



Regular Board Meeting Minutes

January 19, 2017

9:30 a.m., Room 310, State Capitol

Present: D. Monahan (Chair) (TVCCA); M. James (2nd Vice Chair) (CAAWC); Dr. J. Gatling (NOI); C. Tisdale (*by phone*) (ABCD); P. DeBiasi (*Access*); L. Rodriguez (CRT); CAFCA Staff: E. Karsky, R. Evans, K. Hall, K. Bresnahan

Guests: Jean Cronin (Hughes and Cronin); Bill Bevacqua (*by phone*) (ABCD)

With a quorum being present, Ms. Monahan convened the CAFCA board meeting at 9:50 a.m.

Item	Discussion	Action Taken/Needed
Consent Agenda	Review Consent Agenda.	Motion (<i>Gatling/James</i>) passed unanimously to accept Consent Agenda as presented.
Finance Report	Reviewed Report. In response to inquiry at last meeting, it was noted that CAFCA's reserve cash appears on the Statement of Financial Position as "Unrestricted Net Assets", and those funds will be used to cover the budgeted deficit that appears in the Statement of Changes in Net Assets.	Motion (<i>Gatling/James</i>) passed unanimously to accept the Finance Report as presented.
Updates: -Legislative -SNAP Contract	Legislative Update presented by Ms. Cronin. (See attached Summary for detail)	<ul style="list-style-type: none"> Ms. Cronin will schedule meetings with Sens. Duff, Fasano, and Looney, and Reps. Aresimowicz and Ritter, as well as Sen. Winfield (Energy Committee) and Reps. Abercrombie and Cook (Early Childhood Committee). Members encouraged to schedule meetings with their local legislators.
Review Advocacy Calendar	2017 Legislative Session Advocacy Plan and calendar reviewed. Focused on the key messages.	<ul style="list-style-type: none"> CAFCA staff will plan Community Action Day activities for March 23. HSI funds as match to federal funds will be added to the key messages.
Cost Allocation Plan	CAFCA's current cost allocation plan, adopted in 2008, was reviewed. We have been encouraged to review and take current action on the plan.	Motion (<i>DeBiasi/Gatling</i>) passed unanimously to re-adopt the Cost Allocation Plan as presented.
Review Lobby Contract & Obligations	Lobbying contract reviewed. Ms. Cronin will stay on as the network's lobbyist at the current rate. A proposed agency lobbying fee structure was presented and discussed.	<ul style="list-style-type: none"> CAFCA staff will develop lobbyist performance evaluation tool and present for board action. CAFCA will provide a revised proposed lobbying fee structure for review and action. Motion (<i>DeBiasi/James</i>) passed unanimously to authorize board chair to sign Lobbying Contract as presented.

Item	Discussion	Action Taken/Needed
SSBG Report	<ul style="list-style-type: none"> • SSBG monthly YTD report presented and discussed. • CAFCA and DSS have met and will continue to meet to discuss program performance and/or concerns. • Ensuring adequate numbers of individuals and families served is priority for our agencies. • Monitoring visits by CAFCA staff are underway. 	<ul style="list-style-type: none"> • Motion (<i>James/Gatling</i>) passed unanimously to accept the SSBG report as presented. • Results of monitoring visits will be provided to the SSBG Advisory Comm. for review at future meeting.
Other Business:	<ol style="list-style-type: none"> 1. <u>SNAP Outreach contract</u>: CAFCA is working with DSS to finalize and execute the contract soon, which will be with CAFCA and EHC!. Some discussion ensued regarding the methodology for determining the amount of HIS funds that can be used to receive a match for services provided under this contract. 2. <u>Feb. Board Meeting</u>: Noted that board meeting falls on a Federal holiday week, so getting a quorum might be difficult. 	<ol style="list-style-type: none"> 1. More information about SNAP Outreach Contract will be shared as it becomes available. CAFAC staff is available to consult on HSI matching funds for this contract. 2. Agreed to hold February 16th board meeting by conference call.
Adjourn	<p style="text-align: center;">Motion (<i>James/Gatling</i>) passed unanimously to adjourn the meeting at 11:53 a.m. For Next Agenda: <i>Authorization for Exec. Director to sign contracts</i></p>	



Summary of Board Meeting Legislative Update

January 19, 2017

There is a \$1.5B deficit in FY 2018 and 2019. The Governor will present his budget on February 8th, and she anticipates dramatic cuts. With the senate tied 18-18, all committees have co-senate chairs (1 D senate chair, 1 R senate chair). There is one House D chair. Each senate chair gets ½ a vote for what gets on the agenda, and a full vote on the actual committee. The difference between R's and D's in committees is 1-2 votes. Results will skew if someone misses a meeting.

Sen. Looney thinks the legislature should take same approach it took in 2011: a combination of budget reductions, state employee union concessions, and cuts. The R's do not want tax increases, and will only use that tactic as a last resort.

Ms. Cronin believes it is the perfect time for the network to show our strengths and make suggestions on how we can help. Legislators want to know what they can do to help organizations provide services with less funding, i.e., regulations and statutes with requirements that are time consuming and costly. She encouraged the board to reach out to their members if they have not done so already. She is also scheduling legislator meetings. Rep. Klarides is confirmed for end of January (David Morgan should attend). Sen. Duff will most likely be in early February, and Sen. Fasano is sending his availability. Ms. Cronin will reach out to Reps. Aresimowicz and Ritter, and Sen. Looney to meet as well.

Ms. Cronin discussed other issues that will affect the network this session in addition to HSI. There are concerns about the makeup of the LIHEAP board, because the two utilities get six votes. Eversource wants to start reporting CEAP customers to the credit bureau who are late in paying their bills. UI is already doing this. As a result, low-income families will have a harder time getting car loans, student aide, etc. Ms. Karsky would like to join with AARP, the Office of Consumer Council, and other partners to address this issue. Ms. Cronin is trying to schedule meetings with Energy Committee chairs including Sen. Winfield, who is very concerned about this issue as well.

Members with early childhood programs are concerned with OEC's restrictive definition of the Early Childhood Teaching Credential (ECTC). There are 10 accredited institutions recognized under this definition. This requirement can only change through legislation. Ms. Cronin urged the network must get information around this to legislators quickly so that it can be raised as a concept in the Education Committee. Ms. Cronin will schedule a meeting with Reps. Abercrombie and Cook, heads of the Early Childhood Committee, to discuss this further. Committees must raise bills by February 14th or 15th, depending whether it is an A or B committee. Members will work with the Early Childhood Alliance on this and other ECE issues.

Members discussed the network's privatization efforts, including a work group led by Julie Ackerman (CRT). Participants are working to put together language around how the network can privatize services in preparation of meetings with DSS and legislators. A draft will be complete by next week. In addition to the network's legislative priorities, Ms. Rodriguez suggested members send issues and/or areas of concern/interest to CAFCA so that these issues can be tracked by the CAFCA lobbyist throughout the legislative session. OPM Secretary Barnes will go before the Appropriations Committee on February 9th. Public hearings on the budget will start February 14th. The DSS Appropriations Committee hearing will most likely be held February 17th.



Regular Board Meeting Minutes

February 16, 2017

9:30 a.m., via conference call

Present: D. Monahan (Chair) (TVCCA); A. Smith (1st Vice Chair) (CAANH); Dr. J. Gatling (NOI); C. Tisdale (ABCD); R. Tricarico (Treasurer) (HRA); D. Morgan (TEAM); L. Rodriguez (CRT); CAFCA Staff: E. Karsky, R. Evans, K. Hall, K. Bresnahan

Guests: Jean Cronin (Hughes and Cronin); Bill Bevacqua (ABCD)

With a quorum being present, Mr. Smith convened the CAFCA board meeting at 9:33 a.m.		
Item	Discussion	Action Taken/Needed
Consent Agenda	Review Consent Agenda.	Motion (<i>Morgan/Rodriguez</i>) passed unanimously to accept Consent Agenda as presented.
Finance Report	Reviewed Report. The SSBG advisory committee is working to make sure SSBG funds are expended in a timely manner. The CAFCA budget is on track. There are no outstanding issues.	Motion (<i>Smith/Rodriguez</i>) passed unanimously to accept the Finance Report as presented.
Legislative Update	Legislative Update presented by Ms. Cronin. (See attached summary for detail)	<ul style="list-style-type: none"> Ms. Cronin will schedule meetings with Sen. Fasano, Flexer, and Markley, and Reps. Aresimowicz, Ritter, Abercrombie, and Klarides. Members encouraged to schedule meetings with their legislators.
SSBG Update	<ul style="list-style-type: none"> SSBG monthly YTD report presented and discussed. This includes the quarterly report and last month's report. Numbers have been consistent month to month. Agency Monitoring visits by CAFCA staff continue and will finish at the end of February. CAFCA and DSS continue to meet and have ongoing discussions about performance measures and target numbers. CAFCA will share revised targets with agencies soon. 	<ul style="list-style-type: none"> Motion (<i>Rodriguez/Morgan</i>) passed unanimously to accept the SSBG report as presented. Results of monitoring visits will be provided to the SSBG Advisory Committee for review at March 9 meeting and discussed at the March 14 program managers meeting. Each agency will receive a letter detailing the results of its monitoring visit.
Other Business:	<ol style="list-style-type: none"> <u>Contract reauthorization</u>: Ms. Monahan and Ms. Karsky are authorized to sign contracts. Best practice indicates the board should update reauthorization authority. <u>March Board Meeting</u>: Noted that board meeting falls during NCAF conference. It will be rescheduled. 	<ol style="list-style-type: none"> CAFCA will send out General and Accounting Policies and Procedures Manual. The board will review reauthorization process and re-visit at the next board meeting. Agreed to hold March board meeting on March 23 during the morning of CAA Day if possible.

	<p>3. CAANH applying for HHS grant in partnership with Yale and the NCAP. Wants permission from the board for CAFCA to provide support to apply for the grant. Called partnership to achieve health equity.</p> <p>4. Ms. Rodriguez provided update on the senior meal program funding issue.</p> <p>5. Community Action Day will be held March 23 at the LOB. There will be a coffee and strategy session 8:30-10:30 on the second floor atrium, a press conference 11:00-11:30, and then staff meetings with legislators. Ms. Karsky encouraged members to share the information with their staff and clients.</p>	<p>3. Motion (<i>Morgan/Rodriguez</i>) passed unanimously to support application presented by Mr. Smith.</p> <p>4. No action needed.</p> <p>5. CAFCA will re-send the CAA Day Policy Action Alert.</p>
<p>Adjourn</p>	<p>Motion (Tricarico/Smith) passed unanimously to adjourn the meeting at 10:53 a.m. For Next Agenda: <i>Discuss contract reauthorization process and get resolution.</i></p>	



Summary of Board Meeting Legislative Update

February 16, 2017

The Appropriations Committee Human Services Subcommittee State Agency Presentations and the Appropriations Committee Public Hearing on the Governor's proposed FY 2018-2019 budget is February 16 in room 2C at the LOB. Kathleen Brennan will present the DSS portion of the budget. Ms. Monahan and Mr. Smith will testify on behalf of the network.

In his budget proposal, the Governor moved the following line items into the HSI-CAP line item: HRD Hispanic Programs, Safety Net, Community Services, Teen Pregnancy Prevention, and the Fatherhood Initiative. The entire HSI-CAP line item was cut by 20%. HSI-CAP is funded at \$2.73M in FY 2017, \$7.14M in 2018, and \$7.35M in FY 2019. Members agreed the best approach to this situation is to advocate for the network and show our strength, and at the same time stress the importance of the line item in the work agencies do every day. Ms. Cronin advised members to reach out their legislators on the subcommittee.

Ms. Cronin and members met with Sen. Duff. It was a successful meeting, and he supports the network. He is also supporting efforts to stop utility companies from reporting customers to the credit bureau who are late in paying their energy bills. He sent a letter to the CEOs of UI and Eversource asking them to stop the practice immediately. The Governor has raised bill HB 7030 to address this issue. Ms. Cronin will let the network know when it is up for a public hearing. Ms. Cronin is working on additional meetings with Speaker Aresimowicz, Majority Leader Ritter, Appropriations chairs, and Human Services subcommittee chairs (Sens. Flexer and Markely and Rep. Abercrombie).

Ms. Cronin thinks passing the budget will be onerous. The Republicans are coming out with an alternative budget, and neither side has the votes to pass anything at this point. Legislators are discussing alternate revenue sources that do not include raising taxes. Special session is likely. Other issues include pushback from municipalities and \$700M in union concessions. If negotiations are unsuccessful, the Governor will lay off 4,200 employees. Both privatization bills have died. The ETIC is proposed to be cut to 25%. Finally, Ms. Cronin is trying to get clarification on some items in the Governor's budget on block grants and moving monies around.



Regular Board Meeting Minutes

April 20, 2017

9:30 a.m., via conference call

Present: D. Monahan (Chair) (TVCCA); A. Smith (1st Vice Chair) (CAANH); M. James (2nd Vice Chair) (CAAWC); R. Tricarico (Treasurer) (HRA); Peter DeBiasi (Secretary) (*Access*); C. Tisdale (ABCD); L. Rodriguez (CRT); CAFCA Staff: E. Karsky, R. Evans, K. Hall, K. Bresnahan
 Guests: Jean Cronin (Hughes and Cronin); Bill Bevacqua (ABCD)

With a quorum being present, Ms. Monahan convened the CAFCA board meeting at 9:36 a.m.

Item	Discussion	Action Taken/Needed
Consent Agenda	Review Consent Agenda.	Motion (<i>Smith/Rodriguez</i>) passed unanimously to accept Consent Agenda as presented.
Finance Report	Reviewed Report. Audit has begun. There are no expected issues. Members moved questions on the SSBG budget to the SSBG discussion agenda item.	<ul style="list-style-type: none"> • Motion (<i>Smith/DeBiasi</i>) passed unanimously to accept the Finance Report as presented. • Outstanding lobbying invoices should be resolved as soon as possible.
Legislative Update	Legislative Update presented by Ms. Cronin. (See attached summary for detail)	<ul style="list-style-type: none"> • Ms. Cronin will follow up with Sen. Winfield and Formica on their conversation with DEEP. • Members encouraged to contact their legislators about the proposed removal of the sales tax exemption for nonprofits.
ED Contract Reauthorization	<ol style="list-style-type: none"> 1. CAFCA brought a draft corporate resolution before the board for approval that will allow the CAFCA executive director to enter into contracts on behalf of CAFCA, with the addition of “in accordance with board policy” 2. Those present agreed there should be a process in place to ensure board approval for contracts over a certain amount. <p>In the interim, recommended policy is that CAFCA must bring before to the board for approval any contract over \$20,000 it proposes to enter into.</p>	<ol style="list-style-type: none"> 1. Motion (<i>Smith/DeBiasi</i>) passed unanimously to accept the two corporate resolutions as presented with addition of. The board secretary signed the resolution. 2. Motion accepted (<i>Tricarico/James</i>) to accept the interim board policy as presented. Those present agreed that the board will work to adopt a formal, more comprehensive contract authorization policy.

Item	Discussion	Action Taken/Needed
SNAP Outreach Update	<p>CAFCA received the SNAP Outreach Contract and sent it back to DSS for signatures. The Attorney General's office is reviewing the contract. DSS has requested final approval of the subcontract MOU. Once approved, CAFCA will send subcontracts to each agency.</p> <p>DSS suggested that CAFCA develop a SNAP Outreach board resolution that gives CAFCA the authority to represent the board on the contract. CAFCA presented the draft resolution to the board. The amended resolution read: "...is empowered in accordance with board policy to enter into..."</p>	<p>Motion (<i>DeBiasi/Smith</i>) passed unanimously to accept the SNAP Outreach contract resolution with the amended language.</p> <p>The board secretary signed the resolution.</p>
SSBG Update	<ol style="list-style-type: none"> 1. SSBG finance and 6 month narrative reports due April 20. File review monitoring is complete. CAFCA sent letters to each agency with findings and guidance; overall, files were clean statewide. CAFCA has been in discussions with DSS to renegotiate target numbers and expand the client support policy. CAFCA is finalizing the Desk Guide. 2. Finance report shows unspent SSBG funds of approximately \$600,000 as of 2/28. Agencies could not spend the allocated full-year budget in a 6-month period. DSS will <i>not</i> allow agencies to make carry-forward requests for the 9/30/2017 period. The next finance report will more accurately reflect the SSBG budget. Finally, agencies without a client support pool were encouraged to submit revised budgets to include this item. 	<ol style="list-style-type: none"> 1. CAFCA staff will complete the Desk Guide. Discussions will continue with DSS on target numbers and expanding the child support policy. 2. Motion (<i>Tricarico/Smith</i>) passed unanimously to accept the SSBG report as presented.
Agency Updates	<p>Agencies shared updates. Mr. Smith is stepping down as President of the New England Community Action Partnership (NECAP), leaving an opening for a CT representative on the board. Ms. James is interested in filling that spot.</p>	<p>Motion (<i>DeBiasi/Smith</i>) passed unanimously to elect Ms. James to the NECAP board.</p>
Other Business	<p>Mr. DeBiasi asked that the in the near future board re-visit the CAFCA 2014-2017 Strategic Directional Framework and develop a process to re-evaluate it.</p>	<p>Review of Strategic Framework will be placed on a future board meeting agenda</p>
Adjourn	<p>Motion (<i>DeBiasi/Monahan</i>) passed unanimously to adjourn the meeting at 11:32 a.m.</p> <p>For Next Agenda: <i>Finalize CAFCA contract board policy and re-visit strategic directional framework.</i></p>	



Summary of Board Meeting Legislative Update April 20, 2017

The Joint Favorable (JF) deadline for the Appropriations Committee is April 27th and the JF deadline for the Finance Committee is April 28th. The Appropriations Human Services Subcommittee's budget recommendations include removing the additional programs from the HSI line item added in by the governor and reducing all line items by 10%. The Appropriations' Committee budget includes the governor's proposed \$7M in union concessions. He has threatened to lay off 4,200 state employees if there is no agreement on concessions. The first round would come from 12 state agencies; DSS is not included. The committee will vote on the budget a few days before the April 27th deadline and the Finance Committee will subsequently vote on a revenue package.

Finance Committee revenue options include increasing the sales tax by .5% and removing the sales tax exemption for nonprofits. These items can be included in a budget implementation bill and become law without a public hearing. Ms. Cronin encouraged members to contact their legislators and let them know what this will mean for their agency. The Republicans will not come out with a separate budget and will not vote for tax increases. To make systematic changes to the budget, state employee pensions, health care and salaries must be on the table. Changes in long-term obligations will only happen if unions agree to reopen contracts. Jean and CAFCA had meetings with several legislative leaders to stress the importance of the network.

Ms. Cronin, CAFCA, Mr. Smith, and Mr. DeBiasi met with the Energy Committee chairs, Sen. Winfield and Sen. Formica's chief of staff, to talk about the following WX program issues: a) DEEP holding back program funds; and, b) utilities pushing more work on agencies for less money. Both senators planned to contact DEEP directly to discuss. Ms. Cronin will follow up.

Other bills of interest: SB 912 addresses staff qualification requirements for early childhood programs; it is on the senate calendar. HB 730 prohibits utilities from reporting customers late in paying their bills to credit reporting agencies; it is on the house calendar. CAFCA testified in support of the bill at the public hearing, but the utilities are pushing back. The governor's office is involved as well. If the bill does not pass and becomes a study, Ms. Cronin will tell the governor's office that CAFCA wants to be involved.



Regular Board Meeting Minutes

June 15, 2017

9:30 a.m., via conference call

Present:

- Board: D. Monahan (Chair) (TVCCA); M. James (2nd Vice Chair) (CAAWC); R. Tricarico (Treasurer) (HRA); Peter DeBiasi (Secretary) (Access); C. Tisdale (ABCD); L. Rodriguez (CRT); D. Morgan (TEAM); CAFCA
- Staff: E. Karsky, R. Evans, K. Hall, K. Bresnahan, K. Brennan
- Guests: Jean Cronin (Hughes and Cronin); Bill Bevacqua (ABCD); Michael VanDeventer (Mahoney Sabol)

With a quorum being present, Ms. Monahan convened the CAFCA board meeting at 9:35 a.m.

Item	Discussion	Action Taken/Needed
Consent Agenda	Review Consent Agenda.	Motion (<i>Tisdale/Tricarico</i>) passed unanimously to accept Consent Agenda as presented.
Finance Report	Reviewed Report. Clean audit completed on time with no findings. Members discussed funds due to funding source amounting to \$68,161 from Prison Re-Entry, REACH, and HUSKY Outreach. Ms. Karsky stated that she has had preliminary discussions with DSS regarding repurposing those funds.	<ul style="list-style-type: none"> ○ Motion (<i>Rodriguez/ Tisdale</i>) passed unanimously to accept the Finance Report as presented. ○ Ms. Monahan, Mr. Tricarico, and Ms. Karsky will meet to further discuss funds due to funding source and will report to board.
Legislative Update	Legislative Update presented by Ms. Cronin	See attached summary for details.
CAFCA Audit Report	Mr. VanDeventer presented the CAFCA audit. There are no issues. Ms. Monahan asked for clarification on the new and enhanced disclosure around board designations under the FASB ASC 958, Presentation of Financial Statements of Not-for-Profit Entities guidance. Mr. VanDeventer stated that if the board is designating unrestricted net assets, the policy and purpose of those designations should be clear. Members congratulated the HRA and CAFCA staff for their efforts on the audit.	Motion (<i>Rodriguez/Tricarico</i>) passed unanimously to accept the CAFCA Audit Report as presented.

Item	Discussion	Action Taken/Needed
<p align="center">SNAP Outreach Update</p>	<p>Ms. Karsky introduced Kelsey Brennan, SNAP Outreach and Quality Assurance Specialist.</p> <p>DSS approved the draft agency MOU language.</p> <p>To administer the grant CAFCA is claiming 7% of the HSI match. Ms. Evans clarified the 7% to fund CAFCA's administration of the grant, which requires hiring a staff person to interface with agencies and to coordinate the outreach efforts of the network. This position was included in CAFCA's grant proposal and shared with the network prior to submission. CAFCA submitted the proposal based on the amount of HSI dollars available to the network. Ms. Monahan reminded members that they would still get 43% of their HSI funds matched.</p> <p>Except for the Executive Director, staff exited the call and discussion continued regarding how to manage this and future grant opportunities.</p>	<ul style="list-style-type: none"> ○ Pending board approval of the SNAP Outreach contract, CAFCA will send MOUs to each agency. FY 2017 effective contract date is December 1, 2016-September 30, 2017. ○ Next month, DSS will work with CAFCA on the FY 2018 outreach plan. At that time, CAFCA can present budgetary and service metric changes in the new plan. Members discussed concerns around meeting grant activity metrics. ○ Board agreed that documented board discussions take place before CAFCA responds to or submits future statewide grant proposals. ○ Motion (<i>Tricarico/DeBiasi</i>) passed unanimously for CAFCA to use 7% HSI match to cover the cost of administering the SNAP Outreach Program. ○ Board agreed to expand the SSBG Advisory Committee to become a <i>Program Development and Advisory Committee</i> to assist staff in reviewing RFPs and assist as advisors for program operations of all statewide grants. <ul style="list-style-type: none"> ▪ Committee Membership: Deborah Monahan, Rocco Tricarico, Peter DeBiasi, Lena Rodriguez.
<p align="center">Adjourn</p>	<p align="center">Motion (<i>Tricarico/Rodriguez</i>) passed unanimously to adjourn the meeting at 11:50 a.m.</p> <p align="center">For Next Agenda: <i>Re-visit strategic directional framework.</i></p>	



Summary of Board Meeting Legislative Update June 15, 2017

The legislature adjourned June 7 without passing a budget, and called for a special session immediately. There is a \$5B deficit over the next two years (\$2.5B/year) largely due to declining income tax revenues and unfunded pension liabilities. These numbers are not anticipated to improve. There are four proposals on the table: the Governor's February proposal he revised in May; a Senate and House Republican proposal, which both call for \$650M more in state employee concessions; and, the Democrats' proposal.

June 30th is the end of the current FY. If the legislature does not pass a budget by then, the Governor must run the state within "existing resources" and, by statute, fund essential services. He will decide what these services are. Current statutes control many funding decisions. Discretionary items like social services are on the table for potential cuts. The Governor will work under his original budget proposal and include \$800M in cuts. He has rescission authority up to 5% per line item but the cuts are likely to be larger than the 5%. Ms. Cronin does not think we will see a budget until September.

Ms. Cronin will keep the network informed as things progress. She encouraged members to reach out to legislators, thank them for their efforts during session, and ask them to continue to support CAAs, HSI, and other programs like Care 4 Kids and Weatherization. This is especially true for agencies in districts with legislative leaders working on the budget. This includes Senators Duff, Fasano, Formica, Looney, Osten, and Representatives Aresimowicz, Klarides, Walker, and Ziobron.