

Community Action, Inc.

Primarily Serving Clarion and Jefferson Counties, Pennsylvania

2015-2016 Annual Report



www.jccap.org

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

Executive Management

Robert A. Cardamone, *Executive Director*

Susan K. Fusco, *Community Services Director*

Rodney B. Rhodes, *Planning Director*

Jennifer M. Sleppy, *Controller*

Jefferson County Office

105 Grace Way

Punxsutawney, PA 15767

Phone: (814) 938-3302

Toll Free: (800) 648-3381

Clarion County Office

30A South Sheridan Road

Clarion, PA 16214

Phone: (814) 226-4785

Toll Free: (800) 997-7661

Email: contact@jccap.org



BOARD OF DIRECTORS

Clarion County

Low-Income Representatives

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

Elected Public Officials

Wayne Brosius, Clarion County Commissioner
 Scott E. Hutchinson, State Senator
 Donna R. Oberlander, State Representative

Private Sector

Amy Ortiz, 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
 Melva J. McGranor, Jefferson County Area Agency on Aging
 Steve J. Mehok, Jefferson County Housing Authority

Elected Public Officials

Richard Beck, Mayor of Brookville
 Cris Dush, State Representative
 Jack Matson, Jefferson County Commissioner

Private Sector

Granville E. Carter, Carter Bianco, LLP
 Richard G. Fetterman, Shriners of North America ¹
 Rebecca Mitchell, Jefferson County Assistance Office

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

50 YEARS OF COMMUNITY ACTION

Community Action, Inc. Recognized for 50 years of Service

Incorporated in 1965 to primarily serve the residents of Clarion and Jefferson Counties, Community Action, Inc. was recently recognized by the Pennsylvania House and Senate for 50 years of outstanding community service. Presenting Congressional citations to Community Action, Inc.'s Board of Directors was Senator Scott E. Hutchinson, Representative Cris Dush, and on behalf of Representative Donna R. Oberlander, District Constituent Outreach Specialist, Fred Workman.

Pennsylvania's Congress recognized Community Action, Inc.'s long history of working closely with governments, churches, businesses, schools, civic organizations, and service providers to empower families to become self-sufficient and to help the community solve local problems and prosper. Community Action, Inc. was also commended for developing a strong reputation for the highest quality services, steady adherence to principles, and for becoming a leader in the community contributing toward a better and more productive society.

Community Action, Inc. has been instrumental in bringing activities to the area including VISTA, Job Corps, Head Start, the Foster Grandparent program, and Green Thumb, as well as essential services and opportunities through veteran and homeless services and housing; domestic violence intervention and prevention; energy conservation and education; case management; adult education, career development, life skills and job readiness training; emergency services; and senior volunteer opportunities.



Pictured accepting the Congressional citations and best wishes for continued growth and success were Community Action, Inc. Board Directors (front row, l-r) Pamela Johnson, Assistant Secretary; Amy Ortiz; Renee Vowinckel; Clarion County Commissioner Wayne Brosius; Steve Mehok; (second row, l-r) Lori Brown; Jefferson County Commissioner Jack Matson; Ronald Wilshire, Vice-President; Representative Cris Dush; Robert A. Cardamone, Executive Director; Richard G. Fetterman, President; District Constituent Outreach Specialist, Fred Workman, on behalf of Representative Donna R. Oberlander; Senator Scott E. Hutchinson; and Granville Carter. Board Directors missing from the photo include: Representative Donna R. Oberlander; Reverend Clara Belloit, Secretary; Lee Stewart, Treasurer; Melva McGranor; Rebecca Mitchell; and Mayor Richard Beck.

ACTIVITIES



ADULT EDUCATION

Provides individuals with instruction in a classroom/computer lab setting to: improve reading, math, and computer skills; enhance job readiness; conduct career exploration and training preparation; and develop skills to pass the General Equivalency Diploma (GED) Test. Support services and case management are also available. Tutors provided on a case-by-case basis.



MEDICAL ASSISTANCE TRANSPORTATION

Provides non-emergency mileage reimbursement and transportation services to enrolled Jefferson County residents with a valid PA Department of Human Services Access Card. Must be traveling to and from a medical assistance covered service.



BUILDING ECONOMIC SUCCESS TOGETHER (BEST)

Provides intensive case management to enable high school dropouts to obtain a GED and develop career plans. Individuals must be actively seeking employment or better employment. Child care, transportation, and training assistance may be available.



CAREER DEVELOPMENT

Prepares individuals for a new career using a curriculum that includes: basic computer skills; career assessment; personal development; communication; job/training search skills; decision making; problem solving; entrepreneurship; and much more. Vocational counseling is also provided regarding local career opportunities.



CASE MANAGEMENT

Advocates families to accept personal responsibility to overcome barriers to economic independence by collaboratively establishing goals and strategies.



SENIORS CORPS-RSVP

Utilizes the talents of volunteers ages 55 and over to meet community needs. Senior Corps-RSVP volunteers choose activities relating to their skills, interests, and time availability. Volunteers mentor children, conduct environmental tests, perform clerical duties, assist the elderly, tutor adults, and much more.



COMMUNITY DEVELOPMENT

Advocates and mobilizes partners to build capacity and solve community problems.



SUPPORTIVE SERVICES FOR VETERAN FAMILIES

Provides assistance to homeless veterans and their families, or those at risk of homelessness, with case management and a long term goal of housing stability and economic independence.



DOMESTIC VIOLENCE INTERVENTION/PREVENTION

Provides victims of domestic violence and their children emergency shelter, 24-hour hotline, community and school educational programs, options counseling, legal advocacy, and group support.



FAMILY/FOOD SERVICES

Provides limited help for rent, mortgage, utility bills, and food. Offers assistance with the completion of food stamp applications.



WEATHERIZATION

Installs materials such as attic insulation, weather strips, and door sweeps, to reduce home energy consumption; also provides energy conservation education.



HOMELESS SERVICES

Provides the homeless: emergency shelter; transitional housing; help with locating and establishing a new residence; and case management.



YOUTH OPPORTUNITIES

Engages youth in activities that promote personal and community responsibility, work ethics, work readiness, financial literacy, and leadership skills.

FINANCIAL INFORMATION

Community Action, Inc.
Statement of Financial Position
June 30, 2016

Assets

Current Assets	
Cash and Cash Equivalents	\$1,005,438
Grant Receivable	\$241,445
Other Receivables	\$244,024
Investments	\$50,995
Inventory	\$4,706
Prepaid Expenses	\$41,226
Total Current Assets	\$1,587,874
Property and Equipment (net of accumulated depreciation)	\$533,903

Total Assets **\$2,121,777**

Current Liabilities

Accounts Payable	\$143,172
Accrued and Withheld Taxes	\$18,117
Accrued Salaries	\$144,599
Deferred Revenue	\$61,647
Accrued Expenses	\$30,225
Security Deposits	\$680
Total Current Liabilities	\$398,440

Total Liabilities **\$398,440**

Net Assets

Unrestricted	\$1,656,086
Temporarily Restricted	\$67,251
Permanently Restricted	\$0

Total Net Assets **\$1,723,337**

Total Liabilities and Net Assets **\$2,121,777**

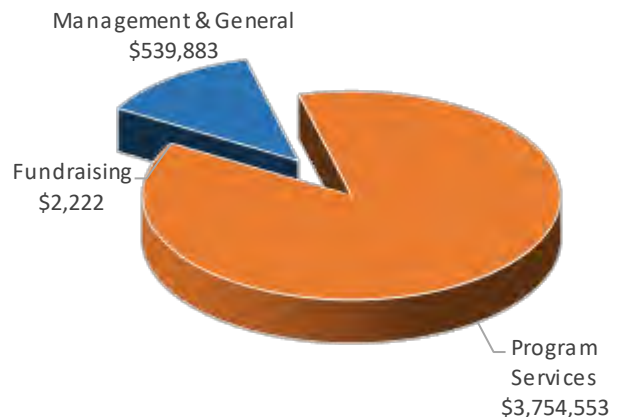
Support and Revenues

Federal/State Grants	\$3,388,024
Contributions	\$117,396
In-Kind contributions	\$104,346
Special events	\$2,119
<u>Other Income</u>	
- Consumer services	\$626,688
- Information technology services	\$150,310
- Rental housing	\$34,954
- Investment (loss)	\$8,843
- Miscellaneous	\$3,817
Total Revenues	\$4,436,497

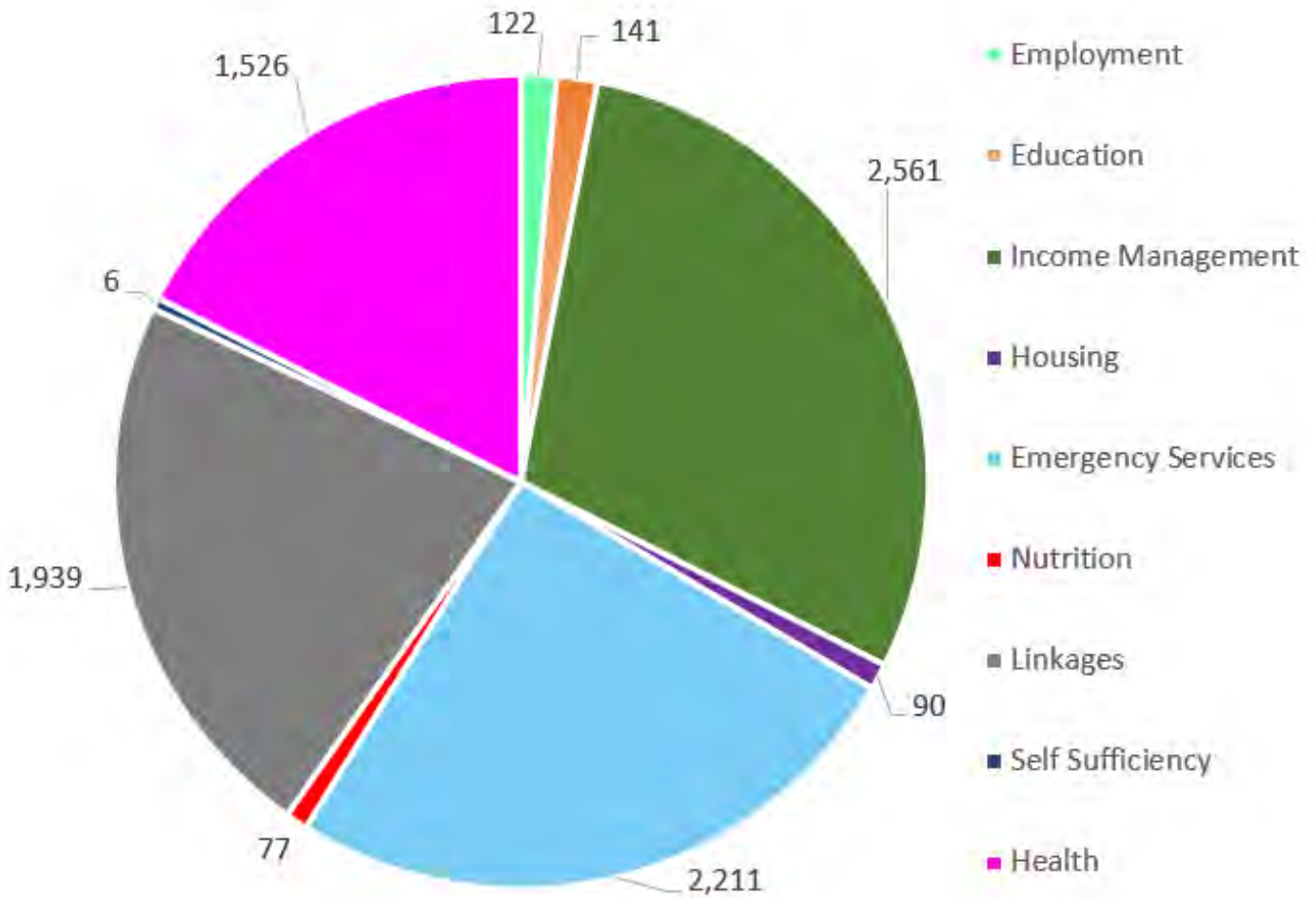
Expenses

Salaries & Wages	\$1,516,583
Client Travel & Assistance	\$1,156,252
Weatherization Services	\$409,734
Employee Benefits	\$311,976
Contracted Services	\$182,736
Housing Assistance	\$132,117
Payroll Taxes	\$114,458
Occupancy	\$81,273
Supplies	\$54,378
Travel	\$48,269
Admin & Fiscal Services	\$34,565
Insurance	\$31,037
Telephone	\$28,625
Other Consumer Support	\$24,014
Utilities	\$23,596
Information Technology	\$19,161
Food & Meals	\$18,300
Licenses & Registration	\$14,276
Postage & Shipping	\$12,965
Printing & Publications	\$11,869
Depreciation, etc.	\$10,451
Volunteer Support	\$9,253
Miscellaneous	\$7,475
Federal Taxes	\$7,116
Auto Expenses	\$7,038
Administrative Fee	\$6,813
Small Equipment & Tools	\$6,520
Advertising & Publications	\$5,122
Meetings	\$3,952
Equipment Rental & Maintenance	\$2,853
Rental Property Expenses	\$1,556
Training / Technical Assistance	\$926
Fundraising	\$719
Software	\$680
Total Expenses	\$4,296,658

FUNCTIONAL EXPENSES



INDIVIDUALS SERVED



ECONOMIC IMPACT ON THE COMMUNITY

Wages contributed to the local economy	\$1,516,583
Real estate and payroll taxes contributed to the local economy	\$116,014
Purchase of goods and services from local vendors	\$2,515,990
Social services and direct assistance to consumers/tenants	\$1,737,917
In-kind and volunteer services	\$104,346
Current value of all real estate held	\$520,140

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

During 2015-2016 with your help....

- we served 7,274 unduplicated residents.
- we provided 821 victims of domestic violence with prevention and support services.
- we distributed food to 1,558 of your neighbors to ensure they have adequate, nutritious food.
- we arranged transportation for 1,290 consumers to medical appointments.

WISH LIST:

- | | |
|---|---|
| \$50 - provides budget counseling services for one family. | \$500 - provides a family with housing for one month. |
| \$100 - provides clothing/holiday gifts for one child. | \$675 - provides books and instruction to help an individual prepare to take the General Equivalency Diploma (GED) test. |
| \$200 - provides assistance for a person to live in shelter for 30 days. | \$750 - provides assistance for one month to a family living in shelter due to domestic violence. |
| \$225 - provides food assistance for a family of four for one week. | \$1,025 - provides one year of case management for a family. |
| \$300 - provides heat for one month to a family not qualifying 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. 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 _____

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.

Community Action's National Goals

- Low-income people become more self-sufficient.
- The conditions in which low-income people live are improved.
- Low-income people own a stake in their 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 systems.

Services are provided without regard to race, color, religious creed, age, sex, ancestry, union membership, sexual orientation, gender identity, national or ethnic origin, disability, and without regard to whether the person is a victim of a violent crime (including domestic violence).

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.