

COMMUNITY ACTION ASSOCIATION OF PENNSYLVANIA
BOARD OF DIRECTORS' MEETING

Sheraton Hotel
Harrisburg, PA

January 18, 2017

MINUTES

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

Via telephone: John Litz, Tay Waltenbaugh, Sam Ceccacci, Megan Shreve

Members Not Present: Janine Kennedy, Ken Heilman, Mitch Little,

Advisory Board Members Present: Mike Hillman for Rep. Longietti, Rep. Dunbar, Anne Gingrich

Staff in Attendance: Susan Moore, Sue Northey

Rick Beaton, President, called the meeting to order at 10:03 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 October 19, 2016 Minutes. Hearing none, he requested a motion to approve.

Motion 1.18.17a: The October 19, 2016 Minutes are approved as presented. Moved by Megan Shreve, seconded by Gale Zalar. The motion passed unanimously.

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

- CAAP is currently focusing its advocacy efforts on minimum wage, predatory lending, food securing, and housing and working with several other advocacy groups on these issues.
- Work with the standards continues on all levels, with the aim of having all CAAs in full compliance during 2017. We continue to evaluate the status of PA CAAs in complying with the Organizational Standards to identify training or technical assistance needed by our member agencies. We discuss these reviews with other state associations in Region 3 (Maryland, Virginia, West Virginia) to see if regional training is also necessary. We are working to get ROMA Implementer training set for the spring to help agencies without a Nationally Certified ROMA Trainer have a staff person that will qualify the agency for OS 4.3. Nationally, CAAP continues to serve on the

Community Action Partnership's CSBG Working Group. They began a reorganization of the group in the fall of 2016 but no real change with the committees on which we serve. On the agency level, we are working on CAAP's own compliance with the standards and taking the steps to bring us into compliance. We will again turn our attention to this throughout the winter with the goal of being set to comply in the spring of 2017.

- 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. 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. We have worked on the dashboard design for the page and will be finalizing language for the tool during January.
- We have 4 candidates who were trained in July as NCRTs. We will continue to work to schedule the trainings, using some of the new candidates whenever possible so they can get their practice sessions completed toward certification. Currently we are setting up ROMA board and staff training for six agencies in spring 2017. Organizational Standard 4.3 requires the use of an NCRT or equivalent to assist in the implementation of each agency's work plan and strategic plan in accordance with the ROMA cycle. The Association of Nationally Certified ROMA Trainers (ANCRT) has developed an "equivalent" position of Nationally Certified ROMA Implementer. The NCRT training requires less time, but gives the trained staff the ROMA knowledge and certification to be able to guide implementation with ROMA principles. We are arranging for a spring 2017 training for this position. The training will most likely be presented in eastern and western locations, allowing for appropriate sized classes. Dan has also worked with ANCRT on developing a curriculum for Community Action subcontractors. We have developed the framework for a half-day training.
- OMB has completed its review. Recognizing that RNG will be a part of our operations, CAAP is planning 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 collaborating with the Pennsylvania Association of Nonprofit Organizations (PANO) to host a joint annual conference. This means that CAAP will move its annual conference from the

spring to October 2-3, 2017. CAAP has regularly scheduled planning meetings with PANO. Recently, PANO replaced their conference coordinator with a new hire that will begin working with CAAP starting in January 2017. We expect to have 5 Community Action workshop tracks and will continue to conduct the annual Self-Sufficiency Awards during the October 2017 conference.

- CAAP has now posted all “Embracing Change – A Community Action Symposium” session content on CAAP’s webpage. We expect to have all session video recordings posted on CAAP’s website in January 2017. CAAP has completed three Community Action overview videos. Originally, CAAP planned on completing just one overview video but was able to utilize all our interviewee content to create two additional videos. CAAP plans to release all three videos throughout the month of January 2017. In addition to the overview videos, CAAP has nearly completed the production of 4 days’ worth of session content videos from the Embracing Change Symposium. The purpose of these videos is for agency staff training. CAAP aims to produce another 3 “storytelling” videos in 2017. The goal is to help the public gain a better understanding of who Community Action is, what we do, and why our mission is critical to our communities.
- CAAP has submitted its annual CSBG workplan and budget request as well as requesting administrative dollars from DCED for training activities. Both requests were included in the CEO report for members’ review.

Motion 1.18.17b: The CEO report was accepted as presented. Moved by Darlene Bigler, seconded by Wendy Melius. The motion passed unanimously.

PRESIDENT’S REMARKS – Rick Beaton

Rick stated that he is in the process of completing the CEO’s evaluation. He intends to send blank evaluation forms to the executive committee members for their input with a two week turnaround. He will compile their comments and then conduct the evaluation with the CEO.

Additionally, Rick discussed the 1st vice president vacancy saying that he has someone in mind to fill the slot but must first discuss this with the person before announcing it. He will inform the executive committee once a decision is reached.

TREASURER’S REPORT – Ken Heilman

Financials - In the absence of Ken Heilman, Sue Northey reviewed the December 31, 2016 CAAP Financial Statements. Included in the Statement of Financial Position, Sue indicated we have \$140,484 in

operating cash. Vanguard Investments increased in market value by \$16,443 since the beginning of the fiscal year, representing a 3.03% return on investments. Prepaid expense, totaling \$26,139 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. CAAP Membership Dues Receivable of \$7,200 represents 2 members who have not yet paid. We currently have \$73,329 in Grants Receivable (CSBG and RPIC). Deferred Revenue includes VISTA Costshare payments of \$40,067 and Deferred CAAP Membership Dues of \$67,050. Our excess of revenues over expenditures was \$14,895 for the six months ending December 30, 2016.

Motion 1.18.17c: The Board accepted the December 31, 2016 Financial Statement as presented.

Moved by Bob Raible, seconded by David Mrozowski. The motion passed unanimously.

OTHER

Susan discussed adding a new membership category, Affiliate Member and gave an overview of the proposed category: This category of membership is for vendors whose company mission is to positively impact Pennsylvania's local communities. It will give them an opportunity to demonstrate support for Community Action's mission to end poverty as well as having the opportunity to network with CAAP's 41 Community Action Agency members.

Affiliate Membership dues are \$5,000 per year.

Affiliate Members will receive the following benefits:

- A directory of CAAP's Community Action Agencies and a personal email from CAAP to our members introducing them to the Affiliate Member
- Complimentary exhibit table at CAAP's Annual Conferences, plus their logo and a half page ad in CAAP's conference book. Additionally, their organization is permitted to address the conference audience for 3-minutes and introduce a keynote speaker.
- The Affiliate will receive a mention in one of CAAP's monthly newsletters and will receive other informational mailings relevant to Community Action
- The Affiliate will be prominently listed on the CAAP's website as an Affiliate Member and CAAP will link website visitors to the Affiliate's website

This is a 12-month membership and all Affiliate Members in good standing are encouraged to renew their membership at the end of the 12-month period. As a thank you, renewing members will be given a discounted rate of \$4,000.

After some discussion, a motion was entertained:

Motion 1.18.17d: Darlene Bigler moved that CAAP adopt a new membership category, that of Affiliate Member. Jen Wintermyer seconded the motion which passed unanimously.

Susan distributed information on CAP Systems which has applied to become an Affiliate Member. CAP Systems, Inc. has been providing software for Community Action, Human Service, and Head Start Agencies for more than 40 years.

Initially the company was called Processing Management Inc. and was succeeded by Cap Systems (CAPS) in 1989. Originally in the consulting and custom systems development business, PMI/CAPS developed systems for many Fortune 500 companies and United Nations Agencies. The company is financially sound with long term contractual customer relationships and a steady pattern of growth. This growth is the result of a continuing investment in new technology and a commitment to providing customers with the most powerful tools available.

Their original Financial System, designed in 1972 for Community Action Agencies, was the first fund accounting system in the nation. The system has expanded over the years to include modules that address every aspect of the fiscal and administrative functions of Community Action. Today CAPS is involved in the development of software for:

- Head Start
- Child Care
- Energy Assistance
- Weatherization
- Information and Referral
- Individual and Family Needs Assessment
- Outcomes and Results Measurements
- Case Management
- Benefits Administration

- Client Tracking, CSBG Reporting
- Analysis of Client Characteristics
- Health and many more activities typically associated with Community Action

Their product is **CAPTAIN** (Community Action Program Total Automated Information Network). CAPTAIN is Web-based (available over the Internet) through our Application Service Provider (ASP) program.

Their home office is located in Ipswich, MA where they support a nationwide customer base of installed agencies. CAP System understands the challenges agencies face in order to manage data for reporting to multiple funding sources. Their developers work with Community Action and Head Start Agencies on a daily basis in order to be totally immersed in the issues and activities surrounding data management.

Their Customer Care, Training and Technical Support are led by experience-rich staff with at least 15 years of veteran experience working in community action.

Megan Shreve mentioned that she has been working with CAP Systems and had very positive things to say about the company.

Motion 1.18.17e: Darlene Bigler moved that CAP Systems be accepted as an Affiliate Member. Megan Shreve seconded the motion which passed unanimously.

Susan asked Rep. Dunbar and Mike Hillman, staff for Rep. Longiotti, if they would provide insight on the upcoming state budget negotiations. Rep. Dunbar stated that thus far, although the Assembly is not even in session until next week, there appears to be a positive feeling in Harrisburg and a general feeling of cooperation. He talked about the need for finding dollars to balance the budget and said that it would likely require cutting programs. He favored basing line-item funding on outcomes, like the Pew model, rather than automatically increasing or decreasing that funding based on an agreed-upon percentage. Darlene asked if there was any thought of raising revenue rather than just cutting program funding. He stated there might be a couple of funding sources, such as an extraction tax, that might be acceptable.

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

Motion 1.18.17f: Darlene Bigler moved that the meeting be adjourned and Gale Zalar seconded the motion which passed unanimously.

The meeting was adjourned at 11:10 a.m.

_____ Submitted by Darlene Bigler, Secretary

DRAFT