

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

**CONFERENCE CALL**

**July 15, 2020**

**MINUTES**

**Board Members Present:** Rick Beaton, Erin Lukoss, Gale Zalar, Megan Shreve, Jen Wintermyer, Wendy Melius, John Litz, Bob Raible, Sue Auman, Darlene Bigler, Larry Berringer, David Mrozowski and Mitch Little

**Board Members Absent:** Dennis Phelps

**Staff in Attendance:** Susan Moore, Courtney Miller and Dan Leppo

President Beaton called the meeting to order at 10:02 a.m. Roll call was taken, and a quorum was established.

**MINUTES**

Mr. Beaton asked for any corrections or changes to the April 28, 2019 Minutes. There being none, he requested a motion to approve.

Larry noted that he was present at the meeting.

**Motion 7.15.20a: The April 28 , 2019 Minutes were approved as presented.** Moved by, seconded by Bob Raible. The motion passed unanimously.

**TREASURER'S REPORT – Sue Auman**

At the request of Sue Auman, Courtney Miller reviewed the May 31, 2020 CAAP Financial Statements. Susan noted that the Line of Credit affected how the report shows debt, but the Line of Credit was paid off in June. Courtney explained the over/under payments on each line.

Darlene asked how LensCAAP will be handled. Courtney noted there is still equipment to be sold and then it will be terminated.

**Motion 7.15.20c: The Board accepted the May 2020 Financial Statement as presented.** Moved by Darlene Bigler, seconded by Sue Auman. The motion passed unanimously.

## **BUDGET**

Overall a decrease. VISTA project ending in September. RPIC Regional grant no longer. No in-person training. Communications Director and Development Director begin in October. Remote working for CAAP staff, so equipment costs for setting up home offices. Videoconferencing increase. HVAC replacement.

Susan about two positions. Communications doesn't need whole lot of explanation as it existed. Development Director is really more education position. We will do things virtual and need someone who knows how to do that, and can identify training needs, especially in way we will be heading. DCEC will pay for them. Start advertising for them in August, do virtual interviews, hiring by October 1.

Susan about AC. Company jerry-rigged it for time being, but need to do something as it will last. First bid was from existing company, and with motor repair there is no guarantee about how long it would last. The first bid was \$30,000. The second bid was for replacement just under \$15,000. The first company is huge and they inflate numbers. Susan proposes to spend not more than \$15,000, so add \$5,000 to the budget.

Susan talked about working from home. We seldom have people come in to the office, working well from home. If we continue to work from home, we will lease the building. We are close to the Capitol so it could be revenue. Do not want to sell it as it is a great asset and we may move back. By April Susan will make a recommendation to the board on remote working. If we continue to work from home, we have the money for equipment.

John asked if increased budget by \$5,000. If third bid comes in at \$18,000 and presents better warranty, we may want to move for that bid, so do we want to have a little bit more flexibility in budget. Bob noted he just had a meeting about HVAC and pointedly, can we get better price later in the year, so could it be put out later in the year. Susan has two reasons to say no. Courtney goes into the office a few days a week. Also, it is an older building and do not want to have the AC off for any while as damage may occur to the building. Susan noted that the bearings are off and it may break down permanently at any time, but we can consider waiting.

Mitch asked about remote working. Cohesion, development. Susan noted we are small, 5 will be as big. Staff development will continue. Courtney has done financial ones and is set to do Leadership Harrisburg. Do not think staff will denigrate due to remote working. Can always go back to the office if it is deemed better. The virus will not be over for a long time. Vaccine testing right now shows it may not last. Mitch is concerned about on boarding with staff being remote. Susan agrees it needs to be thoughtful and intentional. April will give us a year to see how it is working, then will be recommended to the board. Need to think about everything we do as there are ramifications to staff and the network. Darlene is aware about accessing shared work space when necessary to meet. Susan noted we have thought of that.

Darlene note tax exemption will go away if rented. Jen noted that insurance claim was denied and company may have issues with it, TCCA lost the policy.

Jen pay raises? 3% increase

**Motion 7.15.20d:** The Board accepted the May 2020 Financial Statement as presented. Moved by Wendy Melius, seconded by Gale Zalar. The motion passed unanimously.

**PRESIDENT’S REMARKS – Rick Beaton**

Rick Beaton talked about institutional racism. What are we prepared to do about it. One of his board members noted that the upcoming election may be the most important in our times. We will get involved with voting education about registering and where to vote. Increase awareness. We will have a meeting in August with staff and board about helping with voter registration. We need change in country and needs to start in Washington this November.

**CEO’S REPORT – Susan Moore**

Susan Moore, CEO, noted she and Dan do a lot still with Covid-19 but have curtailed the amount of information we pass along so as to not inundate members. Are call still good? Erin believes them to be helpful. Sometimes nothing relevant, and other times many things that are relevant. Evry other week or once a month is fine. Susan makes sure Lynette and Melissa from DCED are on the call which helps in getting quick answers and information.

Social Justice Task Force. First two meetings have been introductions of members, getting know each other better, some are staff we didn’t know. Chair and two vice chairs. Going forward the meetings will be more structured and decide outcomes to be realized. We will do really good work and help the network to move forward. Mitch am inspired by the courageous actions by our members to take steps, and first step is getting together to tackle large issue. Wanting to do something woonderul and tangible. We have a real opportunity to embody our history. Darlene will echo Mitch, it is very good to be an activist position as to just talk. It is great to build a structure that will work. Rick has issue with all Monday morning calls, rather have them on Tuesday afternoons. Monday holidays. Agree not to have meetings where we just talk.

VISTA program ending for CAAP in September. We have been the umbrella monitor for most VISTA positions in state. Costly, as some time the agency doesn't get a VISTA or decides not to do it, and each costs CAAP \$10,000. We lost money last year as 3 positions were not filled. Federal coffers have not provided a lot of money, though Congress is considering how the program might work better. But for us, it will end. Our VISTA will be gone by mid-September and all toolkits will be done.

RPIC ROMA – ANCRT going virtual with trainings. There are test trainings being conducted now, but no timing is known for rollout at this time. CAAP is using RPIC funds to have new Trainer manuals sent to NCRTs and Trainer candidates as well as 10 of the updated ROMA manuals to be used by participants.

The CSBG DATA Task Force, of which Dan is a member, considered doing some covid-response material but decided against it as they are still awaiting OCS approval on organizational standard-related material the task force submitted to OCS last fall. Unless there is a renewal, the task force will end in September.

Work Ready monthly calls with BEP will be resuming in August. The program for most agencies will end in September. There will be seven agencies remaining and we will decide then whether to continue the series of calls. Bob asked what happens with equipment purchased with WR monies; the question will be asked of BEP at the August meeting.

<p><b>Motion 7.15.20e: The CEO Report was accepted as presented.</b> Moved by Dave Mrozowski, seconded by Megan Shreve. The motion passed unanimously.</p>
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## **DISCUSSION**

Jen have larger discussion about VISTA program. They have done a great job for us, and they are paid less than poverty level. We struggle with. Susan noted federal project and we cannot pay. Jen said we moved away from temporary workers as no benefits. We are considering hiring at good pay level and benefits. Susan said we have had conversations before and the network wants the VISTAs to experience poverty. Due to our ruckus, the program changes to allow VISTAs to work a second job. Many did not think it was a great solution. Sue agreed with Jen that we should we be looking at this from a CA position. Many of us run other AmeriCorps programs, so we are vested in it, but it strikes her every time she pays a stipend that it seems unfair as those who can do the program have a family safety net. We also have some senior citizens doing it. We must recognize that we are putting folks into poverty. Susan said we need to divide out AmeriCorps and VISTA. Jen is talking about VISTA but need to look at full-time

workers performing services at poverty rates. Bringing in folks who do not act or look like community members. We are having this internal conversation from an equity lens perspective as to whether we should hire them for fair compensation. Mitch agrees that VISTAs come from families of means. VISTAS do not come from Philadelphia as interested persons had to bow out due to financial considerations. Give them experience, title and respect for what they do. Sue says we need to think about how we handle this.

Call on Monday that Gene raised question on timing of CARES applications. No one has received that. Sue says she checked with DCED and there is no further update. John noted that there is this larger PA system that we have to work through, not just DCED, and we need to know. Larry says still working on plans. Jen said that nothing has been done and they only have half the load and that is more concerning. Susan will follow-up by Friday. Darlene noted that they got discretionary pretty quick. Larry has not, submitted it timely.

PHFA rental assistance program commiseration. Sue had some success. Took work to get up to speed. Erin noted that not success in Bucks County, so no landlords willing to work with it. Too much work and we will help with other funding. Gale said they have been able to help some. Megan agreed they have some who qualify. All agree it is a lot of work.

Motion to adjourn Sue, 2<sup>nd</sup> Megan Unanimous 11:21

There being no further discussion, the meeting was adjourned at 11:12 a.m.

\_\_\_\_\_ Submitted by Darlene Bigler, Secretary