



**P A R T N E R S H I P**

*Helping People. Changing Lives.*

***Community Action, Inc.***

***(Serving Clarion and Jefferson Counties)***

***2007-2008 Annual Report***

# Community Action, Inc.

## Board of Directors

### Clarion County

#### Low Income Representatives

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

#### Elected Public Officials

Gerald J. Borovick, Monroe Township Supervisor  
Helen Gerlach, State Senator White's Appointee  
Donna R. Oberlander, Clarion County Commissioner

#### Private Sector

Gregory E. Pacelli, Clarion County Assistance Office  
Lee N. Stewart, Stewart Laboratories (3)  
Ronald J. Wilshire, Clarion University of Pennsylvania (2)

### Jefferson County

#### Low Income Representatives

Pamela M. Johnson, Jefferson-Clarion Head Start, Inc. (4)  
Steven Mehok, Jefferson County Housing Authority  
Rebecca Spader, Jefferson County Assistance Office

#### Elected Public Officials

John Hallman, Punxsutawney Mayor Wehrle's Appointee  
James P. McIntyre, Jefferson County Commissioner  
Samuel H. Smith, State Representative

#### Private Sector

Granville E. Carter, Esquire, Laurel Legal Services (2)  
Richard G. Fetterman, Shriners of North America (1)  
David N. Gillespie, Banking Industry Representative

(1) President, (2) Vice-President, (3) Secretary/Treasurer, (4) Assistant Secretary

## A Message from the President & Executive Director

Since August 1965, Community Action has been an integral part of the Clarion and Jefferson County community. Over the years we played many roles and provided many services, but our mission has basically remained unchanged....helping people move from poverty to self-sufficiency.

We work with individuals and families who are determined to make a change, and we empower people to achieve their goals. We identify local needs and partner with the community to craft innovative solutions. Community Action recognizes that individual success is dependent on an economically strong community, and works with businesses, schools, elected officials and other organizations to create a prosperous community.

Community Action is about collaborations, leveraging, persistence, and problem solving, and in the face of the worst economic crisis since the Great Depression, Community Action will continue to advocate and act to provide and coordinate activities which alleviate poverty, promote family self-sufficiency and advance community prosperity.

A special thanks to our board, staff, and partners who make our work and successes possible.

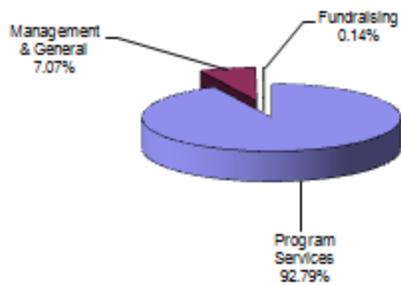
Richard G. Fetterman  
Board President

Robert A. Cardamone  
Executive Director

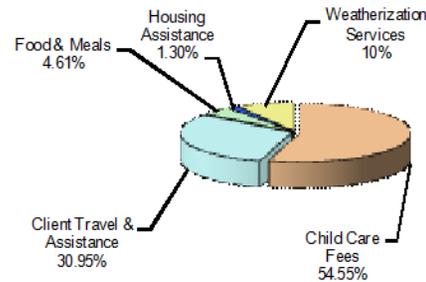


Pictured (L-R): Commissioners David Cyphert, Donna Oberlander and Donna Hartle present Robert A. Cardamone, Executive Director, with a proclamation claiming May as Community Action month at the May 13, 2008 Open House at our new office on 30A South Sheridan Road in Clarion.

## Overall Expenses



## \*Other Expenses



# 2007-2008 Audited Financial Information

## Other Expenses Year End June 30, 2008

| <u>*Other Expenses</u>           | Program Services   | Management & General | Fundraising    |
|----------------------------------|--------------------|----------------------|----------------|
| Child Care Fees                  | \$1,773,495        | \$0                  | \$0            |
| Client Travel & Assistance       | 1,006,287          | 0                    | 0              |
| Food & Meals                     | 149,844            | 0                    | 0              |
| Housing Assistance               | 42,211             | 0                    | 0              |
| Weatherization Services          | 279,427            | 0                    | 0              |
| <b>Other Expenses Sub-Total</b>  | <b>\$3,251,264</b> | <b>\$0</b>           | <b>\$0</b>     |
| <b>Miscellaneous</b>             |                    |                      |                |
| Administration & Fiscal Services | \$158              | \$173,453            | \$1,106        |
| Advertising & Publications       | 11,034             | 931                  | 0              |
| Auto Expenses                    | 5,593              | 0                    | 0              |
| Bad Debt Expense                 | 15                 | 0                    | 0              |
| Contracted Services              | 6,226              | 27,121               | 13             |
| Information Technology           | 49,341             | 2,700                | 82             |
| Fundraising                      | 0                  | 0                    | 2,661          |
| Insurance                        | 36,935             | 1,164                | 24             |
| Licenses & Registration          | 3,304              | 3,778                | 25             |
| Miscellaneous                    | 3,374              | 0                    | 0              |
| Other Consumer Support           | 43,489             | 0                    | 0              |
| Administrative Fees              | 6,317              | 0                    | 0              |
| Rental Property Expenses         | 7,646              | 0                    | 0              |
| Small Equipment & Tools          | 11,556             | 0                    | 0              |
| Training /Technical Assistance   | 5,053              | 0                    | 0              |
| Utilities                        | 34,052             | 0                    | 0              |
| Volunteer Support                | 7,405              | 0                    | 0              |
| Returned to Funder               | 14,565             | 0                    | 0              |
| <b>Miscellaneous Sub-Total</b>   | <b>\$246,063</b>   | <b>\$209,147</b>     | <b>\$3,911</b> |
| <b>Other Expenses Total</b>      | <b>\$3,497,327</b> | <b>\$209,147</b>     | <b>\$3,911</b> |

## Statement of Expenses Year End June 30, 2008

| <u>Expenses</u>                             | Program Services   | Management & General | Fundraising    |
|---------------------------------------------|--------------------|----------------------|----------------|
| Compensation of Officers & Directors        | \$0                | \$0                  | \$0            |
| Salaries & Wages                            | 1,240,515          | 154,544              | 2,283          |
| Employee Benefits Pension Plan Contribution | 144,763            | 14,386               | 254            |
| Payroll Taxes                               | 20,166             | 4,168                | 60             |
| Supplies                                    | 93,481             | 11,760               | 171            |
| Telephone                                   | 86,425             | 674                  | 43             |
| Postage & Shipping                          | 53,661             | 2,972                | 70             |
| Occupancy                                   | 23,268             | 417                  | 30             |
| Equipment Rental and Maintenance            | 111,019            | 3,319                | 78             |
| Printing & Publications                     | 9,965              | 83                   | 0              |
| Travel                                      | 12,381             | 945                  | 1,012          |
| Meetings                                    | 58,388             | 6,265                | 65             |
| Computer Equipment Sold                     | 100                | 974                  | 0              |
| Depreciation, etc.                          | 9,208              | 0                    | 0              |
| Other Expenses                              | 16,704             | 0                    | 0              |
| <b>Expenses Total</b>                       | <b>\$5,377,371</b> | <b>\$409,654</b>     | <b>\$7,977</b> |
| <b>Grand Total</b>                          | <b>\$5,795,002</b> |                      |                |

## 2007 Self-Sufficiency Award Nominee



Before coming to Community Action, Inc.'s Comprehensive Self Sufficiency (CSS) Program in October 2007, Dana Maxwell was going through a self-initiated drug and alcohol recovery program and needed help finding employment and encouragement to stay sober. Since Dana lost his driver's license due to a DUI, he knew maintaining his sobriety would be a key factor to having a successful future. With help from his case manager, Dana immediately began

searching for employment both on his own and by following up on every job lead provided through the CSS Program. Dana also needed to obtain his driver's license so he began that process.

In November 2007, Dana's case manager gave him a job lead which ultimately led to a full-time job paying \$10 per hour. Dana accepted the position but since he did not have a driver's license, he relied on friends and family to get to and from work. A job requirement included having steel-toed boots and cover-alls. Dana did not have the funds, so Community Action, Inc. used a donation to purchase these items so Dana could begin his employment.

In February 2008, Dana had maintained employment for 90 days, but told his case manager he wanted to pursue other employment opportunities. In March 2008, Dana accepted a job with a different employer. During the transition between jobs, the only assistance Dana requested was for food. Later in March, Dana was finally able to obtain his driver's license and began driving to and from work without help from family and friends.

In May 2008, Dana and his girlfriend moved to reduce household expenses. The move decreased utility bills and shortened Dana's commute to work. Once Dana and his girlfriend were settled, he continued his search for better employment. Dana's continued determination paid off when he took a job in June 2008 that allowed him to regain his CDL license and obtain employer-paid benefits.

Dana says, "Sometimes you get a second chance at life; Community Action, Inc. gave me the help and encouragement I needed to go after it."

## Community Partners - the Key to Our Success

Twenty-four families in Clarion County had a better Thanksgiving thanks to the efforts of Clarion University of Pennsylvania's Eagle Ambassadors' Donate-A-Meal program. The Eagle Ambassadors, which supports the activities of the Clarion University Alumni Relations Office, started the fundraiser nine years ago in hopes of obtaining food for the holidays for needy families in the area.

Donate-A-Meal gives Clarion students with meal plans a chance to help the Clarion community. Students sign up to donate a meal from their meal plan and the value of all the meals donated are then tallied. The total dollar value of the meals donated is used by Chartwells Dining Services, Clarion University's food service provider, to purchase turkeys and potatoes.

"We try to help the community in any way that we can, and this is a great way to get students involved as well," said Holly Nolan, Eagle Ambassador Vice President and Chair of the Community Service Committee.

This year 309 students donated a meal resulting in 24 turkeys being donated.

Jeff Gauger, Director of

Food Services for Chart-

wells, delivered the turkeys to the Clarion County Food Bank a week prior to Thanksgiving.

"Twenty-four more families had a better Thanksgiving thanks to this effort," said Aimee Cotherman, Community Action Inc.'s Self-Sufficiency Coordinator. Aimee reported Community Action provided help to 200 families for Thanksgiving, including those who receive a voucher to purchase their own turkey.



Participating in the delivery of the Eagle Ambassador's Donate-A-Meal program pictured (L-R): Holly Nolan, Eagle Ambassador Vice President; Jeff Gauger, Chartwells Dining Services; Aimee Cotherman, Self-Sufficiency Coordinator for Community Action Inc.; and Theresa Martin, Eagle Ambassador Advisor.

*Serving Clarion and Jefferson Counties Since 1965!*

## January 2009

| Sunday | Monday                                   | Tuesday | Wednesday                      | Thursday                                                                 | Friday | Saturday |
|--------|------------------------------------------|---------|--------------------------------|--------------------------------------------------------------------------|--------|----------|
|        |                                          |         |                                | 1<br><i>New Year's Day</i>                                               | 2      | 3        |
| 4      | 5                                        | 6       | 7<br><i>Orthodox Christmas</i> | 8<br><i>45 Years Ago Today President Johnson declared War on Poverty</i> | 9      | 10       |
| 11     | 12                                       | 13      | 14<br><i>Orthodox New Year</i> | 15                                                                       | 16     | 17       |
| 18     | 19<br><i>Martin Luther King, Jr. Day</i> | 20      | 21                             | 22                                                                       | 23     | 24       |
| 25     | 26                                       | 27      | 28                             | 29                                                                       | 30     | 31       |

## February 2009

| Sunday                             | Monday                       | Tuesday                 | Wednesday                  | Thursday                        | Friday | Saturday                     |
|------------------------------------|------------------------------|-------------------------|----------------------------|---------------------------------|--------|------------------------------|
| 1                                  | 2<br><i>Groundhog Day</i>    | 3                       | 4                          | 5                               | 6      | 7                            |
| 8                                  | 9                            | 10                      | 11                         | 12<br><i>Lincoln's Birthday</i> | 13     | 14<br><i>Valentine's Day</i> |
| 15                                 | 16<br><i>President's Day</i> | 17                      | 18                         | 19                              | 20     | 21                           |
| 22<br><i>Washington's Birthday</i> | 23                           | 24<br><i>Mardi Gras</i> | 25<br><i>Ash Wednesday</i> | 26                              | 27     | 28                           |

## March 2009

| Sunday                                   | Monday | Tuesday                        | Wednes- | Thursday | Friday                           | Saturday |
|------------------------------------------|--------|--------------------------------|---------|----------|----------------------------------|----------|
| 1                                        | 2      | 3                              | 4       | 5        | 6                                | 7        |
| 8<br><i>Daylight Savings Time Starts</i> | 9      | 10                             | 11      | 12       | 13                               | 14       |
| 15                                       | 16     | 17<br><i>St. Patrick's Day</i> | 18      | 19       | 20<br><i>First Day of Spring</i> | 21       |
| 22                                       | 23     | 24                             | 25      | 26       | 27                               | 28       |
| 29                                       | 30     | 31                             |         |          |                                  |          |

### Success Stories

Steve, a 33 year old veteran, worked temporary jobs while coping with a disability. As his finances dwindled, he stayed in places not intended for human habitation. Steve entered our men's shelter where he worked with his case manager on job readiness and obtaining transportation and housing. Within 4 months of acquiring permanent employment, Steve was able to rent an apartment.

James was disabled and unable to work. He had no income and was living in a tent for 3 months when he came to Community Action, Inc. for help. He worked with his case manager to find suitable housing and apply for Social Security Disability benefits.

### Success Story

Jane, a single mother of four children, was unemployed, in debt, received no child support, did not have childcare, and since she could not afford her own home, was living with her sister. Jane first sought aid from the County Assistance Office who referred her to our Work Ready Program. Immediately, Jane's case manager helped her prepare a resume and cover letter and improve her interview skills. Jane was also referred to our Child Care Information Services Project where she was approved for subsidized child care enabling her to accept an employment offer. To further improve her family's life, Jane searched for a better job and place to live. Eventually, Jane was offered a job with a personal care facility, a job she knew would be very meaningful. Jane received housing assistance and located a new home for her family. Jane reported she never dreamt she could accomplish her goals in such a short time. Being able to pay her bills and having her own home has given Jane a great feeling of control in her life. Jane continues to pursue her dream of opening her own cleaning business.

### Local Volunteer Receives State Volunteer of the Year Award

Marlene Fike was named Pennsylvania Senior Corps-RSVP Volunteer of the Year in the Disaster Preparedness/Relief category. Marlene has been a Senior Corps-RSVP volunteer since December of 2006. During the period April 2007 through March 2008, Marlene volunteered 1,197 hours for the Clearfield-Jefferson American Red Cross.

Marlene, a registered nurse who left active nursing due to health related issues, joined the Senior Corps-RSVP and became an active volunteer with the Clearfield-Jefferson American Red Cross as a part of the Disaster Action Team (DAT). The DAT responds to local emergencies such as house fires, natural disasters and other emergencies. Marlene is also a member of the Disaster Relief Operations (DRO) and has been deployed to assist with disasters across the country. In August of 2007, Marlene was deployed for eight days to DeCelle, Illinois to assist tornado and flood victims. In October 2007, Marlene was deployed ten days to San Diego serving as a nurse supervisor to assist fire victims. Marlene also teaches monthly CPR/AED and First Aid classes for the Clearfield-Jefferson American Red Cross. In addition to her volunteer duties for the Red Cross, Marlene volunteers for Toys for Tots, Angel Food Ministries, Lambs Harvest Food Pantry and the Senior Corps-RSVP Pen Pal Program.

Marlene depicts the true spirit of volunteerism and what can be accomplished with hard work, dedication and perseverance. Community Action, Inc. is proud of this remarkable woman who always finds the time to help others.



**CAPTION:** Marlene Fike receives a citation from State Representative Sam Smith. Pictured (L-R): State Representative Sam Smith, Marlene Fike. Back row Janeen Love, Community Action, Inc. Senior Corps-RSVP Director; Bethany Sebring, Senior Corps-RSVP Recruitment Specialist; Sheila Reed, Executive Director of Clearfield-Jefferson American Red Cross.

## April 2009

| Sunday                       | Monday                               | Tuesday | Wednesday              | Thursday             | Friday                   | Saturday |
|------------------------------|--------------------------------------|---------|------------------------|----------------------|--------------------------|----------|
| Child Abuse Awareness Month  |                                      |         | 1                      | 2                    | 3                        | 4        |
| 5<br><i>Palm Sunday</i>      | 6                                    | 7       | 8                      | 9<br><i>Passover</i> | 10<br><i>Good Friday</i> | 11       |
| 12<br><i>Easter</i>          | 13                                   | 14      | 15                     | 16                   | 17                       | 18       |
| 19<br><i>Orthodox Easter</i> | 20<br><i>Week of the Young Child</i> | 21      | 22<br><i>Earth Day</i> | 23                   | 24<br><i>Arbor Day</i>   | 25       |
| 26                           | 27                                   | 28      | 29                     | 30                   |                          |          |

## May 2009

| Sunday                          | Monday                    | Tuesday | Wednesday | Thursday | Friday | Saturday                      |
|---------------------------------|---------------------------|---------|-----------|----------|--------|-------------------------------|
| National Community Action Month |                           |         |           |          | 1      | 2                             |
| 3                               | 4                         | 5       | 6         | 7        | 8      | 9                             |
| 10<br><i>Mother's Day</i>       | 11                        | 12      | 13        | 14       | 15     | 16<br><i>Armed Forces Day</i> |
| 17                              | 18                        | 19      | 20        | 21       | 22     | 23                            |
| 24                              | 25<br><i>Memorial Day</i> | 26      | 27        | 28       | 29     | 30                            |
| 31                              |                           |         |           |          |        |                               |

## June 2009

| Sunday                    | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------------------|--------|---------|-----------|----------|--------|----------|
|                           | 1      | 2       | 3         | 4        | 5      | 6        |
| 7                         | 8      | 9       | 10        | 11       | 12     | 13       |
| 14<br><i>Flag Day</i>     | 15     | 16      | 17        | 18       | 19     | 20       |
| 21<br><i>Father's Day</i> | 22     | 23      | 24        | 25       | 26     | 27       |
| 28                        | 29     | 30      |           |          |        |          |

### Success Story

Billy started the New Choices-New Options (NC-NO) Project with the hopes of finding a job and a career. As a dislocated worker struggling with chemical dependency, Billy had been to rehab and was finally on the right path. Billy's goals were to find employment and permanent housing with the intent to have regular visits from his children. Billy completed NC-NO and discovered he was suited for a nontraditional career as an Licensed Practical Nurse (LPN). Through NC-NO, Community Action, Inc. helped fund medical terminology and phlebotomy classes for Billy at Clarion County Career Center so he would be prepared to enter LPN school. While participating in NC-NO classes, Billy found permanent housing and his children are planning a visit.

# Community Action, Inc.'s



## National Goals

- Low-income people become more self-sufficient.
- Conditions in which low-income people live are improved.
- Low-income people own a stake in the 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 services.

## Promise

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.

## Mission Statement

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

## How to reach Community Action, Inc.

### Clarion County Office

30A South Sheridan Road  
Clarion, PA 16214  
Phone: 814-226-4785  
Toll free: 800-997-7661  
Fax: 814-223-4083

### Jefferson County Office

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

### Crossroads Office Clearfield County

Clearfield, PA 16830  
Phone: 814-768-7200  
Toll free: 877-275-8986  
Fax: 814-768-9515

### East Mahoning Street Office

200 East Mahoning Street  
Punxsutawney, PA 15767  
Phone: 814-938-5866  
Toll free: 877-580-6739  
Fax: 814-938-5917

### Crossroads Office Jefferson County

Brookville, PA 15825  
Phone: 814-849-2779  
Toll free: 877-275-8949  
Fax: 814-849-3213

### Domestic Violence Hotline

800-598-3998  
Available 24 hours a day, 7 days a week

Find us online at:

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

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

**Each year with your help....**

- we serve approximately 10,000 Clarion and Jefferson County residents.
- we assist nearly 1,000 victims of domestic violence with legal and medical dilemmas they face as a result of abuse.
- we distribute food vouchers to over 3,700 of your neighbors to ensure they have adequate, nutritious food.
- we arrange transport of over 1,000 consumers to medical appointments to ensure they receive life-saving care.

**WISH LIST:**

**\$25** - provides budget counseling services for one family (equivalent to "an office visit").

**\$50** - provides clothing/holiday gifts for one child.

**\$100** - provides youth a fun, group activity with adult mentoring.

**\$170** - provides food assistance for a family of four for one week.

**\$200** - provides assistance for one man to live in shelter for 30 days.

**\$250** - provides heating assistance for one month for a family that does not qualify for subsidy heating programs.

**\$350** - provides one family with housing for one month.

**\$500** - provides materials for both parents and children to participate in a 10-week child development series.

**\$650** - provides books and instruction to assist an individual prepare to take the General Education Development (GED) test.

**\$750** - provides assistance for one month for one family living in shelter due to domestic violence.

**\$1,000** - provides case management services for 40 area families.

***"You don't have to feel philanthropic. You give back because it is something you need to do and because a need exists. Soon enough it becomes a part of who you are." - Sue Paterno***

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:

**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** \_\_\_\_\_ **\$250** \_\_\_\_\_ **\$350** \_\_\_\_\_ **\$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 \_\_\_\_\_

## July 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday                     |
|--------|--------|---------|-----------|----------|--------|------------------------------|
|        |        |         | 1         | 2        | 3      | 4<br><i>Independence Day</i> |
| 5      | 6      | 7       | 8         | 9        | 10     | 11                           |
| 12     | 13     | 14      | 15        | 16       | 17     | 18                           |
| 19     | 20     | 21      | 22        | 23       | 24     | 25                           |
| 26     | 27     | 28      | 29        | 30       | 31     |                              |

## August 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        | 1        |
| 2      | 3      | 4       | 5         | 6        | 7      | 8        |
| 9      | 10     | 11      | 12        | 13       | 14     | 15       |
| 16     | 17     | 18      | 19        | 20       | 21     | 22       |
| 23     | 24     | 25      | 26        | 27       | 28     | 29       |
| 30     | 31     |         |           |          |        |          |

## September 2009

| Sunday                          | Monday                  | Tuesday                          | Wednesday | Thursday | Friday | Saturday                   |
|---------------------------------|-------------------------|----------------------------------|-----------|----------|--------|----------------------------|
|                                 |                         | 1                                | 2         | 3        | 4      | 5                          |
| 6                               | 7<br><i>Labor Day</i>   | 8                                | 9         | 10       | 11     | 12                         |
| 13<br><i>Grand-parent's Day</i> | 14                      | 15                               | 16        | 17       | 18     | 19<br><i>Rosh Hashanah</i> |
| 20                              | 21                      | 22<br><i>First Day of Autumn</i> | 23        | 24       | 25     | 26                         |
| 27                              | 28<br><i>Yom Kippur</i> | 29                               | 30        |          |        |                            |

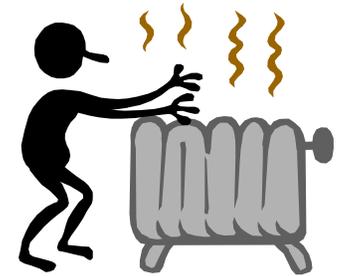
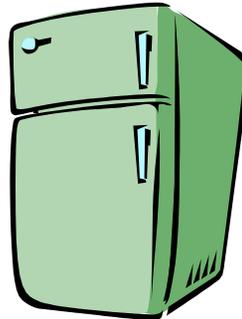
### Success Story

When Amy called Child Care Information Services (CCIS), she and her husband Mark were struggling with numerous issues. Mark was self-employed, but had trouble with the IRS. Amy reported since relocating to our area and finding jobs, their finances were starting to improve. However, both Amy and Mark were working minimum wage jobs and needed help paying for child care. With the help of CCIS, Amy's was able to increase her work hours and they worked their way out of debt. The couple discussed starting a new business again. They had learned from their prior mistakes and were determined to do things the right way this time. Amy credits CCIS with helping the family to start over.

# Energy Saving Tips

## Electricity

- Unplug appliances when not in use.
- Turn off TV and stereo when not using.
- Turn off lights when leaving a room.
- Replace bulbs with energy efficient compact fluorescent bulbs or LED bulbs.
- Use lids on saucepans to conserve heat.
- Use microwave to reheat food or drinks.
- Unplug coffee pot after coffee is brewed, reheat in microwave.
- Air dry dishes in dishwasher after washing cycle.
- Keep water bed covered with comforters.



## Appliances

- Keep coils clean on refrigerator and freezer.
- Allow hot foods to cool completely before placing in refrigerator or freezer.
- Thaw foods in the refrigerator.
- Keep freezers  $\frac{3}{4}$  full.
- Do not open refrigerator door more than necessary.
- Keep refrigerator and freezer away from heat ducts.
- Empty lint filter on dryer every load.
- Line dry clothes when possible.
- Buy energy efficient appliances.

## Water

- Take 5 minute showers.
- Utilize water saving shower heads and faucet aerators.
- Repair leaking faucets.
- Lower water temperature to 120 degrees; 140 degrees if using a dishwasher.
- Shut off water while brushing teeth or shaving.
- Wash laundry in cold or warm water and rinse in cold water.
- Fill basin with water to rinse dishes instead of running water.
- Wash full loads of laundry.

## Heating and Cooling

- Turn thermostat down at night or when away for 3 or more hours.
- Open drapes on sunny days and close in the evening.
- Clean filters for furnaces and air conditioners once a month when in use.
- Use fans instead of air conditioners.
- Do not block radiators or baseboard heaters with furniture or drapes.
- Do not open outside doors more than necessary. Close doors quickly.
- DO NOT use your oven to heat your home.
- Wear appropriate clothing for the weather.

## October 2009

| Sunday                            | Monday                    | Tuesday | Wednesday | Thursday | Friday                          | Saturday                     |
|-----------------------------------|---------------------------|---------|-----------|----------|---------------------------------|------------------------------|
| Domestic Violence Awareness Month |                           |         |           | 1        | 2                               | 3                            |
| 4                                 | 5                         | 6       | 7         | 8        | 9                               | 10                           |
| 11                                | 12<br><i>Columbus Day</i> | 13      | 14        | 15       | 16                              | 17                           |
| 18                                | 19                        | 20      | 21        | 22       | 23                              | 24<br><i>United Nation's</i> |
| 25                                | 26                        | 27      | 28        | 29       | 30<br><i>Weatherization Day</i> | 31<br><i>Halloween</i>       |

## November 2009

| Sunday                                 | Monday | Tuesday                  | Wednesday                  | Thursday                      | Friday | Saturday |
|----------------------------------------|--------|--------------------------|----------------------------|-------------------------------|--------|----------|
| 1<br><i>Daylight Savings Time Ends</i> | 2      | 3<br><i>Election Day</i> | 4                          | 5                             | 6      | 7        |
| 8                                      | 9      | 10                       | 11<br><i>Veteran's Day</i> | 12                            | 13     | 14       |
| 15                                     | 16     | 17                       | 18                         | 19                            | 20     | 21       |
| 22                                     | 23     | 24                       | 25                         | 26<br><i>Thanksgiving Day</i> | 27     | 28       |
| 29                                     | 30     |                          |                            |                               |        |          |

## December 2009

| Sunday | Monday                           | Tuesday | Wednesday | Thursday                    | Friday                     | Saturday              |
|--------|----------------------------------|---------|-----------|-----------------------------|----------------------------|-----------------------|
|        |                                  | 1       | 2         | 3                           | 4                          | 5                     |
| 6      | 7                                | 8       | 9         | 10                          | 11                         | 12<br><i>Hanukkah</i> |
| 13     | 14                               | 15      | 16        | 17                          | 18                         | 19                    |
| 20     | 21<br><i>First Day of Winter</i> | 22      | 23        | 24<br><i>Christmas Eve</i>  | 25<br><i>Christmas Day</i> | 26<br><i>Kwanzaa</i>  |
| 27     | 28                               | 29      | 30        | 31<br><i>New Year's Eve</i> |                            |                       |

### Success Story

Jack and his girlfriend, parents of infant twins, came to Community Action, Inc. to have their taxes done through our new VITA Project. Jack worked for a logging company and his girlfriend stayed home with the twins. The family was making a good living despite Jack only being 25 years old and the sole provider. However, their budget was still tight. While preparing their taxes, Community Action, Inc. staff found them eligible for more than \$5,000 in refunds, including the Earned Income Tax Credit. The family was thrilled with the welcome relief the extra money would bring to their lives, and they planned to payoff debt and perform household repairs. During 2007-2008 Community Action, Inc.'s VITA Project completed 336 tax returns and reached an additional 1,520 families through the project's Financial Literacy component.

# Community Action is all about Community.....



Board of Director and Salvation Army Representative Reverend Clara Belloit poses with toys to be distributed to 94 children from 41 families during the 2007 Pennies From Heaven holiday activity. Community Action, Inc. and the Clarion Salvation Army joined forces to help Pennies From Heaven get back into operation for the 2007 holiday season.



Clarion Commissioner Donna Oberlander reads to children at the Creative Kids Learning Center.



Andrew Love, a high school senior and AmeriCorps Keystone SMILES volunteer, and Community Action, Inc. staff Manette Setree decorate a Christmas tree with new hats Andrew collected for his "Make A Difference Day" project. The hats were free to the public.



Children and seniors come together for Casino Night at the Brockwayville Depot. The event promoted the T.E.A.M. Youth Project. T.E.A.M, which stands for **t**each, **e**mpower, **a**chieve and **m**entor, is a grass-roots community initiative in Jefferson County that provides kids with free or low cost group activities with other youth and adults in a safe environment.



Indiana University of Pennsylvania (IUP) Academy of Culinary Arts Students raised \$1,650 during their spring semester outreach efforts. CHOP, which stands for **C**ooks **H**elping **O**ut **P**unxsutawney, also kicked off Community Action, Inc.'s new "Change Promotes Change" fundraising campaign with their "Quarter Mile" change collection activity. For two hours on the morning of Saturday, April 5th, students collected over \$1,000 in change from drivers in downtown Punxsutawney. The community was very supportive and the students reported having a great time. "I enjoy giving back to this community because we're a family, not just a community," added Jeffrey Brunermer, CHOP participant.

Malorie Storer, 4, plays in the sand at the 2008 "Fun in the Sun" event celebrating Week of the Young Child. The event was co-sponsored by Community Action, Inc.'s Early Care & Education Project and the Clarion County Early Intervention Council.



Community Action, Inc. donated a refurbished laptop computer to 10-year old Joshua Golembiowski to assist with his school work and enhance his communication ability. Joshua stated he was going to use his computer for "school work and to look at cows."

# Community Action, Inc.

## Activities & Services

- Adult Education, Literacy and Distance Learning
- Allegheny Power Low Income Usage Reduction Project
- Case Management
- Child Care Information Services
- Community Services Block Grant
- Comprehensive Self-Sufficiency
- Connect With Me
- Crossroads' Domestic Violence Prevention Project
- Early Care and Education Project
- Emergency Food & Shelter Program
- First Energy Corporation's (Penelec) Customer Assistance Program and Warm Weatherization
- Homeless Assistance Program
- Medical Assistance Transportation Program
- New Choices-New Options Project
- Parent Education and Family Support Alliance
- Rental Housing Project
- Senior Corps-Retired & Senior Volunteer Program
- State Food Purchase Program
- Supported Engagement & Work Ready
- T.E.A.M. Youth Project
- Transitional Housing Project
- Volunteer Income Tax Assistance (VITA)
- Weatherization Assistance Program

## 2007-2008 Staff

|                             |                           |                              |
|-----------------------------|---------------------------|------------------------------|
| <i>Adams, Pamela</i>        | <i>Fike, Michele</i>      | <i>McMillen, Mia</i>         |
| <i>Alicea, Sarah</i>        | <i>Fox, Meghan</i>        | <i>Milligan, Arlene</i>      |
| <i>Alley, Karen</i>         | <i>Fusco, Susan</i>       | <i>Mills, Elizabeth</i>      |
| <i>Anderson, Kacey</i>      | <i>Gaffney, Deborah</i>   | <i>Motter, Cheryl</i>        |
| <i>Barenchik, Jr., John</i> | <i>Graham, Jessica</i>    | <i>Murone, Peggy</i>         |
| <i>Barrett, Daryl</i>       | <i>Graham, Kathleen</i>   | <i>Paulson, Brenda</i>       |
| <i>Baxley, Cynthia</i>      | <i>Gray, Craig</i>        | <i>Perry-Barnett, Tamala</i> |
| <i>Beatty, Laura</i>        | <i>Halvorsen, Timothy</i> | <i>Reitz, Alicia</i>         |
| <i>Best, Karen</i>          | <i>Hanley, Robert</i>     | <i>Reynolds, Heather</i>     |
| <i>Bish, Wendy</i>          | <i>Hepler, Rochele</i>    | <i>Rhodes, Rodney</i>        |
| <i>Boozer, Amanda</i>       | <i>Hetrick, Monica</i>    | <i>Riggie, Cathy</i>         |
| <i>Burkett, Debra</i>       | <i>Himes, Suella</i>      | <i>Sebring, Bethany</i>      |
| <i>Butler, Cynthia</i>      | <i>Hollopeter, Ross</i>   | <i>Serafini, Grace</i>       |
| <i>Campagnola, Rita</i>     | <i>Hopkins, Robin</i>     | <i>Setree, Manette</i>       |
| <i>Cardamone, Robert</i>    | <i>Horner, Pamela</i>     | <i>Skarbek, Trisha</i>       |
| <i>Carlson, Chanin</i>      | <i>Hutchins, Kimberly</i> | <i>Skarbek, Wanda</i>        |
| <i>Carlson, Mark</i>        | <i>Jones, Patricia</i>    | <i>Stamler, Katherine</i>    |
| <i>Certo, Jr., Ernest</i>   | <i>Kendrick, Jacob</i>    | <i>States, Donna</i>         |
| <i>Cherry, Laurie</i>       | <i>Kowalski, Tim</i>      | <i>Stewart, Cynthia</i>      |
| <i>Collins, Krista</i>      | <i>Kvant, Helen</i>       | <i>Tyger, Donald</i>         |
| <i>Cotheman, Aimee</i>      | <i>Learish, Marsha</i>    | <i>Verdill, Matthew</i>      |
| <i>Coulter, Waylon</i>      | <i>Love, Janeen</i>       | <i>Vrobel, Debra</i>         |
| <i>Craft, Cheryl</i>        | <i>Lowmaster, Betty</i>   | <i>Weaver, Tracy</i>         |
| <i>Daisher, Sally</i>       | <i>Lowmaster, Vicki</i>   | <i>Welch, Linda</i>          |
| <i>Domb, Kaylan</i>         | <i>Marasco, William</i>   | <i>White, Crystal</i>        |
| <i>Elkin, Judith</i>        | <i>McLaughlin, Susan</i>  | <i>Whitling, Amy</i>         |
| <i>Ellenberger, Melissa</i> | <i>McMillen, Justin</i>   | <i>Williams, Natalie</i>     |

*Serving Clarion and Jefferson Counties Since 1965!*



**Community Action, Inc.**  
*(Serving Clarion and Jefferson Counties)*

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Community Action, Inc.'s official registration can be obtained from the Pennsylvania Department of State, Bureau of Charitable Organizations by calling toll-free within Pennsylvania 1-800-743-0999. Certificate of Registration Number 3942. Registration does not imply endorsement. 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.