

Community Action, Inc.

Equal Employment Opportunity / Affirmative Action Policy Statement

This Statement reaffirms Community Action, Inc.'s policy of an open and equitable personnel system for all hires and job applicants in accordance with Federal and State legislation and Pennsylvania Executive Order 2003-10.

The Executive Director has the overall responsibility for the administration of Community Action, Inc.'s Equal Employment Opportunity / Affirmative Action Policy and is the Policy Liaison, located at 105 Grace Way, Punxsutawney, PA 15767-1209, telephone number (814) 938-3302; toll-free (800) 648-3381.

A successful Equal Employment Opportunity / Affirmative Action Policy requires the commitment and involvement of supervisors at all levels. Supervisors must do more than refrain from discriminatory practices and go beyond the maintenance of policies of passive nondiscrimination by taking positive, results-oriented steps toward the elimination of employment and career development barriers to groups such as minorities, women, aged, and individuals with disabilities.

Every effort will be made to hire and promote qualified members of all minority groups and women into professional, technical and supervisor classes in those areas where they have traditionally been underrepresented. Supervisors should establish career development programs, including appropriate opportunities for upward mobility.

In addition, supervisors are responsible for increasing employment opportunities for all qualified hires and job applicants with disabilities, and for insuring reasonable accommodation is made to meet the physical or mental limitations of qualified applicants or hires. No reduction in employment or promotion compensation will result because of disability income or other benefits received related to a disability.

Supervisors at all levels are expected to assist the Executive Director and to participate in Equal Employment Opportunity / Affirmative Action Policy implementation, planning, and monitoring for their assigned areas. Supervisors' performance relating to the success of the Policy will be evaluated in the same way as other objectives are measured.

No person in the performance of their duties, including recruitment, selection, appointment, promotion, delegation, training, discipline, or separation shall discriminate against any person on the basis of race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, sex, actual or perceived gender identity or sexual orientation, lifestyle, political beliefs, familial status, military service, genetic information, citizenship, or retaliation against these characteristics.

Supervisors have a major responsibility to provide a work environment free from discrimination and harassment, including sexual harassment. Supervisors will not retaliate against hires who exercise their right to register allegations of discrimination.

Hires with Equal Employment Opportunity / Affirmative Action Policy complaints or concerns should register them internally with Robert A. Cardamone, Policy Liaison, or any of the following:

Community Action, Inc.
Richard G. Fetterman, Board President
105 Grace Way
Punxsutawney, PA 15767
Telephone: (814) 938-5176

Pennsylvania Human Relations Commission (PHRC)
Pittsburgh Regional Office
301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222
Telephone: (412) 565-5395
TDD: (412) 565-5711
Website: www.phrc.pa.gov
(File within 180 days of incident)

Equal Employment Opportunity Commission
William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222-4004
Telephone: (800) 669-4000
TTD: (412) 395-5904
Fax: (412) 395-5749
Website: www.eeoc.gov
(File within 300 days of incident)

Department of Human Services
Bureau of Equal Opportunity
301 Fifth Avenue
Suite 410, Piatt Place
Pittsburgh, PA 15222
Telephone: (412) 565-7607
TDD: (412) 880-0971
Fax: (412) 880-0207
(File within 90 days of incident)

Meetings of the Community Action, Inc. Board of Directors are normally held in Brookville, PA at Noon, and are open to the public. See Community Action, Inc.'s website (www.iccap.org) for specific board meeting dates. Notices of meetings are published in the major newspapers of Clarion and Jefferson Counties. Confirmation of meeting date, time, and location may be obtained by calling Community Action, Inc. at (814) 938-3302. Individuals who desire to address the Board of Directors must provide one week advance notice to the Community Action, Inc. Board President, Richard G. Fetterman, 105 Grace Way, Punxsutawney, PA 15767.



Population

Population: Age and Gender Demographics

Population by gender within the 2 county report area is shown in Table 1. According to ACS 2009 - 2013 5 year population estimates for the report area, the female population compose 51.35 percent of the report area, while the male population represented 48.65 percent. The breakdown by age categories for each gender is shown in Table 1.

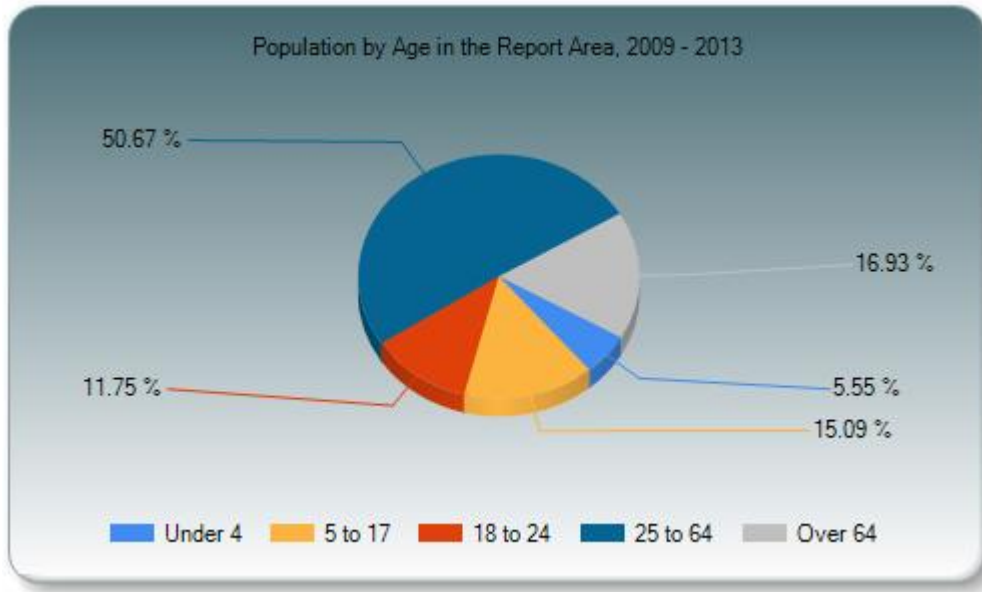


Table 1. Population by Gender, 2009 - 2013

County	0 to 4		5 to 17		18 to 24		25 to 34	
	M	F	M	F	M	F	M	F
Clarion	1,091	949	2,806	2,813	2,815	3,371	2,027	1,921
Jefferson	1,379	1,245	3,623	3,434	1,899	1,789	2,495	2,359
Report Area	2,470	2,194	6,429	6,247	4,714	5,160	4,522	4,280
Pennsylvania	370,033	352,945	1,043,432	993,970	637,049	621,190	779,575	771,368
National	10,247,162	9,804,950	27,536,556	26,288,810	15,908,094	15,163,170	20,996,648	20,714,628

Table 1 (continued). Population by Gender, 2009 - 2013

County	35 to 44		45 to 54		55 to 64		65 and Up	
	M	F	M	F	M	F	M	F
Clarion	2,259	2,241	2,755	2,738	2,609	2,665	2,644	3,724
Jefferson	2,696	2,652	3,495	3,418	3,101	3,139	3,176	4,680
Report Area	4,955	4,893	6,250	6,156	5,710	5,804	5,820	8,404
Pennsylvania	787,115	795,940	935,571	967,027	812,062	859,303	746,763	1,157,833
National	20,345,982	20,528,180	21,907,042	22,599,226	18,145,446	19,499,656	16,290,099	23,690,560

Table 1 (continued). Population by Gender, 2009 - 2013

County	Hispanic Male and Female							
	0 to 4	5 to 17	18 to 24	25 to 34	35 to 44	45 to 54	55 to 64	65 and Up
Clarion	19	71	54	37	3	16	50	9
Jefferson	31	80	56	42	14	37	26	20
Report Area	50	151	110	79	17	53	76	29
Pennsylvania	82,861	186,380	101,124	124,482	103,250	77,727	44,698	33,179
National	5,118,137	12,217,306	6,303,665	8,533,987	7,500,839	5,684,328	3,449,899	2,978,430

Source: [United States Census Bureau. American Community Survey, 2013 Data Release, December 2014.](#) The 2013 American Community Survey 5-year data is a 5-year average of data collected from 2009 through 2013.

Population: Race Demographics

Population by race and gender within the 2 county report area is shown in Table 2. According to the American Community Survey 5 year averages, white population comprised 97.66 percent of the report area, black population represented 0.76 percent, Asian population represented 0.34 percent, and other races combined were 0.38 percent. Persons identifying themselves as mixed race made up 0.86 percent of the population.

In comparison, Pennsylvania's population comprises 82.22 percent white, 10.88 percent black, 2.86 percent Asian, 2.13 percent other races, and 1.91 percent mixed race. The United States' population comprises 74.02 percent white, 12.57 percent black, 4.89 percent Asian, 5.72 percent other races, and 2.8 percent mixed race.

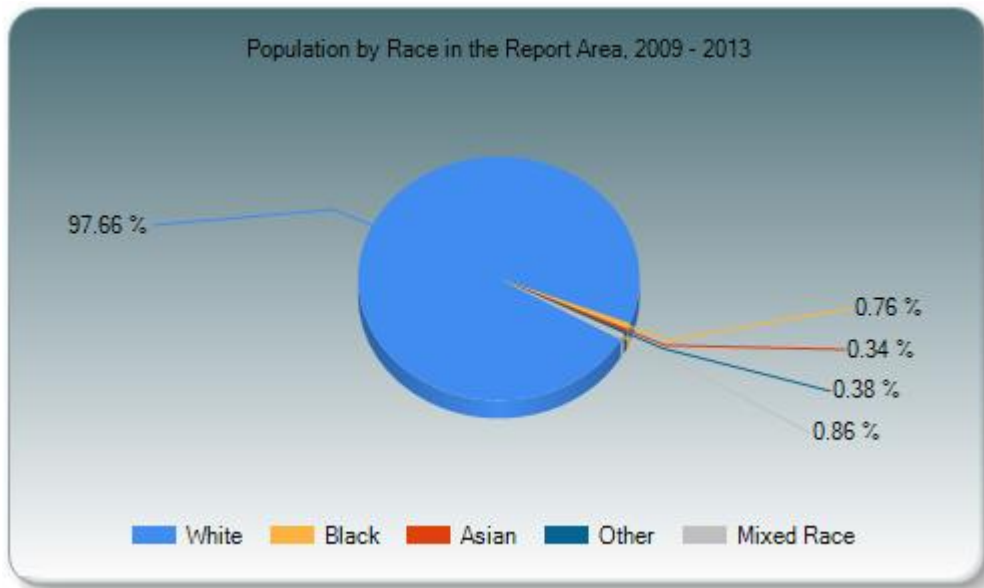


Table 2. Population by Race, 2009 - 2013

County	White		Black		Asian		Other		Mixed Race	
	M	F	M	F	M	F	M	F	M	F
Clarion	18,717	19,835	231	256	78	130	103	67	169	134
Jefferson	21,863	22,338	94	62	20	60	94	56	228	200
Report Area	40,580	42,173	325	318	98	190	197	123	397	334
Pennsylvania	5,113,214	5,354,219	663,938	721,861	174,777	189,190	139,612	130,996	120,264	123,310
National	113,846,008	116,746,576	18,685,702	20,481,308	7,227,755	8,004,207	9,145,503	8,667,207	4,342,446	4,389,887

Table 2 (continued). Population by Race, 2009 - 2013

County	Hispanic Population			
	Total	Percent	Male	Female
Clarion	259	1	135	124
Jefferson	306	1	151	155
Report Area	565	0.67	286	279
Pennsylvania	753,701	5.92	385,850	367,851
National	51,786,592	16.62	26,289,600	25,496,992

Source: [United States Census Bureau, American Community Survey, 2013 Data Release, December 2014](#). The 2013 American Community Survey 5-year data is a 5-year average of data collected from 2009 through 2013.