



Regular Board Meeting Minutes
February 15, 2018
 9:30 a.m., DSS

- Present:
- Board: D. Monahan (Chair) (TVCCA); A. Smith (1st Vice Chair) (CAANH); M. James (2nd Vice Chair) (CAAWC); R. Tricarico (Treasurer) (HRA); Peter DeBiasi (Secretary) (*Access*), via conference call; L. Rodriguez (CRT); D. Morgan (TEAM); J. Gatling (NOI)
 - Staff: E. Karsky, R. Evans, K. Hall
- Guests: Jean Cronin (Hughes and Cronin); Bill Bevacqua (ABCD); Cassandra Norfleet Johnson, Carlene Taylor, Sharon LaFargue, DSS

With a quorum being present, Ms. Monahan convened the CAFCA board meeting at 9:37 a.m.

Item	Discussion	Action Taken/Needed
Consent Agenda	Review Consent Agenda.	Motion (<i>James/Smith</i>) passed unanimously to accept Consent Agenda as presented.
Finance Report	<p>1. Reviewed Finance Report. Increases in operating expenses due to CAFCA paying \$4,500 from reserves to cover lobbyist fees. Insurance and lobbying costs do not have line items; cannot use grant dollars to cover those costs. Hughes and Cronin contract discussed later in meeting.</p> <p>It was noted that half of a FTE staff salary is supposed to be paid for with 7% of the SNAP Outreach matching funds that the CAAs receive. If the CAAs invoice less than we projected, CAFCA gets less money to cover that salary.</p> <p>Board discussed CAFCA’s “unrestricted” funds. \$245K is unrestricted; \$254K is due to funding sources. Ms. Karsky continues to work with DSS and OPM to reduce amount due.</p> <p>2. Financial Services RFQ: At its Sept. 2017 meeting, the Board directed CAFCA staff to develop and post a RFQ for financial services from a non-CAA. Duties to include grant reports to DSS. RFQ closed Feb. 12.</p> <p>3. Office Move: CAFCA office move to Middletown planned.</p>	<p>1a. Motion (<i>James/Rodriguez</i>) passed unanimously to accept the Finance Report as presented.</p> <p>b. CAFCA will closely monitor the SNAP outreach funds.</p> <p>c. CAFCA will work with auditors Mahoney Sabol to determine if \$245K is unrestricted and report to board.</p> <p>2a. It was agreed that the current contract with HRA be extended to the end of the current Fed. Fiscal Year to ensure as little disruption as possible.</p> <p>b. CAFCA staff will develop a finance director group to review CAFCA financial services RFQ and to work with HRA staff during the transition to an independent financial consultant.</p> <p>3. CAFCA staff will get cost estimates for moving and report to the board.</p>

Legislative Update	Legislative Update presented by Ms. Cronin	See attached summary for details.
Lobbying Contract and Payment	<p>Hughes and Cronin lobbying contract up for renewal, included in packet. CAANH did not pay. Total contract amount is \$47,800.</p> <p>Discussion followed regarding agencies commitment to fund lobbying and CAFCA's role or potential role in funding lobbying activities.</p> <p>Suggestion made that CAFCA use its unrestricted \$245K to pay for the lobbyist contract. Members discussed. It was noted that this was a significant departure from past practice. Suggestion made that the use of those funds should be included in a larger conversation about the strategic direction and needs of CAFCA.</p>	<ul style="list-style-type: none"> ○ Motion (<i>Smith/Rodriguez</i>); Gatling opposed, passed to renew contract with Hughes and Cronin with CAFCA paying the first quarter's invoice. ○ Future payment plans for lobbying contract will be discussed at next board meeting.
DSS Response to CAFCA Monitoring Letter	<p>Network is in third year of compliance with the standards, and most do not have many areas of noncompliance. Network needs to work on key findings of the causes and conditions of poverty in the community assessment. Guidance tool continues to be relevant. In response to letter asks: DSS does not have the capacity to allow each CAA to submit a draft of 58 unmet standards prior to submission for review. It will allow each CAA to submit five standards they are unsure about prior to the submission date for review and feedback.</p>	<ul style="list-style-type: none"> ○ DSS believes answers to possible FAQs are in the guidance document, but will send a request to board members and planners to indicate any questions not addressed in the guidance. ○ DSS will continue to analyze guidance to eliminate any gray areas and ensure expectations are clear. ○ Members were encouraged to contact DSS directly with questions throughout the process.
Succession Plan-Edith Karsky	<p>CAFCA succession plan presented for board approval. Members discussed short and long-term permanent Executive Director replacement process. Plan does not address</p> <p>Ms. Karsky's contract expires 5/31/18. Asked for consideration of one-year extension. Ms. Monahan, Mr. DeBiasi, and Ms. Rodriguez will review and provide recommendations.</p>	<ul style="list-style-type: none"> ○ Motion (<i>DeBiasi/Morgan</i>) passed unanimously to accept the Succession Plan as presented. Board may want to address at its next meeting whether or not the interim Executive Director is eligible for the position of permanent Executive Director. ○ Committee to review Executive Director contract.
Program Advisory Committee Report	<p>Report included in packet. Committee met. There are some issues and concerns across the network regarding SSBG performance. Suggests each agency analyze how to improve 2018 numbers. Motion made to accept report.</p>	<p>Motion (<i>DeBiasi/Dr. Gatling</i>) passed unanimously to accept the Program Advisory Committee Report as presented.</p>

<p>Other Business cont'd.</p>	<p>DSS piloting housing fund initiative to show housing needs within SSBG contract. Approximately \$375K.</p> <p>ABCD restored operations in Norwalk, and is developing an Executive Director succession plan. Mr. Bevacqua will serve as interim Deputy Executive Director. The ABCD Board will decide whether to appoint an internal candidate to serve as Executive Director or conduct an external executive director search.</p>	<p>DSS is requesting CAFCA administer this fund. Deadline for expended dollars: 9/30/2018 (same as SSBG contract). CAFCA will share drafted fund allocation formula similar to SSBG with base amount and percentage based on LIHEAP allocations. DSS will most likely recommend extending all SSBG funded projects by one year</p>
<p>Adjourn</p>	<p>Motion (<i>Rodriguez/Morgan</i>) passed unanimously to adjourn the meeting at 11:59 a.m.</p>	



Summary of Board Meeting Legislative Update February 15, 2018

Ms. Cronin gave the legislative update. Legislature in session February 7-May 9. Governor released his midterm budget adjustments*. The legislature must also address the FY 2018 \$225M deficit; it is not included in midterm budget adjustments. There is a \$2.3B deficit in FY 2020 and a \$2.5B deficit in FY 2021.

HSI reduced by \$155,311 (amount lapsed from last year). FY 2019 HSI proposal: \$3,054,198. Ms. Cronin, CAFCA, and board members met with OPM last year to stress the importance of HSI and the value of partnering with the CAA network. HSI has bipartisan support. DSS portion of the Appropriations Committee public hearing on governor's Proposed FY 19 Budget Adjustments is February 21st. DSS will speak 11:00-12:00 and the hearing is at 6:00 p.m. CAFCA will submit electronic testimony to reiterate what HSI is and its importance.

Deadline to raise new bills is February 21st and 22nd. There is bipartisan pushback in using energy efficiency funds to help address the deficit. The LIEAB board is working on this as well. Ms. Cronin asked Senator Winfield to request a legislative research report from OLR on MPP and low-income energy programs to determine what options exist to pursue different opportunities, i.e., a lower rate for low-income energy users. Due to the short session, this will not be accomplished this year. The groundwork will set the network up to bring a proposal forward in the 2019 session.

Commission on Fiscal Stability and Economic Growth is analyzing the short and long-term health of CT. Members are mostly business leaders. The group will recommend changes that will help improve CT's budget situation. The biggest problem is long-term indebtedness (bond obligations, teacher's pensions, state employees) that cannot be touched and make up 40% of the budget. The commission will make report out recommendations in March. To vote on the recommendations, the legislature requires three raised bills in three committees, with public hearings. Members agreed the network should be involved in this process.

There are bills in the Labor Committee will affect nonprofits. The Governor came out with a change to the paid sick leave bill; nonprofits are not exempt. House and Senate D's want to support earned family leave, which means employees would pay into a pool managed by the Treasurer and then be able to take time off. This would allow a full-time employee to take five days off per year. Ms. Cronin will send both bills to the network.

OPM wants to modify the block grant program process. Currently, block grants are submitted to the committees of cognizance and there is a required public hearing to approve/modify the grants. OPM wants to eliminate the approval process and just send in the final plan. Ms. Cronin will keep the network updated on this issue.

The party split is 18-18 in the Senate and 79 (D)-71 (R) in the House. There is a special election coming up and many legislators are not running again. CAFCA's legislative agenda and the 2018 Legislative Calendar and Advocacy Plan is included in the board packet.

***Other midterm budget adjustments that affect the CAA network:**

- \$400,000 added for housing and rental payments for families displaced by Hurricane Maria
- HRD Hispanic line item eliminated. Contract expired and services expected to be rolled into and provided through HSI through CAAs. Members of the Black and Hispanic caucus oppose. May be an attempt to restore funding.
- State funded portion of SNAP eliminated
- Nutrition assistance reduced by \$93,944, leaving a total of \$743,095
- Programs for Senior Citizens line item eliminated
- Community Services eliminated and transferred to Safety net services account
- TFA to receive an additional \$5M, bringing the total to \$75,131,712
- CT Home care program reduced by \$2,180,000, leaving a total of \$44,350,000
- Dept. of Aging duties transferred to Dept. of Rehabilitation Services, instead of DSS
- Housing/Homeless services reduced by \$1,080,484, leaving a total of \$77,548,308
- Afterschool services reduced by \$118,017, leaving a total of \$4,602,678
- 2 Gen TANF funding eliminated within Dept. of Labor
- 2 Gen TANF in Office of Early Childhood reduced by \$337,500, leaving a total of \$412,500
- Head Start reduced by \$103,740, leaving a total of \$5,083,238
- School Readiness Quality Enhancement eliminated
- C4K TANF/CCDF reduced by \$26,678,810, leaving a total of \$103,353,224 (due to reallocation of the C4k Funding in the recent budget to complete TANF,SSBG and CCDF funding realignment)
- CT Youth Employment reduced by \$1 M, leaving a total of \$3M
- STRIDE would be eliminated
- STRIVE would be eliminated
- IDAs would be eliminated
- Jobs First Employment reduced by \$1,386,961, leaving a total of \$12,482,645



Regular Board Meeting Minutes

April 19, 2018

9:30 a.m., LOB

Present:

- Board: D. Monahan (Chair) (TVCCA); A. Smith (1st Vice Chair) (CAANH); M. James (2nd Vice Chair) (CAAWC); R. Tricarico (Treasurer) (HRA); L. Rodriguez (CRT); D. Morgan (TEAM); J. Gatling (NOI); B. Bevacqua (ABCD)
 - Staff: E. Karsky, R. Evans, K. Hall
- Guests: Jean Cronin (Hughes and Cronin)

With a quorum being present, Ms. Monahan convened the CAFCA board meeting at 9:33 a.m.

Item	Discussion	Action Taken/Needed
Consent Agenda	Reviewed Consent Agenda.	Motion (<i>Bevacqua/Tricarico</i>) passed unanimously to accept Consent Agenda as presented.
Finance Report	Reviewed Finance Report. SSBG is underspent. CAFCA audit is complete and clean. Board discussed CAFCA's "unrestricted" funds. \$245K is unrestricted; \$258K is due to funding sources.	<ul style="list-style-type: none"> • Motion (<i>Gatling/James</i>) passed unanimously to accept the Finance Report as presented. • CAFCA will work with an attorney to review and provide an opinion on reversionary rights.
Legislative Update	Legislative Update presented by Ms. Cronin	See attached summary for details.
CAFCA CSBG Contract	Ms. Evans reviewed the CAFCA CSBG Contract PowerPoint included in board packet.	
Lobbying Contract and Payment	Board decided in February meeting that CAFCA pay Q1 network lobbying dues. Document showing dues amount per agency with and without CAANH's portion included in board packet. Board discussed whether CAFCA should pay the 2018 lobbying contract in the amount of \$47,800 to Hughes and Cronin in full or if contract should be paid for by the network.	<ul style="list-style-type: none"> • Motion (<i>Rodriguez/Smith</i>) passed that CAFCA pay the 2018 lobbying dues in full with the following amendment: board confirms date/time to discuss lobbying contract moving forward. Opposed: Monahan, James, Gatling. • Lobbying contract discussion to be added to June board meeting agenda.
CAFCA Move and Financial Consulting Agreement	1. CAFCA Move: Estimated costs for CAFCA Middletown office move and office networking included in board packet. Mr. Tricarico discussed concerns with Middletown lease agreement and stated that the lease is a Triple Net lease.	1. Motion (<i>Rodriguez/Bevacqua</i>) passed to put CAFCA move on hold until CAFCA provides an attorney's review with additional information regarding type of lease information and clearer financial information. Abstain: Tricarico, Gatling.

	2. Financial Consulting Agreement: CAFCA Financial Services RFQ responses reviewed by CRT, NOI, and TVCCA finance directors. Recommendation: Financial One. Mr. Tricarico expressed concern that current CAFCA finance director, Jim Frohn, was not included in RFQ development or review process.	2. Motion (<i>Monahan/Rodriguez</i>) passed that CAFCA will hold off in engaging Financial One and that CRT, HRA, NOI, and TVCCA finance directors will interview Financial One to determine its capacity to perform financial duties. Abstain: Tricarico.
Agency Updates	CRT came to a settlement with the Department of Justice after six years. CAANH gave an update on its financial situation.	
ED Contract	Board went into Executive Session to discuss Ms. Karsky's contract.	<ul style="list-style-type: none"> • Motion (<i>Tricarico/Smith</i>) passed to go into Executive Session. • Motion (<i>Gatling/Morgan</i>) passed to extend Ms. Karsky's contract through May 31, 2019 with a 3% increase.
Adjourn	Motion (<i>Gatling/Smith</i>) passed unanimously to adjourn the meeting at 12:23 p.m.	



Summary of Board Meeting Legislative Update
April 19, 2018

Ms. Cronin gave the legislative update. Legislative session ends May 9th and the FY ends June 30th. The full biennium budget passed last year with a \$200M deficit. Legislators are working on budget proposals to fill that whole. Republicans and Democrats are working on separate proposals.

HSI was reduced by \$155,311 (amount lapsed from last year). FY 2019 HSI proposal: \$3,054,198. Legislators do not plan to make cuts to HSI, but Ms. Cronin urged members to contact their legislators to stress its importance.

HB 5450, An Act Concerning The Staff Qualifications Requirement For Early Childhood Educators, and SB 438, An Act Concerning A Study Of Medicaid-Funded Programs And The Connecticut Energy Assistance Program. passed the Senate. HB 5388, An Act Concerning A Fair Minimum Wage, which raises the minimum wage to \$15 by 2021 with no nonprofit exemption, got out of committee. The CT Kids Report Card established a 38 member committee to review best practices for kids. CAFCA has a spot on the committee.

Ms. Cronin will continue to update the network as things happen.



Regular Board Meeting Minutes

May 17, 2018

9:35 a.m., Sheraton Hartford South Hotel

Present:

- Board: D. Monahan (Chair) (TVCCA); A. Smith (1st Vice Chair) (CAANH); M. James (2nd Vice Chair) (CAAWC); R. Tricarico (Treasurer) (HRA); L. Rodriguez (CRT); D. Morgan (TEAM); J. Gatling (NOI); M. Ferguson, via phone (ABCD)
 - Staff: E. Karsky, R. Evans, K. Bresnahan
- Guests: Jean Cronin (Hughes and Cronin)

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

Item	Discussion	Action Taken/Needed
Consent Agenda	Reviewed Consent Agenda.	Motion (<i>Smith/Gatling</i>) passed unanimously to accept Consent Agenda as presented.
CAFCA Move	Those present indicated that no additional information was required in order for the board to act on the proposed move of the CAFCA office to Middletown. Board members who were not present at the start of the board meeting requested further discussion of this item though a vote had already occurred in accordance with the quorum requirement of the CAFCA by-laws. The subsequent discussion included financial ramifications of the cancellation of the Middletown lease and concerns related to the total possible costs of the move. Ms. Rodriguez suggested a more detailed side-by-side comparison of costs for CAFCA records and offered a template to be used.	Motion (<i>Gatling/James</i>) passed unanimously in favor of the CAFCA office move to the previously identified Middletown location. CAFCA staff to complete cost comparison using the CRT template for CAFCA records.
Fatherhood Initiative Proposal	DSS has asked CAFCA to serve as the fund administrator for the Fatherhood Program. Ms. Karsky indicated that CAFCA had edited the proposed scope of services for the project and returned it to DSS. All changes were accepted by DSS. Some discussion followed regarding the possible benefit to the CAFCA network for taking on this role.	Motion (<i>Gatling/Smith</i>) passed with 6 voting in favor. Ms. Rodriguez abstained and Mr. Tricarico was not present in the room at the time of the vote.
Finance Report	Reviewed Finance Report. CSBG appears over spent in the contractual line, but it is due to a pending a contract amendment that will add funds to that line. CAFCA staff reported that the final executed amendment was just received from DSS.	Motion (<i>Gatling/James</i>) passed unanimously to accept the Finance Report as presented.

Legislative Update	Legislative Update presented by Ms. Cronin	See attached summary for details.
CAFCA/DSS Agenda	Ms. Karsky shared agenda items for the monthly CAFCA/DSS meeting and asked for additions. Items to include: white paper regarding social determinants of health and HHD funding	
Agency Updates	CAAWC announced that they are hiring a Resource Development Specialist. This person will assume many planning functions within the agency.	
Adjourn	Motion (<i>James/Monahan</i>) passed unanimously to adjourn the meeting at 12:04 p.m.	



Summary of Board Meeting Legislative Update
May 17, 2018

Ms. Cronin gave the legislative update. Legislative session ended on May 9th and the FY ends June 30th. A bi-partisan budget was voted out of both chambers and is now awaiting the Governor's signature. The biannual budget restored some items that had been eliminated. This includes HUSKY A for up to 133% of the FPL, Care 4 Kids, HHD and TANF.

HSI was reduced slightly to \$3,149,619 in the final biannual.

HHD funding was restored at \$1,197,307. CAAs that previously received this funding will continue as grantees. Some additional funding was identified for Hurricane Maria relief.

The qualification requirements for staff of early childhood programs has been pushed out to 2020. OEC will do an analysis of the possible implications of these requirements.

Youth employment and after school funding was retained in the budget, but there is no special line for summer youth employment.

There is a likely 4 billion deficit for FY20-21.

Ms. Cronin will continue to provide updates to the network.