

COMMUNITY ACTION ASSOCIATION OF PENNSYLVANIA
BOARD OF DIRECTORS' MEETING

Sheraton Hotel
Harrisburg, PA

April 19, 2017

MINUTES

Board Members Present: Rick Beaton, Wendy Melius, Jen Wintermyer, Darlene Bigler, David Mrozowski, Erin Lukoss, Jen Wintermyer

Via telephone: John Litz, Gale Zalar, and Bob Raible

Members Not Present: Janine Kennedy, Ken Heilman, Mitch Little, Tay Waltenbaugh, Sam Ceccacci, Megan Shreve

Advisory Board Members Present: Mike Hillman for Rep. Longiotti, Allen Warshaw, Anne Gingrich

Guests: Sandy Sharpe

Staff in Attendance: Susan Moore, Sue Northey

Rick Beaton, President, called the meeting to order at 11:03 a.m. and requested that those present at the meeting and on the phone introduce themselves.

CONSENT AGENDA

Mr. Beaton asked for corrections or changes to the January 18, 2017 Minutes. Hearing none, he requested a motion to approve.

Motion 4.19.17a: The January 18, 2017 Minutes are approved as presented. Moved by Darlene Bigler, seconded by Bob Raible. The motion passed unanimously.

Susan Moore, CEO, highlighted several items from her written report:

Symposium: Tuesday, June 20 – Thursday, June 22

- Once again DCED is supporting and partnering with CAAP to offer our second Symposium
- Focus will be on ROMA/ROMA Next Gen and Annual Report
- 3 folks invited from each agency – rooms, food, registration covered
- Excellent speakers and agency presentations
- the annual meeting and election of officers will be held Tuesday, June 20 at 4:00 p.m.

Annual Conference: Monday, October 2 – Tuesday, October 3

- In State College
- In partnership with PANO
- CAAP will have a track focusing on community action topics but attendees can choose any session in any track
- the Self Sufficiency awards will be presented at the luncheon on Tuesday

Showcasing Members:

- In an effort to help agencies tell their stories, CAAP is creating a section on our website to showcase each member agency.
- In the next couple of weeks, you will be asked to select and describe an innovative or especially effective program at your agency and its impact on the community and/or population you serve. Then, when anyone clicks on your agency on the CAAP webpage, it will take them to this info
- This will fluid so it can be updated and changed at any time
- Steven is creating a template to use – we will also be asking you to respond to some basic questions about your agency that will demonstrate the economic impact you makes in your community.

Public Engagement Toolkits:

- CAAP has been approved for two VISTAS to assist Steven in creating agency-specific **Public Engagement Toolkits**.
- This will help you promote discussion about poverty in your communities as well as give you the tools and data to engage with your local lawmakers
- They will be easy to update annually in order to maintain relevancy

Training:

- We are setting up trainings for ROMA implementers as well as ROMA trainers.
- CAAP is also facilitating ROMA training for agency staff and boards as well as overall governance training for Boards
- Susan conducts the governance training and whenever possible, Dan comes along and does the ROMA training for boards. In this way, the Boards receive the training they need all in one session.

VISTA Program:

- Approved for 11 slots for 2017-18

- 4 are CAP agencies and 2 are non-CAP – several have multiple slots approved
- Projects range from veterans focused to housing stability impact to creating affordable housing to data base development
- CAAP has been approved for three slots: two to work on the Public Engagement toolkits and one as a VISTA leader.

Legislative Issues:

- **Nationally**, NCAF is focusing on protecting CSBG which has a significant amount of support from both parties. LIHEAP, Weatherization, TANF, SNAP and Headstart may be under the gun.
- Other issues that could negatively affect us are: Tax reform, infrastructure spending, the April 28th deadline to finish 2017 appropriations, as well as consideration of a 2018 budget.
 - We expect a very contentious Congressional fight over finalizing the FY 2017 appropriation bills.
 - The current Continuing Resolution expires April 28th. Importantly, House and Senate Republican appropriators want to pass the appropriation bills and avoid a yearlong CR.
 - White House insistence on funding to build "the wall," a massive defense supplemental and the ever present desire by many House Republicans to defund Planned Parenthood means that reaching bipartisan agreement may be difficult.
 - Further complicating an already difficult task is the need to raise the federal Government debt ceiling.
- On the **State level**: the state budget and whether or not we will have one by the July 1 deadline is looming over us.
 - Three weeks of state budget hearings just concluded without a fight or feud
 - Lawmakers are facing a 3 billion structural deficit; a \$62 billion pension debt; \$300 million more in pension costs next year, and a \$600 million hole in the current budget that state law requires filling.
 - The plan: to erase the \$3 billion deficit with \$2 billion in cuts and efficiencies and \$1 billion in new taxes -- but not on personal income or (for most) on sales.
 - **HOWEVER**: Taxes on personal income and sales account for 72 percent of General Fund revenue; education, Medical Assistance, and other welfare programs account for 76 percent of spending.

- If you're not raising the former or cutting the latter – and Wolf's budget does neither – there's an obvious challenge
- Plus, Wolf's new taxes include business taxes that lobbyists stopped before and a severance tax on natural gas that lawmakers consistently refuse to enact.
- I have already begun discussions with D.C. to help keep our CSBG dollars flowing in the event of a stalemate.

CCAP

CAAP is facilitating the PA CCAP process for 2017. We have three candidates – Jen Wintermyer, Jen Warabak and from the CAAP staff, Dan Leppo. CAAP staffer, Steven Martinez will go through the process next year so CAAP will have 2 CCAPs on board.

Motion 4.19.17b: The CEO report was accepted as presented. Moved by Wendy Melius, seconded by David Mrozowski. The motion passed unanimously.

PRESIDENT'S REPORT – Rick Beaton

Rick discussed the 1st vice president vacancy saying that he had spoken to Megan Shreve about filling the slot and she indicated she is willing.

Motion 4.19.17c: Megan Shreve will fill the 1st Vice President vacancy until the next election of officers. Moved by Darlene Bigler, seconded by Wendy Melius. The motion passed unanimously.

Rick informed the Board that the CEO's contract is scheduled to end on August 1, 2017. He said her evaluation, developed through input from the executive committee, was positive; and the CEO is willing, if an additional contract is offered, to remain in her position. The CEO prefers a three-year contract with no salary or benefit increases other than those given to her staff. He stated the Executive Committee had discussed these terms and was in favor of offering the CEO another contract under these terms.

Motion 4.19.17d: CAAP will offer Susan Moore Wychulis a three year contract beginning August 1, 2017. There will be no salary or benefit increases other than those given to the CAAP staff. Moved by the Executive Committee, seconded by Darlene Bigler. The motion passed unanimously.

Rick reminded the Board that the Annual Meeting and Election of Officers will take place on Tuesday, June 20, 2017 at 4:00 p.m. at the CAAP Symposium. He appointed Jen Wintermyer to be in charge of the election process, including developing a proposed slate of officers and presiding over the election itself.

TREASURER’S REPORT – Ken Heilman

In the absence of Ken Heilman, Sue Northey reviewed the March 31, 2017 CAAP Financial Statements. Included in the Statement of Financial Position, Sue indicated we have \$76,203 in operating cash. Vanguard Investments increased in market value by \$32,262 since the beginning of the fiscal year, representing a 5.94% return on investments. This increase is approximately 150% of the amount budgeted. If we include the Vanguard Investments in the computation, CAAP’s current ratio is 5.82. Should we choose to exclude the investments, the calculated ratio is 1.75. Prepaid expense, totaling \$33,485 consists mainly of annual insurance premiums and memberships to organizations such as CAPLAW, CA Partnership and PANO for which we have to recognize these expenses on a monthly basis. We currently have \$135,125 in Grants Receivable (CSBG – \$59,441 and RPIC - \$75,684.) Deferred Revenue includes VISTA Costshare payments of \$7,111 and Deferred CAAP Membership Dues of \$37,942, which also includes deferred dues revenue from our Affiliate Member. Our excess of revenues over expenditures was \$21,706 for the nine months ending March 31, 2017.

Motion 1.18.17e: The Board accepted the March 31, 2017 Financial Statement as presented. Moved by Jen Wintermyer, seconded by David Mrozowski. The motion passed unanimously.

REGIONAL REPORTS

Regions I & II: Erin Lukoss reported on behalf of Regions 1 & 2 that their recent meeting, held at the Community Action Partnership of the Lehigh Valley, had been well attended with representatives from all the agencies within the two regions. CAAP staff reported on the upcoming Symposium, the annual conference, Showcasing Members, Public Engagement Toolkits, Training, VISTA Program, Legislative Issues, State Budget and CCAP. Lynette Praster, DCED, spent much time discussing the draft state plan and asking for input from the members. The group also spent considerable time discussing the Weatherization program and the challenges faced by providers, both programmatically and financially. Delayed payment is experienced by all the providers and they all have to use their lines of credit to make the program work.

Regions III & IV: Wendy Melius reported on behalf of Regions 3 & 4 that their meeting will not take place until later this week and she is expecting a good turnout. She confirmed that all weatherization providers suffer with the delayed payments.

At this point, the Board spent considerable time discussing weatherization and the difficulties faced by the providers.

Region V: John Litz reported that all agencies were in attendance and there was great discussion. CAAP staff reported on the same topics as in Regions 1 and 2; and Lynette presented the draft state plan and received good input from the attendees. Each of the agencies discussed successes and Community Action Southwest did a presentation on their Self-Sufficiency Standard.

Region VI: Bob Raible reported that CAAP and DCED had presented the same topics as in the other regions and the attendees had very good discussions, particularly regarding the economic downturn in that region and how that effected the agencies and programs

DISCUSSION:

Darlene reported that PHSA (Pennsylvania Head Start Association) was interested in determining whether a closer collaboration might be beneficial to both Associations. Susan stated she would get together with the PHSA director and explore possibilities.

Wendy Melius wondered since the Governor was committed to combining human service agencies in an effort to enhance efficiency and reduce costs, if there might not be a role for community action agencies to play. There was significant discussion and it was finally agreed that Wendy and Susan would get together to determine if there might be a viable role for CAAs to play and what that might be.

Jim Krimmel, Hamilton and Musser, CAAP auditors, presented the 2016 audit and 990. He went through both documents explaining CAAP's financial position stating it was a clean audit with no management concerns.

Motion 1.18.17f: The 2016 audit and 990 were accepted as presented. Moved by Jen Wintermyer; seconded by Erin Lukoss. The motion passed unanimously.

Rick asked if there were any other items needing to be discussed. There were none.

The meeting was adjourned at 1:25 p.m.

_____ Submitted by Darlene Bigler, Secretary

DRAFT