

Community Action, Inc.

Primarily Serving Clarion and Jefferson Counties, Pennsylvania

2016 - 2017 Annual Report



www.jccap.org

Mission: Community Action, Inc. will be a community catalyst to provide and coordinate activities which promote family self-sufficiency and advance community prosperity.

Executive Management

Robert A. Cardamone, *Executive Director*

Susan K. Fusco, *Deputy Director*

Rodney B. Rhodes, *Planning Director*

Manette Setree, *Community Services Director*

Donna L. States, *Controller*

Jefferson County Office

105 Grace Way
Punxsutawney, PA 15767
Phone: (814) 938-3302
Toll Free: (800) 648-3381
Fax: (814) 938-7596



Clarion County Office

30A South Sheridan Road
Clarion, PA 16214
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HISTORY OF COMMUNITY ACTION, INC.

- The Community Action movement was created as a result of the Economic Opportunity Act of 1964 and administered by the federal Office of Economic Opportunity (OEO). National OEO Directors have included Sargent Shriver and Donald Rumsfeld.
- Local Community Action Agencies were created to fight the "War on Poverty".
- Community Action, Inc. (formerly known as Jefferson-Clarion County Economic Opportunity Association, Inc.) was established in 1965 as a private, non-profit charitable 501(c)(3) corporation and has been designated by the Boards of Commissioners of Clarion and Jefferson Counties to serve as a multi-purpose administering and service delivery entity for a variety of anti-poverty, social, and/or humanistic programs.
- Community Action, Inc. has served the Clarion and Jefferson County area continuously since inception.
- Community Action, Inc. has been instrumental in locally creating programs such as: VISTA, the Job Corps, Neighborhood Youth Corps, Legal Services, Head Start, Foster Grandparent Program, Green Thumb, Weatherization Programs, TEFAP, Employment and Training Programs (CETA and JTPA), Older Americans Act, Women, Infants and Children (WIC), and Federal Housing Programs, which along with many new programs, continue today.
- Community Action, Inc. is governed by a local 18 member tripartite Board of Directors.

50 YEARS OF COMMUNITY ACTION

Incorporated in 1965 to primarily serve the residents of Clarion and Jefferson Counties, **Community Action, Inc. was recently recognized by the Pennsylvania House and Senate for 50 years of outstanding community service.** Presenting Congressional citations to Community Action, Inc.'s Board of Directors was Senator Scott E. Hutchinson, Representative Cris Dush, and on behalf of Representative Donna R. Oberlander, District Constituent Outreach Specialist, Fred Workman.

Pennsylvania's Congress recognized Community Action, Inc.'s long history of working closely with governments, churches, businesses, schools, civic organizations, and service providers to empower families to become self-sufficient and to help the community solve local problems and prosper. Community Action, Inc. was also commended for developing a strong reputation for the highest quality services, steady adherence to principles, and for becoming a leader in the community contributing toward a better and more productive society.

Community Action agencies have a presence in 99% of U.S. counties. Each CAA is locally controlled and designed to conduct catalytic work and direct services that respond to local needs. Community Action agencies are trusted local sources and their core principals include: recognizing the complexity of the issues of poverty, building local solutions to local needs, supporting family stability as a foundation for economic security, advocating for systemic change, pursuing positive family and community level change, maximizing involvement of people with low incomes, engaging local community partners and citizens in solutions, and leveraging state, federal, and community resources.



Pictured accepting the Congressional citations and best wishes for continued growth and success were Community Action, Inc. Board Directors (front row, l-r) Pamela Johnson, Assistant Secretary; Amy Ortiz; Renee Vowinckel; Clarion County Commissioner Wayne Brosius; Steve Mehok; (second row, l-r) Lori Brown; Jefferson County Commissioner Jack Matson; Ronald Whilshire, Vice-President; Representative Cris Dush; Robert A. Cardamone, Executive Director; Richard G. Fetterman, President; District Constituent Outreach Specialist, Fred Workman, on behalf of Representative Donna R. Oberlander; Senator Scott E. Hutchinson; and Granville Carter. Board Directors missing from the photo include: Representative Donna R. Oberlander; Reverend Clara Belloit, Secretary; Lee Stewart, Treasurer; Meiva McGranor; Rebecca Mitchell; and Mayor Richard Beck.

BOARD OF DIRECTORS

Clarion County

Low-Income Representatives

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

Elected Public Officials

Wayne Brosius, Clarion County Commissioner
Scott E. Hutchinson, State Senator
Donna R. Oberlander, State Representative

Private Sector

Amy Ortz, Clarion County Assistance Office
Lee N. Stewart, Stewart Laboratories³
Ronald J. Wilshire, Clarion University of Pennsylvania²

Jefferson County

Low-Income Representatives

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

Elected Public Officials

Richard Beck, Mayor of Brookville
Cris Dush, State Representative
Jack Matson, Jefferson County Commissioner

Private Sector

Granville E. Carter, Carter Bianco, LLP
Richard G. Fetterman, Shriners of North America¹
Rebecca Mitchell, Jefferson County Assistance Office

President¹ | Vice-President² | Secretary/Treasurer³ | Assistant Secretary⁴

INDIANA COUNTY VOLUNTEER OF THE YEAR



Senator Don White presenting award to Bob Lankard, Senior Corps-RSVP Indiana County Volunteer of the Year

ACTIVITIES



ADULT EDUCATION / CAREER DEVELOPMENT

Helps individuals prepare for the General Educational Development (GED) Test by providing instruction that improves reading, math, and computer skills; enhances job readiness; and encourages career exploration or advanced training options. Support services and case management are also available. Tutors provided on a case-by-case basis.



HOMELESS SERVICES

Provides 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.



BUILDING ECONOMIC SUCCESS TOGETHER (BEST)

Recruits and mentors high school drop-outs 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.



MEDICAL ASSISTANCE TRANSPORTATION

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



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

Acts as a community catalyst; advocates and mobilizes partners to build capacity and solve community problems.



SUPPORTIVE SERVICES FOR VETERAN FAMILIES

Helps homeless veterans and their families, or those at risk of homelessness, by providing case management and a long term goal of housing stability and economic independence.



DOMESTIC VIOLENCE INTERVENTION/PREVENTION

Helps domestic violence victims and their children remain safe by providing emergency shelter, 24-hour hotline, community and school educational programs, options counseling, legal advocacy, and group support.



WEATHERIZATION

Reduces home energy consumption by installing materials such as attic insulation, weather strips, and door sweeps, 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.



YOUTH OPPORTUNITIES

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

NEW CHOICES

Community Action, Inc. honored sixteen New Choices Career Development graduates on May 25, 2017 at the Heritage House in Brookville, PA. Graduates received a Certificate of Graduation for successfully completing career development and basic computer skills training.

The 50-hour class included training on topics including skill identification, career exploration, goal setting, job-search strategies, interviewing, and the Microsoft Office Suite. Graduates also developed a resume and cover letter.

"The New Choices Career Development Course empowers students to progress to the next step in their career path," stated Tonya Mauk, Career Development Supervisor for Community Action, Inc. "Students get to know more about themselves and learn what jobs are compatible with their skills. It is also a great way to gain computer skills needed in today's job market."

Pennsylvania State Representative, Donna Oberlander, served as the commencement speaker. She recognized the significance of the graduates' accomplishments and highlighted the importance of motivation and persistence in accomplishing goals.

Graduates shared their experiences, followed by Career Development Facilitator, Carolyn Rhoades, sharing an inspirational poem entitled "Attitude." The program closed with a reminder for New Choices' graduates to keep in touch with staff and follow-up as needed.



New Choices Career Development class graduated sixteen on May 25, 2017. Pictured are (front row L to R): Tonya Mauk, Community Action, Inc.'s Career Development Supervisor; Tameekah Ervington; Mellissa Kephart; Brian Summerville; Irene Hanchar, Forrest Hanchar; Carolyn Rhoades, Community Action, Inc.'s Career Development Facilitator; and State Representative Donna Oberlander; (Back row L to R): Frank Hanchar, Jessica Ritchey, and April Bush. Graduates received certificates reflecting computer; resume writing, interview, job readiness; and financial and time management skills.

CLARION COUNTY VOLUNTEER OF THE YEAR



Community Action, Inc.'s Senior Corps-RSVP Project selected Janet Cairns of Clarion, PA as the 2016 Clarion County Volunteer of the Year during the Senior Corps-RSVP 45th Anniversary Celebration Recognition Luncheon held at the Trinity Hall in Fairmount City, PA. Janet has been a member of the Senior Corps-RSVP since January 1995 and has over 7,555 volunteer hours at the Clarion Free Library and Clarion Hospital.

Janet was nominated for the Volunteer of the Year Award by Clarion Hospital staff, represented by Patti Bell from Clarion Hospital Volunteer Services. Ms. Bell stated, "Janet has worked in various departments in the hospital including the Gift Shop, Materials Management, The Cancer Center, and the Information Desk. Janet is an exceptional volunteer who is always willing to train new recruits. Janet is very versatile and is willing to learn new job functions. With over 23 years of volunteer service at Clarion Hospital, Janet has provided passionate care to our community and is an important member of our team."

Proclamations recognizing Janet and her dedication to serving the community were presented by Diane Porter from State Representative Donna Oberlander's office, Barbara Ives from Congressman Glenn T. Thompson's office, and Wayne Brosius, Clarion County Commissioner. Community Action, Inc. is very proud to have Janet Cairns as a member of the Senior Corps-RSVP Project. Janet is dedicated to making a difference in the lives of others and in our community. She depicts the true spirit of volunteering.

Janet was one of 145 volunteers from Clarion County honored at the Senior Corps-RSVP 45th Anniversary Annual Recognition Luncheon for their dedication and service. In the past 12 months 118 Clarion County Senior Corps-RSVP members volunteered 10,442 hours with local libraries, senior centers, health care facilities, schools, non-profit organizations, and community events. Volunteers were honored for five, ten, fifteen, and twenty years of service and received awards for 500 hours or more of individual service.

FINANCIAL INFORMATION

Community Action, Inc.
Statement of Financial Position
June 30, 2017

Support and Revenues

| | |
|-----------------------------------|--------------------|
| Federal/State Grants | \$2,180,845 |
| Fee for Service | \$1,503,048 |
| Contributions | \$127,582 |
| In-Kind contributions | \$85,477 |
| Special events | \$5,578 |
| <u>Other Income</u> | |
| - Consumer services | \$239,890 |
| - Information technology services | \$167,852 |
| - Rental housing | \$32,606 |
| - Investment (loss) | (\$4,056) |
| - Miscellaneous | \$17,604 |
| Total Revenues | \$4,356,426 |

Expenses

| | |
|--------------------------------|--------------------|
| Salaries & Wages | \$1,602,722 |
| Consumer Travel & Assistance | \$1,160,141 |
| Weatherization Services | \$394,501 |
| Employee Benefits | \$305,539 |
| Contracted Services | \$146,598 |
| Housing Assistance | \$109,409 |
| Payroll Taxes | \$121,763 |
| Occupancy | \$100,327 |
| Supplies | \$42,449 |
| Travel | \$44,154 |
| Admin & Fiscal Services | \$33,186 |
| Insurance | \$33,774 |
| Telephone | \$48,322 |
| Other Consumer Support | \$17,003 |
| Utilities | \$25,635 |
| Information Technology | \$14,157 |
| Food & Meals | \$17,193 |
| Licenses & Registration | \$13,784 |
| Postage & Shipping | \$5,239 |
| Printing & Publications | \$4,312 |
| Depreciation, etc. | \$12,553 |
| Volunteer Support | \$8,081 |
| Miscellaneous | \$10,943 |
| Federal Taxes | \$6,062 |
| Auto Expenses | \$5,168 |
| Administrative Fee | \$7,204 |
| Small Equipment & Tools | \$63 |
| Advertising & Publications | \$4,620 |
| Meetings | \$779 |
| Equipment Rental & Maintenance | \$2,059 |
| Rental Property Expenses | \$1,488 |
| Fundraising | \$2,414 |
| Software | \$3,440 |
| Total Expenses | \$4,305,082 |

Current Assets

| | |
|-----------------------------|--------------------|
| Cash and Cash Equivalents | \$453,618 |
| Grant Receivable | \$980,967 |
| Other Receivables | \$1,050 |
| Investments | \$44,337 |
| Inventory | \$4,563 |
| Prepaid Expenses | \$75,039 |
| Total Current Assets | \$1,559,574 |

| | |
|--|-----------|
| Property and Equipment (net of accumulated depreciation) | \$618,500 |
|--|-----------|

| | |
|---------------------|--------------------|
| Total Assets | \$2,178,074 |
|---------------------|--------------------|

Current Liabilities

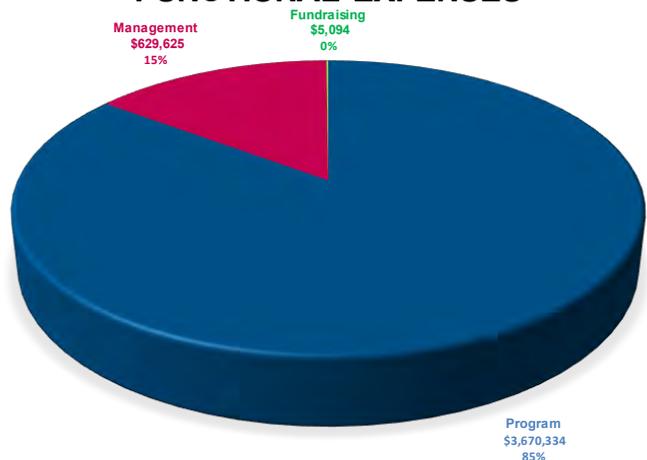
| | |
|----------------------------|-----------|
| Accounts Payable | \$163,732 |
| Accrued and Withheld Taxes | \$17,002 |
| Accrued Salaries | \$161,811 |
| Deferred Revenue | \$63,487 |
| Accrued Expenses | (\$5,063) |
| Security Deposits | \$780 |

| | |
|----------------------------------|------------------|
| Total Current Liabilities | \$401,749 |
|----------------------------------|------------------|

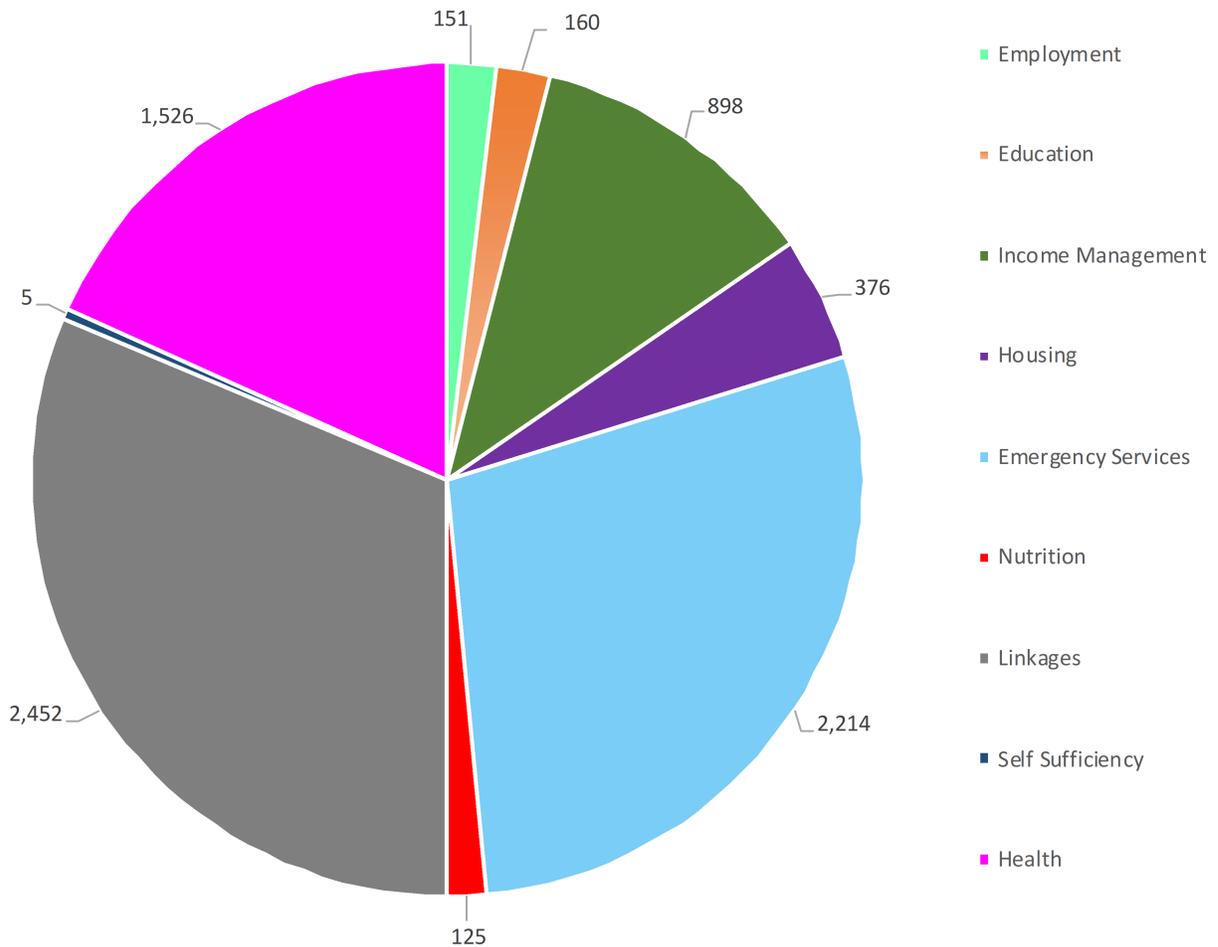
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|-------------------------|--------------------|
| Net Assets | |
| Unrestricted | \$1,709,074 |
| Temporarily Restricted | \$67,251 |
| Permanently Restricted | \$0 |
| Total Net Assets | \$1,776,325 |

| | |
|---|--------------------|
| Total Liabilities and Net Assets | \$2,178,074 |
|---|--------------------|

FUNCTIONAL EXPENSES



INDIVIDUALS SERVED



*Numbers reflected include consumers receiving more than one service.

ECONOMIC IMPACT ON THE COMMUNITY

| | |
|--|-------------|
| Wages contributed to the local economy | \$1,602,722 |
| Real estate and payroll taxes contributed to the local economy | \$123,251 |
| Purchase of goods and services from local vendors | \$194,609 |
| Services and direct assistance to consumers/tenants | \$1,695,928 |
| In-kind and volunteer services | \$85,477 |
| Current value of all real estate and equipment held | \$618,500 |

DOMESTIC VIOLENCE AWARENESS



Pictured (from left) are Jefferson County Commissioner Jeff Pisarcik; Suella Himes, Director of the Community Action, Inc.'s Crossroads Project; Commissioner Jack Matson; and Commissioner Herb Bullers. (Photo by Matthew Triponey/The Punxsutawney Spirit)

Suella Himes, the Director of Community Action, Inc.'s Crossroads Project, a program that focuses on combating domestic violence and helping those who suffer from it in both Clearfield and Jefferson counties, thanked the commissioners for their proclamation naming October Domestic Violence Awareness Month, saying it helps set an example for the rest of the county.

"We need strong role models," she said. "We need community members to come together. That's how we can make a difference. That's how we can fight this."

Himes said everyone knows a victim of domestic violence, whether or not they're aware of it. In the United States, 20 people are abused every minute, adding up to more than 10 million victims per year. Last year, Crossroads served 1,425 people — about four per day — and that figure doesn't account for victims who don't come forward.

Himes said the organization has been trying to do more prevention work; however, since such a program would be outcome-based, there isn't much funding available for it. That, she said, is why it's important to take occasions like Domestic Violence Awareness Month to tell people what they can do to help in their community. People can volunteer at Crossroads or make a financial contribution. They can also donate household items for the organization's shelters in Punxsutawney and DuBois — food, clothing, hygiene products, and more, all necessary since the victims often come in with nothing. Himes said Crossroads also appreciates gift card donations to purchase other necessities.

What people should do is be aware of how Crossroads can help and refer the abuse victims in their lives to the organization's free and confidential services. Himes said it's also important to support and trust victims when they come forward. "I'm asking you to be that friend and family member that can hold their confidence and listen to them and believe them," she said.

There are a number of ways to obtain assistance through CAI's Crossroads Project. The organization can be reached through Community Action, Inc.'s local facilities — (814) 938-3580 in Punxsutawney, (814) 849-2779 in Brookville, (814) 371-1223 in DuBois and (814) 768-7200 in Clearfield. Crossroads also has a 24/7 hotline for victims at 1-800-598-3998.

COMMUNITY ACTION SUCCESS

An honorably discharged U.S. Army Veteran who was deployed in support of Operation Enduring Freedom and a single mother of two children, was four months behind on her rent after her fiancé left and she lost her job in April, 2017. The mother had no income, did not receive any outside assistance, and had stopped using the Department of Veterans Affairs (VA) Healthcare system.

The family was enrolled in the Regional Veterans Services (RVS) program on May 24, 2017. Following enrollment, the mother was immediately connected with the Disabled Veterans Outreach Program Specialist (DVOP) at the local CareerLink office, her local County Assistance Office, and WIC benefits.

RVS assisted with six months of rent enabling her to locate more affordable housing for her family; apply for and began receiving SNAP benefits, Medicaid, and WIC benefits; and secured part-time employment with gross income of \$1,625 per month. She also applied and was accepted to Clarion University of Pennsylvania and is attending utilizing her GI Bill. She has also returned to utilizing VA Healthcare.

The family successfully exited RVS on September 15, 2017.

Support Wish List

- | | |
|--|---|
| \$60 provides budget counseling services for one family. | \$600 provides a family with housing for one month. |
| \$100 provides clothing/holiday gifts for one child. | \$675 provides books and instruction to help an individual prepare to take the General Equivalency Diploma (GED) test. |
| \$200 provides assistance for a person to live in shelter for 30 days. | \$750 provides assistance for one month to a family living in shelter due to domestic violence. |
| \$225 provides food assistance for a family of four for one week. | \$1,025 provides one year of case management for a family. |
| \$300 provides heat for one month to a family not qualifying for subsidized heating programs. | |

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 _____

Email _____

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.

Services are provided without regard to race, color, religious creed, disability, ancestry, national or ethnic origin (including limited English proficiency), age, sex/gender (including pregnancy, childbirth, or related conditions), actual or perceived gender identity or expression, sexual orientation, lifestyle, political beliefs, union membership, marital status, familial status, parental status, military service, veteran status, genetic information, AIDS or HIV status, citizenship, possession of a General Equivalency Diploma (GED) instead of a high school diploma, use of a guide or support animal or because the user is a handler or trainer of guide or support animals, stereotypes or assumptions, whether the person is a victim of violent crime (including domestic violence), or other characteristics protected by federal or state law. Additionally, no person will retaliate against an individual for complaining about discrimination, filing charges, or participating in an investigation or lawsuit regarding discrimination.

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