

COMMUNITY ACTION ASSOCIATION OF PENNSYLVANIA
BOARD OF DIRECTORS' MEETING

Red Lion Hotel
Harrisburg, PA

April 19, 2016

MINUTES

Board Members Present: Ron Errett, Rick Beaton, Janine Kennedy, Darlene Bigler, Wendy Melius, David Mzrowski, Erin Lukoss, John Litz, Megan Shreve, Gale Zalar, Bob Raible, Ken Heilman. Sam Ceccacci joined via telephone.

Members Not Present: Tay Waltenbaugh

Advisory Board Members Present: Rep. Mark Longietti, Rep. George Dunbar, Allen Warshaw, Anne Gingrich

Staff in attendance: Susan Moore, Jacob Smith

Rick Beaton, President, called the meeting to order at 1:03 p.m. Roll was called. A quorum was established.

CONSENT AGENDA – Susan Moore, CEO

There being no corrections to the Minutes, Susan Moore, CEO, offered highlights from her written report, focusing on the following areas:

Susan discussed the Conference, noting that Governor Wolf and Dennis Davin, DCED Secretary, and Robin Wiessman, Secretary of Banking & Securities were all keynote speakers. She stated that there were many good educational sessions scheduled, including one on analyzing data which addresses a need expressed by several members. She also stated that the attendance and registration fees were right on track to meet projections.

Susan stated that CAAP is in the midst of reviewing the requirements of this next performance standard. During a meeting of the state associations in Washington, DC, the day before the NCAF Legislative Conference, CAAP led the charge on questioning the funding for this initiative: funding is needed for data managements systems which will have to be overhauled or newly developed and resources will be required for T/TA. We are also quite concerned with the time and timing of this requirement. We have noted that many CAAs are busy doing what is necessary with Organizational Standards compliance, and

this further requirement complicates matters as CAA staff time is stretched as it is. The implementation is set by federal staff to occur before the end of the current presidential administration's end, with initial data collected during 2018 for reporting to DCED in February 2019; this means data management systems would need to be ready by mid-2017 to allow staff training and system trouble-shooting to be done in the last half of 2017. That seems unrealistic to us.

CAAP has continued to participate in national forums and will continue advocating for its members on this new initiative. As part of that advocacy, CAAP has invited Seth Hassett from OCS to speak to our agencies on ROMA NG – Seth will be at the Conference and will meet with folks from 3:00 – 5:00 p.m. on Wednesday.

Motion 4.19.16a: The Consent Agenda was accepted as presented. Moved by Megan Shreve, seconded by Bob Raible. The motion passed unanimously.

PRESIDENT'S COMMENTS – Rick Beaton

Rick discussed the two Board vacancies stating that with Ron Errett's retirement, the Personnel Committee Chair would be vacant; and, Eva Gladstein's promotion had created an At-Large vacancy. Rick explained that under the Bylaws, he could appoint someone to fill the vacant Personnel Committee Chair and he announced he was appointing Jen Wintermyer, Executive Director of Tri County Community Action.

The At-Large vacancy required a vote of the Board. Rick suggested that Mitch Little be considered for the slot as he had followed Eva Gladstein as the new Director of the Mayor's Office of Community Empowerment and Opportunity. Rick stated Mitch was very well qualified since he had been Eva's Deputy for three years; and Rick thought it was important to maintain the presence and input on the Board of the largest public agency.

Motion 4.19.16b: Mitch Little will fill the vacant At-Large position on the CAAP Board. Moved by Darlene Bigler, seconded by Ken Heilman. The motion passed unanimously.

TREASURER'S REPORT – Ken Heilman

Financials

At Ken Heilman's request, Jacob Smith, CFO, presented the **March 31, 2016 CAAP Financials**. Jacob reviewed the Statement of Financial Position and the Budget year-to-date, explaining variances and discussing CAAP's overall position which he stated was positive. He stated that although there is a \$13,365 deficit budgeted, he believes the year-end deficit be significantly less if one exists at all.

Motion 4.19.15c: The Board accepted the March 31, 2016 Financial Statement as presented. Moved by Ken Heilman, seconded by Janine Kennedy. The motion passed unanimously.

Other

CCAP

Susan explained to the Board that since the Community Action Partnership was holding its 2017 Conference in Philadelphia, it was interested in CAAP working with the Partnership to put together a group of Pennsylvania agency representatives to become CCAP (Certified Community Action Professionals) who would be recognized at the Conference. Susan stated she thought it was a good idea and was moving forward with it. She pointed out that information about the CCAP program has been included with the Board resources packet.

Joint Conference with PANO

Susan has been meeting with PANO to discuss holding a joint conference. She pointed out that there were some excellent reasons to try this: the ability, because of the larger attendance to attract more nationally recognized speakers; increased vendors and therefore increased income; more non-CSBG workshops that offer critical information to all non-profits including our Network; a broader audience to hear and learn about community action. There were also some potential negatives: possibly reduced income which would negatively impact CAAP's budget; community action being lost in the larger conference and agencies not receiving the CSBG-related education they need. However, Susan recommended that the Board try it for one year, saying if it is not a success, CAAP could always go back to holding a solo conference. After considerable discussion, all of it positive, the Board held a vote.

Motion 4.19.16d CAAP staff should pursue partnering with PANO to produce a joint conference in September 2017. Moved by Darlene Bigler, seconded by Ken Heilman. The motion passed unanimously.

APPI Energy Agreement

Susan stated that CAAP had entered into an agreement with APPI (Affiliated Power Purchasers International), a firm that has provided data-driven procurement and consulting solutions to customers in deregulated energy markets across the U.S. for 20 years, to try to reduce energy costs for our members. She discussed how APPI could potentially provide significant energy savings for the members and encouraged them to at least meet with the APPI representatives. Susan stated that the Agreement plus information about APPI were included with the Board materials.

There being no further business, the meeting adjourned at 2:15 p.m.

Submitted by Darlene Bigler, Secretary

DRAFT