



MEMORANDUM

DATE: October 2, 2023
TO: CAK Board Members
FROM: Roger McCann
RE: October Board Meeting

The CAK October Board of Directors meeting will be held Friday, October 13 at 9:00 a.m. The meeting will be held at Community Action Council, 913 Georgetown Street, 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.

101 Burch Court, Frankfort, KY 40601

Phone: 502-875-5863

www.capky.org

ITEM I –
AGENDA

**Community Action Kentucky
Board of Directors Meeting**

**October 13, 2023
Community Action Council and Virtual Option
Lexington, Kentucky**

Tentative Agenda

1. Call to Order, 9:00 a.m., Catrena Bowman, Board Chair
2. Roll Call
3. Approval of the meeting agenda
4. Approval of Previous Minutes as mailed.
5. Approval of Financial Report as mailed.
6. Executive Directors Report
7. Staff Reports
8. 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
9. SEACAA Report – Rick Baker
10. Community Action Partnership Report – Paul Dole
11. Action Item - Proposed Bylaw Changes
12. New Business
13. Old Business
14. Adjournment, approximately 11:00 a.m.

ITEM II-
PREVIOUS
MINUTES

Community Action Kentucky Board Meeting
August 11, 2023, 9:00 am.
Blue Grass Community Action Partnership (Hybrid Meeting – Frankfort, KY)

Madame Chair Catrena Bowman called the meeting to order at 9:00 a.m.

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 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, **Licking Valley** Community Action Program, **LKLP** Community Action Council, **Middle** Kentucky Community Action Partnership, **Multi-Purpose** Community Action Agency, **Northeast** Kentucky Community Action Agency, **Northern** Kentucky Community Action Commission, **Pennyrile** Allied Community Services, **Tri-County** Community Action Agency, and **West Kentucky** Allied Services.

Moment of remembrance and honor for Janna York.

Rick Baker made a motion for donation to Janna’s charity of choice for \$1,000. Seconded by **Darrell Shouse**. Motion carried.

Approval of Meeting Agenda: **Chair Catrena Bowman** asked for a motion to approve the agenda. Motion made by **Rick Baker** and seconded by **Carla Brown**. Motion carried.

Approval of Previous Minutes as mailed (June 16, 2023): **Chair Catrena Bowman** asked for a motion to approve the previous minutes as mailed. Discussion followed.

The June 16, 2023, meeting minutes will be amended on the last page, **Darrell Shouse** made a motion to engage Calhoun and Associates as CAK's audit firm, replacing the generic reference to 'the audit firm'.

Chair Catrena Bowman asked for a motion to accept the amended minutes. Motion by **Robin Whitaker** and seconded by **Craig Brock**. Motion carried.

Approval of Financial Report as mailed: **David Estep** made a motion to approve the financial report as mailed. **Donna Pace** seconded the motion. Motion carried.

Executive Director’s Report: **Roger McCann** provided an update to the Executive Director’s report that was mailed.

Rick Baker made a motion to do a \$500 conference ad book for SEACAA. **Paul Dole** seconded the motion. Motion carried.

Staff Report: There were no question regarding the staff reports.

Committee Reports:

Head Start Committee - Carla Brown stated that the Head Start Committee met on August 10, 2023.

Discussion Topics:

- Head Start Financial Grant Audits
- Full Utilization Language Definition
- Blended Head Start Models
- Office of Head Start proposed budget cuts.
- KHSA rent paid in full for the whole year.

Issues Committee – Paul Dole stated that the Issues and Advocacy Committee met on August 10, 2023.

Discussion Topics:

- SNAT E&T Request Update
- Head Start Full Utilization Language
- Legislative Breakfast 2024
- Platform Handouts

The Issues and Advocacy Committee recommended that the board accepts the Head Start Full Utilization Language, referred by the Head Start Committee, and present it to Senator Wise for official language attachment. **Paul Dole** made a motion to official adopt it and try to get it implemented in language. Seconded by **Rick Baker**. Motion carried.

Nominations and Bylaws Committee – David Carrol reported for the committee.

Discussion Topics:

- Draft of recommend by-law changes for October Board Meeting
- Forthcoming Nomination Form for At Large Member

Program Committee – Donna Pace stated that the committee met on August 10, 2023.

Discussion Topics:

- CAK Board Meeting Dates for 2024
 - February 9- Frankfort, April 5- Frankfort, June 14- Lexington, August 9- Frankfort, October 11- Covington, and December 13- Lexington

Donna Pace made a motion to accept the 2024 Board Meeting Dates. Seconded by **Hal Goode**. Motion carried.

- 2023-2024 CAK Conference
 - Program Committee recommends returning to the Embassy Suites Coldstream, Lexington, the week of June 10, 2024
 - Opportunities for track expansions

David Estep made a motion to accept Embassy Suites Coldstream. Seconded by **Craig Brock**. Motion carried.

Personnel Committee – Darrell Shouse reported for the committee.

Discussion Topics:

- Evaluation being sent out in September.

Technology Committee – Brandon Harley stated that the committee met on August 10, 2023.

Discussion Topics:

- Updates to CASTiNET
- SPARK Trainings
- Monthly IT Meetings
- Establishing a workgroup comprised of multiple disciplines from across the Community Action Network for CASTiNET advancement.

Brandon Harley made a motion to create a workgroup across Community Actions with nominations coming from the actual committees themselves; Head start, transportation could nominate folks their own directors from the field to take

part in the work group and begin building process to advance CASTiNET advancement. Seconded by **Troy Roberts**. Discussion Followed. Motion carried.

- Review current software/platform market and compare to CASTiNET to develop a cost benefits analysis.
- Wendy Shouse will chair workgroup.

Transportation Committee – Hal Goode reported for the committee.

- Transportation Needs Survey
 - Committee will meet before October Board Meeting to develop strategy from results.

SEACAA Report: Rick Baker presented the SEACAA Report. The Annual Conference is September 19-22, in Myrtle Beach. SEACC will be recognizing Men of Excellence at the conference gala.

Troy Roberts made a motion that this association nominate Paul Dole as our Man of Excellence. Seconded by **Darrell Shouse**. Motion carried.

National Community Action Partnership Report – Paul Dole presented the National Community Action Partnership report. Annual Conference is the following week in Atlanta. This is an election year, submit proxies to Paul Dole. Rick Baker is running for office. At the conference, they will recognize new CCAPs. Excellence Forum to learn about the Tiers of Excellence Program. Strategic Plan will be presented during the conference. The 2024 Conference will be in Seattle, Washington, which will be the 60th Anniversary of Community Action.

New Business –

- Laura Grabowski, Interim Executive Director at Louisville Metro.
- Strategic Plan, CAK develop more specific cost estimates.

Old Business – There was no old business.

Motion to adjourn made by **Hal Goode** and seconded by **Darrell Shouse**. Meeting adjourned at 10:30 a.m.


Troy Roberts (Sep 25, 2023 11:37 EDT)

Troy Roberts
Secretary

August 2023	Motion	Made By	Seconded	Carried/Failed/ Tabled/ Adopted
2023-08-01	Motion for donation to Janna's charity of choice for \$1,000.	Rick Baker	Darrell Shouse	Carried
2023-08-02	Motion to approve the agenda.	Rick Baker	Carla Brown	Carried
2023-08-03	Motion to accept the amended minutes	Robin Whitaker	Craig Brock	Carried
2023-08-04	Motion to approve the financial report as mailed.	David Estepp	Donna Pace	Carried
2023-08-05	Motion to do a \$500 conference ad book for SEACAA	Rick Baker	Paul Dole	Carried
2023-08-06	Motion to official adopt it and try to get it implemented in language	Paul Dole	Rick Baker	Carried
2023-08-07	Motion to accept the 2024 Board Meeting Dates	Donna Pace	Hal Goode	Carried
2023-08-08	Motion to accept Embassy Suites Coldstream	David Estepp	Craig Brock	Carried
2023-08-09	Motion to create a workgroup across Community Actions with nominations coming from the actual committees themselves; Head start, transportation could nominate folks their own directors from the field to take part in the work group and begin building process to advance CASTiNET advancement.	Brandon Harley	Troy Roberts	Carried
2023-08-10	Motion that this association nominate Paul Dole as our Man of Excellence	Troy Roberts	Darrell Shouse	Carried
2023-08-11	Motion to adjourn at 10:30.	Hal Goode	Darrell Shouse	Carried

Catrena Bowman

Catrena Bowman (Sep 25, 2023 09:50 EDT)

Catrena Bowman
Board Chair



Roger McCann
CAK Executive Director

ITEM III-
FINANCIAL
REPORT

Community Action Kentucky, Inc. Statement of Financial Position

	Year To Date 08/31/2023	Year Ending 06/30/2023	FY Change
Assets			
Current Assets			
General Checking	2,054,514.78	6,397,715.74	(4,343,200.96)
Gaming Checking	1,001.00	3,219.00	(2,218.00)
A/R - General	3,501.30	4,915.10	(1,413.80)
A/R - Funding Sources	6,028,489.69	2,394,327.88	3,634,161.81
Unbilled Grants Receivable	736,255.17	(88,687.03)	824,942.20
A/R - Subrecipients	624,625.49	2,881.05	621,744.44
Housing Loans Receivable	1,119.72	1,119.72	0.00
Prepaid Expenses	1,559.68	4,223.13	(2,663.45)
Total Current Assets	9,451,066.83	8,719,714.59	731,352.24
Fixed Assets	1,216,968.19	1,242,810.25	(25,842.06)
Baird - Investments	1,017,106.71	1,022,396.28	(5,289.57)
Total Assets	11,685,141.73	10,984,921.12	700,220.61
Liabilities & Net Assets			
Liability			
Accounts Payable	6,463,069.33	2,121,879.49	4,341,189.84
Credit Card Payable	9,068.17	7,918.78	1,149.39
Accrued Expenses	19,098.60	(118,100.18)	137,198.78
Payroll Liability	99,347.42	117,194.07	(17,846.65)
Deferred Revenue	2,198,536.39	5,888,122.00	(3,689,585.61)
Total Liability	8,789,119.91	8,017,014.16	772,105.75
Net Assets			
Without Donor Restrictions	2,967,906.96	3,051,442.82	(83,535.86)
Change in Net Assets	(71,885.14)	(83,535.86)	11,650.72
Total Net Assets	2,896,021.82	2,967,906.96	(71,885.14)
Total Liabilities & Net Assets	11,685,141.73	10,984,921.12	700,220.61

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

Community Action Kentucky, Inc. Statement of Activities

	Month To Date 08/31/2023	Year To Date 08/31/2023	Annual Budget	Remaining Budget
Operating Revenue				
Government Grants	9,301,499.71	9,721,162.26	102,302,666.36	92,581,504.10
Government Grants Unbilled	622,668.07	824,942.20	0.00	(824,942.20)
Other Grant	0.00	0.00	751,672.58	751,672.58
Non-Grant Contract	629.96	5,308.92	10,000.00	4,691.08
Dues - Regular	23,920.39	24,479.60	142,477.57	117,997.97
Meeting Income	500.00	659.00	88,239.50	87,580.50
Rental Income	2,600.00	4,500.00	22,800.00	18,300.00
CASTiNET 3	32,564.31	33,333.33	200,000.00	166,666.67
Interest/Dividend Income	1,797.03	3,623.25	38,000.00	34,376.75
Other Income	0.01	4,499.94	50,000.00	45,500.06
Total Operating Revenue	9,986,179.48	10,622,508.50	103,605,856.01	92,983,347.51
Operating Expense				
CAK Operating Expenses				
Payroll Expenses	83,010.37	132,191.91	1,484,945.98	1,352,754.07
Fringe Expenses	40,181.57	84,279.39	697,043.16	612,763.77
Other Operating Expenses	72,681.42	186,386.78	2,410,073.66	2,223,686.88
Total CAK Operating Expenses	195,873.36	402,858.08	4,592,062.80	4,189,204.72
Subrecipient Operating Expenses				
Subrecipient Expenses	9,756,273.29	10,282,622.74	99,171,793.21	88,889,170.47
Total Subrecipient Operating Expenses	9,756,273.29	10,282,622.74	99,171,793.21	88,889,170.47
Total Operating Expense	9,952,146.65	10,685,480.82	103,763,856.01	93,078,375.19
Non-Operating Activity				
Total Non-Operating Activity	(21,074.71)	(8,912.82)	0.00	8,912.82
Total Change in Net Assets	12,958.12	(71,885.14)	(158,000.00)	(86,114.86)

Community Action Kentucky, Inc.
Statement of Cash Flows - Indirect Method

Year To Date 08/31/2023

Cash flows from operating activities	
Change In Net Assets	(71,885.14)
Change in Cash from Operating Activities	
Amortization	25,842.06
Accounts Receivable	(5,079,434.65)
Prepaid Expenses	2,663.45
Accounts Payable	4,342,339.23
Deferred Revenue	(3,689,585.61)
Other Liabilities	119,352.13
	<hr/>
Cash flows from operating activities	(4,350,708.53)
Cash flows from investing activities	
Gain/Loss on long term investments	5,289.57
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Cash flows from investing activities	5,289.57
Increase (Decrease) in Cash	(4,345,418.96)
Cash, Beginning Period	6,400,934.74
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Cash, End of Period	2,055,515.78
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No assurance is provided on these financial statements and disclosures are omitted.

Community Action Kentucky, Inc.
Revenue & Expense by Board Program
 As of August 31, 2023

	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	54,478	740,000	6,719,374	82,800,147	0	123,547	35,115	200,000	30,048	400,000
Government Grants Unbilled	48,127	0	770,938	0	0	0	(4,695)	0	78,486	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
Dues - Regular	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
Interest/Dividend Income	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	102,605	740,000	7,490,312	82,800,147	0	123,547	30,420	200,000	108,534	400,000
Operating Expense										
CAK Operating Expenses										
Payroll Expenses	52,432	367,912	18,940	191,999	22	6,436	8,424	57,287	3,796	58,719
Fringe Expenses	37,801	169,257	10,417	88,325	9	2,947	5,704	26,374	2,831	26,994
Legal Fees	0	0	0	10,000	0	0	0	0	0	0
Audit Fees	0	0	0	0	0	0	0	0	0	0
Accounting & Payroll	0	0	0	0	0	0	0	0	0	0
Technology Services	0	0	0	237,354	0	10,000	0	28,433	0	0
Marketing Services	0	0	0	10,000	0	1,500	0	0	0	0
Other Professional Services	32,649	0	690	1,040	0	3,670	0	4,000	4,000	14,500
Travel	3,832	48,951	652	17,500	0	3,000	610	6,500	0	1,542
Travel - Out-of-State	1,570	0	0	0	0	0	42	0	3,564	0
Meeting	0	0	0	0	0	15,032	0	0	0	0
Professional Association Fees	489	600	0	0	0	0	0	0	0	0
Education/Registration	1,058	4,000	0	1,000	0	0	0	140	0	5,200
Telephone	0	480	90	6,500	0	0	0	0	0	0
Postage	26	0	0	0	0	0	0	0	0	0
Supplies	585	2,000	0	0	0	0	0	500	0	240
Equipment Lease	0	0	0	0	0	0	0	0	0	0
Publications/Subscriptions	0	1,200	2	0	0	0	0	0	0	0
Dues/Fees	0	2,215	0	0	0	0	0	0	0	0
Insurance/Bonding	0	0	0	0	0	0	0	0	0	0
Pollution Ins	0	0	0	0	0	70,338	0	0	0	0
Printing	0	500	0	5,000	0	2,000	0	0	0	0
Advertising	0	0	0	2,000	0	0	0	0	0	0
Utilities	0	0	0	0	0	0	0	0	0	0
Repairs/Maintenance	0	0	0	0	0	0	0	0	0	0
Depreciation	0	0	0	0	0	0	0	0	0	0
Other Expense	0	0	0	0	0	0	0	0	0	0
Shared Costs	23,345	142,885	28,568	257,283	21	8,624	15,640	76,766	1,843	22,805
Reclassify Unfunded Grant Expense	(72,509)	0	0	0	(52)	0	0	0	0	0
Total CAK Operating Expenses	81,278	740,000	59,358	828,001	0	123,547	30,420	200,000	16,034	130,000
Subrecipient Operating Expenses										
Subrecipient Admin	0	0	1,046,851	81,972,146	0	0	0	0	67,500	270,000
Subrecipient Benefits	0	0	6,382,806	0	0	0	0	0	25,000	0
Total Subrecipient Operating Expenses	0	0	7,429,657	81,972,146	0	0	0	0	92,500	270,000
Total Operating Expense	81,278	740,000	7,489,015	82,800,147	0	123,547	30,420	200,000	108,534	400,000
Total Operating Activity	21,327	0	1,297	0	0	0	0	0	0	0
Non-Operating Activity	0	0	0	0	0	0	0	0	0	0
Total Change in Net Assets	21,327	0	1,297	0	0	0	0	0	0	0

Community Action Kentucky, Inc.
Revenue & Expense by Board Program
 As of August 31, 2023

	6-KYnect		7-Home Energy Assistance		8-Other Funding		9-Treasury		Total	
	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
Operating Revenue										
Government Grants	1,146,465	12,310,167	0	0	1,735,682	5,728,805	0	0	9,721,162	102,302,666
Government Grants Unbilled	(73,684)	0	(62)	0	5,833	0	0	0	824,942	0
Other Grant	0	0	0	751,673	0	0	0	0	0	751,673
Non-Grant Contract	0	0	5,309	0	0	10,000	0	0	5,309	10,000
Dues - Regular	0	0	0	0	0	0	24,480	142,478	24,480	142,478
Meeting Income	0	0	0	0	0	0	659	88,239	659	88,239
Rental Income	0	0	0	0	0	0	4,500	22,800	4,500	22,800
CASTiNET 3	0	0	0	0	0	0	33,333	200,000	33,333	200,000
Interest/Dividend Income	0	0	0	0	0	0	3,624	38,000	3,624	38,000
Other Income	0	0	0	0	0	0	4,500	50,000	4,500	50,000
Total Operating Revenue	1,072,781	12,310,167	5,247	751,673	1,741,515	5,738,805	71,095	541,517	10,622,509	103,605,856
Operating Expense										
CAK Operating Expenses										
Payroll Expenses	14,107	112,036	1,053	50,183	3,254	466,552	30,165	173,823	132,192	1,484,946
Fringe Expenses	12,429	51,558	596	23,064	2,657	228,626	11,835	79,896	84,280	697,043
Legal Fees	0	1,500	0	0	0	0	2,100	23,000	2,099	34,500
Audit Fees	0	0	0	0	0	0	0	40,000	0	40,000
Accounting & Payroll	0	0	0	0	0	0	26,637	165,000	26,638	165,000
Technology Services	0	50,000	0	74,912	0	92,000	25,320	328,915	25,320	821,614
Marketing Services	0	0	0	0	0	74,911	0	0	0	86,411
Other Professional Services	0	0	0	0	1,000	0	17,992	48,040	56,332	71,250
Travel	0	6,000	0	1,500	516	18,044	5,321	27,902	10,931	130,939
Travel - Out-of-State	0	0	0	0	0	0	936	0	6,111	0
Meeting	0	0	0	0	0	17,370	(854)	59,950	(853)	92,352
Professional Association Fees	0	0	0	0	0	0	0	0	489	600
Education/Registration	0	0	0	0	0	0	2,049	8,150	3,107	18,490
Telephone	0	0	0	0	0	0	3,105	35,280	3,194	42,260
Postage	766	24,500	0	0	0	0	9	200	802	24,700
Supplies	0	1,200	0	0	0	0	711	9,000	1,296	12,940
Equipment Lease	0	0	0	0	0	0	270	0	270	0
Publications/Subscriptions	0	0	0	6,000	0	0	21,644	314,046	21,646	321,246
Dues/Fees	0	0	0	0	0	0	3,276	32,940	3,276	35,155
Insurance/Bonding	0	0	0	0	0	0	(10,247)	25,901	(10,247)	25,901
Pollution Ins	0	0	0	0	0	0	0	0	0	70,338
Printing	0	2,500	0	0	0	50,001	19	600	19	60,601
Advertising	0	92,983	0	0	0	52,000	0	0	0	146,983
Utilities	0	0	0	0	0	0	1,095	8,880	1,095	8,880
Repairs/Maintenance	0	0	0	0	0	0	3,735	11,000	3,735	11,000
Depreciation	0	0	0	0	0	0	25,842	178,000	25,842	178,000
Other Expense	0	0	0	0	750	0	5,361	10,914	6,111	10,914
Shared Costs	18,600	150,130	815	67,246	1,738	156,182	(91,396)	(881,921)	(826)	0
Reclassify Unfunded Grant Expense	0	0	0	0	0	0	72,561	0	0	0
Total CAK Operating Expenses	45,902	492,407	2,464	222,905	9,916	1,155,686	157,487	699,517	402,859	4,592,063
Subrecipient Operating Expenses										
Subrecipient Admin	1,026,879	11,817,760	2,783	528,768	224,844	4,583,119	0	0	2,368,856	99,171,793
Subrecipient Benefits	0	0	0	0	1,505,960	0	0	0	7,913,766	0
Total Subrecipient Operating Expenses	1,026,879	11,817,760	2,783	528,768	1,730,804	4,583,119	0	0	10,282,622	99,171,793
Total Operating Expense	1,072,781	12,310,167	5,247	751,673	1,740,720	5,738,805	157,487	699,517	10,685,481	103,763,856
Total Operating Activity	0	0	0	0	795	0	(86,392)	(158,000)	(62,972)	(158,000)
Non-Operating Activity	0	0	0	0	0	0	(8,912)	0	(8,913)	0
Total Change in Net Assets	0	0	0	0	795	0	(95,304)	(158,000)	(71,885)	(158,000)

ITEM V-

**EXECUTIVE
DIRECTOR'S
AND
STAFF
REPORTS**

CAK Staff Reports
October 2023

Executive Director Report	2
CSBG Board Report	9
Programs Board Report	13
Association Board Report	15
IT Board Report	16

**Executive Director Report
Submitted by Roger McCann**

Federal Shutdown Looms:

At the time of this report, the U.S. federal government is currently on the brink of a shutdown, with the House and Senate yet to agree on a spending plan or continuing resolution. The shutdown is imminent as funding is set to expire on September 30. The House is expected to take up a GOP stopgap bill to extend government funding, but it appears to lack the votes for passage. If the two chambers fail to reach an agreement, the government will shut down for the first time since 2019. CAK is monitoring the situation closely, and is in touch with our state partners.

LIHEAP / LIHWAP Update:

The 2023 LIHEAP Summer Cooling program ran from July through September 2023, with a total allocation of \$14,143,757.40 across the entire state of Kentucky. By the end of the program, a total of \$10,904,844.56 had been spent, representing 77.10% of the total allocation. This left a remaining balance of \$3,238,912.84 which will be carried over to the next LIHEAP component. The daily average benefits for the program were \$260,185.80. 58,273 received approved applications.

The 2023 Summer LIHWAP Program provided assistance with residential water and sewer bills for 20,043 households. It operated in conjunction with the LIHEAP Summer Cooling program from July through September 2023, with a total allocation of \$1,953,558.55 across the entire state of Kentucky. By the end of the program, a total of \$1,929,271.52 had been spent, which is 98.76% of the total allocation. This left a remaining balance of \$24,287.03. The daily average benefits for the program were \$98,864.56.

CAK is preparing for the start of the Fall 2023 LIHEAP winter heating program. CAK has requested ~\$19M in advance to be used to rapidly reimburse CAAs and blunt the effects of a possible government shutdown. Pre-enrollment will start in October, with the full program beginning in November.

SPARK Training:

CAK staff have been travelling the state to deliver our Strengthening Partnerships and Revitalizing Knowledge (SPARK) training to CAA Staff. CAK conducted a Training Needs Survey of CAA staff and identified top training priorities and effective training methodologies. SPARK events have been held at 8

regional locations and will include more locations in the future. Follow up surveys were conducted of participants to help us improve the experience for future trainings.

MEWA Update:

As of the time of this report, there are no updates regarding the CAK MEWA.

SNAP Education and Training:

CAK continues work to secure matching funds for Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T). We are drafting the final request language and preparing it for submission. SNAP E&T is a program that helps SNAP participants gain skills, training, work, or experience that will increase their self-sufficiency and ability to obtain regular employment.

Rural Community Assistance Program (RCAP):

As previously reported, the Great Lakes RCAP notified CAK that they have decided to operate RCAP programs directly in Kentucky, joining Illinois, Michigan, Ohio and Wisconsin. CAK staff that worked on RCAP projects are transitioning to the GLRCAP team.

FEMA Disaster Case Management:

At the time of this report, FEMA has completed the first round of visits to Kentucky to observe the disaster case management program. The September visits will focus on the West Kentucky 4630 disaster. Representatives for CHFS, CAK and CAAs met both in person and virtually to discuss the challenges and successes of the DCM program. FEMA is scheduling in-person visits to Eastern Kentucky in October.

CAK Retirements:

Pat Niceley, Chris Wells, Kim Padgett, and Melissa McClain, have announced their retirement from CAK. Each of them has made substantial contributions to the communities and people of Kentucky, embodying the spirit of Community Action through their dedication and hard work. Their retirement marks the end of an era at CAK, and they will be deeply missed by all of us.

CAK Strategic Plan Progress:

CAK will provide regular updates to the Board on progress toward the strategic plan. Below is the status of the elements of the plan.

CAK Strategic Plan

Strategic Area One: Support Leadership Transition and Staff Development

Implementation Steps for Supporting Leadership Transition and Staff Development	Timeframe	Responsible	Objectives	Status
Review the existing Executive Director Onboarding Handbook	February 2023 – review at board meeting and go through aspects as future meetings, as needed	CAK staff will send the handbook; Board Members: Kim, Nick, Rick, and Robin	Community Action Kentucky will have an initial Onboarding Handbook for new Executive Directors	Complete
Incorporate changes to Executive Director Onboarding Handbook	Between February and April 2023	CAK staff will make changes to Onboarding Handbook based on board feedback and send out to board	Community Action Kentucky Onboarding Handbook will be ready for adoption at the April 2023 board meeting	Complete
Adopt the Executive Director Onboarding Handbook	4/1/2023	Board Members: Kim, Nick, Rick, and Robin	Community Action Kentucky will adopt and begin using an Onboarding Handbook for new Executive Directors	Complete
Roll out Executive Director Handbook at Community Action Conference	6/1/2023	Board Members: Kim, Nick, Rick, and Robin	Staff of Community Action Agencies, including new Executive Directors will be aware of and begin using the Onboarding Handbook	Complete
Make updates to Onboarding Handbook as committees, structures, and staff change	Ongoing – potentially make changes each year for April board meeting prior to rolling out changes at the June conference	CAK staff will make updates to Handbook and bring back to board, as needed; Board Members: Kim, Nick, Rick, and Robin	Executive Director Onboarding Handbook will remain updated and relevant for all onboarding executive leadership	Ongoing
Set aside time (30 minutes to one hour) in each board meeting to explain specific components of the Handbook and provide orientation activities for new EDs/board members, including connection to experience EDs for mentoring	Ongoing	Board Members: Kim, Nick, Rick, and Robin	Board members will be familiar with contents of the Handbook and new and existing Executive Directors will understand culture, duties, and responsibilities	Not Started

Create an Information and Peer Learning Platform	Timeframe	Responsible	Objectives	Status
Survey CAA staff about what they might need on a Learning Platform	4/1/2023	CAK Staff create survey	CAA local staff will have input on objectives for a Learning Platform	Complete
Research options for platforms and bring recommendations to the board	Early 2023	CAK Staff	CAK will identify a platform that best meets needs and interests of CAA working on the ground	Blocked
Communication and updates about development of Learning Platform	May 2023 through December 2023	CAK Staff	CAK will provide updates and receive guidance on platform development	Blocked
Testing and troubleshoot of the Peer Learning Platform	2024 – January through March	Community Action Kentucky staff, local CAA staff as testers, board members as testers	CAK’s platform will be ready to initial release	Blocked
Release and begin training for the Peer Learning Platform	2024 – second quarter (April through June—at CA Conference)	Community Action Kentucky and local CAA staff, board encouraging staff to use	CAA staff will improve services having a local learning and discussion platform	Blocked
Maintain and provide occasional trainings on Peer Learning Platform for new staff	2024-third quarter through December 2025	Community Action Kentucky staff and local CAA staff—Program Directors	CAA program staff will increase skills and efficiency through ongoing Peer Learning	Blocked

Strategic Area Two: Represent Community Action with State Leaders

Create a shared legislative agenda and message	Timeframe	Responsible	Objectives	Status
Schedule an issues and advocacy committee meeting with the lobbyists	3/1/2023	CAK staff and lobbying firm; Issues and Advocacy Committee; Craig and Paul also committed to help move this process forward.	Community Action Kentucky board will explain Community Action interests and provide instructions to lobbyists	Complete
Bring issues and advocacy report to the April board meeting	4/1/2023	Issues and Advocacy Committee working with CAK staff	Board will be informed of guidance from Issues and Advocacy Committee and communication with lobbying firm	Complete
Continue communication with lobbying firm as plan and message develop	May through November 2023	Issues and Advocacy Committee, CAK staff; Craig and Paul helping shepherd it forward	Lobbying firm will work with continued guidance and input from committee and interim reports to board by committee	Ongoing
Lobbying firm brings report and plan back to Community Action Kentucky	12/1/2023	CAK staff and board chair set agenda during board meeting for report/plan from lobbying firm	CAK will have a shared understanding of the lobbying plan and also non-lobbying activity recommendations	In Progress
Lobbying firm carries out advocacy work around shared message and assess over the next year	2024 and onward	Lobbying firm	Community Action interests will be represented to lawmakers	Ongoing
Lobbying firm assesses effectiveness of previous year's work	12/1/2024	Lobbying firm	CAK assesses and understands impact of legislative education and lobbying	

Develop non-lobbying legislative educational activities	Timeframe	Responsible	Objectives	Status
Organize logistics for a gathering in Frankfort for Community Action Day	March and April 2023	CAK staff; Issues and Advocacy Committee; Craig and Paul also committed to help move this process forward.	Community Action Kentucky will have a logistical plan to rally at the Capitol for Community Action Day	Complete
Determine from lobbying firm and CAPLAW what is acceptable for Community Action Day and other activities	March and April 2023	CAK staff; Craig and Paul assisting to move forward as needed	Community Action Kentucky will have a clear understanding of acceptable practices for Community Action Day and other activities	Complete
Heavily market Community Action Day for staff participation	4/1/2023	Executive Directors and Program Directors at CAAs; Issues and Advocacy Committee working with CAK staff	Staff will be prepared to participate in Community Action Day in Frankfort	Complete
Select Community Action Champions to recognize at Community Action Day	4/1/2023	CAK staff and board of CAK (approve at April board meeting)	CAK will have identified leaders to recognize as Champions for Community Action	Complete
Hold Community Action Day events	5/1/2023	CAK staff; board; all CAA staff	CAA staff will represent the power of Community Action in a rally at the Capitol	Complete
Assess activities for Community Action Day and improve going forward	June 2023 through January 2024	CAK board and CAK staff	CAK will continue or adjust activities for effectiveness	In Progress
Work with lobbying firm and CAAs to determine acceptable local activities, carry out and assess	June 2023 through December 2025	CAK board, lobbying firm, CAA staff, and CAK staff	CAAs will effectively engage with local legislative leaders and educate them about the value of Community Action	In Progress

Strategic Area Three: Support Marketing to the General Public

Develop a branding and marketing guide and adopt Community Action name and logo (combined timeline)	Timeframe	Responsible	Objectives	Status
Review existing branding guides from NCAP and others; determine the role of CAK board in helping orgs adopt the name and the logo	April 2023 board meeting	CAK staff send links to guides to board members; board members review prior to meeting; Carla, Hal, and Troy committed to helping move forward the marketing and communications work	Community Action Kentucky will have an action plan to move forward with encouraging all agencies to include Community Action in name and use huggy heart logo	Not Started
Have attorney available to answer questions about name change; have information on available funds to assist agencies requesting name/logo change	June 2023 – as part of annual conference	CAK staff to secure attorney as part of planning; board members to make decisions about funds available to agencies and articulate guidelines for requesting funds	CAAs interested in adopting Community Action and using huggy heart logo have resources for the transition	Blocked
Follow up with boards of Community Action Agencies	July 2023 through December 2023	CAK board members	Boards of individual CAAs understand purpose of name change and are supported in the process	Blocked
Finalize branding guide based on names and logos and adopt as CAK board	2024—first and second quarter	CAK staff working on branding guide; board members approving branding guide	CAK will have an approved and adopted branding guide for statewide use by agencies	Blocked
Announce branding guide at annual conference	6/1/2024	CAK staff add to agenda for annual conference	All CAAs will be aware of and begin using branding guide	Blocked
Use branding guide going forward; CAAs will use logo and Community Action name as a unifying element	July 2024 through December 2025	CAK staff; board members; local CAA staff	Ongoing branding and marketing will result in cohesiveness for Kentucky Community Action	Blocked

Strategic Area Four: Develop an Integrated Intake and Reporting Platform

Assess functionality needs and create a platform development action plan (combined timeline)	Timeframe	Responsible	Objectives	Status
Survey Community Action Agencies regarding desired functionalities	4/1/2023	CAK staff and IT Committee. Carla, Martina, and Troy also committed to helping move forward this work. CAA staff to respond timely to survey.	Community Action Kentucky will have create an understanding of desired functionalities for an intake and reporting platform	In Progress
Compile survey results of individual CAA platforms being used and desired functionalities (include aggregated data and compare costs)	6/1/2023	CAK staff and IT Committee. Carla, Martina, and Troy also committed to helping move forward this work.	CAK board and staff will be informed about desired functionalities, what is being used and the costs related to intake and reporting platforms	Blocked
Research other platforms being used in other states	6/1/2023	CAK staff and IT Committee	CAK board and staff will be aware of other platforms	Blocked
Discussion and decision-making by CAK board on best direction based on survey data and research	July 2023 through September 2023	CAK board and staff; IT committee	Board will be prepared to make decisions and take necessary information back to individual CAA boards, as needed to support an action plan	Blocked
Design action plan for platform development, including how to fund the effort	Summer and Fall 2023	CAK board and staff; board approves; staff manage after approval	CAK will have an action plan for meeting desired platform functionalities	Blocked
Carry out action plan to build out CASTINET, other platform, maintain and train CAA staff	2024 through 2025	CAK staff; board members; local CAA staff	Community Action Agencies will have access to a developing platform with desired functionalities	Blocked

Strategic Area Five: Support Assessment of Community Needs, Gaps, and Impact Measurements

Support assessment of community needs and impacts (combined activity timeline)	Timeframe	Responsible	Objectives	Status
Survey Community Action Agencies regarding current data collection, gaps, and platforms for collecting data	June to December 2023	CAK staff and local CAA staff	Community Action Kentucky will understand data that is currently collected, platforms used, and any data that is missing	Blocked
Compile results of data collection identification and report to the board	1/1/2024	CAK staff and CAK board members	CAK board members and staff will have information to be able to make decisions about data collection priorities and guidelines	Blocked
Adopt data collection priorities and guidelines	By mid-2024 (perhaps to announce at annual conference)	CAK staff and CAK board members	CAK will be able to introduce data collection priorities, guidelines for statewide data areas	Blocked
Identify data collection partners and information resources based on priorities for data	By mid-2024	CAK staff	CAK will have additional data collection resources for assessment of gaps and impacts	Blocked
Assess and review updates to Community Action priority data on a quarterly basis at board meetings	Mid-2024 and ongoing	CAK staff and CAK board members	CAK staff, board, and local agencies will have ongoing awareness of unmet needs as well as successful impacts of services	Blocked
CAK and local CAAs regularly use collective data in legislative and executive branch education activities	By end of 2024	CAK staff and board members	CAK will have effective data for legislative educational purposes	Blocked
CAK begins to use data for collective impact fundraising for statewide gaps and CA priorities	By end of 2024	CAK staff and board members	CAK will create successful applications for public and private funding for collective impact priorities	Blocked
Assess and review updates to Community Action priority data on a quarterly basis at board meetings	Mid-2024 and ongoing	CAK staff and CAK board members	CAK staff, board, and local agencies will have ongoing awareness of unmet needs as well as successful impacts of services	Blocked

Strategic Area Six: Raise Collective Funds for Association Activities and Services

Raise collective funds for association activities and services (combined activity timeline)	Timeframe	Responsible	Objectives	Status
Create a board/staff committee to identify potential funding opportunities from private funders and corporate sponsors	6/1/2023	CAK staff and board members	Community Action Kentucky will have a committed group to pursue funding	Blocked
Board will identify at least one foundation grant to pursue	12/1/2023	CAK staff and CAK board members	CAK will begin conversations and relationship building with a foundation	Blocked
Board will identify at least one corporate sponsor to approach	12/1/2023	CAK staff and CAK board members	CAK will begin conversations with a corporate sponsor	Blocked
Determine whether to hire a fundraising consultant and who	12/1/2023	CAK board members	CAK will bring on additional needed capacity to move forward with fundraising, if desired	Blocked
Have a tracking system in place for funding asks from individuals, foundations, and corporations	12/1/2023	CAK staff and local staff	CAK will have procedures and systems to track funding requests and contacts across the association	Blocked
Board will make an ask to at least one corporate sponsor	By mid-2024	CAK staff and CAK board members	CAK will have relationship and connection to make a successful ask	Blocked
Board will make an ask to at least one foundation	By mid-2024	CAK staff and CAK board members	CAK will have relationship and connection to make a successful ask	Blocked
Build out more detailed foundation, corporate sponsor, and individual donor list	Mid-2024 and ongoing	CAK staff and CAK board members	CAK will maintain a list of donors and potential donors for relationship building and funding requests	Blocked

Establish a regular fundraising aspect to awareness raising activities	By end of 2024	CAK staff and board members	CAK will have a plan for fundraising and awareness events that have a good cost-benefit ratio	Blocked
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Underlying Strategic Area: Maintain Effective Internal Communication and Collaboration

Maintain effective internal communication and collaboration (combined activity timeline)	Timeframe	Responsible	Objectives	Status
Draft an internal code of conduct	February and April 2023	CAK board members; Board chair will help move this forward	CAK board members will create a shared understanding of norms for working together	
Discuss internal code of conduct	6/1/2023	CAK board members; Board chair will help move this forward	CAK board members will discuss and provide feedback on the code of conduct	
Adopt an internal code of conduct	8/1/2023	CAK board members; Board chair will help move this forward	Community Action Kentucky board will have and being using group operational norms	
Share information on staffing at CAK for various CAA program areas	February and April 2023	CAK staff	CAA Executive Directors will know staff to contact for various programs	Complete
Create a shared understanding of when board members should contact staff for services for their agencies and when they should go to the ED for association matters	4/1/2023	CAK board and CAK staff	CAK board and staff will have a clear understanding of appropriate levels of communication among board and ED and board and CAK staff	
CAK Executive Director adds a looking ahead section to bi-monthly report	2/1/2023	CAK staff (Executive Director)	CAK board members will be ready to strategize on upcoming issues facing CAK	Ongoing

CSBG Board Report
Submitted by Melissa McClain

Community Needs Assessment:

The CNA data below is from July 1, 2023 – September 26, 2023. There was a total of 3,277 Community Needs Assessments that were completed in Survey Monkey. 2,859 of these were complete responses.

Agencies	# of Counties	Total Survey Monkey Responses	Disqualified (Not Complete)	Complete Responses
Audubon Area Community Services	7	171	60	111
Bell-Whitley CAA	2	135	5	130
Big Sandy Area CAP	5	74	13	61
Blue Grass CAP	9	251	67	184
Central Kentucky CAC	8	456	21	435
Community Action of Southern Kentucky	10	105	14	91
Daniel Boone CAA	4	112	37	75
Gateway Community Action	5	208	66	142
Harlan County CAA	1	57	2	55
Lake Cumberland CAA	10	606	77	529
Licking Valley CAP	5	11	3	8
LKLP Community Action Council	4	640	22	618
Middle Kentucky CAP	4	177	4	173
Multi-Purpose CAA	3	72	16	56
Northeast Kentucky CAA	5	94	6	88
Pennyrile Allied Community Service	9	33	4	29
Tri-County CAA	3	0	0	0

West Kentucky Allied Services	8	75	1	74
Totals	102	3,277	418	2,859

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 Roger McCann at roger@capky.org.

Organizational Standards Monitoring Completed

- Audubon Area Community Services: August 2, 2023
- Community Action of Southern Kentucky: August 3, 2023
- Central Kentucky Community Action Council: August 4, 2023
- Community Action Council: August 31, 2023
- Multi-Purpose Community Action Agency: September 5, 2023
- Tri-County Community Action Agency: September 6, 2023
- KCEOC Community Action Partnership: September 11, 2023
- Northern Kentucky Community Action Commission: September 14, 2023

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

CSBG T/TA Provided:

- CAK program staff provides ongoing T/TA assistance through Team meetings, email, and phone calls.
- CAK program staff met with LKLP Community Action Council to review logic models: August 9, 2023
- CAK program staff met with Harlan County Community Action Agency to review logic models: August 18, 2023
- T/TA was conducted at Northern Kentucky Community Action Commission on September 15, 2023, for the new Vice President of Family Services, Jeunet Davenport. DCBS staff Nancy Rowland and Kris Wilson were in attendance.

Regional SPARK Trainings Held

In lieu of a 2023 Fall CSBG Training, the Cabinet has allowed CAK to hold regional SPARK Trainings. DCBS staff Nancy Rowland and Kris Wilson attended the SPARK Training held at Community Action of Southern Kentucky on August 17, 2023. They plan to attend one more upcoming regional SPARK Training.

2023 National Community Action Partnership Annual Convention

CAK program staff attended the 2023 National Community Action Partnership Annual Convention August 23 - 25, 2023 in Atlanta, Georgia.

Sessions Attended

- CAKs Executive Director and Chief Information Officer attended the pre-conference session: In-Depth Training on OMB’s Uniform Guidance: August 21 and 22, 2023.
- CAK program staff attended the State Association Meeting: August 22, 2023
- Opening and Federal Partner Update (Dr. Lanikque Howard, Director, Office of Community Services; Khari Garvin, Director, Office of Head Start; Dr. Henry McKoy, Director, Office of State and Community Energy Programs; and Willie Taylor, Regional Administrator, SERO, USDA)
- Keynote: Reimagining the Future – Advancing Equity and Sustaining Innovation, Part 1 (Lisa Hamilton, President and CEO, Annie E. Casey Foundation)
- Many Paths, One Destination: Local CAAs Taking a Whole Family Approach to Social and Economic Mobility (Jennifer Gregory, Director Mobility Learning Design and Practice, NCAP and Wendy Shouse, Blue Grass Community Action Partnership was on the panel)
- Infinity and Beyond: Pennsylvania’s Journey to Continuous Change (Beck Moore, CEO, Community Action Association of Pennsylvania; Leslie McRobbie, Director of Education, Community Action Association of Pennsylvania; Amanda Hoprich, Head of Public Relations, Community Action Association of Pennsylvania; and Melissa Tabb, Deputy Director, Center for Community Services at Pennsylvania Department of Community and Economic Development)
- Equity-Centered Data Analysis (Muska Kamran and Tiffany Jarvis)
- General Session: Legislative Update (David Bradley, Executive Director and Co-Founder, National Community Action Foundation)
- Keynote Address: Reimagining the Future – Advancing Equity and Sustaining Innovation, Part 2 (Lisa Hamilton, President and CEO, Annie E. Casey Foundation)
- Advancing Equity through the Community Needs Assessment (Verna Best, Program Operations Branch Chief and Charisse Johnson, Director)
- NCAP Awards Gala
- Communications with a Results Orientation – Using a ROMA Lens (Carey Gibson, Deputy Director, ANCRT)

2023 SEACAA Annual Conference

CAK program staff attended the 2023 SEACAA Annual Conference September 19 - 22, 2023 in Myrtle Beach, South Carolina.

Sessions Attended

- General Session – Welcome and Opening Remarks
- Keynote – Amy Jo Hutchinson, Economic Justice Organizer, Rattle the Windows #RattleTheWindows
- Plenary – CSBG IM82 – Presenter William Holt
- Customer Engagement Sponsored by RPIC IV-A and RPIC IV-B – Tiffney Marley, Senior Vice President, Practice Transformation, National Community Action Partnership
- Plenary – A Fireside Chat with OCS – Denise Harlow, Chief Executive Officer, NCAP and Charisse S. Johnson, MSW, Division Director, Division of Community Assistance, Office of Community Services
- Strategic Planning Best Practices from the CAA Network/High Impact Community Action Strategic Planning Sponsored by RPIC IV-A and RPIC IV-B – Tiffney Marley, Senior Vice President, Practice Transformation, NCAP
- U.S. Department of Energy – Combating Fraud in Weatherization Programs: Identifying Concern Areas and Seeking Solutions – Tony Ginn, U.S. DOE, OIG Special Agency

- Plenary – Home Energy Efficiency: Removing Barriers and Protecting Low-Income Families – Berneta Haynes, Senior Attorney National Consumer Law Center; John Howat, Senior Policy Analyst, National Consumer Law Center; Kris Rowe, Executive Director, Community Action Association of Alabama
- An Innovative Approach to Permanent Housing for those Experiencing Homelessness Sponsored by RPIC IV-B – Pamela McNeill, Project Manager with the Mayor’s Office of Homeless Services for the City of Newark

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 ROMA Implementer within State Government, Jessica Hinkle).

Sara Clark, Blue Grass Community Action Partnership and Jennifer Massie, Louisville Metro Office of Resilience and Community Services completed their first Phase 3 Introduction to ROMA practice sessions, August 14 – 16, 2023. These sessions were completed virtually. The second Phase 3 Introduction to ROMA practice session was completed on August 28 – 30, 2023 and will be held virtually. On September 25 and 26, 2023, 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): August 16, 2023
- Monthly Conference Call with RPIC Service Area B (State Associations and State CSBG Lead Agencies): September 13, 2023

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

- Office of Community Services: Region IV FY 2023 Quarterly Meeting: August 8, 2023
- Federal Payment Management System: PMS Grant Recipient Webinar Training: August 9, 2023
- National Community Action Partnership – State Association Meeting: August 11, 2023
- National Community Action Foundation – David Bradley held a call with the agencies in District 5 and the State Association: August 21, 2023
- Office of Community Services – FY2023 RPIC Bi-Monthly One-on-One Call with Josezetta Alexander: September 12, 2023.
- Office of Community Services – Learning Lab: Supercharging Performance Management with Rapid-Cycle Learning: September 12, 2023.
- Office of Community Services – Learning Lab: Supercharging Performance Management with Rapid-Cycle Learning: September 14, 2023.

Programs Board Report
Submitted by Margie Meehan

LIHEAP:

LIHEAP- Summer Subsidy ended September 22. At the time of this report, 10.9 million in benefits have been expended, serving 58295 Households. Fall Subsidy will begin November 6, 2023, and run through December 15, 2023. Pre-registration for households with elderly, disabled and on a fixed income will begin in October. 14 agencies have indicated they will offer pre-registration. LIHEAP training day is October 3, 2023.

LIHWAP:

LIHWAP- LIHWAP summer subsidy was scheduled to end on September 22, DCBS granted a week extension to expend all funds. There will be a small amount of benefits that will not be expended, about \$12,000 benefits out of \$1,953,31.50 that was allocated. DCBS expressed their appreciation to all agencies. The program ends Federally September 30, 2023, and no benefits can be approved after that date.

KYNECT:

Kynect- at the time of this report, two months of reporting have been completed. 1036 applications for Medicaid have been completed, 703 SNAP (Supplemental Nutrition Assistance Program) and/or CCAP (Childcare Assistance Program) applications completed, and 223 applications for Qualified Health Plans. kynectors have participated in 584 community events. In October, CAK kynectors will focus some outreach on Breast Cancer awareness. Currently, there are 2 larger events planned by kynectors. One event planned by West Ky Allied Services is a 3-day event covering 3 counties, and another planned by Northeast KY in Olive Hill. Both events will have other resources available and mobile mammography units. Open enrollment begins November 1, 2023, and continues through January 16, 2024.

Goodwill:

Goodwill- as we end the 3rd Quarter, Goodwill has expended 72.11% of funds. This is close to the target. 4th Quarter allocations will be allocated on Oct 2, 2023. As a reminder, the program closes on December 12, 2023.

DCM:

Disaster Case Management- West Ky recently completed a FEMA (Federal Emergency Management Agency) site visit. The visit was done virtually, CAK, Disaster Case Management Staff, and CHFS met with FEMA representatives to review the program. The grant for Western Kentucky will end December 12, 2023, currently there are no open cases for this grant. FEMA will request case records to be reviewed later.

The Eastern KY FEMA site visit is scheduled for October 23, 2023- October 26, 2023. This visit will be in person. An agenda has not been created yet but will be distributed prior to the visit.

HEA- Enrollment for the 23/24 HEA program year begins October 1, 2023. The first enrollment file will be sent to utilities in December and benefits will be applied to accounts beginning in January. Slot allocations have been emailed to CAA's. Slot allocations and admin are subject to change in order to fill all slots.

Trainings:

CAK staff are presenting the SPARK Training, Strengthening Partnerships and Revitalizing Knowledge, across the state. Seven sessions have been held, with three more scheduled through October.

We continue to hold monthly update calls to provide program resources, answer questions, and share updates with CAA staff. In September, the monthly update call included an overview of the Microsoft Bookings appointment scheduling tool.

In preparation for CASTiNET Roles and Rights implementation, CAK staff held a webinar to walk staff through set up and answer questions.

Communications:

CAK provided Summer Subsidy outreach materials to promote LIHWAP and LIHEAP, which included a press release, outreach graphics, fact sheet, flyer, and outreach language for CAAs. Summer Spring was advertised across CAK's social media platforms and via a statewide press release on July 21st. As of this report, the Facebook post reached 3,572 people and was shared 41 times. CAK was interviewed by WEKU for the program.

In preparation for LIHEAP Fall Subsidy, CAK has provided CAAs with a pre-registration flyer.

Throughout October, CAK will be sharing social media post for Energy Awareness Month.

Association Board Report
Submitted by Katlyn Miller

Partners:

CAK staff presented to Department of Aging and Independent Living staff on September 14th to share about Community Action and resources across the network.

Quarterly calls were held in September with the Department of Transportation and Cabinet for Health and Family Services. The quarterly call with Department of Aging and Independent Living will be held in early October.

2024 Conference Preparation:

CAK has signed the agreement with Embassy Suites Coldstream Lexington for the 2024 Annual Conference. The conference will be held June 11-14, 2024.

Events:

The 2024 Legislative Breakfast is scheduled for Wednesday, January 24, 2024.

2024 Board Meeting dates have been decided and provided to CAK Board Members.

IT Board Report

Submitted by Susanne Funken

Overview:

Program specific rights are now available in CASTINET. This allows CAAs to give access on a per program basis.

What's New?

- Family Goal Plan - Review and fine-tune rights for
- Removing/adding referrals, case notes, services, assessments
- Visibility on the history screen
- Seeing family goal plans on the Service Overview Screen
- Open/Close Family Goal Plan
- Edit Family Goal Plan
- Removing/adding goals & action steps
- Complete followup
- Fix household size does not update on original household when adding existing client from another household
- Improve Identification Cross Check Performance
- For Configuration -> Resources, Benefit Groups, Unit of Measurement, Program Groupings, Tags, Needs, Goals, ActionSteps, fix
- Add validation to require the Order field but allow saving 0
- Fix navigation between steps to ensure validation is enforced
- Fix Need already exists check to include only needs
- Referral In - Add Tenant and County Specific scope
- Performance Improvement for Outreach Report by Age & Tag
- Program Specific Rights
 - New right for Service Documentation
 - Rename roles to give more details
 - Create new role Create without Void
- Family Goal Plan Rights - Set up rights to family goal plans under Admin > Configuration > Program Grouping
- Clients and Households
 - Client Search
 - Rename text if not associated with household
 - Show removal reason if not part of a household
 - Add new client with only basic information
 - Household Income
 - Add daily option
 - Fix preview does not match entered income
 - Fix date defaults to July on Sept. 1

- Remove access to old history screen
- Fix unable to add client identification
- Services
 - Wintercare: Fix all benefits going to Other Resource
 - Verify duplicate account number validation
 - Show Under 18 by household member names
 - Updates to Duplicate Identification Cross Check
- Work Queue
 - Add information popups for Source Detail, Description, and Source Ref #
 - Show referrals in household history
 - Update global rights for CAK
- Finance
 - Fix Invalid Partner Group Code setup for Direct Payment/Cash Assistance/Giftcard to client
 - Fix transmittal search
- Programs
 - Fix program grouping can be blank
 - Copy program: inactive program groupings should not be automatically selected
 - Update config settings for LIHEAP Subsidy
- Partner Admin
 - Document Management
 - Fix null errors on some partners
 - Partner Upload
 - Fix unable to upload new referral partners
 - verify that duplicate partners are not created
- Reporting
 - Switch KU/LGE Verify to HTML popup
 - Save KU/LGE Verify on Service Documents for Approved/Denied services
 - Add spinner to Benefind report
 - New report: Program Specific Roles by User Groups
- Error Handling
 - Reduce Errors
 - Add bell icon to view error messages
- Background work on Google Workspaces

ITEM VI-
INFORMATION
ITEM I –
UPDATED CAD
FINANCIAL REPORT

Community Action Development
FYE 6/30/2024

Report Period: 7/1/23 - 6/30/24

Date	Deposit	Bell Whitley	Daniel Boone	Harlan	Multi- Purpose	KCEOC	Other
Balance 6/30/23	\$ 3,798.26						
7/3/23	81.50	38.00	43.50				
7/11/23	164.37			164.37			
7/20/23	38.00	38.00					
7/21/23	2,218.00						2,218.00 Raffle
7/31/23	37.00	37.00					
8/16/23	41.00	41.00					
9/6/23	40.00	40.00					
9/12/23	40.00	40.00					
	0.00						
	0.00						
	0.00						
	0.00						
	0.00						
	0.00						
	0.00						
	0.00						
	0.00						
	0.00						
	0.00						
	0.00						
	0.00						
	0.00						
	0.00						
Totals	2,659.87	234.00	43.50	164.37	0.00	0.00	

Check
Date Check No.

Totals 0.00

Balance 6/30/23	\$ 3,798.26
Deposits	\$ 2,659.87
Checks	\$ -
Balance 6/30/23	\$ 6,458.13

**ITEM VII -
ACTION ITEM 1-
PROPOSED BY-LAW
CHANGES**

PROPOSED BY LAWS AMENDMENTS OCT 13, 2023

**SHADED AREAS ARE PROPOSED ADDITIONS & CROSSED OUT AREAS ARE PROPOSED DELETIONS TO THE CURRENT BY LAWS

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 may be 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 or 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

Article V. OFFICERS OF THE ASSOCIATION

Section 6. **** REMOVE ALL EXISTING LANGUAGE IN SECTION 6 & REPLACE 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 CAK Officer Election. Article VIII, Nominations and Election for Officers of the Board, Sections 2, 4, 6 and 7 are applicable to this vote.

ARTICLE VIII. NOMINATIONS AND ELECTION FOR OFFICERS OF THE BOARD

Section 5. Ballots shall be made available to each agency at least fifteen (15) calendar days prior to the Annual meeting in an election year and ballots must be cast seven (7) calendar days prior to the Annual meeting. Should election supervision be delegated to an independent outside entity, electronic ballots may be accepted. *The Nominations / By Laws Committee may also accept electronic ballots if the voting can be conducted in an electronic manner that assures voter confidentiality.*

ARTICLE VII. OTHER STANDING COMMITTEES

Section 1. The Standing committees shall be (A) Program (B) Nominations and By-Laws, (C) Personnel (D) Finance, (E) Issues and Advocacy, (F) Technology, (G) Head Start, (H) Weatherization, (I) Business Development, (J) Aging, ~~(K) Insurance~~, (L) Investment, and (M) Transportation. Each Committee shall have at least four (4) members. Members of the standing committees must be one of the two designated representatives to the Board; however, Chair may consider requests to appoint agency representative other than one of the two designated representatives to standing committees. Ad hoc committees may be appointed to deal with issues that arise. Members of ad hoc committees do not have to be one of the two representatives

Section 1(K). Remove the entire Section (K)