



Community Action, Inc. Annual Report 2003

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.

Serving Clarion and Jefferson Counties since 1965

www.jccap.org

A Message from the President and the Executive Director for the 2003 Fiscal Year

During this past year, 9,016 Clarion and Jefferson County residents came to our organization to seek help. That number represents approximately 10.3% of the combined bi-county population. The majority of these individuals came from households with ages between 24 and 44, and the adults had an education level at or below high school diploma or equivalent. All had incomes at or below the federal poverty income level. These poverty statistics for our bi-county area are higher than those of the previous year, and our bi-county trend is consistent with the national trend where 1.3 million people fell below the poverty level in 2002. The national poverty percentage increased in 2002 from 11.7% to 12.1%.

Our organization's ultimate goal is to help each individual become self-sufficient. Our work includes providing direct assistance; coordinating existing resources; teaching and mentoring personal and community responsibilities; building skills and systems that support growth; and, assisting individuals become active participants thereby exercising control over the policies, resources and processes that impact our lives. This work is not easy and our successes and resources are limited. However, we continue to be committed to improving the quality of life for our residents and the health of our communities as a means of lessening poverty in our bi-county area.

Richard G. Fetterman, Board President
Robert A. Cardamone, Executive Director

Crossroads Project

Community Action, Inc.'s **Crossroads Project** has been providing service to victims of domestic violence and homeless women and children since 1986 in Jefferson County and since July 1, 1999 in Clearfield County.

Victims of domestic violence are offered direct services based on guidelines established by the Pennsylvania Coalition Against Domestic Violence. Services are provided free of charge, without regard to personal, social, or economic status and include a 24 hour hotline, options, supportive and empowerment counseling, and prevention/education programs.

In Clearfield and Jefferson Counties, Crossroads Project logged 1,051 new primary domestic violence victims. That figure translates into almost 3 victims per day. This past year, 67 adults spent a total of 1,138 days in local domestic violence emergency shelters.

Children are often caught in the middle of domestic violence disputes. Last year, the Crossroads Project provided 376 hours of service to children who were domestic violence victims. A total of 52 children spent 727 days in emergency shelters in Clearfield and Jefferson Counties.

Food & Homeless Assistance—Medical Transportation—Adult Education

The Food Assistance Project provides food to those in need or experiencing a crisis/emergency. The State Food Project helped 2,422 in Clarion and Jefferson counties with food assistance. The **Emergency Food Assistance Project** provided 3,909 people in Jefferson and Clarion counties with food commodities.

The **Emergency Food and Shelter Project** provides up to one month of utility, rent, or mortgage assistance to eligible consumers in Jefferson and Clarion counties. The EFSP project helped 720 individuals.

Homeless Assistance is provided to individuals through projects such as emergency shelter services, transitional housing, rental assistance, and/or case management services in order to prevent homelessness. The **Homeless Assistance Project** assists eligible consumers in Jefferson County that are homeless or near homeless by paying rent, security deposits, mortgage payments or utility payments to avoid eviction or termination. This service was extended to 142 individuals. Other projects, such as **The Housing Project**, provided decent, safe and affordable housing to 65 low and moderate income households and the **Holmes House** sheltered 20 adult males with 30 day emergency shelter.

The **Medical Assistance Transportation Project** is for eligible medical assistance individuals that may need local or out-of-area medical transportation. The project helped 678 individuals with transportation or mileage reimbursement to medical appointments.

Adult Education served 327 consumers with tutoring and adult basic education classes with 15 individuals earning a General Educational Development (GED) certificate.

Case Management—Child Care—Weatherization & Energy Education

Case Management includes a variety of aspects including testing, areas of employment interest, job search skills, interviewing skills, and the removal of barriers that may interfere with a person's ability to work. **Comprehensive Self-Sufficiency** assisted 107 individuals complete a goal plan tailored to the individual needs of each consumer and will address barriers that prevent the individual or family from being self-sufficient. Community Service Block Grant Workshops were provided to 85 individuals in group sessions with topics tailored to consumer needs four times throughout the year.

Community Action's **Child Care Information Services Project** provided subsidized child care funding to 315 children in 175 families in Jefferson County and 292 children in 159 families in Clarion County. **Child Care Resource Development** is a resource for improving the area's child care services. Projects included **Quality Child Care Project**, in which 17 family day care home providers in Jefferson County and five in Clarion County completed mentoring sessions involving a goal plan which focused on health and safety issues, school readiness, and behavior management.

A total of 217 persons were provided with conservation measures through Penelec—a FirstEnergy Company, and Allegheny Power **Weatherization** programs. Measures may include: water heater tank wraps, pipe insulation, water saving showerheads, insulation, air sealing measures, door repair/replacements, broken glass replacement, and furnace repair/replacements.

Senior Corps & The Supported Work Program

The **Senior Corps** is a nationwide volunteer program that invites adults age 55 and over to use their life experience and skills to answer the call of their neighbors in need. Giving anywhere from four to 40 hours per week, Senior Corps volunteers help solve serious problems in their communities. During the 2003 fiscal year, as many as 80 different assignments were offered to 441 active Senior Corps volunteers in Jefferson, Clarion, and Indiana counties. These individuals donated 52,500 hours of services to 72 different organizations.

When consumers are in need of a customized job readiness program, the **Supported Work Project** is available. The project will target areas that need to be emphasized when finding employment such as goal-setting skills, communication skills, and time management skills. Other areas that are emphasized in the project include interviewing skills, resume writing, job searching skills, and job retention skills. In Jefferson and Clarion counties, 47 participants were provided with these services. Of these, 32, or 68% were successful in obtaining employment in the six month program.

**Statement of Expenses
Year Ended June 30, 2003**

<u>Expenses</u>	Program Services	Management & General	Fundraising
Compensation of Officers & Directors	\$ 139,638	\$ 79,090	
Salaries & Wages	1,023,949		690
Employee Benefits Pension Plan	125,227	7,230	60
Contribution	20,284	1,171	10
Payroll Taxes	87,386	5,855	51
Supplies	59,682	822	1
Telephone	50,239	1,589	20
Postage & Shipping	20,634		1
Occupancy	136,039	1,829	27
Equipment Rental & Maintenance	17,804	29	
Printing & Publications	15,831	366	872
Travel	38,642	5,029	
Meetings	891	826	
Computer Equipment Sold	1,939		
Interest	52		
Depreciation, Depletion, etc.	23,142		
Other Expenses*	2,158,016	174,377	1,042
Expenses Total	\$3,919,395	\$278,213	\$ 2,774
Grand Total	\$4,200,382		

<u>*Other Expenses</u>	Program Services	Management & General	Fundraising
Child Care Fees	\$ 950,956		
Client Travel & Assistance	370,778		
Food & Meals	250,085		
Housing Assistance	43,480		
Weatherization Services	244,805		
Total	\$1,860,104	\$0	\$0

Miscellaneous			
Admin & Fiscal Services	\$ 0	\$137,287	\$ 489
Advertising & Publications	9,149	213	
Auto Expenses	2,803		
Bad Debt Expense	4,681		
Contracted Services Information	625	29,645	
Technology	66,328	3,452	46
COFAC Payments	5,768		
CareerLink Property	947		
Fundraising			500
Insurance	31,804	476	7
Licenses & Registration	2,728	3,254	
Miscellaneous	3,102	50	
Other Consumer Support	47,906		
Administrative Fee	10,374		
Project / Program Support	14,704		
Rental Property Expenses	10,331		
Small Equipment & Tools	40,894		
Training/Technical Assistance	6,064		
Utilities	36,360		
Volunteer Recognition	3,344		
Miscellaneous Total	\$297,912	\$174,377	\$1,042
Other Expenses Total	\$2,158,016	\$174,377	\$1,042

Board of Directors

Jefferson County

Representative of the Low-Income

Richard G. Fetterman—Jefferson County Assistance Office (1)
 Pam Johnson— Jefferson Clarion Head Start, Inc.
 William E. Allemang—Saint Vincent DePaul Society

Elected Public Officials

Donna J. Hoffman—Jefferson County Commissioner
 James P. Wehrle—Mayor, Punxsutawney
 Samuel H. Smith—State Representative

Private Sector

Granville Carter, Esquire—Laurel Legal Services (2)
 Kimberly A. Fye—Punxsutawney Area Community Center
 David N. Gillespie—First Commonwealth Bank

Clarion County

Representative of the Low-Income

W. Larry Klukan—Clarion County Assistance Office
 Linda McCarthy—New Choices/New Options
 Reverend Clara Wheeler Belloit—Clarion Ministerium

Elected Public Officials

Gerald Borovick—Monroe Township Supervisor
 Paul D. Ditty—Knox Borough Council
 George "Butch" Campbell—Clarion County Commissioner

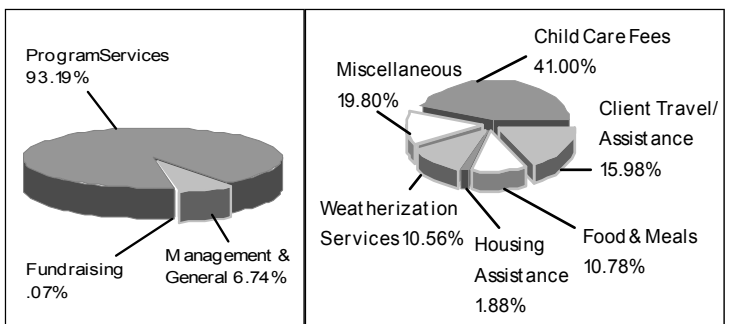
Private Sector

Lee N. Stewart—Stewart Laboratories (3)
 Ronald J. Wilshire—Clarion University of Pennsylvania
 Pam Zahoran—United Way of Clarion County

(1) President; (2) Vice-President; (3) Secretary/Treasurer



Front left to right: Pam Zahoran, Pam Johnson, Clara Wheeler Belloit. Back left to right: Richard G. Fetterman, David N. Gillespie, George "Butch" Campbell, Lee N. Stewart, Granville Carter, Samuel H. Smith, Gerald Borovick, Ronald J. Wilshire. Missing from photo: William E. Allemang, Paul D. Ditty, Kimberly A. Fye, Donna J. Hoffman, W. Larry Klukan, Linda McCarthy, James P. Wehrle



Community Action, Inc.
 105 Grace Way
 Punxsutawney, PA 15767

Staff Members

Ames, Shelli	Elliot, Linda	Lightcap, Joshua	Reid, Kasey
Ananea, Jacque	Fu, Kai	Lopert, Kevin	Riggie, Cathy
Beatty, Laura	Fusco, Susan	Love, Janeen	Schmidt, Michael
Bietz, Joyce	Fusco, Thomas, Jr.	Lowmaster, Betty	Schwabenbauer, Michelene
Blose, Barbara	Gaffney, Deborah	Martin, Tabitha	Serafini, Grace
Brosius, Catherine	Gatesman, Maria	McCrary, Jamie	Setree, Manette
Bullers, Rita	Guntrum, Douglas	McLaughlin, Susan	Simmons, Johannah
Burkett, Debra	Haag, Jan	McMahan, Michael	Skarbek, Trisha
Buterbaugh, Shirley	Hartman, Laura	Merritts, Tressa	Sprankle, Sean
Byerly, Jeffrey	Hepler, Rochele	Michel, Diane	Stamler, Katherine
Calabrese, Dora	Hill, Susan	Milligan, Arlene	Stanford, Carol
Capela, Cheri	Himes, Rita	Moses, Karla	Stewart, Sheldon
Cardamone, Robert	Hopkins, Robin	Murone, Peggy	Verdill, Matthew
Carlson, Mark	Horner, Pamela	Myers, Theresa	Wastchak, Christopher
Chelgren, Nancy	Jenary, Steven	Newcomer, Jesse	Weaver, Tracy
Chittester, Sharon	Johns, Drucilla	O'Connor, James	Weyand, Lisa
Colgan, Becky	Jones, Patricia,	Palmer, Shelby	Williams, Samuel
Daisher, Sally	Kitchen, Deborah	Pearson, Christina	Zeok, Kathleen
Davis, Shelly	Kurtz, Michael	Peterson, Rohn	
Dobson, Jody	Kvant, Helen	Pickup, Julia	
Domb, Kaylan	Labelle, Mary	Pozza, John,	
Dupont, Tracey	Lamboy, Louise	Reddinger, Kathy	
Elkin, Judith	Lenherr, Marsha	Redmond, Karen	