

COMMUNITY ACTION ASSOCIATION OF PENNSYLVANIA  
BOARD OF DIRECTOR'S MEETING

Teleconference

October 21, 2015

MINUTES

**Board Members Present:** Ron Errett, Rick Beaton, Janine Kennedy, Darlene Bigler, Wendy Melius, Bob Raible, David Mzrowski, Erin Lukoss, John Litz, Megan Shreve, Eva Gladstein and Gale Zalar

**Members Not Present:** Tay Waltenbaugh, Sam Ceccacci, Ken Heilman

**Advisory Board Members Present:** Mike Hillman for Rep. Mark Longietti, Allen Warshaw

**Staff in attendance:** Susan Moore, Jane Knott

Rick Beaton, President, called the meeting to order at 10:04 a.m. Roll was called. A quorum was established.

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

**Budget Impasse**

CAAP stays in constant contact with House leadership and CAAP's lobbyist to remain to be up-to-date with latest situation. More so, CAAP has petitioned OCS to consider direct funding of local agencies during the budget impasse but has not yet heard back from Jeannie Chaffin regarding the request. Susan also requested that OCS direct DCED to pay the interest on the loans that our agencies have to take out with the interest that the State is earning on the CSBG dollars they are sitting on. CAAP also provided Majority Leader Reed with legislation for consideration which will allow flow-through federal funding to all non-profit entities. This request was included in the failed stop-gap bill. Additionally, CAAP has been gathering information on how member agencies are being affected and when they anticipate closing programs and laying off staff; in the event we need to deal with such circumstances again we will be in a better position to forecast the point at which agencies will be negatively impacted.

**Trainings**

Scheduled ROMA training and the New CEO Orientation workshop have been cancelled due to the budget impasse and the inability of our agencies to travel. The ROMA training will be held in the spring, as scheduled, the day before the CAAP Conference; and the CEO workshop will be rescheduled as soon

as dollars begin flowing again.

### **New CAAP Website**

CAAP's website underwent an update. The new website is a much more functional and all of the content has been updated. Some of the new features or improvements include:

1. Online forms and applications
2. Online event registration
3. Credit card processing directly on website. Now using PaymentSpring as online credit card processing vendor
4. Created an interactive map for locating member agencies
5. Added a Success Page
6. Added the CAAP Matrix page
7. All of CAAP's Annual Conference forms are now published in the conference website page. Those forms include the Self-Sufficiency and Distinguished Service Awards, Sponsorship Application, and Workshop Presenter Application
8. Changed CAAP's newsletter vendor and updated the newsletter template
9. Added a new AmeriCorps VISTA and Member Benefits page
10. Updated the Resources and Partners pages
11. Updated the News and Events section
12. Added a "donate to your local community action agency" button to CAAP's homepage

**The Consent Agenda was accepted as presented**

### **PRESIDENT'S COMMENTS – Rick Beaton**

Rick reminded the Board that with the departure of Kathy Possinger a vacancy had been created on the Board for the 1<sup>st</sup> Vice President slot. He reported that the Executive committee had met and was recommending to the Board that Ron Steele fill the vacancy. He also reported that Ron was willing to serve.

**Motion 10.21.15a:** The Board approved Ron Steele to fill the 1<sup>st</sup> Vice President vacancy. Moved by the Executive Committee, seconded by Darlene Bigler. The motion passed unanimously.

### **TREASURER'S REPORT – Ken Heilman**

In Ken's absence, Jane Knott, CFO, presented the **September 30, 2015 CAAP Financials**. Jane reviewed the Statement of Financial Position and noted that CAAP's cash position is good at September 30, 2015 and should take us into November before we will have to use our line of credit. Our current line of credit was renewed in July at an interest rate of Prime + 1%, or currently 4.25%. The Vanguard Investments at 9/30/15 shows a \$12,257 loss year to date, but at Board Meeting date the investments show an excess of \$3,296 year to date which is a swing of \$15,500 year to date since the financial statement date. The CAAP Dues invoices have not been mailed to the agencies due to the budget impasse, but revenue is accrued based on the CAAP Budget on a monthly basis. The Grants Receivable is high due to the close of the \$400,000 Regional Performance Innovative Grant (R3PIC) at September 30, and the CSBG funds have not been paid since July 1 due to the budget impasse. Our Current Ratios are good at 4.5 and 1.7 times the cash needed to pay our current debts. Jane reviewed the Statement of Revenue and Expenditures and noted that she was able to move some salaries/benefits to the grants at the end of the quarter due to under-expended line items. Our revenue and expenditures are at 26.2% and 25.9% compared to the budget and the quarter ends at a \$263 deficit, compared to the year-end deficit budgeted at \$13,465. Jane also reviewed the CAAP Operating Statement which is below the projection of revenue for the quarter due to the \$12,257 loss in the investments.

**Motion 10.21.15b: The Board accepted the September 30, 2015 Financial Statement as presented.**

Moved by Ron Errett, seconded by Megan Shreve. The motion passed unanimously.

## **REPORTS**

Susan discussed the **State Budget Delay** stating that the House Republicans are preparing several "life-line" bills for introduction if there is no movement on the state budget within the next two weeks. These bills will allow state and/or federal crisis funding for several targeted organizations. Mike Hillman, representing Representative Longiotti, remarked that the Governor is unlikely to sign these. He also stated that he doesn't foresee any positive movement with the leadership negotiations. Susan said that the majority of agencies are managing to hold their own without laying off staff and/or closing programs but she expects that will change significantly by mid-November.

Eva Gladstein reported on the **ROMA Next Generation** workgroup of which she is a member. The group met recently to review suggested modifications to ROMA. There are many such changes, particularly to the required demographic data and the NPIs. It appears that much more narrative will be permitted.

How and how often the data will be reported is still under discussion. There was also much discussion on whether or not CAAs can accurately capture unduplicated user counts. It is anticipated that the revisions will go out to the networks in the spring and then a formal comment period will follow.

**OTHER**

John Litz asked if anyone had heard whether DCED was granting extensions beyond December 31<sup>st</sup>. Ensuing discussion raised questions about whether extensions would be granted for regular CSBG, about invoice submissions and delays in meeting Standards of Excellence. Susan said she would raise these questions with DCED and get the answers to the membership.

There being no further business, the meeting adjourned at 10:40 a.m.

---

Submitted by Darlene Bigler, Secretary