



Burlington County Community Action Program

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DR. RUBEN A. JOHNSON
Executive Director

**THE REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES
OF THE BURLINGTON COUNTY COMMUNITY ACTION PROGRAM
CONVENED ON TUESDAY, SEPTEMBER 17, 2019 AT THE HUMAN
SERVICES FACILITY, 795 WOODLANE ROAD, WESTAMPTON.**

I. CALL TO ORDER

President, Mr. Probsting called the meeting to order.

II. ROLL CALL

PRESENT

Beatrice Admore
C. Andre Daniels
Henry Gilyard
Colleen Majors
Mayor Randy Miller
Barbara Nixon
Mayor David Patriarca
William Probsting
Doris Simmons
Kathryn Townes
Suzanne Woodard

EXCUSED

Altona Payne

ABSENT

Carolyn Chang, Esquire
Debra Santos

STAFF PRESENT

Dr. Ruben A. Johnson, Chief Executive Officer
Sharon Forman, Director Administrative Services

III. MINUTES OF PREVIOUS MEETING

Ms. Townes made a motion to approve the minutes of the previous meeting. Ms. Woodard seconded the motion and the minutes of the previous meeting were approved noting an abstention from Mayor Patriarca.

IV. COMMUNICATIONS

None

V. TREASURER'S REPORT

Mr. Probsting stated the Board received the Financial Statements for the 6 months ended August 31, 2019 in the board package. (See Attachment "A") Mr. Daniels made a motion to approve the Treasurer's Report. Ms. Simmons seconded the motion and the Treasurer's Report was approved unanimously.



United Way
of Greater Philadelphia
and Southern New Jersey

VI. COMMITTEE REPORTS

A. Executive

Chairperson, Mr. Probsting stated the Board received the following Executive Committee Report in the monthly board package:

Executive Committee Members, William Probsting, Barbara Nixon, Debra Moore, Altona Payne and Doris Simmons were polled on July 31, 2019. The Executive Committee, with the exception of Ms. Santos who could not be reached, approved the following recommendations and submits same for board ratification:

Recommendation I

Recommend the Board of Trustees approve a renewal application to the Southern New Jersey Perinatal Cooperative in the amount of \$10,000.00 for the period of July 1, 2019 through June 30, 2020.

Rationale

The funding for the grant will provide Nutrition Education to women of childbearing age. Ten (10) sessions will be held and the participants will receive nutrition education and information about preparing healthy meals. They will prepare recipes during the sessions and be provided with the ingredients to replicate the recipe.

Recommendation II

Pursuant to the NJ Dept. of Community Affairs (DCA) regulations, we must obtain board approval for all "connected" applicants, which include staff, board members and volunteers who apply for Home Energy Assistance and Community Services Block Grant services. Therefore, we present the following applicants for approval:

<u>Initials</u>	<u>Program Applied For</u>	<u>Date</u>
M.M.T.F.	Head Start	5/12/19
O.Y.	Head Start	6/12/19
M.R.	Head Start	6/12/19
T. O.	Head Start	6/12/19
T.G.	Head Start	6/12/19
J.E.	Head Start	6/12/19
K.B.	Head Start	6/12/19
E.T.	LIHEAP	6/25/19
T.H.	HPP/HPRP	7/3/19
L.M.	NJCK	7/22/19
T.C.	LIHEAP	7/26/19

Recommendation III

Recommend the Board of Trustees accept a Homelessness Prevention and Rapid Re-housing-2 (HPRP-2) grant from the NJ Department of Community Affairs in the amount of \$267,258.00, which includes \$80,177.40 for Homelessness Prevention and 187,080.60 for Rapid Re-housing. The purpose of the grant is: 1) to provide temporary rental assistance and stabilization services to help homeless individuals and families living on the streets or emergency shelters obtain permanent housing; and 2) prevention assistance to households in imminent risk of homelessness due to an eviction. The HPRP-2 grant term is from October 1, 2019 to September 30, 2021.

Rationale

There is a need to provide Homelessness Prevention and Rapid Re-housing services to the low-income population of Burlington County. The HPRP2 funds will be used to assist eligible households with incomes at or below 30% of AMI who are either homeless or at risk of becoming homeless. The Homelessness Prevention funds will be used to provide financial assistance and services to households that are at risk of homelessness to prevent them from becoming homeless. The Rapid Re-housing funds will be used to provide financial assistance and services to homeless individuals and families to help them obtain and retain permanent housing.

Recommendation IV

Recommend the Board of Trustees approve BCCAP Head Start and Early Head Start Program partner with Edgewater Park School District and/or Burlington Township School District in the Pre-School Expansion. Each school district is applying for 2019-2020 grant. Both districts are requesting 1-2 classrooms each based on center location and availability that would be negotiated and agreed upon by both parties. The partnership will also include a negotiated cost reimbursement per district student that is assigned to our classroom(s).

Rationale

Based on the successful partnership with the Mt. Holly School District, an opportunity to work closely with local school districts and to reach more eligible Head Start/Early Head Start students, establishing additional partnerships identifies BCCAP and BCCAP HS/EHS as an expert in Early Childhood Learning in Burlington County. Edgewater Park has 19 students already enrolled in Head Start and a Universe of 187. Burlington Township has 29 students already enrolled in Head Start and a Universe of 424.

Ms. Woodard made a motion to approve the Executive Committee Report/Recommendations. Mr. Daniels seconded the motion and the Executive Committee Report/Recommendations were approved unanimously.

B. Finance

President, Mr. Probsting stated the Finance Committee met at 6 PM this evening to review and discuss the Fiscal Policies & Procedures. Mr. Daniels made a motion to table the Fiscal Policies & Procedures until the November meeting as there are some issues pertaining to procurement that need to be clarified. Ms. Major seconded the motion and the motion carried unanimously.

VII. EXECUTIVE DIRECTOR'S REPORT

Dr. Johnson highlighted the administrative portion of the report and stated that Your Part Time Controller would be working for another month to prepare for the Agency audit. The Chief Fiscal Officer and the Chief Officer of Early Learning/Director of Head Start have been hired. The Board received the summary of the 2018 Community Needs Assessment. The Policy Council By Laws were sent to the Board of Trustees for review. Ms. Woodard made a motion to approve the Executive Director's Report. Mr. Daniels seconded the motion and the Executive Director's Report was approved unanimously.

VIII. EXECUTIVE DIRECTOR'S RECOMMENDATIONS

Recommendation I

Recommend the Board of Trustees approve to partner with the Propel Opportunity Fund to "Develop Senior Housing" in the City of Burlington, New Jersey. The development will consist of 50 affordable senior apartments which will be restricted to individual aged households aged 55 and over.

Rationale

The objective of the project is to facilitate the development of senior affordable rental housing at the site based on plans that were reviewed and provided by the City of Burlington. The project will be in one of Burlington City's Opportunity Zones. The property is a 0.699-acre, vacant parcel at the Southwest corner of Clarkson Street and Linden Avenue. The Board of Trustees has already approved moving forward on developing this property for Senior Housing. However, the opportunity to partner with "Opportunity Zone" funding and leverage from a company who has the immediate means to bring this project to full completion would be to our advantage, without having to seek "traditional" avenues that have been used in the past by the BCCAP organization. The Propel Opportunity Fund, Inc. is a \$450-million-dollar national opportunity fund that came to market in December of 2018. The Propel group has over 30 plus years of experience in finance real estate, business development and community engagement. This group is working not only in partnership with BCCAP on the

“Senior Housing Development” but is currently working closely with the City of Burlington to bring funding for housing rehabilitation and development to the distressed New Yorkshire neighborhood, which resides in an approved opportunity zone. BCCAP through its Community Housing Development Organization (CHODO) will work with the partner in leveraging any additional funding needed to complete this project. The partnership states; BCCAP will be the nonprofit organization who will partner with Propel to identify funding and use its CHODO status for funding; BCCAP will be the sole operator of the Senior Housing Complex once the construction has been completed and ready for occupancy; BCCAP will work with recruiting and subsidy’s that will be necessary for Seniors to afford the rent (affordable no more than 30%) of the residents income; BCCAP will provide property management and Social Service program functions for the property; the developer understands that once affordability requirements have been met over a 15-year affordable housing obligation that the property will be sold to the nonprofit (BCCAP) for \$1; and after acquisition and development this site will be managed by BCCAP using a combination of HOME, CSBG, LITC and other State and National foundation funds. Please feel free to visit “Propels” website at propelopfund.com to read more about this company.

Recommendation II

Pursuant to the NJ Dept. of Community Affairs (DCA) regulations, we must obtain board approval for all “connected” applicants, which include staff, board members and volunteers who apply for Home Energy Assistance and Community Services Block Grant services. Therefore, we present the following applicant for approval:

<u>Initials</u>	<u>Program Applied For</u>	<u>Date</u>
D.S.	NJCK	9/5/19

Recommendation III

Recommend the Board of Trustees approve the draft of the Policy Council By Laws.

Rationale

Please note the Policy Council By Laws were reviewed and updated by BCCAP attorneys to ensure that we are in compliance with the Head Start Performance Standards (2016) and the Head Start Act (2007). The Head Start Policy Council approved the By Laws on August 14, 2019. The draft of the Policy Council By Laws was sent to the Board of Trustees on August 19, 2019 via email for an eight (8) day review. The eight (8) day Board of Trustees review for questions and comments started on Monday, August 19, 2019 and ended on August 27, 2019.

Recommendation IV

Recommend the Board of Trustees approve the application for Family Engagement in the Juvenile Justice System Program Grant. The award amount is \$92,876. This grant is for one calendar year, January 1, 2020 to December 31, 2020

and listed as a second year option at the discretion of the County which could be extended to December 31, 2021.

Rationale

If awarded, the funds will be used to develop a comprehensive approach to collaborating with families of youth involved in the juvenile justice system. The program goals are to: 1) effectively engage families in decision making about the services provided to their children; 2) support parents in their efforts to advocate for their children; 3) involve families in system reform efforts; 4) train court staff to effectively engage parents.

BCCAP is looking for additional programs to grow its Civic Engagement and Community Empowerment Department under the Social Services Focus. Currently, under our CSBG funding initiative the department has been able to provide more services to the youth and families in the Pemberton Township community through initiatives such as but not limited to monthly mentoring workshops, quarterly leadership workshops, quarterly job readiness workshops. In attending monthly Burlington County Youth Services Advisory (YSAC) council meetings as well as quarterly Burlington County Partnership for Youth Services (BCPYS) it has been assessed that there is a need in the county for additional youth services specially the in the area of prevention/ intervention/ and engagement with those being referred from or to the Juvenile Justice Commission.

If awarded this grant, BCCAP would hire a full time Family Engagement Coordinator and Full Time Family Engagement Trainer that would be supervised under the Area Council and Community Engagement Coordinator. The Family Engagement Coordinator will be available 20 hours a week on site at the court during key court calendars, to serve as a family advocate and resource contact. Additionally, the coordinator will facilitate and/or encourage families to participate in a family-support network, create, facilitate and collect Family Engagement Surveys to parents, and will link families to both court and community-based resources. The Family Engagement Trainer will be responsible for developing and providing a total of 13 trainings, identified as orientation and training programs for involved families seeking leadership/advisory, families of detained youth, juvenile stakeholders and court staff. This grant would also be used for meeting and training supplies such as food and refreshments as well as provide incentives and stipends to participants of three (3) mandatory focus groups as well as parent participation in Family Support Network and chosen parents to be peer to peer co-trainers for other parents.

Recommendation V

Recommend the Board of Trustees approve an application to the Ellis Family Charitable Foundation for the Child Care Resource & Referral (CCR&R) Program. The award amount varies and ranges from \$1,500- \$3,000. This grant is for one calendar year and is open for renewal annually.

Rationale

BCCAP's CCR&R Family Child Care Program has received the Ellis Family Charitable Foundation for the last several years. The grant has been used to provide free professional development and access to free training to the family childcare providers of Burlington County. Past use of funds has been for professional development as well as STEM-related materials for the providers to keep on site after receiving the initial training. An example of how the dollars have been spent in the past is the Lead Trainer will schedule an appointment between one to two hours and go to the providers' locations whether it be a center or at home provider and start demonstrating use of some of the materials they brought and plan to provide to the them by using them on site with the children, then takes time to reviews the materials with the providers, as well as showing the providers a support binder that includes additional activity suggestions to be used for that specific set of materials. The providers keep the materials and binders and receive an hour or two of professional development. About ten family childcare providers were able to participate each year.

If awarded the grant this year, we propose to partner with nationally renowned trainers such as The Institute for Childhood Preparedness to bring their workshops, such as an Active Shooter course, to the child care providers in Burlington County.

Recommendation VI

Recommend the Board of Trustees approve the 2018 Community Needs Assessment.

Rationale

The Community Services Block Grant (CSBG) requires that all funded agencies submit a "Community Needs Assessment" every three-years. Therefore, this a required document that we must submit in order to remain in compliance with our contract.

Mayor Miller made a motion to approve the Executive Director's recommendations. Ms. Woodard seconded the motion and the Executive Director's recommendations were approved unanimously.

IX. OLD BUSINESS

None

X. NEW BUSINESS

None

XI. COMMENTS/SUGGESTIONS FROM GENERAL PUBLIC

None

Board of Trustees ~ September 17, 2019

XII. COMMENTS FROM BOARD MEMBERS

Mayor Daniels stated that a Traffic Impact Meeting would be held on September 23, 2019, 4 PM - 7 PM at the Westampton Township Municipal Building to discuss the impact on the 541 corridor as it relates to Virtua Hospital being built.

Councilwoman Woodard stated that on September 24, a meeting regarding the Opportunity Zone in Burlington City will be held.

Dr. Johnson stated that Ms. Payne and Ms. Nixon will be leaving the Board in November. Ms. Nixon stated that Ms. Payne will resign effective immediately because she is physically unable to serve and that Dr. Johnson should receive Ms. Payne's letter of resignation this week. Dr. Johnson stated the Board could utilize Ms. Nixon's knowledge and experience should she decide to remain on the Board.

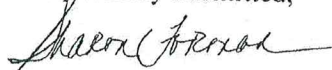
Dr. Johnson stated the Annual Meeting would be held in November. The Board Meeting will be held at 9 AM and the Annual Meeting will be held at 10 AM. Dr. Johnson also stated a Board Retreat would be held in early November.

Ms. Simmons inquired when the elections for Board Officers would be held. Dr. Johnson stated the Executive Committee would have to discuss this. It's very important that the Board set up some type of blue print for potential members for planning purposes. The Board needs to have a Strategic Retreat. We could possibly schedule it for late November or early December.

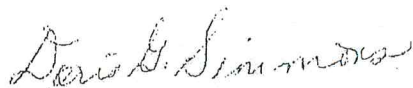
XIII. ADJOURNMENT

Ms. Woodard made a motion to adjourn. Mayor Patriarca seconded the motion and with all in favor, the meeting adjourned.

Respectfully submitted,



Sharon Forman
Director, Administrative Services



Doris G. Simmons
Board Secretary

Attachment

c: Scott Bruno, DCA



**BURLINGTON COUNTY COMMUNITY
ACTION PROGRAM**

FINANCIAL STATEMENTS FOR THE 6 MONTHS ENDED AUGUST 31, 2019



Burlington County Community Action Program

NOTES TO FINANCIAL STATEMENTS

Revenue

- In-Kind Contributions- 6 month budget goal \$729,803- Actual \$448,900- \$280,903 under budget due to the summer months.
- Grant Revenue – Under target due to the Head Start summer months.

Expenses:

- **Computer Software/Supplies & Building Repairs** – The majority of these expenses relate to the 2018-2019 budget year. A correction is required to include these expenses as accrued expenses for the year ended 2/28/19 which is being worked on by YPTC

Notes:

- Your Part Time Controller is on site at BCCAP to perform audit preparations so that new and current staff can concentrate on the current year.
- New Accounting Software implementation: We have implemented NetSuite, non-profit accounting software.
- It has been decided that we will enter all transactions into the system manually. The implementation is complete, we are in the process of adding all transactions from 3/1/19 to current.
- Labor allocations as well as square footage allocations have been completed to accurately reflect the time and labor spent for grants. The square footage allocations allow us to accurately allocate utilities, telephone, internet etc. to the various grants.

BURLINGTON COUNTY COMMUNITY ACTION PROGRAM

Statement of Financial Position

As of 8/31/2019

	<u>2020 Actual</u>	<u>2019 Actual</u>
ASSETS		
Cash	227,143	448,992
Grants receivables	479,879	508,698
Prepaid expenses	156,255	29,460
Due from affiliates	355,350	321,013
Property, plant & equipment less AD	<u>2,768,276</u>	<u>2,916,308</u>
Total ASSETS	<u>3,986,903</u>	<u>4,224,471</u>
LIABILITIES		
Mortgages & notes payables	28,358	33,706
Line of credit	13,749	16,823
Accrued interest	4,503	4,503
Accounts payable & accrued expenses	583,219	876,545
Deferred revenue	<u>838,755</u>	<u>478,696</u>
Total LIABILITIES	<u>1,468,584</u>	<u>1,410,273</u>
NET ASSETS		
Net assets without donor restrictions	<u>2,518,319</u>	<u>2,814,198</u>
Total NET ASSETS	<u>2,518,319</u>	<u>2,814,198</u>
TOTAL LIABILITIES & NET ASSETS	<u>3,986,903</u>	<u>4,224,471</u>

BURLINGTON COUNTY COMMUNITY ACTION PROGRAM

Statements of Revenues and Expenditures

From 3/1/2019 Through 8/31/2019

	Actual Unaudited 8/31/19	2020 Budget	Variance	% Remaining (Target 50%)
Revenue				
In-Kind Contrib.-Other	448,900	1,459,606	1,010,706	69%
Interest Income	1,081	0	(1,081)	N/A
Grants	4,006,666	10,151,750	6,145,084	61%
Other Income	16,478	0	(16,478)	N/A
Cash Donations	2,277	0	(2,277)	N/A
Patricia Hill Memorial Fund	500	0	(500)	N/A
Total Revenue	4,475,902	11,611,356	7,135,454	
Expenses				
Salaries Expense	2,154,839	5,874,010	3,719,171	63%
Payroll Tax Expense	282,284	691,397	409,113	59%
Employee Benefits	462,148	1,127,618	665,470	59%
Pension Expense		88,371	88,371	100%
Worker's Compensation	92,741	192,445	99,704	52%
Consultant-Temporary	171,120	193,920	22,800	12%
Professional Services	6,780	50,583	43,803	87%
Legal Expense	28,747	40,380	11,633	29%
ADP	19,378	36,702	17,324	47%
Employee Local Travel	11,984	83,922	71,938	86%
Out of Town Travel	2,442	9,000	6,558	73%
Client Transportation	14,617	57,044	42,427	74%
Rent Expense	12,870	64,095	51,225	80%
Utilities Expense	66,893	138,882	71,989	52%
Maintenance	22,454	53,557	31,103	58%

BURLINGTON COUNTY COMMUNITY ACTION PROGRAM

Statements of Revenues and Expenditures

From 3/1/2019 Through 8/31/2019

	Actual Unaudited 3/31/19	2020 Budget	Variance	
Office Supplies	34,226	55,397	21,171	38%
Computer Software/Supplies	26,000	37,624	11,624	31%
Program Supplies	22,512	70,203	47,691	68%
Beneficiary Food	107,591	200,312	92,721	46%
Janitorial Supplies	15,429	75,195	59,766	79%
Equipment Leased	9,906	27,607	17,701	64%
Property Taxes	4,433	0	(4,433)	N/A
Insurance	71,315	171,157	99,842	58%
Interest Expense	1,565	4,179	2,614	63%
Bank Fees & Other Charges	6,785	16,284	9,499	58%
Printing	3,586	9,355	5,769	62%
Building Repairs	117,496	161,697	44,201	27%
Equipment/Appliance Repairs	650	750	100	13%
AH Cari background check	2,459	4,209	1,750	42%
Staff Training & Development	67,346	117,155	49,809	43%
Provider Prof. Development	5,857	17,059	11,202	66%
Specific Assistance to Clients	102,482	283,403	180,921	64%
Telephone Expense	33,909	86,501	52,592	61%
Postage	8,025	19,259	11,234	58%
Vehicle Expense	29,672	73,700	44,028	60%
Parent Activity	3,011	17,594	14,583	83%
Advertising	1,100	1,184	84	7%
Donated Services - Other	444,081	1,459,606	1,015,525	70%
Total Expenses	<u>4,468,733</u>	<u>11,611,356</u>	<u>7,142,623</u>	
Change in net assets	<u>7,169</u>	<u>0</u>	<u>(7,169)</u>	