MEMORANDUM

DATE: June 2, 2023

TO: CAK Board Members

FROM: Roger McCann

RE: June Board Meeting

The CAK Board of Directors meeting will be held Friday, June 16 at 9:00 a.m. The meeting will be held at Embassy Suites by Hilton Lexington/UK Coldstream, 1801 Newtown Pike, Lexington, KY.

You may also participate in the board meeting via video conference call.   CAK will provide a link to access this meeting. Information will be posted on CAK's website for the public to request the link.

If any committee needs to meet by conference call, please contact Katlyn at katlyn@capky.org and she will setup a conference call for your meeting.

Enclosed are the agenda, previous minutes, board financial report, executive director's report, staff reports and CAD financial report.

If you have any questions, please contact me or Katlyn at the CAK office at 502/230-9060.

ITEM I -

AGENDA

<div align="center">**Community Action Kentucky**
Board of Directors Meeting</div>

June 16, 2023
Embassy Suites by Hilton Lexington/UK Coldstream and Virtual Option
Lexington, Kentucky

<u>Tentative Agenda</u>

1. Call to Order, 9:00 a.m., Catrena Bowman, Madam Board Chair

2. Roll Call

3. Approval of the meeting agenda

4. Insurance Report – Phil Brown

5. Approval of Previous Minutes as mailed

6. Approval of Financial Report as mailed

7. Executive Directors Report

8. Staff Reports

9. Committee Reports

   - Aging Committee
   - CAK Business Development Committee
   - Finance Committee
   - Head Start Committee
   - Insurance Committee
   - Investment Committee
   - Issues and Advocacy Committee
   - Nominations and Bylaws Committee
   - Program Committee
   - Personnel Committee
   - Technology Committee
   - Transportation Committee
   - Weatherization Committee

10. SEACAA Report – Rick Baker

11. Community Action Partnership Report – Paul Dole

12. Action Item - Proposed Bylaw Changes

13. New Business

14. Old Business

15. Adjournment, approximately 11:00 a.m.

ITEM II-

PREVIOUS MINUTES

Community Action Kentucky Board Meeting
April 14, 2023, 9:00 a.m.
Blue Grass Community Action Partnership (Hybrid Meeting) – Frankfort, Kentucky

Madame Chair Catrena Bowman called the meeting to order.

Troy Roberts - Roll Call. There was a Quorum.

Agencies present were: **Audubon** Area Community Services, **Bell Whitley** Community Action Agency, **Big Sandy** Area Community Action Program, **Blue Grass** Community Action Partnership, **Central Kentucky** Community Action Council, Community Action Council for **Lexington**-Fayette, Bourbon, Harrison and Nicholas Counties**, Community** Action of **Southern Kentucky**, **Daniel Boone** Community Action Agency, **Gateway** Community Action, **Harlan** County Community Action Agency, **KCEOC** Community Action Partnership, Kentucky River **Foothills** Development Council, **Lake Cumberland** Community Action Agency, **LKLP** Community Action Council, **Louisville** Metro Government Office of Resilience & Community Service, **Middle Kentucky** Community Action Partnership, **Multi-Purpose** Community Action Agency, **Northeast Kentucky** Community Action Agency, **Northern Kentucky** Community Action Commission, **Pennyrile** Allied Community Services, and **Tri-County** Community Action Agency.

Insurance Report – **Phil Brown** and **Scott Brown** presented the insurance report.

Approval of Previous Minutes as mailed: Chair Catrena Bowman asked for a motion to approve minutes from February 23, 2023, and March 23, 2023. Motion made by **Rick Baker** and seconded by **Hal Goode**. Discussion followed.

Darrell Shouse requested a roll call vote.

Make note that Darrell Shouse does not agree with the minutes from March 23, 2023. Stated that he thinks the meeting was illegal.

Roll Call Vote

Audubon Area Community Services	Rob Jones	Yay
Bell-Whitley Community Action Agency	Craig Brock	Abstain
Big Sandy Community Action Program	Wanda Thacker	Abstain
Blue Grass Community Action Partnership	Troy Roberts	Yay
Central KY Community Action Council	Hal Goode	Yay
Community Action Council	Sharon Price	Nay
Community Action of Southern KY	Carla Brown	Yay
Daniel Boone Community Action Agency	Robin Whitaker	Abstain
Gateway Community Action	Martina Rowe	Nay
Harlan County Community Action Agency	Donna Pace	Abstain
KCEOC Community Action Partnership	Paul Dole	Abstain
Kentucky River Foothills Development Council	David Estepp	Abstain
Lake Cumberland Community Action Agency	Nick Shearer	Abstain
LKLP Community Action Council	Rick Baker	Yay
Louisville Metro	Tameka Laird	Abstain
Middle KY Community Action Partnership	Darrell Shouse	Nay
Multi-Purpose Community Action Agency	Kim Embrey-Hill	Abstain
Northeast KY Community Action Agency	David Carroll	Yay
Northern KY Community Action Commission	Catrena Bowman	Yay
Pennyrile Allied Community Services	Harold Monroe	Abstain
Tri-County Community Action Agency	Brenda Fox	Abstain

Motion Carried.

Approval of Financial Report as mailed: Paul Dole made a motion to approve the financial report as mailed. **Hal Goode** seconded the motion. Motion carried.

Executive Directors Report: Roger McCann provided an update to the executive director's report that was mailed.

A discussion occurred about the Cabinet approaching CAK to handle payment processing to insurance agents who reenroll individuals coming off Medicaid. **Rob Jones** made a motion to go forward subject to final approval by the Executive Committee. Seconded by **Paul Dole.** Motion Carried.

Harold Monroe made a motion to present to KHSA a 12-month lease and they have until the end of April to sign the lease if he refuses to sign evict. **Craig Brock** seconded the motion. Discussion followed. Motion did not carry.

Darrell Shouse made a motion directing Roger to complete a new lease, a 12-month lease, $600 a month, due by the 1st day of the month, 25% fee compounding each month, to be sent to the KHSA Board of Directors. Seconded by **Rick Baker**. Motion carried.

Darrell Shouse has made a motion to go into closed session to discuss sensitive legal matters. **Craig Brock** seconded the motion. Motion carried. Entered closed session at 10:05.

Back from closed session at 11:02 a.m. No action was taken.

Paul Dole made a motion that we apply for a liquor license, and he will sign it. **David Estepp** seconded. Discussion followed. CAK is to add a rider to the insurance. Motion Carried.

Staff Reports: There were no questions regarding staff reports.

Committee Reports:

Head Start Committee – Sharon Price stated the committee met April 13, 2023.

Discussion Topics:
- Development of Full Utilization Language
- Head Start Fly-in Rescheduling
- CAK Conference – Head Start Track Sessions and training hours approval.
- Head Start Advocacy events.
- The Future of Head Start is moving to the committee's #1 priority.
- KHSA Conference cancelled.

Investment Committee – Harold Monroe stated the committee met April 13, 2023.

Discussion Topics:
- Brooks Martin Group provided Market Portfolio Review for committee.

Issues and Advocacy Committee –Paul Dole stated the committee met April 13, 2023.

Discussion Topics:
- Legislative Platform for the 2024 Session
  - Priorities added to platform: Address Issues of Homelessness and Affordable Housing and Appropriations for CSBG
- May Event for Community Action Month
- SNAP E&T Appropriations request plan

Paul Dole made a motion to accept the platform for the 2024 session. **Rick Baker** seconded the motion. Motion carried.

Nominations and Bylaws: David Carroll stated the committee met April 11, 2023.

Discussion Topics:
- 2023 CAK Board of Directors Election
- Updates to the By-Laws

Program Committee: Donna Pace stated the committee met April 6, 2023.

Discussion Topics:
- CAK 2023 Conference Updates

A discussion occurred about adding a new award called Heart of Kentuckian to recognize CAA staff. **Paul Dole** made a motion to approve the new award. **David Carroll** seconded. Motion carried.

Personnel Committee: Darrell Shouse stated the committee met April 13, 2023.

Discussion Topics:
- Executive Director Evaluations Survey

Technology Committee – Brandon Harley stated the committee met April 13, 2023.

Discussion Topics:
- CASTiNET Update
- Monthly IT Discussions
- CAK Conference: 2-day IT Track
- Emailed survey related to Strategic Plan

The Technology Committee recommended that we begin making integration aspects for transportation services specifically around route match and a child plus for head start moving forward to begin this process. Troy Roberts seconded. The recommendation was adopted.

Transportation Committee – Hal Goode stated the committee met April 13, 2023.

Discussion Topics:
- Rescheduling Quarterly Call
- CAK Conference: Transportation Track

Weatherization Committee – Roger McCann stated the committee met April 13, 2023.

Discussion Topics:
- Committee scheduling in-person meeting with KHC

SEACAA Report: Rick Baker presented the SEACAA report. The Annual Conference is September 19-22, 2023, at Myrtle Beach. The upcoming board meeting is May 16th in Birmingham. Scheduling a David Bradley History and Philosophy SEACAA module.

National Community Action Partnership Report: Paul Dole presented the National Community Action Partnership report. The Annual Conference is August 22-25 in Atlanta. The Code of Ethics is preliminary and should roll out in June. This is an election year for the Partnership. Rick will be running for his second term as 1st vice-chair. CCAP testing will be in June. An updated strategic plan will be presented at the conference. Sent out Community Action Month tool kit.

New Business: There was no New Business

Old Business: There was no old business.

Paul Dole made a motion to adjourn at 12:01. Motion was seconded by **Hal Goode**. Motion carried.

Troy Roberts

Troy Roberts (May 25, 2023 16:35 EDT)

Troy Roberts
Secretary

April 2023	Motion	Made By	Seconded	Carried/Failed/ Tabled/ Adopted
2023-04-01	Motion to approve minutes from February 23, 2023, and March 23, 2023.	Rick Baker	Hal Goode	Carried
2023-04-02	Motion to approve the financial report as mailed.	Paul Dole	Nick Shearer	Carried
2023-04-03	Motion to go forward subject to final approval by the Executive Committee. (CAK to handle payment processing to insurance agents who reenroll individuals coming off Medicaid.)	Rob Jones	Paul Dole	Carried
2023-04-04	Motion to present to KHSA a 12-month lease and they have until the end of April to sign the lease if he refuses to sign evict.	Harold Monroe	Craig Brock	Failed
2023-04-05	Motion directing Roger to complete a new lease, a 12-month lease, $600 a month, due by the 1st day of the month, 25% fee compounding each month, to be sent to the KHSA Board of Directors.	Darrell Shouse	Rick Baker	Carried
2023-04-06	Motion to go into closed session to discuss sensitive legal matters.	Darrell Shouse	Craig Brock	Carried
2023-04-07	Motion that we apply for liquor license, and he will sign it.	Paul Dole	David Estepp	Carried
2023-04-08	Motion to accept the platform for the 2024 session.	Paul Dole	Rick Baker	Carried
2023-04-09	Motion to approve the new award. (Heart of Kentuckian)	Paul Dole	David Carroll	Carried
2023-04-10	Recommended that we begin making integration aspects for transportation services specifically around route match and a child plus for head start moving forward to begin this process.	Technology Committee	Troy Roberts	Adopted
2023-04-11	Motion to adjourn at 12:01.	Paul Dole	Hal Goode	Carried

Community Action Kentucky Special Called Board of Directors Meeting
May 18, 2023
Virtual Teams Meeting
1:00 pm

1.   **Madam Chair Catrena Bowman** called the meeting to order at 1:03 pm.

2.   **David Carroll** - Roll Call. There was a Quorum.

   Agencies present were: **Audubon** Area Community Services, **Bell-Whitley** Community Action Agency, **Central Kentucky** Community Action Council, **Daniel Boone** Community Action Agency, **Gateway** Community Action, **Harlan** County Community Action Agency, **KCEOC** Community Action Partnership, Kentucky River **Foothills** Development Council, Lake **Cumberland** Community Action Agency, **Licking Valley** Community Action Program, **Middle Kentucky** Community Action Partnership, **Multi-Purpose** Community Action Agency, **Northeast Kentucky** Community Action Agency, **Northern Kentucky** Community Action Commission, **Pennyrile** Allied Community Services, and **Tri-County** Community Action Agency.

3.   **Discussion and actions related to the CAK MEWA**

   Roger McCann provided a description for the purpose of the meeting and introduced Sherry Porter, Wyatt, Tarrant & Combs, LLP. She discussed the Department of Labor wanting to extend the tolling agreement.

4.   **Action to extend the current Tolling Agreement with the Department of Labor**

   Paul Dole made a motion to extend the tolling agreement to September 30, 2024. Motion was seconded by **Brenda Fox.** Motion carried.

5.   **Madam Chair Catrena Bowman** adjourned the meeting at 1:17pm.

Troy Roberts
Troy Roberts (May 25, 2023 12:45 EDT)
_____

Troy Roberts
Secretary

Date	Motion	1st Made By	2nd Made By	Carried/Failed/ Tabled/ Adopted/
May 2023				
2023-05-01	Motion to extend the tolling agreement to September 30, 2024.	Paul Dole	Brenda Fox	Carried

ITEM III-

FINANCIAL REPORT

Community Action Kentucky, Inc.
Statement of Financial Position

	Year To Date 04/30/2023	Year Ending 06/30/2022	FY Change
Assets			
Current Assets			
General Checking	532,118.16	486,906.78	45,211.38
Gaming Checking	1,001.00	1,001.00	0.00
A/R - General	6,890.36	31,247.21	(24,356.85)
A/R - Funding Sources	17,147,953.15	5,447,005.58	11,700,947.57
Unbilled Grants Receivable	201,422.76	0.00	201,422.76
A/R - Subrecipients	2,881.05	206,635.96	(203,754.91)
Housing Loans Receivable	1,119.72	1,119.72	0.00
Prepaid Expenses	9,390.52	8,335.47	1,055.05
Total Current Assets	17,902,776.72	6,182,251.72	11,720,525.00
Fixed Assets	1,268,780.06	1,399,363.77	(130,583.71)
Baird - Investments	1,006,580.62	951,189.76	55,390.86
Total Assets	**20,178,137.40**	**8,532,805.25**	**11,645,332.15**
Liabilities & Net Assets			
Liability			
Accounts Payable	6,720,686.99	5,289,823.31	1,430,863.68
Credit Card Payable	6,653.96	0.00	6,653.96
Accrued Expenses	11,000.00	0.00	11,000.00
Payroll Liability	91,048.08	130,315.67	(39,267.59)
Deferred Revenue	10,406,424.77	351,358.48	10,055,066.29
Total Liability	17,235,813.80	5,771,497.46	11,464,316.34
Net Assets			
Without Donor Restrictions	2,761,307.79	2,746,571.23	14,736.56
Change in Net Assets	181,015.81	14,736.56	166,279.25
Total Net Assets	2,942,323.60	2,761,307.79	181,015.81
Total Liabilities & Net Assets	**20,178,137.40**	**8,532,805.25**	**11,645,332.15**

Community Action Kentucky, Inc.
Statement of Activities

	Month To Date 04/30/2023	Year To Date 04/30/2023	Annual Budget	Remaining Budget
Operating Revenue				
Government Grants	4,468,658.02	61,393,554.24	56,515,663.00	(4,877,891.24)
Government Grants Unbilled	131,005.58	201,422.76	0.00	(201,422.76)
Other Grant	0.00	295,224.56	0.00	(295,224.56)
Non-Grant Contract	0.00	405,645.46	1,127,806.00	722,160.54
Interest/Dividend Income	1,755.84	20,760.73	35,000.00	14,239.27
Dues - Regular	12,187.99	121,879.90	41,545.00	(80,334.90)
Dues - Associates	133.33	1,333.34	0.00	(1,333.34)
Meeting Income	3,647.80	5,277.80	49,000.00	43,722.20
Rental Income	1,300.00	18,400.00	34,041.00	15,641.00
CASTiNET 3	16,666.66	166,666.67	200,000.00	33,333.33
Other Income	6,672.25	6,718.66	0.00	(6,718.66)
Total Operating Revenue	4,642,027.47	62,636,884.12	58,003,055.00	(4,633,829.12)
Operating Expense				
1-Rural Community Assistance Partnership	75,964.57	785,440.58	740,000.00	(45,440.58)
2-Low Income Home Energy Assistance	4,004,747.49	53,943,704.15	47,525,809.00	(6,417,895.15)
3-Weatherization	1,572.40	71,833.10	123,547.00	51,713.90
4-Community Services Block Grant	19,971.25	286,431.26	350,000.00	63,568.74
5-Office of Community Services	55,041.01	392,561.18	400,000.00	7,438.82
6-KYnect	374,139.83	4,229,792.97	7,326,307.00	3,096,514.03
7-Home Energy Assistance	6,276.45	409,176.96	825,666.00	416,489.04
8-Other Funding	72,454.59	1,885,853.03	354,140.00	(1,531,713.03)
9-Supporting Services	112,076.97	488,745.94	592,710.00	103,964.06
Total Operating Expense	4,722,244.56	62,493,539.17	58,238,179.00	(4,255,360.17)
Total Operating Activity	(80,217.09)	143,344.95	(235,124.00)	(378,468.95)
Non-Operating Activity				
Unrealized Gain/Loss	4,942.59	50,521.06	0.00	(50,521.06)
Realized Gain/Loss	(526.20)	(12,850.20)	0.00	12,850.20
Total Non-Operating Activity	4,416.39	37,670.86	0.00	(37,670.86)
Total Change in Net Assets	**(75,800.70)**	**181,015.81**	**(235,124.00)**	**(416,139.81)**

No assurance is provided on these financial statements and disclosures are omitted.

Community Action Kentucky, Inc.
Statement of Cash Flows - Indirect Method
Year To Date 04/30/2023

Cash flows from operating activities	
Change In Net Assets	181,015.81
Change in Cash from Operating Activities	
Amortization	130,583.71
Accounts Receivable	(11,674,258.57)
Prepaid Expenses	(1,055.05)
Accounts Payable	1,437,517.64
Deferred Revenue	10,055,066.29
Other Liabilities	(28,267.59)
Cash flows from operating activities	**100,602.24**
Cash flows from investing activities	
Gain/Loss on long term investments	(55,390.86)
Cash flows from investing activities	**(55,390.86)**
Increase (Decrease) in Cash	**45,211.38**
Cash, Beginning Period	**487,907.78**
Cash, End of Period	**533,119.16**

No assurance is provided on these financial statements and disclosures are omitted.

	1-Rural Community Assistance Partnership		2-Low Income Home Energy Assistance		3-Weatherization		4-Community Services Block Grant		5-Office of Community Services	
	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
Operating Revenue										
Government Grants	639,219	740,000	53,942,584	47,525,809	71,833	123,547	286,431	350,000	337,520	400,000
Government Grants Unbilled	146,382	0	0	0	0	0	0	0	55,041	0
Other Grant	0	0	0	0	0	0	0	0	0	0
Non-Grant Contract	0	0	0	0	0	0	0	0	0	0
Interest/Dividend Income	0	0	0	0	0	0	0	0	0	0
Dues - Regular	0	0	0	0	0	0	0	0	0	0
Dues - Associates	0	0	0	0	0	0	0	0	0	0
Meeting Income	0	0	0	0	0	0	0	0	0	0
Rental Income	0	0	0	0	0	0	0	0	0	0
CASTiNET 3	0	0	0	0	0	0	0	0	0	0
Other Income	0	0	0	0	0	0	0	0	0	0
Total Operating Revenue	785,601	740,000	53,942,584	47,525,809	71,833	123,547	286,431	350,000	392,561	400,000
Operating Expense										
Salaries	247,064	351,190	120,778	189,880	1,723	21,880	68,303	127,120	31,039	52,780
Fringe Expenses	180,799	180,060	86,784	97,350	1,102	11,220	42,981	65,170	16,304	27,060
Subrecipient Admin	0	0	4,696,175	47,050,551	0	0	0	0	290,000	270,000
Subrecipient Benefits	0	0	48,845,616	0	0	0	0	0	0	0
Subrecipient Slot Fees	0	0	0	0	0	0	0	0	0	0
Legal Fees	0	0	81	0	0	0	0	0	0	0
Audit Fees	0	13,610	0	6,360	0	640	0	4,470	0	1,570
Accounting & Payroll	0	0	1,375	0	0	0	0	0	0	0
Technology Services	0	0	25,600	0	3,151	0	83,272	0	5,174	0
Marketing Services	0	0	0	1,950	0	500	0	500	0	0
Other Professional Services	205,846	36,670	260	17,140	0	1,710	1,170	19,540	2,000	18,720
Travel	25,935	73,440	34	3,000	22	0	7,488	6,200	1,080	24,260
Travel - Out-of-State	14,436	0	0	0	0	0	2,138	0	11,100	0
Meeting	0	0	0	0	0	1,000	0	0	0	0
Professional Association Fees	573	0	0	0	0	0	0	0	0	0
Education/Registration	3,000	9,700	0	0	0	0	739	170	0	0
Telephone	0	9,690	0	4,310	0	430	0	3,020	0	1,060
Postage	140	0	0	0	0	0	0	0	0	0
Supplies	875	22,080	0	970	0	100	0	680	0	240
Equipment Lease	0	0	0	0	0	0	0	0	0	0
Publications/Subscriptions	1,004	1,600	134	0	0	0	0	0	0	0
Dues/Fees	0	2,220	0	0	0	0	0	0	0	400
Insurance/Bonding	0	7,620	0	3,560	0	74,480	0	2,500	0	880
Pollution Ins	0	0	0	0	63,942	0	0	0	0	0
Printing	0	540	0	20	0	0	0	10	0	0
Advertising	0	0	0	0	0	0	0	0	0	0
Utilities	0	3,630	0	1,700	0	170	0	1,190	0	420
Repairs/Maintenance	0	20,390	0	145,488	0	11,067	0	116,950	0	1,740
Depreciation	0	7,560	0	3,530	0	350	0	2,480	0	870
Bad Debt	0	0	0	0	0	0	0	0	0	0
Other Expense	0	0	0	0	0	0	0	0	0	0
Shared Costs	171,011	0	166,867	0	1,893	0	80,340	0	35,864	0
Reclassify Unfunded Grant Expense	(65,242)	0	0	0	0	0	0	0	0	0
Total Operating Expense	785,441	740,000	53,943,704	47,525,809	71,833	123,547	286,431	350,000	392,561	400,000
Total Operating Activity	160	0	(1,120)	0	0	0	0	0	0	0
Non-Operating Activity										
Unrealized Gain/Loss	0	0	0	0	0	0	0	0	0	0
Realized Gain/Loss	0	0	0	0	0	0	0	0	0	0
Total Non-Operating Activity	0	0	0	0	0	0	0	0	0	0
Total Change in Net Assets	**160**	**0**	**(1,120)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Community Action Kentucky, Inc.
Revenue & Expense by Board Program
As of April 30, 2023

	6-KYnect Actual	6-KYnect Annual Budget	7-Home Energy Assistance Actual	7-Home Energy Assistance Annual Budget	8-Other Funding Actual	8-Other Funding Annual Budget	9-Supporting Services Actual	9-Supporting Services Annual Budget	Total Actual	Total Annual Budget
Operating Revenue										
Government Grants	4,229,793	7,326,307	6,276	0	1,878,896	50,000	1,001	0	61,393,554	56,515,663
Government Grants Unbilled	0	0	0	0	0	0	0	0	201,423	0
Other Grant	0	0	0	0	239,071	0	56,154	0	295,225	0
Non-Grant Contract	0	0	405,646	823,666	0	304,140	0	0	405,645	1,127,806
Interest/Dividend Income	0	0	0	0	0	0	20,761	35,000	20,761	35,000
Dues - Regular	0	0	0	0	0	0	121,880	41,545	121,880	41,545
Dues - Associates	0	0	0	0	0	0	1,333	0	1,333	0
Meeting Income	0	0	0	0	0	0	5,278	49,000	5,278	49,000
Rental Income	0	0	0	0	0	0	18,400	34,041	18,400	34,041
CASTiNET 3	0	0	0	0	0	0	166,666	200,000	166,666	200,000
Other Income	0	0	0	0	0	0	6,719	0	6,719	0
Total Operating Revenue	4,229,793	7,326,307	411,922	823,666	2,117,967	354,140	398,192	359,586	62,636,884	58,003,055
Operating Expense										
Salaries	47,564	83,180	15,231	49,870	30,420	42,850	127,437	61,210	689,559	979,960
Fringe Expenses	34,523	42,650	11,698	25,570	18,298	21,970	63,031	31,380	455,521	502,430
Subrecipient Admin	4,075,667	7,076,599	90,513	577,966	309,514	260,140	0	0	9,461,869	55,235,256
Subrecipient Benefits	0	0	0	0	1,473,417	0	0	0	50,319,032	0
Subrecipient Slot Fees	0	0	271,800	0	0	0	0	0	271,800	0
Legal Fees	0	0	0	0	3,641	0	32,401	30,000	36,124	30,000
Audit Fees	0	3,470	0	1,970	0	1,690	0	2,230	0	36,010
Accounting & Payroll	1,650	0	110	0	0	0	177,805	0	180,940	0
Technology Services	0	0	620	0	10,821	0	138,242	0	266,880	0
Marketing Services	0	25,000	0	200	0	0	0	5,000	0	33,150
Other Professional Services	235	9,350	0	5,320	0	17,550	38,556	51,490	248,066	177,490
Travel	0	1,200	0	0	825	0	2,839	19,000	38,222	127,100
Travel - Out-of-State	0	0	0	0	0	0	697	0	28,371	0
Meeting	0	0	0	0	0	0	10,206	56,200	10,207	57,200
Professional Association Fees	0	0	0	0	0	0	9,379	0	9,952	0
Education/Registration	150	0	0	0	5,000	0	7,351	7,500	16,240	17,370
Telephone	0	2,350	0	1,340	0	1,140	18,828	1,500	18,828	24,840
Postage	1,537	0	0	0	0	0	6,060	0	7,736	0
Supplies	112	530	0	300	0	260	17,093	340	18,081	25,500
Equipment Lease	0	0	0	0	0	0	473	0	473	0
Publications/Subscriptions	3	0	0	0	0	0	125,689	0	126,830	1,600
Dues/Fees	0	200	0	0	0	0	19,524	30,870	19,524	33,690
Insurance/Bonding	0	1,940	0	1,110	0	950	27,760	1,250	27,760	94,290
Pollution Ins	0	0	0	0	0	0	1	0	63,943	0
Printing	0	10	0	10	0	0	361	0	361	590
Advertising	0	0	0	0	100	0	300	0	300	0
Utilities	0	930	0	530	0	450	11,147	590	11,147	9,610
Repairs/Maintenance	0	76,968	0	160,380	0	6,200	26,762	134,910	26,762	674,093
Depreciation	0	1,930	0	1,100	0	940	130,584	159,240	130,583	178,000
Bad Debt	0	0	0	0	0	0	4,490	0	4,491	0
Other Expense	0	0	0	0	0	0	3,837	0	3,837	0
Shared Costs	68,352	0	19,205	0	39,737	0	(583,269)	0	0	0
Reclassify Unfunded Grant Expense	0	0	0	0	(5,920)	0	71,162	0	0	0
Total Operating Expense	4,229,793	7,326,307	409,177	825,666	1,885,853	354,140	488,746	592,710	62,493,539	58,238,179
Total Operating Activity	0	0	2,745	(2,000)	232,114	0	(90,554)	(233,124)	143,345	(235,124)
Non-Operating Activity										
Unrealized Gain/Loss	0	0	0	0	0	0	50,521	0	50,521	0
Realized Gain/Loss	0	0	0	0	0	0	(12,850)	0	(12,850)	0
Total Non-Operating Activity	0	0	0	0	0	0	37,671	0	37,671	0
Total Change in Net Assets	0	0	2,745	(2,000)	232,114	0	(52,883)	(233,124)	181,016	(235,124)

No assurance is provided on these financial statements and disclosures are omitted.
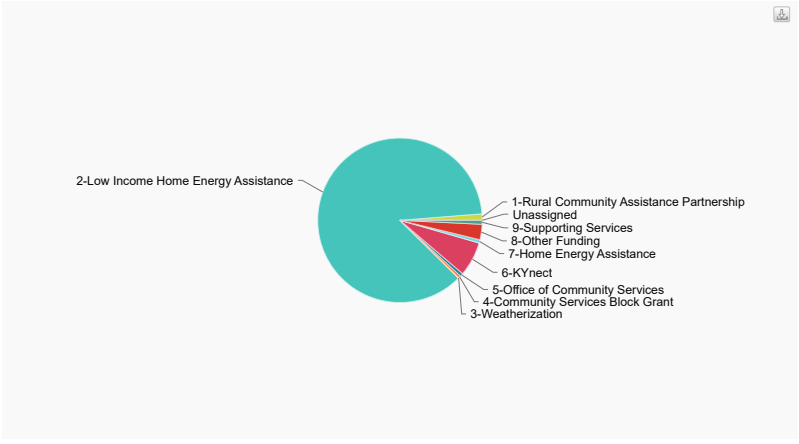
REVENUE & EXPENSE BY BOARD PROGRAM

REVENUE BOARD PROGRAM PIE
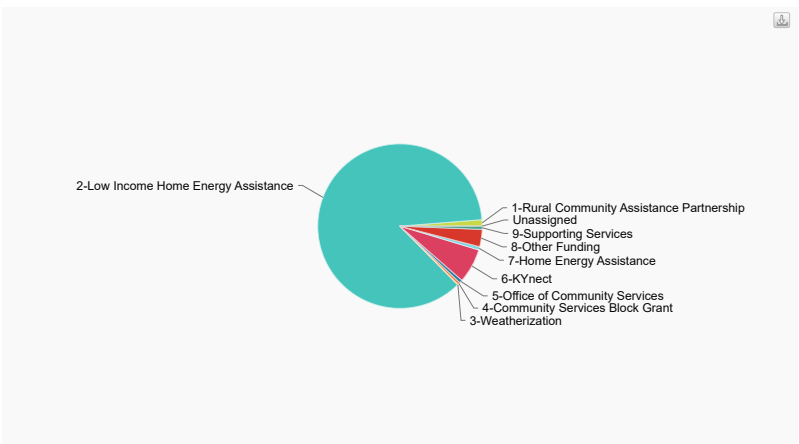
EXPENSE BOARD PROGRAM PIE

ITEM V-

EXECUTIVE DIRECTOR'S AND STAFF REPORTS

CAK Staff Reports
June 2023

Executive Director Report
Submitted by Roger McCann

CAK Celebrates Community Action Month:

Community Action Agencies in Kentucky came together to celebrate May as Community Action Month with a sponsored event at the State Capitol's rotunda. The event took place on Wednesday, May 17 and was attended by over 200 people, including Community Action employees, board members, and clients. Children from Head Start programs and senior citizens from Anderson County in Kentucky entertained the crowd with their performances. Secretary Eric Friedlander and Lieutenant Governor Jacqueline Coleman addressed the attendees, emphasizing the importance of Community Action initiatives. Although Governor Andy Beshear couldn't be present, he sent a video message and signed a proclamation declaring May as Community Action Month. The event served as a joyous gathering, showcasing the dedication and impact of Community Action Agencies in Kentucky.

NCAP Webinar on Artificial Intelligence and Community Action
Roger presented a session on artificial intelligence for NCAP's "Wednesday Webinar" series. The webinar titled "Artificial Intelligence in Community Action: Harnessing the Power and Navigating the Challenges of AI" was held on May 31, attracting more than 120 registrants. The event aimed to demystify artificial intelligence (AI) by exploring its potential benefits and challenges, providing a comprehensive understanding of how AI can be utilized for positive change.

2023 LIHEAP Spring Cooling
The LIHEAP 2023 spring subsidy program was launched on April 17, 2023, and concluded on June 2, 2023. This initiative aimed to assist individuals in managing their high cooling bills as they entered the hot summer months. As of June 2, 2023, the program reported a total allocation of $13,875,774.30. Out of this amount, $6,598,738.01 was allocated and distributed as benefits, representing 48% of the total allocation. Consequently, there were $7,277,036.29 in undistributed benefits remaining. On a daily average, $200,351.44 worth of benefits were approved throughout the program. A total of 46,164 applications were approved, with the same number of households benefiting from the program.

Communications Survey
To foster a more effective communication flow between the CAK Board and the staff, I initiated a process to understand our Board members' preferred modes of interaction. A survey was distributed to all CAK board members. At the time of compiling this report, we have received responses from 14 members. For a detailed overview of the results, please refer to the attached survey data at the conclusion of this report.

KYNECT Utilities Working Group
Troy Roberts and the I met with Ashley Runyon, Assistant Director of Energy Policy for the Kentucky Energy and Environment Cabinet. During our meeting, Ashley told us about a BIL grant proposal to fund

changes to the KYNECT Resources page. The proposal would make LIHEAP and Weatherization more prominent and allow clients to complete a single application with DCBS that would encompass SNAP, KYNECT, TANF, LIHEAP and Weatherization. I am scheduled to attend a meeting June 8 with DCBS and United Way to discuss the proposal in more detail.

MEWA Update
Sherry Porter, CAK's Attorney, reported that to the DOL that the CAK Board had approved the extension of the tolling agreement. Board members should expect a new tolling agreement to be mailed to them in June. The DOL national office of enforcement has reviewed and forwarded our letter along with additional documentation to their Office of Regulations and Interpretations to determine if the plan is a governmental entity exempt from Title I of ERISA. The DOL had issued a subpoena to Anthem and were looking at claims in certain categories for compliance issues, but have been instructed to halt all investigatory activities pending the outcome of their analysis of CAK's response letter.

CASTiNET work queue:
CAK has released the CASTiNET "Work Queue" to CAAs. This new feature will enable CAAs to track and process client referrals. Supervisors will be able to assign referrals to any staff member, and re-assign them to respond to changing work conditions. Staff can enter referrals manually, but the feature also allows for electronic uploads.

KHSA Lease
CAK presented a new lease agreement to KHSA. As of the time of this report, KHSA has not signed the new lease. CAK has sent an email to KHSA reminding them of the terms of the current lease.

FEMA Disaster Case Management:
Disaster Case Management activities continue in both the Tornado affected areas in Western Kentucky and Flood affected areas in Eastern Kentucky. CAAs are holding weekly calls with CAK to voice questions and provide updates. CAK relays the updates to CHFS and FEMA.

Ongoing CAK projects:
- Annual Conference preparations
- FEMA Disaster Recovery
- CAK Board Guide
- United HealthCare Catalyst project
- CASTINET – KYNECT Resources integration.

CSBG Board Packet
Submitted by Melissa McClain

Community Needs Assessment:
The CNA data below is from July 1, 2022 – March 30, 2023. There was a total of 14,924 Community Needs Assessments that were completed in Survey Monkey. 13,275 of these were complete responses.

Agencies	# of Counties	Total Survey Monkey Responses	Disqualified (Not Complete)	Complete Responses
Audubon Area Community Services	7	534	222	312
Bell-Whitley CAA	2	395	28	367
Big Sandy Area CAP	5	983	46	937
Blue Grass CAP	9	2,506	375	2,131
Central Kentucky CAC	8	926	107	819
Community Action of Southern Kentucky	10	531	74	457
Daniel Boone CAA	4	852	115	737
Gateway Community Action	5	320	92	228
Harlan County CAA	1	622	29	593
Lake Cumberland CAA	10	1,356	117	1,239
Licking Valley CAP	5	242	10	232
LKLP Community Action Council	4	1,458	33	1,425
Middle Kentucky CAP	4	1,156	74	1,082
Multi-Purpose CAA	3	222	81	141
Northeast Kentucky CAA	5	569	19	550
Pennyrile Allied Community Service	9	1,432	176	1,256
Tri-County CAA	3	268	12	256
West Kentucky Allied Services	8	552	39	513
Totals	102	14,924	1,649	13,275

There are 18 agencies using the Community Needs Assessment Survey, covering 102 of the 120 counties in Kentucky.
If you would like your agency to be included, contact Melissa McClain at melissa@capky.org.

Desk Audit Organizational Standards Monitoring Completed:
Audubon Area Community Services: August 8, 2022
Community Action of Southern Kentucky: August 9, 2022
Central Kentucky Community Action Council: August 10, 2022
Community Action Council: August 24, 2022

Multi-Purpose Community Action Agency: September 8, 2022
KCEOC Community Action Partnership: September 28, 2022
Northern Kentucky Community Action Commission: September 29, 2022
Daniel Boone Community Action Agency: October 4, 2022
Lake Cumberland Community Action Agency: October 5, 2022
Tri-County Community Action Agency: October 7, 2022
Northeast Kentucky Community Action Agency: November 1, 2022
Gateway Community Action: November 2, 2022
Louisville Metro Office of Resilience and Community Services: November 8, 2022
Blue Grass Community Action Partnership: November 10, 2022
Kentucky River Foothills Development Council: December 13, 2022
Pennyrile Allied Community Services: January 11, 2023
West Kentucky Allied Services: January 12, 2023
Middle Kentucky Community Action Partnership: February 21, 2023
LKLP Community Action Council: February 22, 2023
Big Sandy Area Community Action Program: February 23, 2023
Licking Valley Community Action Program: March 7, 2023
Harlan County Community Action: March 29, 2023
Bell-Whitley Community Action Agency: March 30, 2023

Of the twenty-three agencies monitored, all have been within the 90% threshold of meeting and/or exceeding the Organizational Standards.

The State Association and the State Lead Office met to determine the schedule for the upcoming 2023-2024 Organizational Standards monitoring's. Calendar events were sent to all agencies. If you foresee any issue with the date, please contact Kris Wilson and me as early as possible.

CSBG T/TA Provided:
CAK program staff provides ongoing T/TA assistance through Team meetings, email, and phone calls.

New CSBG Director Orientation was completed at Gateway Community Action Agency for Martina Roe and Shelva Rowe on May 2, 2023. Facilitators were Melissa McClain, Nancy Rowland. and Kris Wilson.

LIHEAP/CSBG State Monitoring Completed
On May 3, 2023, Jennifer Coyle completed the state LIHEAP/CSBG monitoring of CAK.

2023 NASCSP Winter Training Conference
CAK program staff attended the 2023 NASCSP Winter Training Conference.

Central Kentucky Community Action Council – Community Action Month

CAK program staff attend the Central Kentucky Community Action Council Community Action Month event on May 12, 2023.

Sessions Attended

- Opening Plenary
- Federal Partner Update (Annamaria Garcia, Dr. Henry McKoy, and Charisse Johnson)

- Supporting Subgrantees Through Challenging Times (Bryan Duncan and Maribeth Schneber-Rhemrev)
- Creating a Financial Empowerment Center (Mayra Elizondo)
- Strategic Planning on the Yellow Brick Road (Carey Gibson and Barbara Mooney)
- National Partner Update (Denise Harlow, Allison Ma'luf, Katrina Metzler, David Terry, and Mark Wolfe)
- Keynote Address – The Intersection of Energy and Equity (Dr. Tony Reames)
- Advancing Equity Through CSBG Management and Leadership (Verna Best, Charisse Johnson, Melissa Joseph, and Minette Galindo)
- PEAAK Monitoring and Reporting (Monique Alcantara, Verna Best, Charisse Johnson, Melissa Joseph, and Norris Phillips)
- Annual Report Submission (Tiffany Jarvis and Muska Karman)
- Succession Planning for State Offices (Clint Cottam, Karen Dunn, and Leslie Taylor)

ICEP Training (Nationally Certified ROMA Professionals)
CAK program staff attended the virtual ICEP trainings held on April 18, 2023 and April 20, 2023.

Sessions Attended

- Implementing ROMA Throughout the Cycle
- Sharing ROMA Principles/Practices

Kentucky National Certified ROMA Trainers/Implementers:
Kentucky currently has a total of ten (10) Nationally Certified ROMA Trainers (two who are also Master Trainers) and fourteen (14) Nationally Certified ROMA Implementers (this includes one Implementer within State Government, Jessica Hinkle).

There was a virtual Introduction to ROMA training held May 24 – 26, 2023. The ROMA Trainers were as follows: Sandy Hoskins, Bell Whitley Community Action Agency; Jennifer Smith, KCEOC Community Action Partnership; Kim Stevens, Daniel Boone Community Action Agency; and Melissa McClain, Community Action Kentucky.

There is a Phase 3 Introduction to ROMA training set for May 25, 2023, at Louisville Metro Office of Resilience and Community Services. The participants completing Phase 3 to become Nationally Certified ROMA Trainers are Sara Clark, Blue Grass Community Action Partnership and Jennifer Massie, Louisville Metro Office of Resilience and Community Services. On August 1, 2023, at Blue Grass Community Action Partnership, the above participants will complete Phase 4 of the Introduction to ROMA training in front of a Nationally Certified Master ROMA Trainer.

Region IV-Regional Performance and Innovation Consortia
CAK program staff conducts monthly conference calls with Region IV - Service Area B to provide State and National updates and disseminate timely information to state associations, state offices, and local entities representing each state's team and quarterly conference calls with Region IV – Service Area B.

- Monthly Conference Call with RPIC Service Area B (State Associations and State CSBG Lead Agencies): April 19, 2023

- Monthly Conference Call with RPIC Service Area B (State Associations and State CSBG Lead Agencies): March 18, 2023
- Upcoming Monthly Conference Call with RPIC Service Area B (State Associations and State CSBG Lead Agencies): June 7, 2023

CAK program staff takes part in webinars and conference calls, hosted by OCS, NASCSP and by the Community Action Partnership.

- National Community Action Partnership – NCAP Strategic Plan Release: April 10, 2023
- National Community Action Partnership – Analysis of Data – Some Examples to Explore: April 12, 2023
- National Community Action Partnership – State Association Meeting: April 14, 2023
- National Community Action Partnership – NCAP/NASCSP State Management Work Group Promising Practices Focus Group 1: April 23, 2023
- National Community Action Partnership – LCRC Steering Committee Meeting: April 27, 2023
- National Community Action Partnership – NCAP/NASCSP State Management Work Group Promising Practices Focus Group 2: May 1, 2023
- Office of Community Services – Region IV FY 2023 Quarterly Call: May 9, 2023
- National Community Action Partnership – Amplifying Community Action Innovation: May 10, 2023
- Office of Community Services – RPIC Region IV-B One-on-One Call with Josezetta Alexander: May 16, 2023

CAK program staff joins RPIC Lead monthly conference calls.

- RPIC Lead Monthly Conference Call: April 20, 2023
- RPIC Lead Monthly Conference Call: May 18, 2023
- Upcoming RPIC Lead Monthly Conference Call: June 15, 2023

Program Team Board Packet
Submitted by Margie Meehan, Pat Niceley, JoEllen Dawson

<u>Section:</u>

LIHEAP- On the date of this report, LIHEAP Spring Subsidy has served 45,422 Households, expending $6.4 Million in benefits. State fiscal year programs have expended $60.3 million in benefits. DCBS has indicated that there is a possibility of a summer program to run concurrently with a LIHWAP component. At this time, CAK has completed either on-site or desk reviews on all agencies. CAK is preparing program materials for SFY 24 including the manual and updated training materials.

LIHWAP- The abbreviated LIHWAP program that operated in the Federally Declared Disaster Areas will end June 30, 2023. At the time of the report, $1,442,999.41 in benefits have been issued. Kentucky was awarded an additional $2 million LIHWAP ARPA benefits, and a summer component will be offered. DCBS has indicated the funds will be added to the SFY 24 contract. DCBS has not provided parameters for the component at the time of this report. The funds must be spent by September 30, 2023.

Kynect- At the time of this writing, kynectors have completed 6888 new and re-certification applications, enrolling 8517 Kentuckians in Medicaid or QHPs. Assisted with 1332 SNAP applications and 237 CCAP applications. kynectors have also held or attended 2038 outreach events. The Public Health Emergency (PHE) has ended, and the Medicaid unwinding is underway. During the PHE, Medicaid annual renewals were not required. These flexibilities have been reversed (unwound) and states will have 12 months to complete the unwinding and resume normal renewal process requirements. Kentucky began the unwinding in May and this process will continue through April 2024. kynectors are encouraged to check their KOG accounts to determine when their clients will need to renew. KHBE has also been providing lists of current Medicaid recipients that will lose Medicaid but may be eligible for other coverage on kynect. Sub-contracts for SFY 24 are being reviewed and finalized.

Disaster Case Management- DR4663- Eastern Ky Flood currently has 812 open cases. Cases continue to be added daily. DR4660- Western Ky will begin to wind down their program in the next month. Many of the long-term recovery groups have ended their operations in Western KY. There will be additional training on closing the program to ensure all documents are in order and clients have an avenue to continue working their recovery plan. The Western Ky program will end in December 2023. We have received the modification to the Eastern KY contract and sub-contract modifications will be issued.

HEA- The slot benefits have ended for the Winter months. The Duke, KU, and LGE slot program will resume benefits July, August and September. Revamped training for the HEA program is underway and will be offered prior to the next program year.

Outreach Board Packet
Submitted by Katlyn Miller

<u>**Community Action Month**</u>

CAK hosted a Community Action Rally on May 17th at the Kentucky State Capitol Building. There were over 300 Community Action Agency staff, board members, and clients in attendance. The program included remarks from Governor Beshear (video), Lieutenant Governor Coleman, and Secretary Friedlander. During the event, May was designated as Community Action Month.

Several members of the media attended the rally. A segment about the rally was aired by WKYT. Several news outlets reported on the rally, including NKY Tribune, The News Enterprise, and WVLE. National Community Action Partnership and SEACAA shared the rally in their May newsletters. Lieutenant Governor Coleman and the Cabinet for Health and Family Services posted on Facebook about the rally.

We also celebrated Community Action Month on Facebook throughout May. The highest performing post was May 2nd for National Teacher Day, with 1,608 people reached.

<u>**Partners**</u>

CAK staff arranged for an in-person Transportation Quarterly Meeting with Vickie Bourne.

<u>**Communications**</u>

CAK provided a LIHEAP Spring Press Release, outreach graphics, and outreach language to CAAs. LIHEAP Spring was advertised across CAK's social media platforms and released a statewide press release on April 17th. As of this report, the LIHEAP Facebook post reached over 5,371 people and was shared 14 times through a combination of paid advertising and organic reach.

<u>**2023 Conference Preparation**</u>

Planning has continued for the 2023 Annual Conference. All session slots have been filled across eight tracks and a pre-con poverty simulation. As of this report, there are 349 attendees registered for the conference.

Utilizing a new event platform, Event Leaf, for conference registration, we have been able to provide credit card processing for all fees. There will also be a conference phone application, which will allow attendees access to session schedules, vendor information, and updates. The platform has enhanced CAK's ability to communicate with attendees.

As of this report, $19,000 has been raised in sponsorships and vendor booth fees. We currently have 16 exhibits attending the conference.

This year's conference includes the addition of a nightly evening activity to provide opportunities for networking.

IT Board Packet
Submitted by Susanne Funken

Section:

CASTiNET - What's New?

- Services
    - Update error message for applications that had an invalid benefit type for a prior application and prevent user from continuing
    - Improve error message when trying to pull up the household overview for a non-existing household
    - Only add clients/households to recent household list if they were found
    - Hide Program Specific Directions if there are no instructions
- Referrals out
    - Update flow of editing referrals after household members have been removed
    - Fix creating a new referral with follow-up shows 'Referral Completed" in Change Log
    - Fix referrals not checking for prior month income when determining POP
- Referrals In (WQ)
    - Add required field validation message when an invalid referral partner is selected
    - Add validation for max length for Work Queue Item notes
    - Create new WQ referral should select work queue by default if only one work queue is available
    - For create new WQ Referral, limit work queue to default template referral in/internal
- Finance
    - Allow user to search by transmittal dates or application dates on Create Payment screen
    - Create Transmittals: Fix if only one office is selected for an agency with only one office it defaults to All Offices
- Users: For local users, the email address cannot be the same as the username
- Schedules: Move error messages in Add/Edit Schedule to new toaster
- Configurations
    - Remove limitation to only select from Units of Measurements for Benefit Types within the same Benefit Type Group
    - Ability to set Action Step/Goal Favorites for global program groupings
    - Add order field for Tags
    - Update default grouping for benefit types shelter
- Performance Improvements
- Update default error message text from "System is not available" to error messages that better describe the issue
- Reports
    - Update Partner Listing report to only show active pricing and show local timezone
    - Add sort order for report items
- Background work: Set up infrastructure to move error messages from snack bar (black bar at bottom of page) to toasters (box in top right corner of page)
- (new) Services: User can select from account information used on previous applications
- (new) Edit Referrals
- Workqueue – Add Task/Referral

- o Add necessary fields for CSBG - Referral Source/Agent & Date
- o Updates to UI to make it flow better
- o Ability to enter unassigned tasks
- o Fix LastUpdatedTenantOfficeId is not set when user creates new referral
- o Fix Count Icon doesn't update after adding new task
- o Update screen to make Source Ref Number optional
- o Change AssignedTenant to AssignedTenantOffice
- Workqueue Admin
  - o Fix Detail Template is defaulted but not read-only
  - o Fix Last Updated By is missing
  - o UI Updates
  - o Add validation if no fields entered for Create A new Workqueue
  - o Add ability to inactive Work Queues
  - o UI Updates to wrap User Groups and Rights
  - o Fix sorting to be case insensitive
  - o Add additional Rights to the Workqueue Admin rights section
- Workqueue Search & Search Results
  - o Fix searching for task that does not exist returns System Unavailable
  - o Added Show more/less for search results
  - o Fix performance
  - o Remove welcome text
  - o Added Search for all closed cases
  - o Rearrange fields on Search and Search Result Page
  - o Added ability to search by source Id
- Workqueue Other
  - o Fix associated link opens to null page, logs out
  - o Reorder Change Log fields on overview Page
  - o Fix create new task from Programs & Services results in association type NA
- Referrals Out
  - o Fix status still shows "Follow-up required" when there are no pending followups
  - o Fix Follow-up date shows twice
  - o Add storing of POP for Referrals
  - o Referrals: Blank message if no income added
  - o UI Fixes to make screen consistent with rest of the application
  - o Show Followup disposition
- Services
  - o Performance Improvements on Approval/Save & Review for Applications
  - o Service Overview: Fix Documents do not print
  - o Fix Object Object Error during system denial during approval.
  - o Fix manual denial results in exception & UI changes
  - o Fix Weatherization applications were considered when using max Per program Grouping
  - o Fix POP is stored as -1 if approval fails, saves as pending
  - o BR: Max # Apps - Add N/A option
  - o Code refactoring for business rules & application processes
- Admin -> Configurations
  - o Added ability to CAAs to add their own client needs
  - o Add ability to search for action steps/goals for program groupings

- o Update mapping of CSBG reports to action steps and goals
- o Add Last Updated information to ResourceType and Unit of Measurement Tables
- o Fix Last updated information is not updating for Needs
- o Fix navigation of configuration items
- o Fix numeric fields should only allow user to enter numbers
- Admin -> Programs
  - o Update saving of Funding Sources to only log changes if information has changed.
  - o Fix sorting issues for Assessment Admin
  - o Fix sorting issues for Funding Source Admin
  - o Program Admin
    - Add additional validation when adding/editing Programs
    - Fix layout of user groups & rights under Program Admin
    - Filter Reports/Report Groups/Report Items to only show active items
    - Fix Benefit Types do not display in reporting if skipping the business rule step
  - o UI changes to make the screens consistent
- User Management
  - o Show error messages when saving a user in the snackbar
  - o Fix Schedule Overview do not show last updated by
  - o Fix Azure ObjectId is not populated for guest Users
  - o Add ability to disable schedules
  - o Add popup for users trying to log in outside of scheduled work hours
  - o Fix for multiple scenarios where user could not add/edit users
- Finance
  - o Default payment status to Not approved to pay on search screen
  - o Increase size of Payments Search Results
  - o Allow multi-select for counties while creating transmittals
  - o Show validation errors on create transmittal screen if invalid dates are selected
- Programs & Services
  - o Fix clicking on Client name does not pull up the client
  - o Fix search Program Input box is not working for favorite programs
- Family goal Plans - Hide inactive goals when adding/editing goals
- Case Notes – Change popup size to not require scrolling
- WX – Do not send multi-family project applications to Hancock
- History Screen
  - o Limit Notes length shown by default & allow user to expand
  - o Fix WX & Utility Assistance notes not showing on the history screen
  - o Swap User Notes and Default text for referrals for easier readability
- Reports
  - o Add Program Grouping to ServicesWithBenefits Report
  - o Update referral Log to include Workqueue Referrals
  - o Update date format for Troubleshooting no mapping report
  - o Update format of Role/Right Report
- Program Types
  - o Set default timeframe to N/A for existing templates
  - o Update template for Spring Subsidy 2023
- Add logging to multiple tables

- Fix – Client Intake next button does not follow primary button format
- Tool upgrade from Angular 13 to Angular 14
- Background work: External Access for Partners
- Services: Fix unable to create transmittal
- Services: Add validation message if user attempts to approve application without having selected a partner
- Client Intake: Creating a new individual shows a save button instead of next button on demographics screen
- Admin: Hide rights marked as hidden on the Program Admin and Work Queue Admin rights sections
- Referrals out: Change functionality to only be able to select active needs
- Referrals out: Fix user gets exception after removing household members when editing a household
- Referrals WQ: Add edit rights for outcomes screen
- Referrals WQ: Do not show blank name for self-referrals
- Fixes certain scenarios where the user received an error when editing a User
- Fixes KU/LGE batches have Approved to Pay instead of Submit for Validation button on the Payment Overview
- Set default option of Payment Status filter to "Not Approved to Pay"
- Workqueue items have been added to the Referral Log
- Fix benefit type does not display on multiple printouts/reports due to adding CAA specific benefit types
- Fix benefit type showed as inactive
- Fix goals/action step not displaying for some printouts/reports
- Only show active or previously selected values for
  - Client Demographics
  - Resource Types & Benefit Types
- Performance Improvements & Refactoring
  - Program Admin – Adding & Updating Programs
  - Application continue, review, denial, approval and eligibility determination processes
  - Monthly Income Profile – get latest Income profile for History, applications, referrals, etc
- Services
  - Referrals – Make Followup UI consistent with other screens
  - Service overfview – change log displays duplicate rows
- Finance
  - Add "Any Payment Status" search option
  - Payments – Set default end date to today
- System Value Admin
  - Resource Admin – Inactivate all associated Benefit Types when a Resource is added
  - Fix where new benefit types were not immediately available
  - Fix for benefit Type Upload
- WQ
  - New fields Source Ref # and Additional notes for Add Task
  - Background work to set assigned tenant and assigned user for global users
  - Fix for WQ File Upload

- o Fix default load filter on WQ Overview page
- Household Address Validation
    - o User has the ability to set up Melissa Data Tokens for address validation
- Telerik Viewer Fixes
- Add audit tables for Partner related tables
- Show error message "Could not find ruleset" if no demographics business rule is selected and an application is started
- Update Benefit Types & Benefit Groups to better separate rent related expenses
- Kynect Resource Work Queue Template

CAK Rural Community Assistance Partnership Report
Submitted by Kim Padgett

Project List (April - May 2023)	County
Bacon Creek	Hart & Larue
Barkley Lake Water District	Trigg
Benham	Harlan
Big Cowan	Letcher
Black Mountain Utility District	Harlan
Bradfordsville	Marion
Breathitt County Water District	Breathitt
Brodhead	Rockcastle
Carlisle	Nicholas
Clay County	Clay
Cloverport	Breckinridge
Conway	Rockcastle
Corinth Water District	Grant, Harrison
Crab Orchard Water District	Lincoln
Cumberland	Harlan
Cumberland Falls Highway Water District	Whitley
Cumberland River	Letcher
Cumberland River Water Commission	Harlan & Letcher
Drakesboro Water Department & Sewer	Muhlenberg
East Casey County Water District	Casey
East Logan Water District	Logan
Estill County Water District	Estill
Fleming Neon	Letcher
Fredonia	Caldwell
Fulton County	Fulton
Gordon	Letcher
Greensburg Water Works	Green
Harlan Municipal Water	Harlan
Hickman	Fulton
Houstonville	Lincoln
Hyden Leslie County Water District	Leslie
Jackson County Water Association	Jackson
Jackson Municipal Water	Breathitt
Ledbetter	Livingston
Letcher County Water District	Letcher
Lincoln County Sanitation District Phase 2	Lincoln
Loggy Hollow	Letcher
Lynch	Harlan

Marion	Crittenden
McKee	Jackson
Manchester	Clay
Millstone	Letcher
Milton Water & Sewer Department	Trimble
Monroe County Water District	Monroe
Morgan County Water District	Morgan
Mount Olivet Water Department	Robertson
Mount Vernon	Rockcastle
Perry County Water System-Vicco	Perry
Powell County	Powell
Roxana Drinking Water	Letcher
Trimble County Water District	Trimble
Wheelwright Utilities Commission	Floyd
Whitesburg	Letcher

Outreach Activities

PFAS DW – Public Risk and Communications Subcommittee	April 5
PFAS DW – Economics Subcommittee	April 5
RCAP National DCS Work Group Meeting	April 12
EKWWOA Board Meeting	April 13
Lead in Drinking Water Workgroup	April 17
Kentucky Compliance & Regulations Committee Meeting	April 19
PFAS in Drinking Water Working Group	April 19
Earth Week - Elementary School Educational Events	April 17-21
PFAS DW – Economics and Treatment Subgroup Joint Meeting	April 24
Water & Wastewater Operator Training, Somerset	April 26
Lead in Drinking Water- Schools and Childcares	April 28
Kentucky Water & Wastewater Operator Association Conference	May 2-4
USDA RD State Office	May 12
Wastewater Operator Training, Bowling Green	May 16
RCAP National DCS Work Group Meeting	May 17
RCAP National Disaster Work Group Meeting	May 23
Water & Wastewater Operator Training at KRADD, Hazard	May 23
RCAP National Solid Waste Work Group Meeting	May 25
RCAP National Training Work Group Meeting	May 25
Lead in Drinking Water- Schools and Childcares	May 30

Upcoming Activities

Lead in Drinking Water Workgroup Meeting	June 5
Eastern Kentucky Water & Wastewater Operator Association Conference	June 8-9
RCAP National DCS Work Group Meeting	June 14

Environmental Finance Center Meeting	June 27
Drinking Water Advisory Council Meeting	June 27
Clean Water Advisory Council Meeting	June 27
USDA RD Meeting	June 28
Solid Waste Management Training	July 10-14
Environmental Finance Center Meeting	July 18

Should you have specific questions regarding any project, please contact CAK's RCAP State Director Kimberly H. Padgett at khpadgett@capky.org . Ms. Padgett will refer you to the proper Technical Assistance Provider. Thank you.

ITEM VI-

INFORMATION
ITEM I –

UPDATED CAD
FINANCIAL REPORT

Community Action Development   Report Period: 7/1/22 - 6/30/23
FYE 6/30/2023

Date	Deposit	Bell Whitley	Daniel Boone	Harlan	Multi-Purpose	KCEOC	Other
Balance 6/30/22	$ 5,118.74						
7/7/22	42.00	42.00					
8/2/22	239.92	71.00	43.50	125.42			
8/18/22	40.00	40.00					
9/19/22	87.00	87.00					
9/27/22	44.00	44.00					
10/11/22	169.93	44.00	50.75	75.18			
10/31/22	45.00	45.00					
11/10/22	46.00	46.00					
11/21/22	45.00	45.00					
12/12/22	45.00	45.00					
1/9/23	92.00	92.00					
1/19/23	186.92	45.00	43.50	98.42			
1/30/23	42.00	42.00					
2/15/23	42.00	42.00					
3/1/23	41.00	41.00					
3/13/23	5,040.00	40.00					5,000.00
4/14/23	820.00	80.00			740.00		
4/24/23	89.75	40.00	49.75				
5/12/23	40.00	40.00					
5/23/23	40.00	40.00					
	0.00						
	0.00						
	0.00						
	0.00						
	0.00						
	0.00						
	0.00						
Totals	7,237.52	1,011.00	187.50	299.02	740.00	5,000.00	

Check Date	Check No.						
3/2/23	Online Annual Filing				25.00		
3/13/23	103 NCAF				10,000.00		

| Totals | | | | | 10,025.00 | | |

Balance 6/30/22			$	5,118.74
Deposits			$	7,237.52
Checks			$	10,025.00
Balance 6/30/23			$	2,331.26

ITEM VII-

ACTION ITEM 1-

PROPOSED BY-LAW CHANGES

By Laws Amendments
June 2023

** Shaded is suggested additions. Crossed out is suggested deletions**

ARTICLE III. DUTIES OF THE BOARD OF DIRECTORS
> Section 5.   The Board of Directors shall approve all non-standard agreements and contracts or capital expenditures that the association enters into in excess of $10,000. Contracts and agreements below this amount maybe entered into by the Executive Director. The Executive Director shall be the signature authority for all Association contracts and agreements.

ARTICLE IV. MEETINGS OF THE BOARD OF DIRECTORS
> Section 2   Other meetings of the Board of Directors may be held upon call by the Chair or the Vice-Chair if said Vice-Chair shall be functioning in the capacity of Chair, or by a majority of the member agencies with a ~~twenty-four (24) hour~~ one (1) day notice, which will be mailed and/or emailed and will include the agenda.

> Section 6   Any agenda item requiring Board approval to commit Association funds in excess of $10,000 or other resources or to enter into non-standard contracts and agreements or capital expenditures in excess of $10,000 shall be included in the materials mailed and/or emailed to Board members ten (10) calendar days prior to the regular called board meeting.

Article V. OFFICERS OF THE ASSOCIATION
SECTION 6.   Remove all language in Section 6 & replace it with the following:

Vacancies occurring within the term of office shall be filled in the following manner:
Chair: The Vice-Chair will assume the duties of the Chair until a new Chair is elected as per procedures listed herein. If the Vice-Chair is unable to assume the duties of the Chair, the previous sitting Chair will assume the duties of the Chair until a new Chair is elected as per procedures listed herein.

Officer vacancy procedure:
Written nominations will be accepted for a period of 30 days after a vacancy occurs. The nomination/s will be presented to the membership at the next regularly scheduled Board of Directors meeting. In the event of more than one person is nominated for a vacant office, an election ballot will be presented to the membership for a vote. Any officer elected as a result of a mid-term vacancy shall serve the office until the next regularly scheduled Association Officer Election. Filling a mid-term vacancy will not count towards the term limit listed in Article V, Section 4 and 7.

ARTICLE VII: OTHER STANDING COMMITTEES
> Section 1   Remove the words "(K) Insurance"

> Section K   Remove (K) Insurance Committee in its entirety