

COMMUNITY ACTION ASSOCIATION OF PENNSYLVANIA
BOARD OF DIRECTORS' MEETING

Red Lion Hotel
Harrisburg, PA

July 20, 2016

MINUTES

Board Members Present: Janine Kennedy, Darlene Bigler, Wendy Melius, Ken Heilman David Mrozowski, Erin Lukoss, Megan Shreve, Gale Zalar, Jen Wintermyer. Mitch Little, Bob Raible, John Litz joined via telephone.

Members Not Present: Tay Waltenbaugh, Rick Beaton, Sam Ceccacci and Ron Steele

Advisory Board Members Present: Anne Gingrich

Staff in attendance: Susan Moore, Sue Northey

Guests in Attendance: Lynette Praster, Director of Community Services, DCED; Kristin Rotz, CEO, UWP; Bob O'Brien, Executive Deputy Secretary, Labor and Industry.

In the absence of Rick Beaton, President, 2nd Vice President Janine Kennedy called the meeting to order at 10:05 a.m. Roll was called with a quorum established. Introductions were made.

OTHER

In order to accommodate the guests, Janine suggested re-ordering the agenda, beginning with the agenda item **Other** and guests presentations. There being no objection, Janine asked Kristen Rotz, CEO, United Way of Pennsylvania to begin her presentation on the 2-1-1 system. Ms. Rotz distributed a handout showing the 2-1-1 regions, the Top 10 Call Originations, Top 10 Presenting Needs, Number of Calls by Zip Code and the Top 5 Needs in the Top Zip Code. She went on to state that the system was functioning everywhere in PA except in the Northwest Region and that a large amount of useful data is being generated as a result of the system. They need many tiers of partnership, including funders and have asked the State to provide funding although that has not happened yet. They also want to contract with the State to be "the" Information and Referral line within the Commonwealth.

Challenges still faced by the system are not having statewide coverage, no 24 hour coverage and multiple phone systems being used.

When asked what she would like from CAAP in regards to the 2-1-1 system, she stated that she would like for CAAP to support their legislative funding request. Ms. Rotz went on to answer some questions before wrapping up her presentation.

Janine next asked Bob O'Brien, Executive Deputy Secretary, Labor and Industry, to discuss increasing the minimum wage. Executive Deputy Secretary O'Brien introduced himself discussing his background and talking about the current state minimum wage of \$7.25 per hour. He talked about raising the minimum wage to \$10.15 per hour being a goal for the Governor and that state workers have already been raised to that amount. Sheetz and Wawa have already raised their wages to this level. He said further that there are a number of bills floating around the legislature earmarking different amounts, some as high as fifteen dollars; but it is believed that at the \$10.15 level, people will avoid the "cliff effect". Mr. O'Brien asked CAAP and its members to advocate for this increase, to speak to state lawmakers and to help the Governor make this a reality.

Mr. O'Brien responded to a number of questions, then he and Ms. Praster left the meeting. There was considerable discussion following his departure regarding whether or this was something CAAP should actively support. There was acknowledgement that increasing the minimum wage to \$10.15 would cause a financial hardship for some of the member agencies, but the overwhelming sentiment was that this is the right thing to do.

Motion 7.20.16a: CAAP will actively advocate for a minimum wage increase to \$10.15 per hour.

Moved by Megan Shreve, seconded by Darlene Bigler. The motion passed unanimously.

There followed considerable discussion about FLSA's new Overtime Rule taking effect on December 1, 2016. Even though everyone has done much research and participated in webinars, there remains much confusion and uncertainty about the Rule and who will be affected by it. It was suggested that CAAP try to put on a webinar in the fall on this subject. Susan Moore, CEO, agreed and also suggested that folks contact the local DOL offices with questions.

At this point, the Board returned to the original agenda And Janine asked Ms. Moore to proceed with the consent agenda.

CONSENT AGENDA – Susan Moore, CEO

There was one correction to the Minutes; David Mrozowski's surname was misspelled. Acknowledging the correction, Susan Moore, CEO, offered highlights from her written report, focusing on the following areas:

- **WITF “Spotlight on Poverty”**
 - WITF received a grant to pursue in-depth reporting on poverty in the state of Pennsylvania. The goal of this reporting is to increase the awareness of issues the low-income community faces in the commonwealth of PA
 - Worked with Scott Lamar from WITF on requests for information and testimonials regarding statewide poverty issues for their Spotlight on Poverty reporting
 - Prepped for and conducted a live interview on WITF's “Smart Talk” show which is a one-hour long radio show that featured two guests (CAAP and Kristen Rotz, CEO of United Way of Pennsylvania), discussion, and call-in audience questions
 - Attended and participated in WITF's Spotlight on Poverty community forum on June 22
- Focused on new legislation geared towards preventing high cost installment loans to be made in Pennsylvania (i.e., predatory lending or Payday lending such as Check N' Go)
 - Liaised with Emily Previti from WITF for a special report on predatory lending
 - Supported a capitol visit with three state lawmakers to educate them on this issue
- **Needs Assessment Tool**

Megan Shreve and Dan met with the new tool manager for the University of Missouri CARES unit. The intent is to move the tool to a Geographic Information System platform called Community Commons. CARES has already done this for the Missouri, New York and national CNA tools. A cost has yet to be provided for doing this, but should be received in July. At that time, CAAP will decide whether to move ahead with change or delay it a year. A large part of that decision lies with whether DCED will fund the switch as they did the tool's development, and the impact any such funding may have on CAAP's budget (if depreciation costs are a factor).

Megan Shreve requested CAAP to provide the membership with talking points about predatory lending which they could use in their local communities.

Motion 7.20.16b: The Consent Agenda was accepted as presented. Moved by Wendy Melius, seconded by Ken Heilman. The motion passed unanimously.

PRESIDENT'S COMMENTS – Rick Beaton

In the absence of the President, there were no comments.

TREASURER'S REPORT – Ken Heilman

Financials

At Ken Heilman's request, Sue Northey, Finance Manager, presented the **June 30, 2016 CAAP Financials**. Sue discussed variances on the Statement of Revenue and Expenditures and pointed out that although the year-end showed a deficit of \$2,771 this is substantially less than the \$13,465 deficit budgeted for.

Motion 7.20.16c: The Board accepted the June 30, 2016 Financial Statement as presented. Moved by Ken Heilman, seconded by David Mrozowski. The motion passed unanimously.

2016/17 CAAP Budget

Susan Moore presented the proposed 2016/17 Budget. She went through the projected income, showing that the income is \$18,950 less than the previous budget due to not having an annual conference within this time frame.

She went over the line items, pointing out that this is a bare bones budget, with no salary increases and a switch in October to a more economical health plan for the staff. She also terminated the contract of Joe Loeper. Staff travel, unless covered with the RPIC grant, is minimal.

Motion 7.20.16d: The Board approved the 2016/17 deficit budget as presented but will review the budget quarterly for the financial ability to provide annual salary increases. Moved by Darlene Bigler, seconded by Ken Heilman. The motion passed unanimously.

2016/17 CAAP Dues

Susan presented the projected Dues schedule. Dues income is \$1500 less than the usual annual goal of \$135,600 due to two agencies dropping from \$3600 in dues to \$2100 based on their CSBG allocation.

One agency, based on the CSBG allocation, increased from \$2100 to \$3600; but the net effect on the dues is a loss of \$1500.

Motion 7.20.16e: The Dues schedule was approved as presented. Moved by Darlene Bigler, seconded by Ken Heilman. The motion passed unanimously.

There being no further business, the meeting adjourned at 12:15 p.m.

Submitted by Darlene Bigler, Secretary

DRAFT