



MEMORANDUM

DATE: November 27, 2023
TO: CAK Board Members
FROM: Troy Roberts
RE: December Board Meeting

The CAK December Board of Directors meeting will be held Friday, December 8 at 9:00 a.m. The meeting will be held at Blue Grass Community Action Partnership, 111 Professional Court, Frankfort, KY 40601.

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, please contact Katlyn at katlyn@capky.org and she will setup 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**

December 8, 2023

**Blue Grass Community Action Partnership and Virtual Option
Frankfort, 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
 - Business Development Committee
 - Finance Committee
 - Head Start 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
October 13, 2023, 9:00 a.m.
Community Action Council (Hybrid Meeting – Lexington, 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** Community Action Program, **Blue Grass** Community Action Partnership, **Central** Kentucky Community Action Council, **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, **Northeast** Kentucky Community Action Agency, **Northern** Kentucky Community Action Commission, **Pennyrile** Allied Community Services, **Tri-County** Community Action Agency, **West Kentucky** Allied Services.

Brenda Fox announced it was her last meeting. Tri-County Community Action Board plans to select their next Executive Director in November.

Jeannie Puckett, Interim Executive Director and CFO of West Kentucky Allied Services announced that resumes and applications are being accepted for a new Executive Director.

Approval of Meeting Agenda – Chair Catrena Bowman moved Personnel Committee to New Business. **Chair Catrena Bowman** asked for a motion to approve the agenda. Motion made by **Hal Goode** and seconded by **Rick Baker**. Motion carried.

Approval of Previous Minutes as mailed (August 11, 2023) – **Chair Catrena Bowman** asked for a motion to approve the previous minutes as mailed. Motion by **Carla Brown** and seconded by **Darrell Shouse**. Motion carried.

Approval of Financial Report as mailed – The board discussed CAK's budget, taking into consideration the fiscal implications of recent staff departures. CAK will prepare a revised budget reflecting the changes. **Paul Dole** made a motion to accept the report. Seconded by **Rob Jones**. Motion carried.

Executive Director's Report – **Roger McCann** presented an update to the Executive Director's report that was mailed.

Roger McCann reported on CAK's strategic plan's progress and requested the board establish workgroups for Strategic Items 5 and 6.

In response to Roger McCann's request, the Board of Directors referred Strategic Item 5 to the Community Action Agency staff who created the statewide Community Needs Assessment and Strategic Item 6 to the Business Development Committee.

Staff Report – There were no questions about the staff reports.

Committee Reports

Head Start Committee – **Sharon Price** reported for the committee.

Discussion:

- Child Development Associate credential barrier to hiring employees for the Early Head Start classrooms.

- Senator Warnock, HEADWAY Act would address staffing shortages in child care by allowing Early Head Start classroom teachers to teach and earn their Child Development Associate (CDA) credential simultaneously.
- Committee recommend sending a letter to the Office of Head Start requesting the same criteria as the HEADWAY Act.

Sharon Price made a motion to submit a letter to come from Community Action Kentucky to the Office of Head Start. **Darrell Shouse** seconded the motion. Motion carried.

Sharon Price will write the letter to be signed by **Chair Catrena Bowman** on behalf of the CAK Board.

Investment Committee – Nick Shearer reported for the committee.

Discussion:

- Investment Committee recommendation to open two new accounts at Baird and transfer \$100,000 into each from the existing account.
 - Proposal for one account to be invested in the Baird Trust Large Cap Equity strategy, which focuses on a conservative portfolio of large, US companies.
 - Proposal for the second account to be invested in fixed income instruments, discussing Certificates of Deposit laddered over two years.

Nick Shearer made a motion that \$100,000 in each of those accounts that would be \$200,000. The two new accounts are the large cap equity and fixed instrument. Seconded by **Rob Jones**. Motion carried.

Issues and Advocacy Committee – Paul Dole reported for the committee.

Discussion:

- Update of the SNAP Employment & Training Appropriations Request
 - The SNAP E&T Appropriations Request will be revised based upon responses from the CAAs included in the initial request who are currently operating workforce development programs. Responses are to be submitted to CAK by October 16, 2023.

Paul Dole made a motion to change the ask to the smaller number based upon the responses that you receive by close of business Monday. Seconded by **Hal Goode**. Motion Carried.

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

Discussion:

- Election of At Large Member
 - Nomination received for Robin Whitaker.

Chair Catrena Bowman called for a vote to place **Robin Whitaker** into the At-Large Position. The vote passed. **Robin Whitaker** is now the At-Large Member.

Weatherization Committee –

Discussion:

- **Rob Jones** is the co-chair.

SEACAA Report – Rick Baker presented the report.

The Annual Conference in Myrtle Beach was well attended, and SEACAA Board received valuable feedback on the event. Next year the annual conference will be in Orlando.

National Community Action Partnership Report – Paul Dole presented the report.

Management and Leadership Training Conference will be held in Vegas, February 14-16. The next Annual Conference is in Seattle, Washington from August 27-30, celebrating the 60th Anniversary of Community Action. CCAP slots are available at \$600 each.

Action Item –

David Carroll conducted the first reading of proposed changes to the bylaws. These will not be effective until properly read and ratified at the December 2023 Board Meeting.

David Carroll made a motion to accept the first reading. **Brenda Fox** seconded the motion. Motion carried.

New Business –

Darrell Shouse made a motion that we go into Closed Session for Personnel Matters. **Troy Roberts** seconded the motion. Motion carried. Entered closed session at 10:13 a.m.

Darrell Shouse made a motion to return to open session at 11:14 a.m. **Nick Shearer** seconded the motion. No action was taken.

Old Business –

Outstanding CAK dues were discussed. Invoice reminders will be sent by CAK.

Motion to adjourn by **Darrell Shouse**. Seconded by **Kenneth Walters**. Motion Carried. Meeting ended at 11:15 a.m.

Troy Roberts

[Troy Roberts \(Nov 17, 2023 08:59 EST\)](#)

Troy Roberts
Secretary

October 2023	Motion	Made By	Seconded	Carried/Failed/ Tabled/ Adopted
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2023-10-01	Motion to approve the agenda.	Hal Goode	Rick Baker	Carried
2023-10-02	Motion to approve the previous minutes as mailed.	Carla Brown	Darrell Shouse	Carried
2023-10-03	Motion to accept the report.	Paul Dole	Rob Jones	Carried
2023-10-04	Motion to submit a letter to come from Community Action Kentucky to the Office of Head Start.	Sharon Price	Darrell Shouse	Carried
2023-10-05	Motion that \$100,000 in each of those accounts that would be \$200,000. The two new accounts are the large cap equity and fixed instrument	Nick Shearer	Rob Jones	Carried
2023-10-06	Motion to change the ask to the smaller number based upon the responses that you receive by close of business Monday	Paul Dole	Hal Goode	Carried
2023-10-07	Vote to place Robin Whitaker into the At Large Position.			Passed
2023-10-08	Motion to accept the first reading.	David Carroll	Brenda Fox	Carried
2023-10-09	Motion that we go into Closed Session for Personnel Matters.	Darrell Shouse	Troy Roberts	Carried
2023-10-10	Motion that we return to Open Session.	Darrell Shouse	Nick Shearer	Carried
2023-10-11	Motion to adjourn.	Darrell Shouse	Kenneth Walters	Carried

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Catrena Bowman

Catrena Bowman (Nov 27, 2023 09:00 EST)

Catrena Bowman
Board Chair

Community Action Kentucky Special Called Board Meeting

October 19, 2023, 9:00 a.m. EST.

Community Action Council 913 Georgetown Street, Lexington KY (In-person only Meeting)

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, **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, **Northeast** Kentucky Community Action Agency, **Northern** Kentucky Community Action Commission, **Pennyrile** Allied Community Services.

Madame Chair Catrena Bowman - We've scheduled this special called meeting to discuss revisioning CAK, which includes revisioning from a staffing perspective. I'd like to entertain a motion to move into closed session to discuss options with respect to a matter that falls within KRS 61.810(1)(f). Attorney Rob Hudson with Frost, Brown, Todd that is attending by phone to offer advice and/ or answer questions.

9:02 am EST.

Darrell Shouse made the motion to enter closed session. **Hal Goode** seconded the motion. Motion carried.

10:16 am EST.

David Estapp made the motion to return to open session. **Hal Goode** seconded the motion. Motion carried.

Troy Roberts made the motion to allow the Executive Committee to negotiate with the Executive Director of CAK in the revisioning of the association. The results of the negotiations will be brought to the full board of directors for approval. **Rick Baker** seconded the motion. The motion carried.

Motion to adjourn was made by **Rob Jones** and seconded by **Kenny Walters**. A discussion ensued as to whether the meeting should be adjourned or recessed for a few hours and then continued. The motion carried with **Darrell Shouse** voting no. The meeting was adjourned at 10:22 am EST.


Troy Roberts (Nov 27, 2023 10:12 EST)

Troy Roberts

Secretary

October 19 2023	Motion	Made By	Seconded	Carried/Failed/ Tabled/ Adopted
2023-10-01	Motion to enter closed session.	Darrell Shouse	Hal Goode	Carried
2023-10-02	Motion to return to open session.	David Estepp	Hal Goode	Carried
2023-10-03	Motion to allow the Executive Committee to negotiate with the Executive Director of CAK in the revisioning of the association. The results of the negotiations will be brought to the full board of directors for approval.	Troy Roberts	Rick Baker	Carried
2023-10-04	Motion to adjourn.	Rob Jones	Kenny Walters	Carried

Catrena Bowman
Catrena Bowman (Nov 27, 2023 10:40 EST)

Catrena Bowman

Board Chair

Community Action Kentucky Special Called Board Meeting

November 6, 2023, 9:30 am EST.

Community Action Council 913 Georgetown Street, Lexington KY (In-person only Meeting)

Madame Chair Catrena Bowman called the meeting to order at 9:31 a.m. EST.

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, **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, **Northeast** Kentucky Community Action Agency, **Northern** Kentucky Community Action Commission, **Pennyriple** Allied Community Services, **Tri-County** Community Action Agency.

Madame Chair Catrena Bowman - We've scheduled this special called meeting to discuss revisioning CAK, which includes revisioning from a staffing perspective. I'd like to entertain a motion to move into closed session to discuss options with respect to a matter that falls within KRS 61.810(1)(f). Attorney Rob Hudson with Frost, Brown, Todd that is attending by phone to offer advice and/ or answer questions.

9:33 a.m. EST.

Rick Baker made the motion to enter closed session. **Carla Brown** seconded the motion. Motion carried.

12:27 p.m. EST.

Rick Baker made the motion to return to open session. **Sharon Price** seconded the motion. Motion carried.

Darrell Shouse made the motion to separate employment with the current Executive Director immediately and to authorize the Executive Committee to pursue an exit package. **Rob Jones** seconded the motion. Due to the nature of the motion, a rollcall vote was conducted. **Northeast** Kentucky Community Action Agency abstained. All other members present were in favor. The motion carried.

David Carroll asked for a Board Resolution to add Troy Roberts as signatory on all Community Action Kentucky bank accounts. **Paul Dole** seconded the motion. The motion carried.

Paul Dole made the motion that Community Action Kentucky contract with Blue Grass Community Action Partnership to act as the interim Executive Director until the position was filled. **Darrell Shouse** seconded the motion.

Darrell Shouse asked if the Personnel Committee could be expanded to assist in the search for and interviewing of potential new Executive Director candidates. **Troy Roberts** asked that with Blue Grass's new role as interim Executive Director, he be removed from the committee do to time constraints. **Madam Chair Catrena Bowman** agreed and removed Troy Roberts from the Personnel Committee and asked if anyone would like to volunteer to serve on the Personnel Committee. **Rob Jones** and **Martina Rowe** volunteered and both were added to the committee.

Motion to adjourn was made by **Rick Baker** and seconded by **David Estep**. The motion carried with **Darrell Shouse** voting no. The meeting was adjourned at 1:12 p.m. EST.


Troy Roberts (Nov 27, 2023 12:09 EST)

Troy Roberts
Secretary

November 2023	Motion	Made By	Seconded	Carried/Failed/ Tabled/ Adopted
2023-11-01	Motion to enter closed session.	Rick Baker	Carla Brown	Carried
2023-11-02	Motion to return to open session.	Rick Baker	Sharon Price	Carried
2023-11-03	Motion to separate employment with the current Executive Director immediately and to authorize the Executive Committee to pursue an exit package.	Darrell Shouse	Rob Jones	Carried
2023-11-04	Board Resolution to add Troy Roberts as signatory on all Community Action Kentucky bank accounts.	David Carroll	Paul Dole	Carried
2023-11-05	Motion that Community Action Kentucky contract with Blue Grass Community Action Partnership to act as the interim Executive Director until the position was filled.	Paul Dole	Darrell Shouse	Carried
2023-11-06	Motion to adjourn.	Rick Baker	David Estep	Carried

Review Signature Page

Catrena Bowman
Catrena Bowman (Nov 27, 2023 11:17 EST)

Catrena Bowman

Board Chair

ITEM III-
FINANCIAL
REPORT

Community Action Kentucky, Inc. Statement of Financial Position

	Year To Date 10/31/2023	Year Ending 06/30/2023	FY Change
Assets			
Current Assets			
General Checking	12,065,673.30	6,397,715.74	5,667,957.56
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	11,239,975.41	2,394,327.88	8,845,647.53
Unbilled Grants Receivable	106,083.99	(88,687.03)	194,771.02
A/R - Subrecipients	107,996.86	2,881.05	105,115.81
Housing Loans Receivable	1,119.72	1,119.72	0.00
Prepaid Expenses	26,062.55	4,223.13	21,839.42
Total Current Assets	23,551,414.13	8,719,714.59	14,831,699.54
Fixed Assets	1,191,126.13	1,242,810.25	(51,684.12)
Baird - Investments	956,063.74	1,022,396.28	(66,332.54)
Total Assets	25,698,604.00	10,984,921.12	14,713,682.88
Liabilities & Net Assets			
Liability			
Accounts Payable	3,689,005.26	2,121,879.49	1,567,125.77
Credit Card Payable	4,319.43	7,918.78	(3,599.35)
Accrued Expenses	18,773.44	(118,100.18)	136,873.62
Payroll Liability	80,967.29	117,194.07	(36,226.78)
Deferred Revenue	19,282,897.54	5,888,122.00	13,394,775.54
Total Liability	23,075,962.96	8,017,014.16	15,058,948.80
Net Assets			
Without Donor Restrictions	2,967,906.96	3,051,442.82	(83,535.86)
Change in Net Assets	(345,265.92)	(83,535.86)	(261,730.06)
Total Net Assets	2,622,641.04	2,967,906.96	(345,265.92)
Total Liabilities & Net Assets	25,698,604.00	10,984,921.12	14,713,682.88

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

Community Action Kentucky, Inc. Statement of Activities

	Month To Date 10/31/2023	Year To Date 10/31/2023	% of Annual Budget As a Decimal	Annual Budget	Remaining Budget
Operating Revenue					
Government Grants	3,067,051.70	16,859,095.97	0.16	102,302,666.36	85,443,570.39
Government Grants Unbilled	106,051.99	194,771.02	0.00	0.00	(194,771.02)
Other Grant	0.00	0.00	0.00	751,672.58	751,672.58
Non-Grant Contract	232.44	13,736.90	1.37	10,000.00	(3,736.90)
Donations	1,250.00	1,250.00	0.00	0.00	(1,250.00)
Dues - Regular	12,239.80	48,959.20	0.34	142,477.57	93,518.37
Meeting Income	0.00	659.00	0.01	88,239.50	87,580.50
Rental Income	1,300.00	5,800.00	0.25	22,800.00	17,000.00
CASTINET 3	16,666.66	66,666.65	0.33	200,000.00	133,333.35
Interest/Dividend Income	1,856.77	7,621.63	0.20	38,000.00	30,378.37
Other Income	0.00	4,499.94	0.09	50,000.00	45,500.06
Total Operating Revenue	3,206,649.36	17,203,060.31	0.17	103,605,856.01	86,402,795.70
Operating Expense					
Payroll Expenses	52,788.09	264,844.27	0.18	1,484,945.98	1,220,101.71
Fringe Expenses	24,760.00	151,991.82	0.22	697,043.16	545,051.34
Other Operating Expenses	182,277.03	481,714.35	0.20	2,410,073.66	1,928,359.31
Total CAK Operating Expenses	259,825.12	898,550.44	0.20	4,592,062.80	3,693,512.36
Subrecipient Expenses	3,064,584.82	16,578,951.55	0.17	99,171,793.21	82,592,841.66
Total Operating Expense	3,324,409.94	17,477,501.99	0.17	103,763,856.01	86,286,354.02
Non-Operating Activity					
Total Non-Operating Activity	(24,723.55)	(70,824.24)	0.00	0.00	70,824.24
Total Change in Net Assets	(142,484.13)	(345,265.92)	2.19	(158,000.00)	187,265.92

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

Year To Date 10/31/2023

Cash flows from operating activities	
Change In Net Assets	(345,265.92)
Change in Cash from Operating Activities	
Amortization	51,684.12
Accounts Receivable	(9,144,120.56)
Prepaid Expenses	(21,839.42)
Accounts Payable	1,563,526.42
Deferred Revenue	13,394,775.54
Other Liabilities	100,646.84
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Cash flows from operating activities	5,599,407.02
Cash flows from investing activities	
Gain/Loss on long term investments	66,332.54
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Cash flows from investing activities	66,332.54
Increase (Decrease) in Cash	5,665,739.56
Cash, Beginning Period	6,400,934.74
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Cash, End of Period	12,066,674.30
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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 October 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		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	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	
Operating Revenue																					
Government Grants	185,592	740,000	11,740,572	82,800,147	0	123,547	49,968	200,000	125,380	400,000	2,255,321	12,310,167	0	0	2,498,613	5,728,805	3,650	0	16,859,096	102,302,666	
Government Grants Unbilled	(60,127)	0	269,219	0	76,062	0	(4,696)	0	20,545	0	(73,683)	0	6,829	0	(39,378)	0	0	0	194,771	0	
Other Grant	0	0	0	0	0	0	0	0	0	0	0	0	0	751,673	0	0	0	0	0	751,673	
Non-Grant Contract	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Donations	0	0	0	0	0	0	0	0	0	0	0	0	13,736	0	0	10,000	0	0	13,737	10,000	
Dues - Regular	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,250	1,250	
Meeting Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	48,959	142,478	
Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	659	88,239	
CASTINET 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,800	22,800	
Interest/Dividend Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	66,667	200,000	
Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,621	38,000	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,500	50,000	
Total Operating Revenue	125,465	740,000	12,009,791	82,800,147	76,062	123,547	45,272	200,000	145,925	400,000	2,181,638	12,310,167	20,565	751,673	2,459,235	5,738,805	139,106	541,517	17,203,060	103,605,856	
Operating Expense																					
CAK Operating Expenses																					
Payroll Expenses	80,733	367,912	30,079	191,999	22	6,436	14,921	57,287	12,282	58,719	22,911	112,036	2,371	50,183	7,151	466,552	94,374	173,823	264,844	1,484,946	
Fringe Expenses	59,025	169,257	15,726	88,325	9	2,947	7,990	26,374	5,188	26,994	18,014	51,558	1,227	23,064	4,713	228,626	40,099	79,896	151,992	697,043	
Legal Fees	0	0	0	10,000	0	0	0	0	0	0	0	1,500	1,010	0	0	0	2,099	23,000	3,109	34,500	
Audit Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40,000	0	40,000	
Accounting & Payroll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	53,500	165,000	53,499	
Technology Services	0	0	16,404	237,354	0	10,000	1,237	28,433	0	0	0	50,000	0	74,912	0	92,000	73,248	328,915	90,891	821,614	
Marketing Services	0	0	620	10,000	0	1,500	0	0	0	0	7,267	0	0	0	0	74,911	0	0	7,886	86,411	
Other Professional Services	76,650	0	690	1,040	0	3,670	0	4,000	4,000	14,500	0	0	0	0	1,000	0	27,042	48,040	109,381	71,250	
Travel	5,392	48,951	1,149	17,500	0	3,000	952	6,500	226	1,542	0	6,000	0	1,500	1,987	18,044	8,168	27,902	17,874	130,939	
Travel - Out-of-State	1,570	0	0	0	0	0	0	0	5,923	0	0	0	0	0	0	0	936	0	8,429	0	
Meeting	0	0	0	0	0	15,032	0	0	0	0	0	0	0	0	0	17,370	(854)	59,950	(854)	92,352	
Professional Association Fees	489	600	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	489	600	
Education/Registration	1,308	4,000	0	1,000	0	0	0	140	0	5,200	0	0	0	0	0	0	2,649	8,150	3,957	18,490	
Telephone	0	480	296	6,500	0	0	0	0	0	0	0	0	0	0	0	0	5,417	35,280	5,712	42,260	
Postage	36	0	0	0	0	0	0	0	0	0	799	24,500	0	0	0	0	226	200	1,063	24,700	
Supplies	586	2,000	0	0	0	0	0	500	0	240	0	1,200	0	0	0	0	1,316	9,000	1,901	12,940	
Equipment Lease	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	270	0	270	0	
Publications/Subscriptions	0	1,200	4	0	0	0	0	0	0	0	0	0	0	6,000	0	0	40,030	314,046	40,035	321,246	
Dues/Fees	0	2,215	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,526	32,940	10,525	35,155	
Insurance/Bonding	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Pollution Ins	0	0	0	0	76,062	70,338	0	0	0	0	0	0	0	0	0	0	(13,108)	25,901	(13,107)	25,901	
Printing	0	500	0	5,000	0	2,000	0	0	0	0	0	2,500	0	0	0	50,001	19	600	18	60,601	
Advertising	0	0	0	2,000	0	0	0	0	0	0	0	92,983	0	0	0	52,000	0	0	0	146,983	
Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,104	8,880	2,105	8,880	
Repairs/Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,527	11,000	4,526	11,000	
Depreciation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	51,684	178,000	51,684	178,000	
Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,084	10,914	7,085	10,914	
Shared Costs	34,877	142,885	39,100	257,283	22	8,624	20,172	76,766	3,369	22,805	29,678	150,130	2,011	67,246	3,070	156,182	(133,125)	(881,921)	(826)	0	
Reclassify Unfunded Grant Expense	(112,528)	0	0	0	(53)	0	0	0	(63)	0	0	0	0	0	0	0	112,644	0	0	0	
Total CAK Operating Expenses	148,138	740,000	104,068	828,001	76,062	123,547	45,272	200,000	30,925	130,000	78,669	492,407	6,619	222,905	17,920	1,155,686	390,875	699,517	898,550	4,592,063	
Subrecipient Operating Expenses																					
Subrecipient Admin	0	0	1,101,721	81,972,146	0	0	0	0	90,000	270,000	2,102,969	11,817,760	13,946	528,768	508,204	4,583,119	0	0	3,816,839	99,171,793	
Subrecipient Benefits	0	0	10,804,002	0	0	0	0	0	25,000	0	0	0	0	0	1,933,111	0	0	0	12,762,113	0	
Total Subrecipient Operating Expenses	0	0	11,905,723	81,972,146	0	0	0	0	115,000	270,000	2,102,969	11,817,760	13,946	528,768	2,441,315	4,583,119	0	0	16,578,952	99,171,793	
Total Operating Expense	148,138	740,000	12,009,791	82,800,147	76,062	123,547	45,272	200,000	145,925	400,000	2,181,638	12,310,167	20,565	751,673	2,459,235	5,738,805	390,875	699,517	17,477,502	103,763,856	
Total Operating Activity	(22,673)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(251,769)	(158,000)	
Non-Operating Activity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(70,824)	(70,824)	
Total Change in Net Assets	(22,673)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(322,593)	(158,000)	

ITEM V-

**EXECUTIVE
DIRECTOR'S
AND
STAFF
REPORTS**

CAK Staff Reports
December 2023

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Executive Director Report

Submitted by Troy Roberts

November 6th thru November 20th 2023

Notified the following:

- ❖ DCBS
- ❖ KHC
- ❖ Dean Dorton – Kaydee Rupert
- ❖ ADP
- ❖ RPIC
- ❖ NCAF
- ❖ NCAP
- ❖ SEACAA
- ❖ Cornerstone
- ❖ Wyatt, Tarrant & Combs – Kathie McClure and Sherry Porter

Actions Taken

- ❖ Met with all staff in a group and individually.
- ❖ Forms have been filled out to add Wendy and I as administrators. No response from ADP.
- ❖ Worked with Susanne to approve payroll.
- ❖ Removed Roger McCann as a signor on all bank accounts.
- ❖ Removed Roger McCann as Authorizing Official on the RPIC grant.
- ❖ Requested an extension for RPIC Work Plan
- ❖ Stopped daily staff meeting. These are held twice a week currently.
- ❖ Tabled request to do an RFP for IT assistance for Castinet.
- ❖ Attended State and Federal FEMA meetings.
- ❖ Working through attorneys to get an agreement for IT assistance.
- ❖ Working on RPIC reports.
- ❖ Working on getting access to do the RPIC draws. (No draw for September.)
- ❖ Working with the state to get the LIHEAP Modifications.
- ❖ DOL- Additional information request.

CSBG Board Report
Submitted by Troy Roberts

Community Needs Assessment:

A meeting was held on November 14th to discuss the Community Needs Assessment and any changes that may need to be made.

Organizational Standards of Excellence:

We have been in contact with Nancy Rowland and Kris Wilson to address any questions or needs they may have.

CSBG Report:

October's CSBG report was submitted in the incorrect format despite prior meetings with the state.

RPIC:

We have been working through issues to change the authorizing official.

Community Needs Assessment Results:

The CNA data below is from July 1, 2023 – November 21, 2023. There was a total of 5,394 Community Needs Assessments that were completed in Survey Monkey. 4,696 of these were complete responses.

Agencies	# of Counties	Total Survey Monkey Responses	Disqualified (Not Complete)	Complete Responses
Audubon Area Community Services	7	253	86	167
Bell-Whitley CAA	2	203	6	197
Big Sandy Area CAP	5	111	19	92
Blue Grass CAP	9	516	122	394
Central Kentucky CAC	8	884	46	838
Community Action of Southern Kentucky	10	178	38	140
Daniel Boone CAA	4	209	65	144
Gateway Community Action	5	240	85	155
Harlan County CAA	1	57	2	55
Lake Cumberland CAA	10	729	83	646
Licking Valley CAP	5	15	5	10
LKLP Community Action Council	4	923	30	893
Middle Kentucky CAP	4	577	23	554
Multi-Purpose CAA	3	89	23	66
Northeast Kentucky CAA	5	145	7	138
Pennyrile Allied Community Service	9	175	55	120
Tri-County CAA	3	5	1	4
West Kentucky Allied Services	8	85	2	83
Totals	102	5,394	698	4,696

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 Katlyn Miller at katlyn@capky.org.

Programs Board Report**Submitted by Margie Meehan****LIHEAP:**

Fall Subsidy began November 6, 2023, and will continue through December 15, 2023. At the time of this report, all agencies are projected to have sufficient funding to operate throughout the entire component period. Winter Crisis will begin January 9, 2024. Subcontract modifications will be issued upon receipt of an executed contract mod from CHFS. There are three funding sources for LIHEAP, Regular, CAA Supplemental and IJJA. These funding sources must be tracked separately, and the funding source allocated will be notated on the subcontract modifications. The CAA Supplemental funding has an expiration date of September 30, 2024.

LIHWAP:

LIHWAP ended September 22, 2023. CAK is preparing the monitoring reports and will submit to DCBS prior to the end of the liquidation period, December 31, 2023.

HEA:

The first applications for the HEA Slot program will be transmitted to utilities mid-December for benefits to be applied in January. CAK is monitoring applications and slots and will work with agencies that may need to move slots within counties. Utilities may also request re-allocate slots if it appears they will not be filled.

Disaster Case Management:

KY-4630-DR Tornado period of performance ends December 12, 2023. All work must be completed by this date. FEMA will not allow any charges to the grant outside the period of performance. 63 tornado survivors were assisted with Disaster Case Management. Disaster Case Managers worked closely with Ky Emergency Management to assist the most difficult cases in the Western KY area. CAK will work with agencies to prepare the final report and close the program.

Eastern Ky Flood Disaster Case Management will continue through July 12, 2024. At the time of this report, there have been 868 Disaster Case Management Plans opened and 302 cases closed. Agencies continue to receive referrals for assistance.

Goodwill:

The Goodwill voucher program ends December 12, 2023, and all vouchers must be used by that date. This program is renewed annually. CAK has made contact with Goodwill to determine if the program will continue in 2024. We are waiting for a reply from Goodwill.

Kynect:

Open Enrollment started November 1 and will continue through January 16, 2024. July through October, kynectors have completed 2052 Medicaid applications and 521 QHP applications, enrolling 3723 Kentuckians in health insurance. KHBE is working with the marketing firm, Doe Anderson, and sponsoring many large events across the state. These events require kynector presence and all agencies have been participating. Outreach is focused on Open Enrollment until January.

KWCSP:

CAK staff attended the KWCSP Advisory Committee meeting on October 24th.

Communications:

CAK provided LIHEAP Fall Subsidy outreach materials to CAAs, which included a press release, outreach graphics, fact sheet, flyer, and outreach language. In preparation for LIHEAP Fall Subsidy, CAK has provided CAAs with a pre-registration flyer. Fall Subsidy was advertised across CAK's social media platforms and via a statewide press release on October 31st. As of this report, the Facebook post reached 8,590 people and was shared 121 times.

CAK created and distributed Fact Sheets for HEA Programs.

During October, CAK shared social media post for Energy Awareness Month. Governor Beshear issued a proclamation declaring October 30th as Weatherization Day. The Facebook post reached 2,267 to date and was shared seventeen times.

Trainings:

CAK staff wrapped up the tenth session of the SPARK Training, Strengthening Partnerships and Revitalizing Knowledge, on October 17th. Following the trainings, we received 115 feedback surveys from CAA staff. On average, the respondents rated their confidence in applying their new knowledge to their roles at 4.6 out of 5.

We continue to hold monthly update calls to provide program resources, answer questions, and share updates with CAA staff. In October, the monthly update call provided CAAs information to prepare for upcoming fall programs. November discussion focused on crowd control policies, especially for CAAs utilizing appointment scheduling.

CAK conducted HEA Kickoff Meetings with representatives from KU/LGE, Delta, and Columbia Gas, along with the coordinating Community Action Agencies. These meetings covered outreach materials, application process, and administrative policies. Kentucky Power coordinated their own calls, for which CAK attended along with agencies.

Association Board Report

Submitted by Katlyn Miller

Partnerships:

CAK staff participated as exhibitors at the Fatherhood Summit, establishing numerous potential conference speaker contacts and exploring a partnership opportunity with Kentucky Pretrial Services. CAK shared network-specific outreach material, as well as information specific to Kynect.

CAK presented to a Kentucky Pretrial Services workgroup on November 1st, sharing information about the Community Action Network and opportunities to create partnerships with local CAAs. Continuing this discussion, CAK with Community Action Council presented to the Fayette County Pretrial Staff about resources availability in Lexington and surrounding communities. Pretrial Services is actively looking for partnerships to help their clients who have outstanding needs, such as housing, transportation, and mental health services.

CAK staff attended the Early Childhood Vaccine Connection on November 8th.

2024 Conference:

A survey requesting suggestions for session topics, pre-conference tracks, and speakers for the upcoming conference was sent to CAA staff.

CAK is reaching out to potential speakers to gather pricing information and create a tentative track listing. We are looking at expanding the pre-conference track to include a Human Resources or Leadership offering.

We have spoken with The Manchester, a new hotel in Lexington, to host a “Welcome Reception” on Tuesday Evening. This event would provide network along with light refreshments/beverages for attendees.

Legislative Update:

CAK staff participated in NCAF’s monthly coffee chats to keep up to date with happenings in Washington D.C. that could impact the network. CAK staff attended NCAP’s first Policy & Advocacy Roundtable.

An updated request for SNAP E&T Appropriations was submitted to the Chair of the Appropriations Committee. CAK is focused on ways to assist CAAs with speaking to their respective legislators about the request. Several handouts were provided to assist with those discussions, including a summary of the request and a breakdown of the numbers requested by CAAs.

Katlyn Miller has initiated the process with Kentucky Executive Branch Lobbying to register as an Executive Branch Lobbyist.

Legislative Breakfast:

CAK emailed registration information and details about the hotel block. CAK has also provided an updated list of legislators by CAA. CAAs can email CAK with meeting request to schedule for the day of the breakfast. Invitations have been printed and will be mail to Legislators the first week of January.

CASTiNET Board Report

Submitted by Susanne Funken

CASTiNET Release Notes

- My Referrals
 - Fix Save and Open doesn't work from Programs & Services
 - Fix Assigned user does not save
 - Add documents to item upon creation
- Family Goal Plan
 - Change Primary Case Manager to be list of users that have Edit rights
 - Fix user with rights should not see save button on edit screen
 - Code cleanup
- History: Fix householdprogramid can be undefined
- Referral Out: Remove Source
- Income: Fix age doesn't show for child under 1
- Select Income Profile
 - Optimize getting income profiles
 - Fix last completed income profile does not default
 - Fix Save as Pending does not save selected profile
 - Fix unable to get out of Select Income Profile popup
- Services
 - Fix scenario where duplicate KU/LGE pledges can be made
 - Fix deny button failing for KU/LGE application
 - Edit LIHEAP Performance Information
 - New field on LIHEAP Application: Utility Responsibility
 - Fix account number format mask
- Configurations: Fix save can be clicked multiple times on Benefit Types, Resources, Benefit Groups, Units of Measurements, Program Grouping, Tags, Needs, Tenant Accounts, Goals, Action Steps
- Updated message for insufficient rights scenarios
- Reporting
 - Remove error message to enter parameters
 - Log all reporting calls
 - Download Partner report as CSV
 - Update Telerik versions of all reports
 - Fix \$35,000 max income rule
 - Household History: Performance Improvements
 - Payments: Performance Improvements
- Income
 - Limit Select Income Profile options to last 12 months
 - Add default date to Copy Income Profile
- Report Server - Update System error message for Invalid ClientID
- My Referrals

- Limit red icon to only show unassigned count to work queues user has assign rights to
 - Create New Referrals - show all users with read rights in assignment dropdown if I have assign rights
 - CAK Partner Referrals: Fix rights for CAK Program Staff
- Client Intake: Fix inactive tags should show on read-only screens and should show on edit screens if previously selected
- Household Overview - Manage Documents: Allow pdf, jpg and png file types (same as on other upload screens)
- My Referrals
 - Remove 250 character limit on Source Details
 - CAK Partner Referrals - Sort Agency Dropdown and filter counties based on selected Agency
 - Change "All Counties" option to "Not Provided" and list all counties selected as the Agency's service territory
 - If user has Assign rights, show items assigned to user plus all unassigned rights in red icon
- History Screen
 - Add search box on Program Grouping dropdown & fix dropdown expanding beyond screen
 - Add program specific, work queue, and family goal plan rights
 - Fix scrolling would not always load more history
 - Add Workqueue specific right filter
 - Fix timezone adjustment for Status Date to be based on date/time at office the application was taken at.
- Services - Select Income Profile
 - Fix income profile popup not showing on continue from History screen
 - Programs & Services > Clicking continue button should show profile popup with saved profile selected
 - Show reason that some income profiles cannot be selected
- Income Profile: Fix default month/year when adding new or copying income profile when UTC is in different month than local timezone
- Services
 - Fix apps not autodenying for over income
 - Fix pending period check on services started in Family Goal Plan
 - Fix timezone adjustment for Submitted Date to be based on date/time at office the application was taken at.
 - Store warning message overrides which user performed it (e.g. Duplicate Identification, Account Number and Insufficient Funds)
 - WX Printout if not checked for HUD show No instead of blank
 - Performance Improvements for Approval
 - WX - Fix rights to be program specific for WX Application submission to Hancock
- Family Goal Plan
 - Fix changing program grouping on plan doesn't update and checks old rights
 - Opening an existing plan with household members that have been removed now redirects the user to the read-only page and provides them a insufficient rights error message instead of directing them to the edit page
 - Show (under 18) for minors
- Program Admin - CFN set default for Programs to 150% POP
- Client Assessment: Show (under 18) for minors

- Referrals: Show (under 18) for minors
- User Groups: Toggle active user groups
- Client List Report: Performance Improvements
- Background work on program specific rights
- Tag - Turn off "Black Jewel Coal Miner", "Covid 19" and "Team KY Fund" Tags
- WX - Update Formatting to reduce number of pages
- Fix Spelling Error on Action Step Background Check
- Update column width on Program Specific Rights Report
- Added additional validation to the Partner Admin Upload csv file
- Services: Fix user is able to complete an app for a zero income household when income household size and household size don't match
- History: Fix rights implementation filter was not showing all the records
- Global rights for Case notes functionality have been segregated from logical rights

ITEM VI-

INFORMATION

ITEM I –

UPDATED CAD

FINANCIAL REPORT

**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)