

# CAAP BOARD OF DIRECTORS MEETING

## CEO REPORT ON CAAP ACTIVITIES FOR THE PERIOD JANUARY 21, 2015 – APRIL 21, 2015

### KEY FOCUS AREAS

#### Public Policy/Partnerships

- Participated in Coalition for Low-Income Pennsylvanian's (CLIP) meetings.
- Participated in Better Choices for PA coalition meetings. Participated in the Better Choices for PA press conference in the Capitol Rotunda on February 18, 2015.
- Participated in Raise the Wage PA 2015 kickoff on February 9, 2015.
- Participated in LIHEAP Advisory Committee Meeting on February 11, 2015.
- Participated in Making Work Pay coalition meetings.
- Attended Health and Human Service budget briefing on March 3, 2015. Wrote an overview on Governor Tom Wolf's budget briefing.
- Brianda Friestat from Rep. Reed's office came to the CAAP office to discuss the Beyond Poverty initiative on February 12, 2015.
- Participated in the Medical Assistance Transportation Advisory meeting on February 26, 2015.
- Participated in the FEMA State Set Aside meeting on March 10, 2015
- Participated in the Weatherization Assistance Program, Policy Advisory Committee Meeting on March 12, 2015.
- Met with Secretary of Policy and Planning, John Hanger, on March 19, 2015 to discuss the PA Food Security Coalition hunger brief titled, "Hunger Challenge – A Briefing Paper for Governor Wolf".
- Attended the National Community Action Foundation (NCAF) Legislative Conference from March 23-27, 2015.
- Organized and facilitated a meeting with Scott Miller, CEO of Circles PA on April 1, 2015. Peter Zurflieh from the Community Justice Project participated. The purpose was to discuss CLIP and Cliff Effects.
- Participated in the PA Food Security Coalition Meeting on April 10, 2015.

**Organizational Standards**

Informational Memorandum 138 was issued by the Office of Community Services in January 2015. We continue to work with our partners in the Region 3 Regional Performance and Innovation Consortium (R3PIC) to get materials to our members. There have been two meetings of the R3PIC work group – consisting of 2 CAA members, a state office rep and a state association rep from each state – to go over the standards and consider next steps for best helping local CAA's implement the standards. We also arranged for a regional webinar on the standards by the Community Action Partnership, designated by OCS as the Center for Excellence on Organizational Standards for the development of the standards.

We understand from DCED that self-assessments by agencies were done. There will be a need to revisit some portions of these assessments as DCED based it upon an earlier draft of the standards, some of which were modified with the issuance of IM 138. What has come to light in discussing these measures regionally and nationally is that Pennsylvania and her CAA's are ahead of the curve in preparing and acting upon the standards. We will continue to work with DCED and make use of national resources and regional partners to help CAAP members implement changes to achieve the organizational standards.

We also took part in national forums to discuss the Model State Work Plan and the Accountability Measures proposed to guide federal and state offices. Both these measures will inform on changes to Community Action work plans, monitoring and reporting.

**Needs Assessment Tool**

The tool's data was updated during February by the University of Missouri and Pennsylvania State Data Center. We have provided troubleshooting for a few agencies, mostly resetting passwords.

**ROMA training**

We continue to coordinate ROMA trainings to meet our members' needs. Since January, we have conducted on-site agency trainings for Bucks (staff, board), Warren-Forest (board) and Mercer (staff, board). Ahead of us, we have statewide training the day before the CAAP Conference for 18 staff members from 8 CAAP member agencies. We also will be conducting

on-site trainings in May for Warren-Forest (staff), Somerset (board, staff) and Schuylkill (staff). We are setting up trainings for the Central PA Community Action and Monroe agencies.

The Region 3 ROMA Train-the-Trainer will take place in late May. Pennsylvania has 6 candidates attending. Four were able to enter early to qualify for RPIC scholarships that pay the entire training costs. Working with the Association of Nationally Certified ROMA Trainers, we were able to reduce the training costs for the other 2 candidates to half the usual training fee.

Currently in Pennsylvania we have 21 NCRTs and 2 trainees (candidates who have received formal Trainer training). Of this number, 5 are now out of the Community Action network due to career moves though 3 still have limited interaction. Of the 16 NCRTs within the network, 10 have been active in training with other agencies over the past 2 years. We hope to get the remaining 6 active again as we add the new 6 candidates. Given Organizational Standard 4.3 requiring CAA's to use the services of a ROMA Trainer (or equivalent) to prepare and implement both the agencies' work plans and strategic plan, there will be demand for services.

### **ROMA Next Generation**

We are continuing to get a better understanding of this effort in performance management to use with CAAP members. We will be assisting Dr. Barbara Mooney with training at the Maryland Community Action Association conference in May. More resource information from that training will be placed on the CAAP website for use by our members.

### **Shared Services**

Human Resources

Community Progress Council is completed its contract to have Level 3 services provided by HR Resolutions.

We reviewing a new – lower – cost structure of services recently submitted by HR Resolutions. More information will be available after the conference.

### **Member Services**

- Maintained multiple listserv lists for membership use.

- Responded to multiple member requests for information. The most common inquiries concerned the CAAP Annual Conference.
- Participated in Tri County Community Action's poverty simulation on February 24, 2015.
- Organized the Community Action of PA contingent for the NCAF Legislative Conference in Washington, DC. Assisted in securing meetings with Senator Toomey's key staff and Senator Casey and his staff. Prepared a PA Community Action one-pager and information packet for Senator Visits.
- Published monthly newsletter and policy and advocacy update.
- We conduct monthly Work Ready calls that further interaction and information relaying between Work Ready program staff and DPW/BOP staff. The call also allows the WR program staff in its own separate session to discuss issues that peers may be able to assist. We encourage questions to be provided a week ahead of the meeting, with the intent of having the best answers possible during the meetings. The format and process seem to be working quite well.
- Provided Governance Training for Tri County Community Action's Board of Directors on April 11, 2015.

## **VISTA PROGRAM**

### **8 VISTAs are currently serving at the following sites:**

CAAP- VISTA Leader

United Way of Berks County- (2)

Community Action Southwest- (1)

CHESCO- (1)

CAP Mercer – (1)

Berwick Area United Way- (1)

CASA of Lancaster County- (1)

### **Concept Papers:**

For the 2015-2106 VISTA year, concept papers were submitted from both continuing projects and new projects. CHESCO, CAP Mercer, CASA Lancaster, Berwick Area United Way and CAAP submitted concepts papers to continue their projects for the 2015-2016 VISTA year. CASWG submitted a new concept paper changing their project focus area from secondary education to Healthy Futures. Nutrition/ Healthy Futures. Four non-CAAP member agencies

submitted concept papers, JEVS, education, Lansdowne Economic Development Corp. Community Development, Susquehanna County Interfaith, Technology and East Liberties Development, CIRCLES USA.

**2015-2016 VISTA Projects:**

5 continuing projects for the 2015-2016 year are as follows:

- Ready. Set. Read! (UW of Berks Co.)
- Food Access/ Nutrition – Berwick Area United Way
- Faith Based Decades to Doorways- CHESCO
- Veterans Vocational Training- CAP Mercer
- CASA Lancaster County” CASA Lancaster

Of the 4 new projects that submitted preliminary concept papers to CNS, the following received approval from for 2015-2016:

- Susquehanna County Interfaith
- East Liberties Corp.

**Number of VISTA Slots for 2015-2016:**

17 slots were requested 12 were slots were allotted as follows:

- CAAP (VISTA Leader) (1)
- CHESCO: (1)
- United Way of Berks County (2)
- CAP Mercer (1)
- Berwick Area United Way (1)
- CASA Lancaster (1)
- East Liberties Development (4)
- Susquehanna County Interfaith (1)

**Recruitment:**

Recruitment is currently open with several of the projects actively recruiting including CAAP for the VISTA Leader position. Of the 6 scheduled PSOs, CAAP will have candidates attending 5. All PSOs with the exception of the November PSO and the Leader’s PSO will be held in Philadelphia.

### **Re-enrollment**

To date no current VISTAs will be reenrolling for 2015. A Berwick Area United Way VISTA originally planned to re-enroll for her 3<sup>rd</sup> and final year but has since changed her mind.

### **DAY of Service**

Americorps Week was March 9-13, 201. During Americorps week VISTAs are required to do a mandatory day of service. Each VISTA was able to secure a service project in their local or hometown community. These projects included serving in a Food Pantry, Read across America, raising VISTA awareness through a panel discussion at a local college, serving at a senior center, Trail Maintenance, innovative leadership program and serving with a non-profit which advocates inclusion for persons with disabilities. A full report from each VISTA is sent to the CAAP office after the day of service has been completed. These reports are then sent to the State office for review.

### **VISTAs/CAAP Annual Conference:**

Per the MOU, all VISTAs will be attending the annual conference. Several of the VISTAs along with Mayer Foner, a VISTA alumnus who served in 1965, will participate in a panel discussion about their VISTA experience and their current project.

## **INTERNAL OPERATIONS**

### **Funding**

- **CSBG** - Prepared FSR and invoices for Dec/Jan/Feb grant activities; prepared and submitted Q2 2015 allocation Budget documents; reviewed budget with CEO and staff.
- **DCED Fiscal Monitoring for 12/1-12/31/14 period** – prepared copies of general ledger, payroll ledgers and supporting timesheets and activity logs; scanned paid invoices; submitted written cost allocation plan; prepared supercircular compliance statement for 2015 contract; submitted Drug Free Policy, and Organization Chart.
- **Supercircular Compliance re Indirect Allocation Rate** – Attended CAPLAW and PANO webinars. Set-up CAAP agency worksheet for Q1 for CSBG grant compliance.
- **COPUS Report** - Prepared 2014 COPUS financial report.

## **Federal Grants**

### **VISTA**

- Prepared and submitted 12/31/14 federal cash management report.
- Numerous meetings with CNCS national management and PA VISTA representative regarding outstanding balance from 2006. Lengthy research by showed misapplication by CNCS of a 2012 CAAP payment ultimately resulting in resolution of the issue.
- Prepared refunds for 2015 CAA agency participants for VISTA dropouts in accordance with signed agreements.
- Prepared 2016 budget for 12 placements in PA and CAAP costshare commitment; confirmed federal funding contribution; calculated CAA member contribution required; and began review of memorandum of understanding (MOU) with CNCS and CAAP MOU with the member CAAs.

### **R3PIC**

- Prepared invoicing document for state sub-contractors. Resolved internal issue with ACF regarding hold on drawdowns. Prepared 12/31/14 federal cash management report.

## **Operations**

### **Financial Statements**

- Prepared January, February and March month end agency financials; notes to financial statements; comparisons to budget for CAAP Operating; and CAAP Dues reports for monthly Executive Committee and Board review. Forwarded weekly investment activity updates to Board President, Treasurer and CEO.

### **Other**

- Prepared Q4 2014 payroll tax reports and payments for IRS, PA, PAUC and local withholdings. Prepared year-end W-2s and 1099s, submitted to required reporting agencies.

- Closed FY 2014 in accounting software – setup archive files for schedules and audit correspondence.
- Prepared and submitted PA Lobby 12/31/14 report.
- Highmark Insurance Audit – completed questionnaire and forwarded requested documents.
- Met with Carbon County Action Committee, Kim Miller and Finance Mgr to assist in set-up of their 2015 indirect rate and search for a new Finance Manager.
- Conference – Contacted Brad Shover from DCED requesting a CSBG monitor workshop to assist CAAs in compliance with the Supercircular requirements.
- Prepared 2015 NCAF PA Donation schedule and invoices.
- Monitored by DCED on March 10, 2015. Although formal report has not yet been received, CAAP was assured by monitors that there would be no findings.

## **COMMUNICATIONS DEPARTMENT:**

### **2015 Conference**

- Confirmed 2016 annual conference venue will be the Holiday Inn Harrisburg-East; however, the Holiday Inn will go under new ownership starting in May 2015. The management will remain the same. The hotel will undergo a renovation which should not interfere with the 2016 conference. The new ownership will be the Red Lion Resorts.
- Organized three Conference Committee Meetings to finalize conference preparations.
- Finalized program and speakers for 2015.
- Secured Jodi Pfarr as one of the Keynote speakers and workshop presenter for 2016.
- Secured four exhibitors and two sponsors for a total of \$6,000. Down \$2,500 from 2014.
- Finalized PayPal account and credit card transaction process.
- Created the 2016 Conference Logo.
- Current number of conference registrations is 225 attendees and revenue generated from registration is nearly \$47,000 as of April 6, 2015. Revenue and registration data points both above expectations.

### **CAAP Website**



- For the time period of January 1, 2015 to April 1, 2015, the statistics are:
  - 2,408 CAAP website visits. Up 1,328 visits from same time-period (4Q-2014). Unusual uptick in visits probably due to CAAP Conference approaching.
  - 70% were first time visitors.
  - Website visitors viewed an average of 4 pages for an average of 2 minutes, 32 seconds.
  - Researched and began preparations to update the CAAP website. Receiving quotes: Preliminary price range seems to be \$5,000 - \$12,000 for nonprofits.
- CAAP's social media presence has steadily increased.
  - Facebook: CAAP has a total of 227 "likes", with an increased posting of pictures from CAAP activities such as ROMA trainings and the NCAF conference.
  - Twitter: Regular posts, at least one per week, have kept CAAP's presence high. CAAP now has 433 "followers" (up 21 since 4Q-2014) and 658 "tweets".

## **GRANTS AND DEVELOPMENT:**

### **2014 Regional Performance and Information Consortium**

CAAP has assumed leadership of the Region 3 RPIC (DC, DE, MD, VA and WV). The grant focus is to assist CAA's in understanding and achieving organizational standards and performance standards as they are decided and released by OCS. We will receive a total of \$40,000 for the grant administration, much of the reporting of which Dan has assisted VACAP with in the past few years, and \$62,500 for in-state work for the grant's mission. The RPIC has a regional task group consisting of local CAA members, state office representatives and state association representatives to review and comment upon changes and implementation of performance management measures being issued.

### **Training**

#### **NCAF Legislative Conference, March, Washington, DC**

This included a State Association full-day meeting with separate discussions with OCS, Community Action Partnership, NASCSP, and CAPLAW. The entire conference provided opportunities to hear from national leaders and interact with peers from across the country on issues facing Community Action. We met with Sen. Casey and his staff and met with Sen. Toomey's staff.

**ROMA In-service Continuing Ed Program, April, Atlanta, GA**

Updated information and interaction with ROMA trainers from nearly every state. Further discussion of IM 138 impacts with OCS, the Partnership and NASCSP, with CAPLAW reviewing legal requirements of mission and purpose statements, client eligibility and IM 37 on allocations.