



*Helping People. Changing Lives.*

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

# COMMUNITY ACTION, INC ANNUAL REPORT

# 2017- 2018



## Contact Us!

[www.jccap.org](http://www.jccap.org) | (814) 938-3302 | [execmgmt@jccap.org](mailto:execmgmt@jccap.org)

# Organization

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

\*\*\*\*\*

**Vision:** Community Action, Inc. will be recognized as a premier organization dedicated to solving the social and economic problems of the community.



## 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: (814) 648-3381

Fax: (814) 938-7596

## Clarion County Office

30A South Sheridan Road

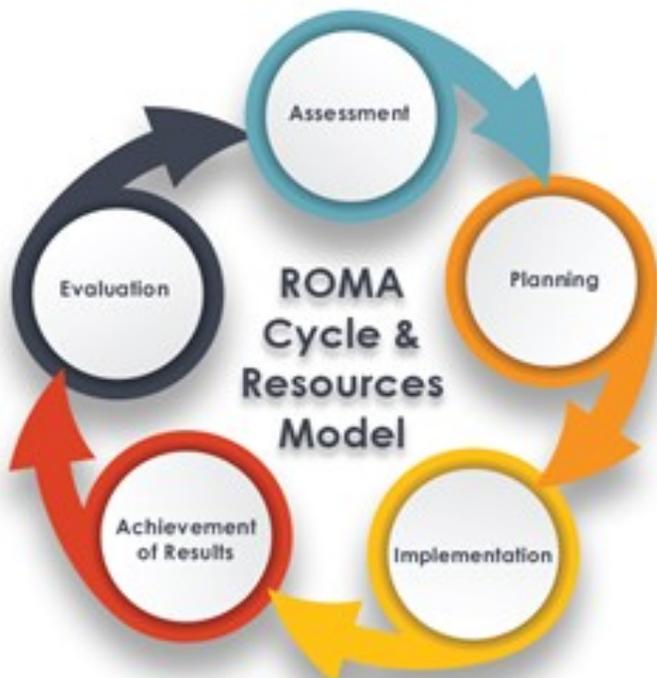
Clarion, PA 16214

Phone: (814) 226-4785

Toll Free: (800) 997-7661

Fax: (814) 223-4083

## Results Oriented Management and Accountability Cycle



✉ [contact@jccap.org](mailto:contact@jccap.org)

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

📘 <https://www.facebook.com/JeffersonClarionCAP/>

🌐 <https://www.linkedin.com/company/community-action-inc-/about/>

# Board of Directors



Back Row: Commissioner Wayne Brosius; Richard Fetterman (President); Lori Brown; Lee Stewart (Treasurer); Ron Wilshire (Vice President) Front Row: Granville Carter; Rebecca Mitchell; Renee Vowinckel; Robin Lutz (representing Senator Scott Hutchinson); Pam Johnson (Assistant Secretary); Debra Shook; Zachary Ankeny (representing Representative Cris Dush). Missing: Representative Donna Oberlander; Reverend Clara Belloit; Melva McGranor; Mayor Dick Beck; Commissioner Jack Matson; Amy Ortz

## Directors

Clarion County	Jefferson County
<p><b>Low-Income Representatives</b></p> <p>Reverend Clara W. Belloit, Clarion Ministerium</p> <p>Lori A. Brown, Clarion County Housing Authority</p> <p>Renee Vowinckel, Pennies From Heaven</p> <p><b>Elected Public Officials</b></p> <p>Wayne Brosius, Clarion County Commissioner</p> <p>Scott E. Hutchinson, State Senator</p> <p>Donna R. Oberlander, State Representative</p> <p><b>Private Sector</b></p> <p>Amy Ortz, Clarion County Assistance Office</p> <p>Lee N. Stewart, Stewart Laboratories <sup>3</sup></p> <p>Ronald J. Wilshire, Clarion University of Pennsylvania <sup>2</sup></p>	<p><b>Low-Income Representatives</b></p> <p>Pamela M. Johnson, Jefferson-Clarion Head Start, Inc. <sup>4</sup></p> <p>Melva J. McGranor, Jefferson County Area Agency on Aging</p> <p>Steve J. Mehok, Jefferson County Housing Authority</p> <p><b>Elected Public Officials</b></p> <p>Dick Beck, Mayor of Brookville</p> <p>Cris Dush, State Representative</p> <p>Jack Matson, Jefferson County Commissioner</p> <p><b>Private Sector</b></p> <p>Granville E. Carter, Carter Bianco, LLP</p> <p>Richard G. Fetterman, Shriners of North America <sup>1</sup></p> <p>Rebecca Mitchell, Jefferson County Assistance Office</p>

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

# Executive Director's Message



Above: Bob Cardamone and Sue Fusco -- a successful leadership transition.  
Top Left: Bob receiving citation from Pennsylvania Senator Scott Hutchinson.  
Bottom Left: Bob receiving citation from Pennsylvania State Representative Dusch.

**Transformation. Adaptability. Solutions. Responsiveness. Leadership. Mentorship. Advocacy. Partnerships. Results. Credibility. Accountability. Outcomes....**these are the key words that come to mind as I think about Community Action's local role over the past 31 years.

Community Action is more than a service organization, it is a problem solving way of thinking by mobilizing partnerships and resources. The Organization's uniqueness and strength comes from local governance; adaptability of purpose based on current community needs; and community presence and involvement. Its value is determined by quantifiable family and community outcomes and the perception of community leaders and stakeholders.

I am proud of the Organization's accomplishments and reputation. I step down after 31 years knowing the Organization will continue to make a difference in the hands of an extremely experienced and competent leader, Deputy Director Susan K. Fusco, who shares my vision and operational philosophy and understands the relevance for the Organization to remain creative, transparent, and able to change quickly to meet and be responsive to local needs. I have no doubt she will exceed these expectations!

Finally, I will be forever grateful to a dedicated board of directors who provided the guidance and direction to advance the Organization's Mission and Vision while allowing the latitude to be entrepreneurial. The Board's support and the exceptional hard work of a passionate and dedicated staff enabled the Organization to grow, remain relevant, and be successful. Community Action, Inc. and the Community Action philosophy will always hold a special place in my heart and in my way of life.

Thank you!

# Activities/Services

Community Development



Veterans



Adult Education



Medical Transportation



Volunteerism



Youth Opportunities



Weatherization



Job Readiness



Homeless Assistance



Household Assistance



Income Tax Preparation



Domestic Violence Prevention



Food Assistance

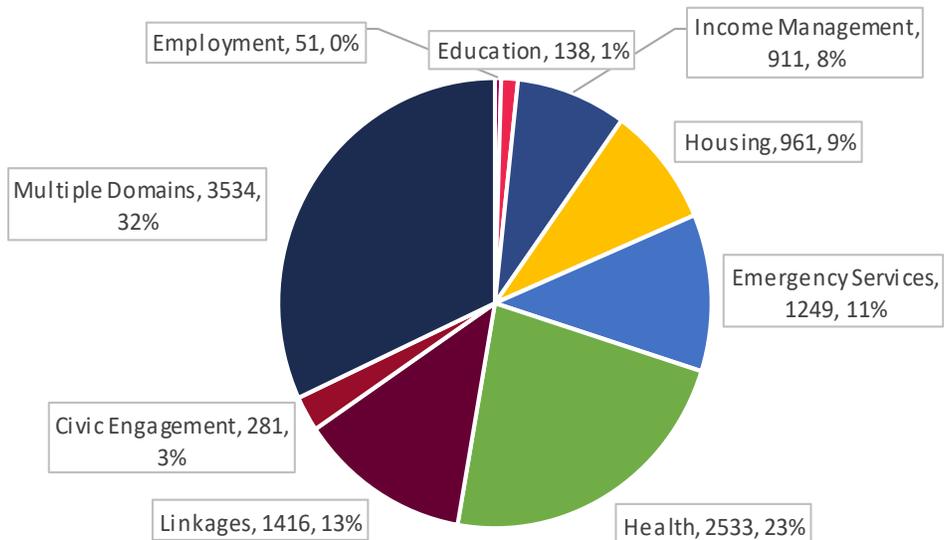


Case Management



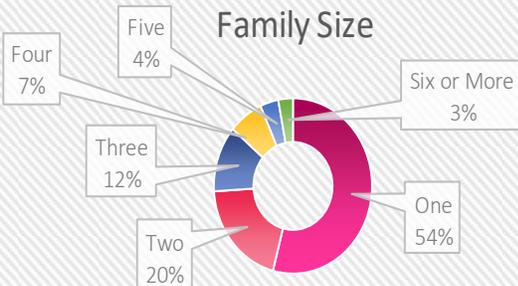
# Consumer Data

## Individuals Served

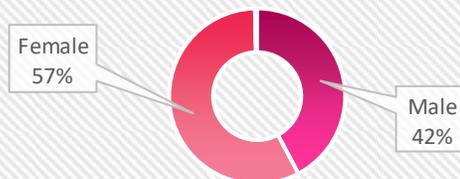


\*Numbers reflect consumers receiving more than one service.

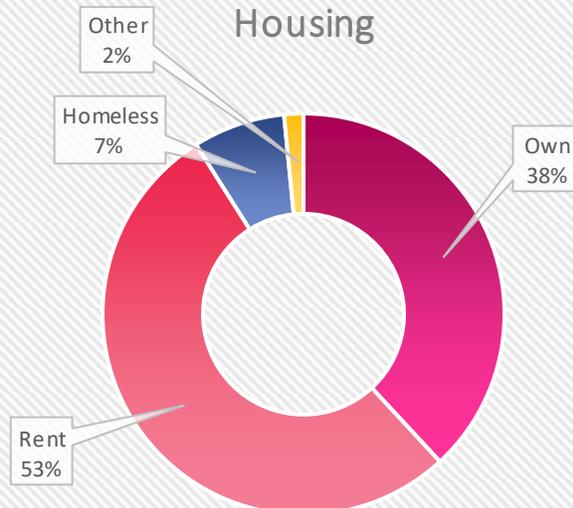
## Family Size



## Gender



## Housing



# Financial Information

June 30, 2018

Support and Revenues		Assets	
Federal/State	\$2,025,940	Cash	\$949,359
Fee for Service	\$2,157,270	Grants	\$331,972
Contributions	\$120,325	Other	\$369,010
In-Kind	\$107,339	Investments	\$47,252
Special Events	\$5,760	Inventory	\$4,193
Other Income	\$0	Prepaid	\$56,189
Consumer	\$0	<b>Total</b>	<b>\$1,757,975</b>
IT services	\$297,789	Property	\$576,819
Rental	\$55,404	<b>Total Assets</b>	<b>\$2,334,794</b>
Investment	\$4,166	<b>Current Liabilities</b>	
Miscellaneous	\$26,360	Accounts Payable	\$152,327
<b>Total Revenues</b>	<b>\$4,800,353</b>	Accrued Taxes	\$42,738
<b>Expenses</b>		Accrued Salaries	\$172,261
Administrative & Fiscal Services	\$12,668	Deferred	\$36,570
Administrative Fee	\$7,704	Accrued expenses	\$33,200
Advertising & Publications	\$2,788	Security Deposits	\$485
Auto Expenses	\$5,035	<b>Total Current</b>	<b>\$437,581</b>
Client Travel & Assistance	\$1,169,470	<b>Net Assets</b>	
Contracted Services	\$107,177	Unrestricted	\$1,838,244
Depreciation	\$14,538	Temporarily Restricted	\$58,969
Employee Benefits	\$280,906	Permanently Restricted	\$0
Equipment Rental & Maintenance	\$3,147	<b>Total Net Assets</b>	<b>\$1,897,213</b>
Federal Taxes	\$40,300	<b>Total Liabilities &amp; Net Assets</b>	<b>\$2,334,794</b>
Food & Meals	\$10,248	Assets vs. Liabilities	\$0
Fundraising	\$1,644		
Housing Assistance	\$103,743		
Information Technology	\$13,515		
Insurance	\$32,618		
Licenses & Registration	\$17,964		
Meetings	\$2,909		
Miscellaneous	\$13,179		
Occupancy	\$91,553		
Other Consumer Support	\$17,921		
Payroll Taxes	\$120,391		
Postage & Shipping	\$5,987		
Printing & Publications	\$4,649		
Rental Property Expenses	\$14,226		
Salaries & Wages	\$1,622,239		
Small Equipment & Tools	\$4,454		
Software	\$4,636		
Supplies	\$36,933		
Telephone	\$58,107		
Training / Technical Assistance	\$840		
Travel	\$40,909		
Utilities	\$28,964		
Volunteer Support	\$6,107		
Weatherization Services	\$666,674		
<b>Total Expenses</b>	<b>\$4,564,143</b>		

## FUNCTIONAL EXPENSES



# Community Support

## 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.

## Support Wish List

- |  |  |
|--|--|
| <b>\$70</b> Provides a family one hour of budget counseling.     | <b>\$675</b> Provides an individual materials and instruction to prepare for the High School Equivalency Test. |
| <b>\$100</b> Provides a child clothing/holiday gifts.            |  |
| <b>\$250</b> Provides a family of four food for one week.        | <b>\$725</b> Provides a family housing for one month.  |
| <b>\$300</b> Provides a family utility assistance for one month. | <b>\$750</b> Provides domestic violence victims shelter for one month.   |
| <b>\$350</b> Provides a homeless person shelter for 30 days.     | <b>\$1,050</b> Provides a family one year of case management.  |

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, participation or decision to refrain from participation in protected labor activities, 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. No consumer will be subjected to hate speech. Additionally, no person will retaliate against an individual for complaining about discrimination, filing charges, or participating in an investigation or lawsuit regarding discrimination.

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.

# Community Involvement



## COMMUNITY ECONOMIC IMPACT



# Thank You!



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