

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

CONFERENCE CALL

October 21, 2020

MINUTES

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

Board Members Absent: Megan Shreve, Dennis Phelps, Darlene Bigler,

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

President Beaton called the meeting to order at 10:03 a.m. Roll call was taken, and a quorum was established.

MINUTES

Mr. Beaton asked for any corrections or changes to the July 15, 2020 Minutes.

Motion 10.21.20a: The July 15, 2020 Minutes were approved as presented. Moved by Sue Auman; seconded by Bob Raible. The motion passed unanimously.

TREASURER'S REPORT – Sue Auman

Treasurer Auman requested Courtney Miller, CAAP Finance Manager, to provide the report. Courtney reviewed the September 30, 2020 CAAP Financial Statements. Included in the Statement of Financial Position, Ms. Miller indicated we have \$83,077 in our checking accounts and \$100,129 in our money market account. Since the last board meeting, our Vanguard investment account has appreciated in value by \$24,745.

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—but only when investments are included. Without investments, current assets do not cover current liabilities. CAAP has \$611,935 in short-term assets when including the Vanguard investment account, and \$81,630 in short-term assets when excluding the investment account. Our current liabilities total \$125,608, which includes accounts

payable, accrued audit expense, deferred revenue, and payroll liabilities. The current ratio with investments included is 4.87 and the current ratio with investments excluded is 0.65. The higher the current ratio, the more capable the organization is of paying its short-term obligations. Deferred Revenue of \$103,900 makes up most of the current liabilities amount. The current ratio will improve as deferred revenue is recognized throughout the year.

Our 09/30/20 accounts receivable balance of \$15,000 is for outstanding CAAP membership dues from five members. As of today, 10/21/20, we have collected two of the five outstanding dues, and will be collecting the others in the coming weeks.

Our 09/30/20 grants and contracts receivable balance of \$(143,827) consists of \$(160,199) due CAAP from the DCED Services Contract and \$16,372 from the RPIC grant. The DCED contract receivable has a credit balance. This is due to DCED allowing CAAP to invoice for an additional six weeks in expenditures since there is always a delay in receiving funds. Additionally, excess funds were received, which will be either returned or carried over to the new contract year.

Ms. Miller addressed specific line items of the Statement of Revenues and Expenditures where actual amounts varied significantly from budgeted amounts. Training Fees (income) and VISTA Volunteers (expense) appear to be high for the first quarter, but that is because the VISTA program ended in September. Salaries/Wages and Benefits/Payroll Taxes are below budget. The budget includes the Communications Director and Education Director positions that begin employment at the end of October. Salaries/Wages are also under budget on the Total Agency statement (and negative on the CAAP Operating statement) due to the 06/30/20 year-end payroll and leave accrual entries that reversed on 07/01/20. Staff was allowed to carry over prior year leave (vacation) into the new fiscal year, which credited the Salaries/Wages account when the entries reversed. Due to COVID-19, more leave was carried over than usual, so the reversal had a larger impact to this line item than previous fiscal years. Consultants/Training and Conferences/Workshops/Meetings are significantly under budget due to fewer events being held because of COVID-19. Office Supplies are below budget due to fewer work-from-home expenses than anticipated. Network Maintenance/Internet Access is high for the first quarter due to the additional cost of implementing a virtual private network (VPN) so that staff can

access the network drive from home. The Interest/Bank Fees expense line has a negative balance due to an IRS refund of \$550 for the 990-T filing extension fee.

CAAP ended its first three months of operations this fiscal year with a \$62,708 excess of revenues over expenditures.

Motion 10.21.20b: The Board accepted the September 30, 2020 Financial Statement as presented.

Moved by Dave Mrozowski; seconded by Gale Zalar. The motion passed unanimously.

PRESIDENT’S REMARKS – Rick Beaton

Rick discussed his frustration with the politicization of mask wearing and how not wearing a mask in a growing pandemic was unbelievably irresponsible. He further talked about ongoing violence against black men and the upcoming election and how critical it is for everyone to vote if this country is to make the changes that have to happen. This gave rise to considerable discussion.

CEO REPORT – Susan Moore

CARES Money: Susan discussed the Social Justice Task Force saying that it continues to meet every other week and is working on determining goals and outcomes. She also reminded the Board that DCED had provided CAAP with \$300,000 of CARES money, \$100,000 of which would go towards supporting CAAP’s social justice initiative, and would likely include creating a dedicated position to carry out its objectives. With the remaining CARES money, Susan filled two positions: Communication Director and Education Director. The Communications Director, Charlotte Leckow, will focus on telling the agencies’ stories, highlighting both agency accomplishments throughout the pandemic and client accomplishments. She will also keep the website up to date and interactive as well as enhancing social media posts and newsletters.

The Education Director, Leslie McRobbie, will create a virtual training program for 2021 focusing on five tracks (management, governance, fiscal, human resources and DEI) which will each have a training webinar every month.

VISTA Program: CAAP’s VISTA program ended in September. The CAAP VISTA finished her assignment in late August and all toolkits were completed and distributed. Deb Fontaine, who started with CAAP about 13 years ago as a VISTA herself, and became the Program Director, will retire effective the end of October and the program will close.

Regional Performance & Innovation Consortium (RPIC) Grant: CAAP completed our 6-month report that covered activities through September. Given the year, this was mostly limited to attending virtual conferences (unusual) and meetings (usual).

CSBG DATA Task Force: OCS has not been responsive on documents the task force had submitted for review and approval during the latter part of 2019. The task force decided not to do more work until we have feedback from OCS. We have learned that the task force will continue one more year.

DCED Services Contract: We have submitted our work plan for the CARES funding. We will commence with planning the 2021 work plan for the third year of the contract. We also intend to begin working on a new contract in January to have all in place for execution in the fall of 2021.

CAAP Community Needs Assessment Tool: We are planning on providing training on the tool's use and features. A refresher would be good for those who have used it in the past and for new staff who will need an introduction.

Work Ready: We held our final meeting in September. Most programs ended as September closed out. For the few program agencies that remain, DHS's Bureau of Employment Programs will hold the monthly calls.

Motion 10.21.20c: The CEO Report was accepted as presented. Moved by Larry Berringer; seconded by John Litz. The motion passed unanimously.

DISCUSSION

John Litz discussed presenting the new virtual ROMA modules saying he had presented it to his Board and that it was challenging because of the new participant manual and updated trainer manual and slides. Learning to use virtual breakout rooms and new technology is an ongoing learning task.

Motion 10.21.20d: A motion to adjourn was offered. Moved by Sue Auman; seconded by Larry Berringer. The motion passed unanimously.

There being no further discussion, the meeting was adjourned at 10:44 a.m.

Submitted by Darlene Bigler, Secretary