

2009-2010 Annual Report



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

www.jccap.org

Our 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.

From Our President and Executive

During this past year, Community Action, Inc. reached another turning point in the organization's 46-year history as we initiated strategic planning and a more deliberate process on how best to work with our families and communities.



Board President Richard Fetterman presents Executive Director Robert A. Cardamone with a certificate celebrating Mr. Cardamone's 35 years' service to Community Action, Inc.

The Board's planning process included developing the organization's vision and validating its mission – and the plan's foundation was built upon maintaining high organizational standards, strengthening partnerships, and increasing community involvement, transparency and accountability.

We firmly believe we are responsible to the community who determines our value and relevance based on our integrity, usefulness and outcomes.

In these very trying economic times, we remain dedicated to helping those who have a validated need and demonstrate a personal responsibility to help themselves to the best of their ability.

We are very grateful for the generosity of our partners -- local businesses, churches, community organizations, local governments, volunteers and residents and acknowledge their vital role to Community Action, Inc.'s successes.

Lastly, we praise the selflessness and dedication of our Board of Directors, volunteers and staff who do the day-to-day work of our mission and strive for our vision – they are a reflection of our community and we are very proud to live and work in a caring community.

Community Action, Inc. Staff



The Community Action, Inc. staff gathers for a group photo during a recent staff retreat.

Projects

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Board of Directors

| <u>Clarion County</u> | <u>Jefferson County</u> |
|---|--|
| <p>Low-Income Representatives Reverend Clara W. Belloit, Clarion Ministerium Lori A. Brown, Clarion County Housing Authority Renee Vowinkel, Pennies From Heaven</p> <p>Elected Public Officials Donna R. Oberlander, State Representative Timothy Reddinger, Clarion County Commissioner Tonya Sterner, State Senator White’s Appointee</p> <p>Private Sector Gregory E. Pacelli, Clarion County Assistance Office Lee N. Stewart, Stewart Laboratories ³ Ronald J. Wilshire, Clarion University of Pennsylvania ²</p> | <p>Low-Income Representatives Pamela M. Johnson, Jefferson-Clarion Head Start, Inc. ⁴ Steven Mehok, Jefferson County Housing Authority Richard G. Fetterman, Shriners of North America ¹</p> <p>Elected Public Officials John Hallman, Punxsutawney Mayor Wehrle’s Appointee James P. McIntyre, Jefferson County Commissioner Samuel H. Smith, State Representative</p> <p>Private Sector Granville E. Carter, Esquire, Laurel Legal Services Rebecca Spader, Jefferson County Assistance Office David N. Gillespie, Banking Industry Representative</p> |

¹ President ² Vice-President ³ Secretary/Treasurer ⁴ Assistant Secretary

Vision Statement

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

Family Services

Child Care Information Services (CCIS) The cost of child care for one child in Clarion and Jefferson Counties can easily exceed \$7,800 a year, and a working family with several young children could spend a substantial portion of their pay check for child care expenses. Between July 2009 and June 2010, CCIS helped residents of Clarion and Jefferson Counties pay child care expenses for 887 children with 124 relative or neighbor providers and 70 state regulated child care facilities. Although parents pay co-payments for their child care cost, CCIS paid \$1,679,666 on their behalf.

The **Crossroads Project** provides prevention and support services for victims of domestic violence to include: 24-hour hotline; options, supportive and empowerment counseling; prevention/education programs; support group options; advocacy to social, medical and legal services; emergency shelter options in DuBois and Punxsutawney; and relocation assistance. In Clearfield and Jefferson Counties, Crossroads served 1,200 adult and child domestic violence victims between July 2009 and June 2010. Victims were provided with 4,694.25 hours of counseling and/or advocacy, 2,800 nights of emergency shelter, and 74 individuals received relocation assistance. Of these victims, 907 were new adult victims, 208 were new children, and 85 were friends or family members affected by violence.



Susan McLaughlin (right) accepts a donation for Crossroads of 600 non-perishable food items from high school senior Heather Rodgers (left).

The **Emergency Food and Shelter Program (EFSP)** helps to alleviate a family's financial emergency and assists them with maintaining their housing. EFSP provides eligible households with one month's payment of housing and utilities (mortgage, rent, heat, electric, water and sewage). This past year, EFSP served 273 individuals in Clarion and Jefferson Counties.

The **Medical Assistance Transportation Program (MATP)** provides non-emergency transportation or transportation reimbursements to eligible Jefferson County residents for approved medical purposes. This may include travel to and from a medical facility, physician's office, dentist's office, hospital, clinic, pharmacy or supplier of medical equipment for the purpose of receiving medical treatment, medical evaluation or purchasing prescription drugs or medical equipment. This past year, MATP served 1,447 Jefferson County residents.

The **State Food Purchase Program (SFPP)** provides eligible families with a food voucher redeemable at designated grocery stores to make food more affordable. SFPP supplements the efforts of local food pantries. During the past year, SFPP served 2,218 individuals in Clarion and Jefferson Counties.

Mission Statement

Community Action, Inc. will provide and coordinate activities which alleviate poverty, promote family self-sufficiency and advance community prosperity.

Family Services

The **Comprehensive Self-Sufficiency Project (CSS)** empowers families to identify and overcome barriers and achieve self-sufficiency by finding employment or better employment. During the past year, CSS advanced the economic stability of 29 families comprised of 56 individuals in Clarion and Jefferson Counties.

Holmes House is an emergency 30-day homeless shelter for men. Residents are provided case management to reduce or eliminate their barriers and supportive services necessary to obtain employment. This past year, Holmes House served 27 Jefferson County residents.

The **Homeless Assistance Program (HAP)** provides housing assistance (mortgage, rent, heat, electric, water and sewage) and case management services to eligible households who are homeless (living in shelter, on the streets, in cars, in a condemned building, etc.) or near homeless (facing eviction or utility shut-off). In the past year, HAP helped 46 Jefferson County individuals obtain or maintain affordable housing and work toward their improvement goals.

The **Housing For Homeless and Disabled Persons (HHDP) Project** helps permanently disabled homeless individuals find housing. This past year, 17 eligible residents of Clarion and Jefferson County received intensive case management and the rent assistance necessary to secure permanent housing.

Transitional Housing is designed as a bridge from homelessness to self-sufficiency. Residents may stay in transitional housing up to 24 months receiving intensive case management to overcome barriers, obtain employment and to secure permanent housing. During the past year, 19 consumers were served.

The **Pennsylvania Customer Assistance Program (PCAP)** provides eligible Penelec/First Energy customers with utility assistance by lowering their monthly electric bill and/or eliminating arrearages. This past year, PCAP served 714 Clarion and Jefferson County residents based on household income and energy burden.

The **Supplemental Nutrition Assistance Program (SNAP)** helps eligible low-income households obtain more nutritious diets by increasing their food purchasing power at grocery stores and supermarkets. Examples of those benefiting from SNAP include retirees on fixed incomes or working families that have lost a job. During the past year, staff assisted 63 Clarion and Jefferson residents obtain SNAP.

Senior Corps—RSVP



Community Action, Inc.'s Senior Corps-RSVP Project recruits individuals age 55 and older to volunteer for a diverse range of activities which help our local communities. These include: tutoring, meal delivery to home-bound residents; staffing local food pantries; and assisting local libraries, nursing homes, senior social centers, hospitals, etc. During the past year, 523 Senior Corps-RSVP volunteers served over 70 non-profit, educational and medical-based facilities in Clarion, Indiana and Jefferson Counties totaling 63,767 hours of volunteer time valued at \$462,310! During the 2010 holiday season, volunteers delivered 630 pairs of hand-made mittens to all Head Start Children in Clarion, Indiana and Jefferson Counties. Additionally, Senior Corps-RSVP once again coordinated efforts with the U.S. Marine Corps Reserves' Toys for Tots Project for Jefferson County and distributed toys to over 500 needy children.



ARRA Projects

During 2009-2010 Community Action, Inc. received American Recovery and Reinvestment Act (ARRA) funds to help our businesses, families, youth and homeless.

The **Business Employment Stability And Training (BESAT) Project** worked with 13 Clarion and Jefferson County businesses to provide 50% of wages and benefits when they hired new employees, recalled laid-off employees or provided training for existing employees to receive higher wages. The BESAT project helped create and fill 25 jobs. The project concluded September 30, 2010.

Junior Achievement (JA) was sponsored by Community Action, Inc. in local school districts to teach K-12 students the three pillars of success: financial literacy; entrepreneurship; and workplace readiness. JA utilizes interactive lessons taught by volunteers from the local business community. With the support of ARRA funds, JA was initiated in Jefferson County and maintained in Clarion County. JA served 405 students in 32 classes in schools throughout Clarion and Jefferson Counties. Though the ARRA funding has ended, JA programs continue in both counties under the direction of local Junior Achievement Leadership Boards and community donations.



The **Comprehensive Employment Supportive Services Project (CESSP)** provided at-risk families with confidential, intense case management to promote family development in order to achieve economic independence and alleviate poverty. CESSP worked with 194 individuals in Clarion and Jefferson Counties; of whom 42 obtained full-time employment and 13 obtained part-time employment. Additionally, the project facilitated 14 community seminars on the following topics: Budgeting; Banking Basics; Predatory Lending; Nutrition; Stress and Time Management; and Identity Theft. CESSP has been combined with another project to continue services following the conclusion of ARRA funding.

The **Homeless Prevention and Rapid-Re-Housing Project (HPRP)** provides homelessness prevention assistance to households which would otherwise become homeless. In addition, HPRP provides assistance to rapidly re-house persons who are homeless. This past year, HPRP served 45 individuals in Jefferson County. HPRP ARRA funding and services will continue until August 12, 2012.

The **Energy Conservation and Weatherization (ECW) Project** installs weatherization materials in eligible homes in order to reduce energy consumption. Additionally, the project provides families with energy conservation education. This past year, the ARRA ECW project weatherized 165 homes and will weatherize 336 homes prior to March 21, 2012. This will result in local families having a safer living environment while lowering home heating and cooling bills allowing more funds to be spent on other necessities.



The **Volunteer Income Tax Assistance (VITA) Project** provides free income tax preparation to working low-income residents of Clarion and Jefferson Counties, with an emphasis on accessing the Earned Income Tax Credit (EITC) and obtaining the maximum possible tax refund. This past year, the VITA Project assisted 324 residents with filing tax returns and obtaining Earned Income Tax Credits totaling \$163,070. VITA also helps residents obtain other tax credits - 123 individuals received \$18,029 in Child Tax Credits and 18 individuals received \$20,773 in Education Tax Credits. During the 2010 tax season, VITA participants received a total of \$429,083 in tax refunds.

Education

Adult Education provides tutoring and classroom education and resources to adults desiring to obtain their GED or improve their workplace skills. This project also conducts workshops beneficial to obtaining work and attaining self sufficiency such as: job search; résumé and cover letter writing; interviewing skills; budgeting; and time and organization management. This past year, the Adult Education project helped 109 individuals obtain their GED - and 100 individuals attended targeted workshops.

The **Early Care and Education (ECE) Project** brings together parents and early care services to share resources, discuss issues and solve problems. During fiscal year 2009-2010, the ECE Project engaged over 1,700 parents through outreach events, parent/teacher meetings, kindergarten trainings and presentations to community groups. Additionally, ECE invited all state legislators to visit preschool programs and read to children or meet with staff to share information and resources. This past year, ECE reached 1,100 individuals through the One Book Every Young Child Literacy Campaign.

The **New Choices Career Development (NCCD) Project** is designed to help single parents, displaced homemakers and individuals in transition achieve economic independence. Class topics include: career assessments; interviewing skills; computer skills; career counseling; self-esteem and assertiveness skills; time and stress management skills; leadership skills; tours of local training/educational providers; and job shadowing experiences. Of the 37 individuals who completed the 60-hour course during 2009-2010, 10 participants obtained employment and 12 participants advanced to higher training. Funding from the American Recovery and Reinvestment Act (ARRA) was used to supplement this project during this past year.



PA State Representative Sam Smith is shown reading *What a Treasure* to children at the Punxsutawney Pre-K Counts site in April, 2010.

2011 Self-Sufficiency Award Nominee



Promoting self-sufficiency is a critical component of Community Action, Inc.'s mission.

Kurt Smith was referred to Community Action, Inc. by PA CareerLink after losing his job. Kurt was enrolled in Community Action, Inc.'s Comprehensive Employment Support Services Project (CESSP) and Tonya was assigned as his Case Manager. Kurt identified realistic, attainable goals he desired to achieve in a short time frame; his primary goal was to locate and obtain full-time employment. Kurt did not allow his problems or the current economy to deter him from pursuing his intended career path as a truck driver. With the assistance of his Case Manager and the support of his family, Kurt took the initiative to find a job and again become employed. Kurt's Case Manager worked with him to prepare a resume and cover

letters, complete job applications and use the CareerLink to identify available local jobs. Also, Community Action, Inc., with the help of the Jefferson County Assistance Office and Goodwill Industries, assisted Kurt with obtaining a hard hat and steel toe boots, which were required for the job he eventually obtained.

Kurt's initiative and persistence paid off and he was hired as a frac-tank truck operator earning a respectable family sustaining hourly rate and benefits. Kurt is highly confident there are no obstacles he can't overcome, especially now that he possesses the job-seeking knowledge, skills and abilities he obtained through Community Action Inc.'s CESSP Program. Kurt attributes Community Action, Inc. and his Case Manager Tonya with helping him become economically independent and create a better life for himself and his family.

Expenses / Statement of Expenses

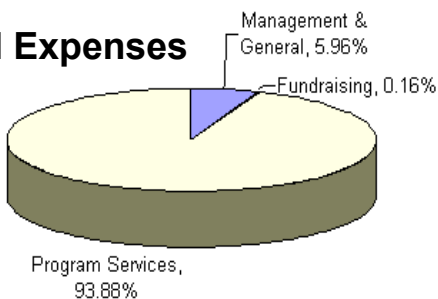
Statement of Expenses Year End June 30, 2010

| Expenses | Program Services | Management & General | Fundraising | Total |
|--------------------------------|--------------------|----------------------|-----------------|--------------------|
| Salaries & Wages | \$1,451,918 | \$286,399 | \$5,421 | \$1,743,738 |
| Employee Benefits | \$238,595 | \$30,266 | \$562 | \$269,423 |
| Pension Plan Contribution | \$22,701 | \$6,277 | \$142 | \$29,120 |
| Payroll Taxes | \$109,009 | \$21,907 | \$408 | \$131,324 |
| Supplies | \$68,788 | \$51 | \$0 | \$68,839 |
| Telephone | \$29,918 | \$1,529 | \$140 | \$31,587 |
| Postage & Shipping | \$23,045 | \$0 | \$96 | \$23,141 |
| Occupancy | \$75,507 | \$1,661 | \$176 | \$77,344 |
| Equipment Rental & Maintenance | \$17,961 | \$0 | \$703 | \$17,961 |
| Printing & Publications | \$5,809 | \$0 | \$282 | \$6,512 |
| Travel | \$54,990 | \$4,662 | \$0 | \$59,934 |
| Meetings | \$1,407 | \$77 | \$0 | \$1,484 |
| Depreciation, etc. | \$25,838 | \$0 | \$0 | \$25,838 |
| Other Expenses | \$4,423,806 | \$62,637 | \$2,938 | \$4,489,381 |
| Expenses Total | \$6,549,292 | \$415,466 | \$10,868 | \$6,975,626 |

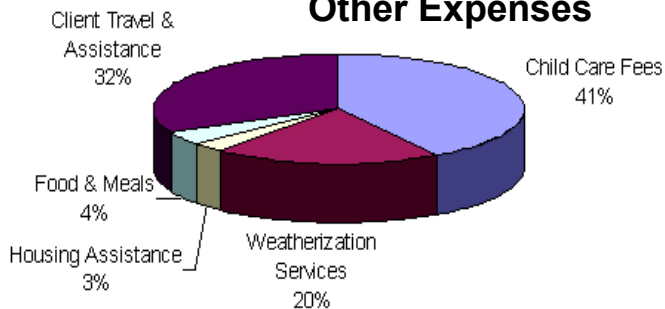
Other Expenses Year End June 30, 2010

| *Other Expenses | Program Services | Management & General | Fundraising | Total |
|-----------------------------------|--------------------|----------------------|----------------|--------------------|
| Child Care Fees | \$1,678,831 | \$0 | \$0 | \$1,678,831 |
| Client Travel & Assistance | \$1,279,550 | \$0 | \$0 | \$1,279,550 |
| Food & Meals | \$148,667 | \$0 | \$0 | \$148,667 |
| Housing Assistance | \$114,032 | \$0 | \$0 | \$114,032 |
| Weatherization Services | \$817,850 | \$0 | \$0 | \$817,850 |
| Total | \$4,038,930 | \$0 | \$0 | 4,038,930 |
| Miscellaneous | | | | |
| Administration & Fiscal Services | \$0 | \$15,027 | \$0 | \$15,027 |
| Advertising & Publications | \$17,358 | \$0 | \$0 | \$17,358 |
| Auto Expenses | \$7,595 | \$0 | \$0 | \$7,595 |
| Contracted Services | \$30,013 | \$28,507 | \$9 | \$58,529 |
| Information Technology | \$906 | \$18,511 | \$129 | \$19,546 |
| Interest Expense | \$760 | \$0 | \$0 | \$760 |
| Fundraising | \$0 | \$0 | \$2,732 | \$2,732 |
| Insurance | \$32,818 | \$428 | \$48 | \$33,294 |
| Licenses & Registration | \$6,211 | \$74 | \$20 | \$6,305 |
| Miscellaneous Other | \$35,175 | \$60 | \$0 | \$35,235 |
| Consumer Support | \$58,828 | \$0 | \$0 | \$58,828 |
| Administrative Fees | \$6,304 | \$0 | \$0 | \$6,304 |
| Rental Property Expenses | \$7,815 | \$0 | \$0 | \$7,815 |
| Small Equipment & Tools | \$83,577 | \$0 | \$0 | \$83,577 |
| Training and Technical Assistance | \$33,826 | \$30 | \$0 | \$33,856 |
| Utilities | \$20,950 | \$0 | \$0 | \$20,950 |
| Volunteer Support | \$7,971 | \$0 | \$0 | \$7,971 |
| Returned to Funder | \$34,769 | \$0 | \$0 | \$34,769 |
| Miscellaneous Total | \$384,876 | \$62,637 | \$2,938 | \$450,451 |
| Other Expenses Total | \$4,423,806 | \$62,637 | \$2,938 | \$4,489,381 |

Overall Expenses



Other Expenses



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 9,500 Clarion and Jefferson County residents.
- we assist nearly 1,200 victims of domestic violence with legal and medical dilemmas they face as a result of abuse.
- we distribute food vouchers to over 3,400 of your neighbors to ensure they have adequate, nutritious food.
- we arrange transport of over 1,600 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"). | \$354 - provides one family with housing for one month. |
| \$51 - provides clothing/holiday gifts for one child. | \$506 - provides materials for both parents and children to participate in a 10-week child development series. |
| \$101 - provides youth a fun, group activity with adult mentoring. | \$658 - provides books and instruction to help an individual prepare to take the General Education Development (GED) test. |
| \$172 - provides food assistance for a family of four for one week. | \$759 - provides assistance for one month for one family living in shelter due to domestic violence. |
| \$202 - provides assistance for one man to live in shelter for 30 days. | \$1,012 - provides case management services for 40 area families. |
| \$253 - provides heating assistance for one month for a family that does not qualify for subsidy 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:

**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 _____ **\$51** _____ **\$101** _____ **\$253** _____ **\$354** _____ **\$506** _____ **\$1,012** _____ **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 _____

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.



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 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.

Helping People. Changing Lives.

105 GRACE WAY
PUNXSUTAWNEY, PA 15767

(Serving Clarion and Jefferson Counties)

Community Action, Inc.

Helping People. Changing Lives.



PARTNERSHIP

Helping People. Changing Lives.

Community Action, Inc.

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