

**COMMUNITY ACTION ASSOCIATION OF PENNSYLVANIA
BOARD OF DIRECTORS' MEETING**

Conference Call

October 18, 2017

MINUTES

Board Members Present: Rick Beaton, Darlene Bigler, Sue Auman, David Mrozowski, Wendy Melius, Gale Zalar, Sam Ceccacci, Mitch Little, Bob Raible, Megan Shreve, Dan Jurman and John Litz

Members Not Present: Erin Lukoss, Jen Wintermyer, Tay Waltenbaugh, Janine Kennedy

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

Staff in Attendance: Susan Moore, Sue Northey, Steven Martinez

Rick Beaton, President, called the meeting to order at 10:01 a.m. Roll call was taken and a quorum was established.

CONSENT AGENDA

Mr. Beaton asked for corrections or changes to the July 19, 2017 Minutes. Hearing none, he requested a motion to approve.

Motion 10.18.17a: The July 19, 2017 Minutes are approved as presented. Moved by Megan Shreve, seconded by Darlene Bigler. The motion passed unanimously.

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

Organizational Standards:

Work with the standards has continued on all levels, with the aim of having most CAAs in compliance during 2017 or set on a path to full compliance during early 2018. There will be some agencies out of compliance with some standards and we will work with those agencies and DCED to achieve compliance.

At the recent Collaborative Conference, we offered three sessions about requirements of the standards. We had Darlene Bigler, Robert Raible and Stacey Tice speak on their agencies' own strategic planning based upon the model set in the book *The Non-Profit Strategy Revolution*. We also had Jarle Crocker of

the Community Action Partnership do sessions on Succession Planning and the Risk Management tool offered by the Partnership.

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.

Community Needs Assessment:

We are working out the last bugs of the system and will be taking the tool live shortly. There will be a webinar for members to go over the tool and its possibilities.

ROMA:

We have 17 candidates that have been trained in the last year, including 14 in May. Two candidates from last year – Sue Auman and Nora Carerras - have been certified as ROMA Trainers. The first candidate from this year to try certification will make his attempt in late October. We have arranged for five ROMA trainings since the class was held in July so the candidates have had practice opportunities. We continue to encourage them to do trainings for staff within their agencies and to seek training opportunities for other CAAs' staff.

We also have had 4 NCRT candidates attend ROMA board trainings with an experienced NCRT to see what is covered in a board training.

One NCRT candidate dropped due to workload and one other NCRT candidate from this year lost her position due to funding.

In response to Organizational Standard 4.3's required use of an NCRT or equivalent to assist in the implementation of each agency's work plan and strategic plan per the ROMA cycle, the Association of Nationally Certified ROMA Trainers (ANCRT) developed an "equivalent" position of Nationally Certified ROMA Implementer (NCRI). CAAP arranged two NCRI trainings during May in PA: May 3 Reading and May 10 Westmoreland. All together we had 28 NCRI trainees.

CAAP members Jennifer Waraback (CEO Luzerne), Lauren Parker (Mayor CEO), and Linda Prutisto (Scranton-Lackawanna) have each been certified as ROMA Implementers, as has Eileen McCoy of

Delaware CAP. Several others have finished the portfolio and exam and are awaiting the review of the documents.

Between NCRTs, existing and candidates, and NCRIs, all but 3 of PA's 44 CAAs are on the road to compliance with OS 4.3.

Strategic Plan:

Susan pointed out that we are nearing the end of CAAP's current 3-year strategic plan. She invited the members to review the status of the goals and strategies outlined in her written report to see which have achieved and which have not. In the next few months, working with Darlene Bigler, CAAP will begin working on development of a new real-time strategic plan.

2018 Symposium:

CAAP has secured a location and date for the 3rd Annual Community Action Symposium. The event will occur April 17th – 19th, 2018 at the Sheraton Harrisburg Hershey Hotel in Harrisburg, PA. Planning has begun for this event. Two keynote speakers have already been confirmed.

Building Repairs:

The Board had previously approved a budget of \$10,000 to take care of some much-needed repairs to the building, specifically recementing the alley sidewalk which had become a hazard; and redoing the three bathrooms. The sidewalk was resurfaced in August at a cost of just over \$5,000. However, repairs and updating the bathrooms will cost just over \$18,000. Susan asked approval to move forward with the bathroom repairs.

Motion 10.18.17b: The building repair budget was increased to \$23,000. Moved by Sue Auman, seconded by Gayle Zalar. The motion passed unanimously.

VISTA Program:

The Corporation for National and Community Service, which oversees the AmeriCorps/VISTA program, wants to encourage community action agencies in Pennsylvania to place some focus on addressing the opioid drug problem affecting so many people. To that end, they will make VISTA volunteers available to agencies specifically targeting opioid addiction. CAAP, along with CNS, will hold a conference call in the

next few weeks to make our CAAs aware of opportunities for obtaining VISTAs and to outline the kinds of projects that will be approved.

Collaborative Conference and Public Engagement Toolkit:

Susan asked Steven Martinez to discuss the Collaborative Conference and CAAP's Public Engagement Toolkit. Steven began by stating that immediately following the joint conference, he had sent out a survey asking our members how they liked the joint conference, what they liked, what they didn't and suggestions for improvement. Although we only received roughly 40 responses, most responders stated they liked CAAP joining up with PANO to present the conference; they liked stepping outside of just community action in terms of topics and attendees; they liked the venue. What they did not like was feeling like we were "guests" at a PANO conference – they didn't feel it was a collaborative effort; they didn't feel there was enough community action-only interaction; and they wanted to see more sessions geared toward line staff. Steven pointed out that this was the first time for CAAP collaborating with another organization on a conference and, as with anything new, there are learning curves. There will be a de-briefing with PANO in the next week where we will all discuss the pro's and con's and look at revenue and then make a recommendation to the CAAP board regarding whether to do another conference with PANO or go back to a solely community action event.

Steven reported that he had interviewed 6 Community Action clients from 6 different member agencies from different geographical locations throughout the state. The purpose of these videos is to feature Community Action clients. The videos focus on telling our clients unique story. We focus on what got that client into financial distress, the role Community Action played in moving them to self-sufficiency, and their vision for the future. CAAP is producing 3 videos featuring two clients per video. The first video is completed and was debuted at the 2017 SSA ceremony. The last two will be disseminated via the newsletter, social media, and directly email. All agencies will have full access to these videos via a Vimeo link that can be embedded anywhere and all agencies can directly download the mp4 files and use the videos however they wish.

With help from CAAP's two AmeriCorps VISTAs and their VISTA project, CAAP is developing a Public Engagement Toolkit. The rich content of the toolkits will be customized for each member agency and provide resources to support member agencies' public engagement efforts. Each agency will receive a copy of their toolkit once the kits are completed. This toolkit will be published on CAAP's website and

act as our “go-to” resource for specific agency info. This will help expand CAAP’s capacity to advocate on behalf of our members.

State Budget:

Susan asked Rep. Dunbar to update the members on the status of the state revenue budget. He discussed this, stating that the House had just approved a revenue plan which would then move to the Senate for approval; and, while he could not definitively report that the Senate would pass the spending plan, he felt fairly confident it would.

Motion 10.18.17c: The CEO report was accepted as presented. Moved by Darlene Bigler, seconded by Jen Wintermyer. The motion passed unanimously.

PRESIDENT’S REMARKS – Rick Beaton

Rick stated he was pleased that the two things he wanted to discuss – the opioid issue and the Collaborative conference - were already being addressed by staff.

TREASURER’S REPORT – Sue Auman

Financials – At the request of Sue Auman, Sue Northey reviewed the September 30, 2017 CAAP Financial Statements. Included in the Statement of Financial Position, Ms. Northey indicated we have \$41,469 in our checking accounts and \$5,215 in our money market account. Our Vanguard Investments have performed extremely well this quarter. As of September 30th, the increase in the value of our account was \$16,799. \$4,056 of that increase was from (reinvested) dividends, and \$12,743 was due to the increase in market value. Additionally, the market value of the account on October 17, 2017 was \$22,214. This represents an increase in value of \$5,415 for October.

Our current ratio, which is used to predict an organization’s ability to pay its short-term debt and payables with its short-term assets, continues to be strong. CAAP has \$963,111 in short-term assets if the Vanguard Investment account is included and \$356,776 without the investment account. Our current liabilities total \$260,565, which includes accounts payable, accrued salaries, accrued expense and deferred revenue. The current ratio, with investments included is 3.70 and 1.37 when the investment account is excluded. The higher the current ratio, the more capable the organization is of paying its short-term obligations.

Prepaid expense, totaling \$21,238 consists mainly of annual insurance premiums, memberships and publications. We currently have \$270,854 in grants receivable (CSBG – \$83,775 and RPIC – \$187,079.)

We have not borrowed anything on our line of credit during the 2017-2018 fiscal year, nor the preceding fiscal year. Accrued expense, totaling \$62,454 consists of \$11,740 accrued audit fee and \$50,714 RPIC technical fees. Deferred revenue consists of \$58,727 in VISTA Costshare Payments received, \$100,575 deferred CAAP Membership Dues and \$7,413 in deferred CAAP Affiliate Membership Dues. Near the end of September, CAAP received a new Affiliate Member (Care Providers Insurance Services.)

In comparing actual expenditures to budgeted expenditures, it was noted that Building Maintenance expenditures were higher than budgeted due to repairing the sidewalk in August. Also, Office Supplies expenses were higher than expected due to purchasing four new computers and peripheral equipment because of the office being burglarized on August 4, 2017. These expenditures were offset by the insurance reimbursement received, however the purchases exceeded the reimbursement.

CAAP concluded the first quarter with a \$4,490 excess of revenues over expenditures.

2017-2018 CAAP Membership Dues – The Statement of Financial Condition showed an \$18,000 balance in “Accounts Receivable – CAAP Dues” as of September 30, 2017. This represented five members who have not yet paid their dues. In October, we received payment from two of those five members, leaving us with a balance due of \$10,800. I have contacted the remaining three members and anticipate receiving payments from them. The 2017-2018 dues assessment totaled \$134,100.

Audit Update – Hamilton & Musser has scheduled the audit fieldwork to be performed October 31, 2017 through November 1, 2017.

Motion 10.18.17d: The Board accepted the September 30, 2017 Financial Statement as presented.

Moved by Megan Shreve, seconded by Sam Ceccacci. The motion passed unanimously.

REGIONAL REPORTS:

There were no regional reports.

DISCUSSION:

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

The meeting was adjourned at 11:03 a.m.

_____ Submitted by Darlene Bigler, Secretary

DRAFT