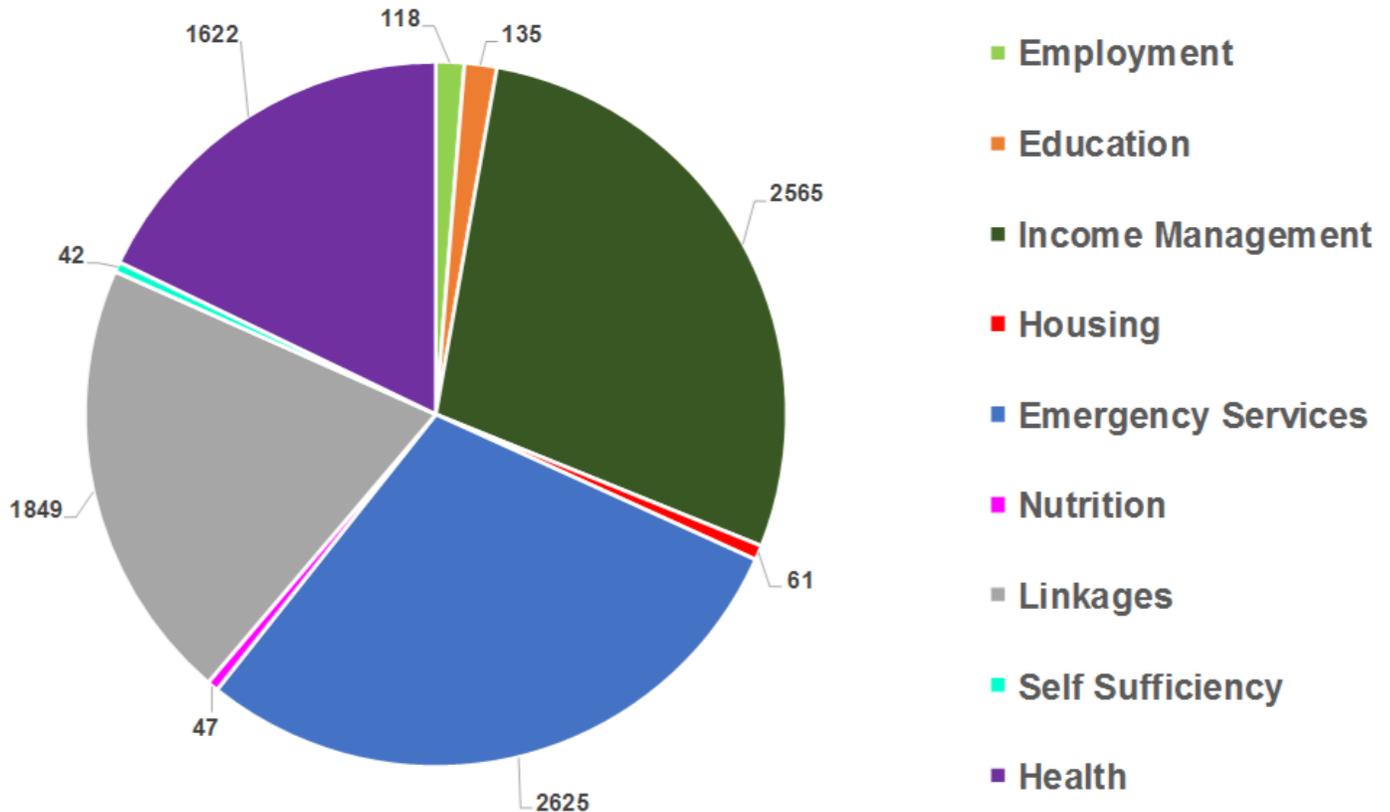
**Expenses**

Salaries & Wages	\$1,609,846
Client Travel & Assistance	\$1,304,090
Weatherization Services	\$428,078
Employee Benefits	\$309,864
Contracted Services	\$126,626
Payroll Taxes	\$122,508
Housing Assistance	\$105,419
Occupancy	\$93,216
Travel	\$49,731
Insurance	\$38,559
Information Technology	\$37,915
Telephone	\$33,868
Supplies	\$33,352
Utilities	\$26,183
Administration & Fiscal Services	\$21,079
Auto Expenses	\$18,177
Postage & Shipping	\$15,903
Other Consumer Support	\$13,651
Food & Meals	\$13,458
Printing & Publications	\$12,825
Depreciation, etc.	\$10,994
Licenses & Registration	\$10,102
Small Equipment & Tools	\$9,269
Volunteer Support	\$8,500
Miscellaneous	\$7,158
Returned to Funder	\$6,668
Federal Taxes	\$6,428
Administrative Fee	\$6,041
Equipment Rental & Maintenance	\$5,717
Advertising & Publications	\$3,205
Meetings	\$2,777
Training/Technical Assistance	\$2,390
Rental Property Expenses	\$1,413
Software	\$20
<b>Total Expenses</b>	<b>\$4,495,030</b>

**FUNCTIONAL EXPENSES**



# INDIVIDUALS SERVED



# ECONOMIC IMPACT ON THE COMMUNITY

Wages contributed to the local economy	\$1,609,846
Real estate and payroll taxes contribute to the local economy	\$123,921
Purchase of goods and services from local vendors	\$2,043,557
Social services and direct assistance to consumers/tenants	\$1,860,821
In-kind and volunteer services	\$46,898
Current value of all real estate held	\$496,840

Community Action, Inc. has helped thousands of people work towards self-sufficiency since opening in 1965.

During 2013-2014 with your help....

- we served 7,549 unduplicated Clarion and Jefferson County residents.
- we provided 794 victims of domestic violence with prevention and support services.
- we distributed food vouchers to 1,898 of your neighbors to ensure they have adequate, nutritious food.
- we arranged transportation for 1,619 consumers to medical appointments.

WISH LIST:

- \$25** - provides budget counseling services for one family.
- \$50** - provides clothing/holiday gifts for one child.
- \$202** - provides assistance for a person to live in shelter for 30 days.
- \$225** - provides food assistance for a family of four for one week.
- \$300** - provides heat for one month to a family not qualifying for subsidy heating programs.
- \$500** - provides a family with housing for one month.
- \$675** - provides books and instruction to help an individual prepare to take the General Education Development (GED) test.
- \$750** - provides assistance for one month to a family living in shelter due to domestic violence.
- \$1,025** - provides one year of case management for a family.

Local funds are vital to helping families in Clarion and Jefferson Counties. To help us help others in your community, please return this form and your contribution to one of our locations. A secure donation can also be made through our website.

Community Action, Inc., 105 Grace Way, Punxsutawney, PA 15767  
or 30A South Sheridan Road, Clarion, PA 16214

YES, I/We want to support Community Action, Inc. and local families through this tax deductible gift of:

**\$25** \_\_\_\_\_ **\$50** \_\_\_\_\_ **\$100** \_\_\_\_\_ **\$200** \_\_\_\_\_ **\$500** \_\_\_\_\_ **\$1,000** \_\_\_\_\_ other \$ \_\_\_\_\_

( ) Please use my donation where it will help most, or ( ) please use my donation for \_\_\_\_\_

( ) I would like to volunteer my time. My interests are \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Your donation may be tax deductible.** Tax deductible means you can deduct the contribution on your federal income tax return because Community Action, Inc. is a 501(c) (3) tax exempt charitable corporation.

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. Registration does not imply endorsement.

Community Action's National Goals

- Low-income people become more self-sufficient.
- The conditions in which low-income people live are improved.
- Low-income people own a stake in their community.
- Partnerships among supporters and providers of services to low-income people are achieved.
- Agencies increase their capacity to achieve results.
- Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

Services are provided without regard to race, color, religious creed, age, sex, ancestry, union membership, sexual orientation, gender identity, national or ethnic origin, disability, and without regard to whether the person is a victim of a violent crime (including domestic violence).

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