



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.



Regular Board Meeting Minutes

June 21, 2018

9:35 a.m., Wilcox Room, 213 Court Street, Middletown CT

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); J. Gatling (NOI); P. DeBiasi (Access)
 - Staff: E. Karsky, R. Evans, K. Bresnahan
- Guests: Cassandra Norfleet-Johnson (DSS), Teresa James (Health Tech Solutions), Brian Vanasse (TVCCA, phone)

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. Mr. Tricarico and Ms. Rodriguez stated that the May board minutes do not accurately reflect the discussion regarding the CAFCA move. They asked that the minutes be revised to reflect Mr. Tricarico and Ms. Rodriguez's opposition to the move.	Motion (<i>Smith/Gatling</i>) passed to accept Consent Agenda pending May board minutes revision to reflect move opposition with 6 voting in favor. Mr. Tricarico abstained. Revised minutes to be sent to board.
Finance Report	Reviewed Finance Report. SSBG is underspent. Ms. Evans explained it is partially due to slow start up and use of the SSBG Housing Support Fund dollars.	Motion (<i>Gatling/DeBiasi</i>) passed unanimously to accept the Finance Report as presented.
Financial Consultant Update	<p>CAFCA received two proposals to the Financial Services RFQ released by CAFCA as a result of the board's action at the September 21, 2017 board meeting. CAFCA staff and CAA finance directors reviewed both proposals. Financial One was chosen as the preferable firm. A meeting was held on June 13, 2018 with CAFCA staff, 4 CAA finance directors, Financial One, and Ms. Monahan to discuss the proposal.</p> <p>Mr. Vanasse presented a summary of the meeting, indicating that Financial One is knowledgeable and the 4 finance directors in attendance had no reservations in recommending that CAFCA transition finance services to Financial One as of October 1, 2018. Mr. DeBiasi suggested that an "opt-out" clause be included in the contract between CAFCA and Financial One.</p> <p>CAFCA is currently getting quotes for the separate payroll service that will be needed. Mr. Vanasse stated it should not be a</p>	<p>Motion (<i>DeBiasi/James</i>) passed to accept Financial One's proposal noting that payroll services needs a resolution, with 4 voting in favor. Ms. Rodriguez opposed; Mr. Tricarico, Mr. Smith abstained.</p>

	<p>significant cost; overall, the proposal is less than CAFCA currently pays for financial services.</p> <p>Board agreed payroll services provider needs to be resolved.</p>	
Agency Updates	Access approved FY 19 budget with no staff cuts; agency will property manage 96 units in Brooklyn, CT and 37 units in Tolland, CT.	
CSBG/HSI Formula Presentation	<p>Ms. Norfleet-Johnson gave an overview of the CSBG/HSI allocation plans and methodology along with their historical context. She also presented current allocations and explained what each portion of the dollars can be used for. Ms. Rodriguez asked DSS to provide an allocation breakdown using current poverty statistics.</p> <p>Members discussed past and potential future uses of CSBG CAFCA discretionary dollars. Community Health Worker training for the network was mentioned as one possible future example. Mr. DeBiasi asked if DSS could provide a listing of programs that have previously been funded by discretionary dollars.</p> <p>There is a 5.9% increase in CSBG funding. DSS will amend contracts to include this amount as long as agencies spend those dollars by September 30th, 2018. Members discussed the value of concurrently reviewing the HSI allocation formula if changes are suggested to the CSBG formula.</p>	
Lobbyist Discussion	Board briefly discussed the CAFCA lobbyist and agreed a formal review is needed. Members agreed to hold a special board meeting in July to discuss this issue and present the CAFCA audit. Date of July meeting to be confirmed and communicated to the entire board ASAP.	
Other Business	Non-profit tax issue was briefly discussed. Mr. DeBiasi suggested that CAFCA become a member of the CT Non-profit Alliance to ensure that network is a part of ongoing discussion on this issue and others.	
Adjourn	Motion (<i>Gatling/James</i>) passed unanimously to adjourn the meeting at 11:58 p.m.	

(Revised minutes for May meeting and lease comparison sent to board on 6-29)



Regular Board Meeting Minutes

July 26, 2018

9:31 a.m., 55 Farmington Ave, Room 1006, Hartford, CT

Present:

- Board: D. Monahan (Chair) (TVCCA); A. Smith (1st Vice Chair) (CAANH); M. James (2nd Vice Chair) (CAAWC); J. Gatling (NOI); P. DeBiasi (*Access*); M. Ferguson (ABCD); D. Morgan (TEAM)
- Staff: E. Karsky, R. Evans, K. Hall
- Guests: Michael VanDeventer (MahoneySabol)

With a quorum being present, Ms. Monahan convened the CAFCA board meeting at 9:31 a.m.

Item	Discussion	Action Taken/Needed
Consent Agenda	Reviewed Consent Agenda.	Motion (<i>Gatling/Smith</i>) passed to accept Consent Agenda as presented as well as revised May Board meeting minutes, including a comparison of current and future lease costs.
Finance Report	<p>Reviewed Finance Report. Ms. Karsky gave the report in Mr. Tricarico’s absence. In response to questions raised prior to this meeting, she noted that:</p> <ul style="list-style-type: none"> o While SSBG is underspent it is largely due to the SSBG Housing Support Fund dollars which DSS will allow CAFCA to carry over into the next FFY. o SSBG will not go out to bid; the contract will remain with CAFCA for the next 3 years. o Ms. Brennan’s salary is partially covered by SNAP and SSBG, and a portion from Fatherhood which she will also help staff. 	Motion (<i>Morgan/James</i>) passed unanimously to accept the Finance Report as presented.
CAFCA Audit	<p>CAFCA 2017 audited financial report and 990 were presented to the board by Mr. VanDeventer, the lead auditor from MahoneySabol. This included a discussion between board members and the auditor with staff absent from the room to discuss possible issues in dealing with staff during the process. No issues were reported.</p> <p>Discussed CAFCA’s reserves and the need to develop a policy regarding their future use.</p>	<p>Motion (<i>Gatling/James</i>) passed unanimously to accept audit as presented. The auditors will work with Financial One during the financial services transition to ensure a smooth process with the 2018 audit.</p> <p>Board Chair established an Ad Hoc committee to develop a policy regarding the use of reserve funds. Mr. Morgan, Ms. James, and Ms. Karsky will serve on the committee. Additionally, Board Treasurer Tricarico will be asked to serve on the committee.</p> <p>Karsky will send to committee members potential dates for a conference call. Prior to that call, Mr. VanDeventer will provide some examples of existing cash reserve policies.</p>

Item	Discussion	Action Taken/Needed
Lobbyist Discussion	<p>Board discussed the current CAFCA lobbying structure. The discussion included the present CAFCA lobbyist, possibility of the new CAFCA executive director acting as the network lobbyist, and whether or not to release a lobbyist RFQ.</p> <p>All members present support the current CAFCA lobbying structure.</p>	<p>Given that it is an election year, and that the board will go through an executive transition within the next year, members agreed that the best course of action is to take no action at this time and reassess the issue after the end of the 2019 legislative session.</p> <p>Motion (<i>Morgan/Ferguson</i>) passed to maintain current CAFCA lobbying structure, keep Ms. Cronin on until end of 2019 session. Mr. Smith abstained.</p>
Agency Updates/ Other Business	<ol style="list-style-type: none"> 1. OEC 2018-2010 CDC: Members discussed concerns around new contracts especially regarding the budget requirement. 2. Community Health Workers Training for CT CAA staff: Commissioner Bremby approved \$100,000 in CSBG discretionary funding (amendment to CSBG contract) for this purpose. DSS has indicated that it will be done on a first come, first served basis and if additional funding is needed we can make another request. 3. CAFCA Payroll: CAFCA currently has a contract with Paylocity for payroll. Financial One uses ADP. 4. Michelle James announced a \$10,000 grant to CAAWC from the Boston Red Sox Foundation. 	<ol style="list-style-type: none"> 1. Members with childcare programs will put together an agenda for a meeting with the commissioner of OEC. Ms. Karsky will schedule the meeting. 2. Ms. Karsky will reach out to members in August to ask how many staff agencies would like trained as CHWs. CAFCA will work with AHEC on program development. 3. Since costs for both are essentially the same, CAFCA plans to switch its payroll provider to ADP to keep services together. Members acknowledged. No action needed or taken.
Adjourn	<p>Motion (<i>Gatling/James</i>) passed unanimously to adjourn the meeting at 11:22 a.m.</p>	



Regular Board Meeting Minutes

September 20, 2018

9:38 a.m., 213 Court Street, River Room, Middletown, CT

Present:

- Board: D. Monahan (Chair) (TVCCA); A. Smith (1st Vice Chair) (CAANH); M. James (2nd Vice Chair) (CAAWC); J. Gatling (NOI); P. DeBiasi (*Access*); D. Morgan (TEAM); L. Rodriguez (CRT) and R. Tricarico (HRA) (via conference call)
- Staff: E. Karsky, R. Evans, K. Hall
- Guests: Teresa James, HealthTech Solutions; Carlene Taylor, DSS

With a quorum being present, Ms. Monahan convened the CAFCA board meeting at 9:38 a.m.

Item	Discussion	Action Taken/Needed
Consent Agenda	Reviewed Consent Agenda.	Motion (<i>Gatling/Smith</i>) passed to accept Consent Agenda as presented.
Finance Report	Reviewed Finance Report. In response to questions raised at the last board meeting, Ms. Karsky noted that SSBG spending is up-to-date. DSS will allocate \$85,000 per year to the Housing Support Fund in the 3-year SSBG grant renewal.	Motion (<i>DeBiasi/Smith</i>) passed unanimously to accept the Finance Report as presented.
Strategic Plan Update	<p>Reviewed CAFCA Proposed Strategic Plan for Board action. Ms. Karsky highlighted recent plan updates:</p> <ul style="list-style-type: none"> • 1.2: Discussion of master contract with DSS will take place at next commissioner’s meeting. • 2.1.B: Created guidelines for CAA network mentoring initiative. • 2.4.B: In process of developing professional CAFCA/CAA network video. • 3.1.C: Prepared draft CEAP proposal; shared with board at September board meeting. • 3.2.B: Prepared draft CAA network white paper to use when collaborating with state agencies. • 3.3 & 3.4: Ms. T. James working on meetings with health officials. • 3.5.A: Ms. Karsky presenting at Community Health Center Association of CT on 10/3. <p>Ms. T. James discussed an initiative here in CT to make electronic health records available and asked members what customer information would be helpful to them should they get access to the records. Responses include: immunization records; anything relevant to Head Start or WIC (vision, asthma, obesity, etc.); admission and discharge information; and, pharmacy information.</p>	<ul style="list-style-type: none"> • CAFCA will use the Strategic Plan outline to frame the Executive Directors Report, and additional information will be included on an addendum page. • CAFCA will send draft white paper to board for October board meeting. • Motion (<i>James/Gatling</i>) passed unanimously to accept the CAFCA Strategic Plan as presented.

Item	Discussion	Action Taken/Needed
<p>Update from DSS</p>	<p>Ms. Taylor gave the DSS update and addressed CAFCA Strategic Plan objectives related to DSS:</p> <ul style="list-style-type: none"> • 1.1.A: A more formalized communication process with DSS is in progress. Moving forward, the executive committee will meet with Commissioner Bremby and staff on a quarterly basis and with Sharon LaFargue and other DSS staff on a monthly or as needed basis. Ms. Karsky will discuss TANF Case Management possibility with Sharon LeFargue. • 1.1.B: Ms. Norfleet-Johnson working on updated poverty figures for CSBG funding allocation plan. • 1.2: Discussed Comm. Bremby’s concerns with a master contract. • 3.5.A: DSS is funding Comm. Health Worker Training for up to 100 CAA Staff. <p>Members expressed their concerns with CORE CT requirements</p>	<ul style="list-style-type: none"> • More discussion on a strong working relationship with DSS will take place at a future meeting, including engagement with TANF recipients. • Ms. Norfleet-Johnson will provide a funding projection using updated poverty figures for CSBG formula at the next board meeting. • Will discuss CORE CT concerns with Commissioner Bremby at the Exec. Committee’s next meeting with him.
<p>Reserve Fund Ad Hoc Group Report</p>	<p>Mr. Morgan gave the Reserve Fund Ad Hoc Group report. The group recommends:</p> <ol style="list-style-type: none"> 1. A minimum of \$98,000 in unrestricted net assets be reserved. This is the amount needed to keep CAFCA operational for 30 days. 2. Keep remaining amount, about \$102,000, for emergency. 3. Look into investing some of the reserve funds to gain interest for an additional revenue stream. 	<ul style="list-style-type: none"> • Ms. Karsky will send Mahoney Sabol’s operating reserve policy for discussion at the October board meeting. • Members agreed with the recommendations, with “emergency” changed to “board restricted”. • Members will discuss and determine the parameters of “board restricted” at the next board meeting.
<p>Mentoring Ad Hoc Group Report</p>	<p>Ms. M. James gave the Mentoring Ad Hoc Group report. The group recommends:</p> <ol style="list-style-type: none"> 1. Develop a list of areas of expertise by CAA and distribute at CAFCA board meeting. 2. Ask each ED/CEO to identify the top 1-3 most challenging organizational standards, and cross-reference to determine the “Top Ten” areas of need. <p>The group encouraged members to set up informal meetings (i.e. coffee/lunch) to help strengthen relationships. The CAFCA Board Member Areas of Expertise was included in the board packet, requesting that each board member list their Agency’s top three areas of expertise as well as their staff areas of expertise.</p>	<p>Motion (<i>James/Gatling</i>) passed unanimously to accept the Mentoring Ad Hoc Group report as presented.</p> <p>Areas of Expertise handout will be emailed to board members who will be asked to return to CAFCA who will then use this info to post a resource bank on its website.</p>



Regular Board Meeting Minutes

November 15, 2018

9:35 a.m., 55 Farmington Avenue, Room 1006, Hartford, CT

Present:

- Board: D. Monahan (Chair) (TVCCA); A. Smith (1st Vice Chair) (CAANH); M. James (2nd Vice Chair) (CAAWC); J. Gatling (NOI); P. DeBiasi (*Access*); D. Morgan (TEAM); and, L. Rodriguez (CRT) and R. Tricarico (HRA) (via conference call)
- Staff: E. Karsky, R. Evans, K. Hall
- Guests: Teresa James, HealthTech Solutions; Sharon LaFargue, Minakshi Tikoo, Darlene Klase, Wil Echevarria, and Hiram Negrón, DSS

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>James/Smith</i>) passed to accept Consent Agenda as presented.
Finance Report	Reviewed Finance Report. SSBG appeared to be underspent. Ms. Evans clarified that Financial One is in the process of reflecting SSBG financial obligations that are not currently reflected in the Finance Report as presented and that SSBG spending is on track.	Motion (<i>Morgan/Smith</i>) passed unanimously to accept the Finance Report as presented.
Community Health Record - Minakshi Tikoo, DSS	Ms. Tikoo discussed DSS's Personal Health Record (PHR) system. PHR uses a person-centered approach, where customers will have access to their medical data in one place. The system is connected to Yale Health Systems and Hartford Health Care. Claims data is also available. Some of the data that is being collected can be made available to the CAAs for a Community Health Record (CHR) and additional data may be made available when the data points are identified. Ms. Tikoo demonstrated how to use the system and indicated that a case management function is being built on the technology. The board stated that a customer's household income information and discharge information, currently unavailable, would be useful.	

Item	Discussion	Action Taken/Needed
<p>Agency Videos - Darlene Klase, DSS</p>	<p>Ms. Klase from DSS discussed the process for producing CAA and CAFCA videos, and showed a video demo. DSS intends to run the videos (10-12 minutes at most, and short clips for signage) in waiting rooms at agencies like DOL, DMV, FQHCs, and regional DSS offices. CAFCA will work with the DSS Production Team to produce the videos, and will designate an Executive Producer and Editing Producer. Each CAA will designate a Field Producer. CAFCA will be the liaison between these groups. DSS suggested all nine agency Field Producers come to DSS on the same day to shoot content. Then, the DSS Production Team will make site visits to each agency for more video footage.</p>	<p>CAFCA will:</p> <ol style="list-style-type: none"> 1. Identify an Executive Producer. 2. Identify an Editing Producer. 3. Work with Field Producers to provide video scripts and coordinate agency video production. <p>CAAs will:</p> <ol style="list-style-type: none"> 1. Identify a Field Producer. 2. Work with CAFCA to provide scripts and coordinate agency video production. <p>DSS will:</p> <ol style="list-style-type: none"> 1. Share presentation provided to CAFCA board. 2. Share links to existing videos <p>CAFCA staff and board will develop a timeline for video production.</p>
<p>Strategic Plan Update-Edith Karsky & Teresa James, Consultant</p>	<p>This is the Board's last meeting with Ms. James. Reviewed and highlighted CAFCA Strategic Plan updates:</p> <ul style="list-style-type: none"> ○ 1.1A: Continue to ensure there is a clear line of communication with DSS. ○ 1.2: DSS continues to look at possibility of a Master Contract. ○ 2.3A: Ms. James, Ms. Monahan, and Ms. Karsky reported having met with Mark Schafer, Director, OHCA. He was impressed with the network's CHW initiative and discussed possibility of a seat on the Population Health Council and Community Health Worker Advisory Comm. ○ 3.3B: Kathleen Brennan reached out to ASOs on behalf of the network. 	<ul style="list-style-type: none"> ○ 1.1A: DSS developing a DSS/CAA communication and notification plan template. ○ 1.1B: Cassandra Norfleet-Johnson will discuss CSBG Allocation Plan at January board meeting. ○ Ms. James urged the network to look at CHW continuing education through CAFCA, go after foundation funding for leverage, and look into the UConn School of Social Work because OSD is housed there. ○ 2.4B: Need to research where else network videos should be placed; i.e., clinics.

Item	Discussion	Action Taken/Needed
Strategic Plan Update, cont'd.	Meetings with state agencies are delayed because of the change in the Administration. In closing, Ms. James stressed that agencies are stronger as a statewide group, and urged the network to look at the strategic plan at least annually.	
Update from DSS - Sharon LaFargue	Ms. LaFargue gave the DSS update. Ms. LaFargue will support enhanced relationships between other DSS divisions and the CAAs. This effort will begin with Managers from the Child Support and Social Work Divisions. She will introduce each one at two separate board meetings. DSS is working on a TFA pilot initiative that will require collaboration among all relevant parties to work with the TFA population to move them towards sustainable outcomes.	
Program Advisory Committee Report -Peter DeBiasi	<p>Program Advisory Committee met November 6, 2018. Mr. DeBiasi discussed the SSBG Case Management Non-Compliance Guidelines included in board packet.</p> <p>Mr. DeBiasi discussed the Eligibility Tool for Agency Participation in Statewide Grants included in packet. The network will use the document to assess individual agency readiness if the network applies for a statewide grant. Dr. Gatling and Mr. Tricarico raised concerns this may unintentionally exclude agencies from an application. Mr. DeBiasi and Mr. Morgan stated the document is not meant to exclude an agency from the application. It is intended to be used as a tool to determine what the network can do to help an agency address any identified issue(s) in order to ensure a successful application.</p>	<p>Motion (<i>DeBiasi/Morgan</i>); Passed with one nay vote (<i>Smith</i>) to accept SSBG Case Management Non-Compliance Guidelines as presented.</p> <p>Program Advisory Committee will revise and modify the language in the Eligibility Tool for Agency Participation in Statewide Grants so that it represents a more supportive approach.</p> <p>It will be presented for action at a future board meeting.</p>
Executive Session	The board went into Executive Session at 11:35 a.m.	Motion (<i>Rodriguez/James</i>) passed to go into Executive Session.
Adjourn	Motion (<i>Morgan/DeBiasi</i>) passed unanimously to adjourn the meeting at 11:58 a.m.	

<p>Agency Updates</p>	<p>Ms. Monahan gave an update on the contract issue with OEC.</p> <p>2018 Southern New England Conference will be held October 22-23 at the Mohegan Sun Sky Convention Center in Uncasville, CT. Ms. Karsky encouraged members to register themselves and their staff.</p>	<p>CAFCA will re-send conference registration information to the network.</p>
<p>Adjourn</p>	<p>Motion (<i>Gatling/James</i>) passed unanimously to adjourn the meeting at 11:41 a.m.</p>	