

ALLIANCE FOR CONSUMER PROTECTION
BEAVER COUNTY
BOARD MEETING 1st QUARTER
March 17, 2016
Meeting Minutes

Board members present:

Richard Dupree, Elizabeth Focer-Repman, Cheryl King, Phil Little, Jonathan Pettis, Marcella Scott, Judy Stonfer, Marion Waelchli and Carmen Wilkerson

Board members absent:

Conrad Rehm

Staff Present:

Randi Livengood and Ashley McLaughlin

I. Welcome

- Meeting called to order at 11:42 AM by President, Richard Dupree
- Meeting Minutes from December 17, 2015 were reviewed by the Board of Directors (BOD). **Motion** by Phil and seconded by Marci to approve the December 17, 2015 Minutes. Motion unanimously carried.

II. Treasurer's report

- Financials (P & L Statements) January 2015 through December 2015 and, January 2016 through February 2016 were presented by Dick Dupree and discussed by BOD. **Motion** by Marion and seconded by Judy to accept financial report, as presented. Motion unanimously carried.

III. Executive Director's Report

- ACP – Randi Livengood
 - o Currently have three regular volunteers
 - o Still need 1-2 more volunteers. (At a minimum, Randi is looking for volunteers who are able to speak clearly, take notes, are personable and, will be customer-friendly).
 - o Outreach
 - Randi continues to speak at Job Training – 1st Friday each month
 - o Grants
 - CSBG Grant
 - Per Cathy Smith, Grant will be maintained at \$21,120.00
 - Invoices paid through December 2015

Holiday Closure is Good Friday – March 25th

Annual Appreciation Luncheon

- Set for Thursday May, 19, 2016
- Options for location are: Grand Valley Inn, King's and Harold's Inn. Randi asked the BOD for suggestions on other desired sites.
- Randi provided per-plate cost and menu designs for each site. Note: the BOD liked the Harold's Inn site the best.
- Invitations will be for BOD, staff, current and former volunteers, key organizations with close ties to ACP
- Phil Little has graciously agreed to be our speaker. (Topic TBA)
- Traditional awards will be presented

Cases

- Currently have 24 cases open
 - ~ 8 Consumer Complaints
 - ~ 16 Credit counseling/mediation/credit repair
- Opened 59 new cases in 2016
- Closed 49 cases in 2016 > 5 cases short of goal, at this time.
Note: Randi described a new trend for ACP case load – i.e. closing “open” cases within one week of inception. A significant percentage of cases are related to Land Lord/Tenant issues and Debt-Resolution for Scams. There was a request that the new Housing Officer, Tom Kaminski, forward any scam-like issues to Randi.
- Goal for 2016 is 250 cases. Note: BOD discussed new venues to explore for ACP outreach activities.

ESG – Ashley McLaughlin presented her report

Ashely provided a copy of a line item report on HESG (2014), HMIS (2014) and HESG (2015) to the BOD. As of March 17, 2016, there is no contract for new positions. Ashley anticipates no problem for funding vacant positions.

Ashley provided an example of the Lease Agreement to aid in BOD's discussion about charging late fees for delinquent rent payments. Some tenants are chronically late with rent and this incurs administrative time for follow up and payment satisfaction. BOD concur that a late fee system should be implemented, but with some mitigating factors. Jonathan asked that we craft a lease-clause that addresses late-fee exemptions for extreme circumstances impacting a tenant's ability to pay. For example – the Budget-Impasse or any other similar situation that arises outside the tenant's control.

Motion by Elizabeth and seconded by Carmen to initiate a late fee policy for tenants, delayed in rent payments, in whatever design mirrors the Housing Authority of Beaver County's policy for fees and penalties; effective in August 2016 – to coincide with the issuance of new leases. Motion unanimously carried.

Note: Ashley will send out, to all tenants, a notice of pending changing to new leases; 60 days prior to the new lease distribution.

New Business

Marion has begun product-safety-recall activities effective February 1, 2016 through August 1, 2016.

The Cornerstone, once established as a 501c3, may be the new entity for collecting rent late fees from tenants.

Second quarter 2016 BOD meeting is set for June 16th.

IV. Adjournment

- Motion made by Marion and seconded by Phil to adjourn the meeting. Motion unanimously carried and the meeting was adjourned at 12:26 PM

Respectfully submitted,
Elizabeth A. Focer-Repman
Secretary