

COMMUNITY ACTION ASSOCIATION OF PENNSYLVANIA
BOARD OF DIRECTORS' MEETING

Teleconference

October 19, 2016

MINUTES

Board Members Present: Rick Beaton, Tay Waltenbaugh, Sam Ceccacci, Wendy Melius, Erin Lukoss, Megan Shreve, Gale Zalar, Jen Wintermyer, John Litz

Members Not Present: Janine Kennedy, Darlene Bigler, Ken Heilman, David Mrozowski, Mitch Little, Bob Raible

Advisory Board Members Present: Mike Hillman for Rep. Longietti and Allen Warshaw

Staff in attendance: Susan Moore, Sue Northey

Rick Beaton, President, called the meeting to order at 10:05 a.m.

PRESIDENT'S COMMENTS

Mr. Beaton expressed his sadness at the passing of Ron Steele. He said he was a great leader but an even better man and requested a moment of silent reflection.

Rick mentioned that upon reading a report from NCAF, he was aware that the PA network was not keeping up with its NCAF Dues. He reminded the members how important NCAF's work was to all of our agencies and urged them to get current with their Dues.

Rick also informed the members that it is time for the CAAP CEO evaluation and that he would be getting input from the Executive Committee. He stated that the evaluation would be complete by the end of 2016.

CONSENT AGENDA – Susan Moore, CEO

Susan Moore highlighted several items from her written report:

- The Embracing Change Symposium was a success. Attendee evaluations were positive and the support from speakers and other organizations very strong. She commented on the supportive relationship with DCED in making the Symposium happen.

- Regarding the **Community Needs Assessment**, Susan stated that Megan Shreve and Dan have discussed with the University of Missouri CARES team the intent is to move the tool to the Community Commons platform. CARES has already done this for the Missouri, New York and national CNA tools. The platform allows for Geographic Information System use in addition to other enhancements. Given that the original development of the tool saddled CAAP with depreciation costs during auditing, SCCAP made the application and received CSBG Discretionary funding from DCED to fund this move. Members from the original CNA work group of PA CAAs have met and emailed about the changes, including datasets for the tool. Most of the work will be completed shortly.

Due to this move, there will be no maintenance costs from CARES this year. Penn State Data Center will still charge for their data updates. Last year's PSDC cost was \$3,850 and it should be similar this year, meaning a charge of \$87.50 for each of the 44 Pennsylvania CAAs.

- CAAP has continued to participate in **ROMA Next Generation** national and regional forums and express concern over funding the changes and the time period. We have expressed our concerns during national calls and forums at national meetings.
- There appears to be a recent positive shift on the part of OCS to address some of our concerns. During a national meeting held the same week as our Embracing Change Symposium, there was discussion between OCS, national partners, and representatives of state associations and local CAA's in Washington, DC. Participants have reported considerable progress at recommending simplification of reporting of community level initiatives and raised serious concerns about the ability of agencies to collect data on characteristics for new households and individuals. If these recommendations are adopted by OCS in the document that will be released for thirty-day comment, the burden of time and cost on local CAAs would be reduced. While OCS made no commitment to accept the consensus recommendations that were developed by this group, the comments and recommendations made on specific concerns will be seriously considered by OCS and NASCSP as this process goes forward.
- We expect RNG details will be worked out by year's end and the final OMB review completed. Whether the implementation schedule is slowed down or not, the various aspects will be better

defined. Recognizing that RNG will be a part of our operations, CAAP is looking to provide a 1-1/2 day ROMA Next Generation symposium by the mid-point of 2017 for CAAP members. We will use a mixture of RPIC and DCED grant monies to fund a T/TA event for a better understanding of RNG requirements and its effective implementation. The National Association for State Community Services Programs (NASCSPP) is heading up the ROMA Next Generation Center for Excellence and CAAP has reached out to NASCSPP to develop the symposium.

- CAAP is planning the production of one **overview video and two training videos** that will be located on CAAP's website. The purpose of the overview video is to provide website visitors with a concise overview of Community Action, what we do, and why they should care about our cause. The purpose of the training videos is to provide CAAP members with a strong understanding of:
 - Organization Standard 4.6 regarding risk assessment
 - Improve agency knowledge of how to make better use of data collected through tools such as the Needs Assessment tool on CAAP's website
 - How to better integrate and use COPOS data for agency planning, operations, and reporting to achieve meaningful outcomes and results
- Under the new RPIC grant, DCED and CAAP are to develop a statewide **T/TA strategy**. The recent Embracing Change Symposium is the beginning of that process. We will work jointly, using DCED monitoring information, Organizational Standards statuses and surveys of member agencies to determine needs and desires to set the strategy over the next few months. The strategy will guide a schedule of monthly trainings, a mixture of online and on-site trainings and technical assistance.
- Susan reported that the outside of the CAAP office is being painted. It has not been maintained in a very long time and badly needs attention. The cost is less than \$2000. She mentioned that next spring, the brick and mortar will need to be attended to as the mortar is crumbling in many places.

At this point in the meeting, a quorum was established. With a quorum now established, President Beaton asked for a motion to approve the July 2016 Minutes.

Motion 10.19.16a: The July 20, 2016 Minutes are approved as presented. Moved by Wendy Melius, seconded by Gale Zalar. The motion passed unanimously.

Motion 10.19.16b: The CEO report was accepted as presented. Moved by Jennifer Wintermyer, seconded by Megan Shreve. The motion passed unanimously.

TREASURER'S REPORT – Ken Heilman

Financials

In the absence of Ken Heilman, Sue Northey reviewed the September 30, 2016 CAAP Financial Statements. Included in the Statement of Financial Position, Sue indicated CAAP has \$67,434 in operating cash. Vanguard Investments increased in market value by \$9,553 since the beginning of the fiscal year, representing a 1.8% return on investments. Prepaid expenses, totaling \$23,519, consist 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. CAAP Membership Dues Receivable of \$39,300 represents 13 members who have not yet paid. 71% of the dues amount billed was received. We currently have \$376,084 in Grants Receivable (CSBG and RPIC). The \$266,492 CSBG Receivable balance is significantly higher than usual in that it includes monies due CAAP for the Embracing Change Symposium held in September. These monies were received by CAAP on October 12, 2016. The \$193,386 balance in Accounts Payable includes many large expenses from the Symposium. Included under Accrued Expense are expenses from the Symposium for which we have not yet received actual invoices. Deferred Revenue includes VISTA Costshare payments of \$56,752 and Deferred CAAP Membership Dues of \$100,575. Our excess of revenues over expenditures was \$3,013 for the quarter ending September 30, 2016. Our auditing firm, Hamilton & Musser, P.C. is scheduled to commence audit fieldwork for the year ending June 30, 2016 on November 1, 2016.

Motion 10.19.16c: The Board accepted the September 30, 2016 Financial Statement as presented. Moved by Megan Shreve, seconded by Sam Ceccacci. The motion passed unanimously.

There being no further business, the President asked for a motion to adjourn. Tay Waltenbaugh moved that the meeting be adjourned and Gale Zalar seconded the motion which passed unanimously.

Motion 10.19.16c: Tay Waltenbaugh moved that the meeting be adjourned and Gale Zalar seconded the motion which passed unanimously.

The meeting was adjourned at 10:35 a.m.

Submitted by Darlene Bigler, Secretary

DRAFT