



Community **Action** Partnership of Ramsey & Washington Counties

Minutes for a Regular Meeting of the **Board of Directors** of
Community Action Partnership of Ramsey & Washington Counties Board of Directors
Held on **Thursday, March 16, 2023**, at **5:00 pm** via **Zoom**.

Members Present:	<i>Nicole Frethem, LaToya Whitfield, Curtis Johnson, Jillian McAdams, Luvidia Williams, George Stone, Mai Chong Xiong, C. Herme, Thomas Och, Karla Bigham</i>
Members Absent:	<i>Jessika Thomas-Powell, Kasey Wiedrich, Emma Corrie, Kiara White, Chai Lee</i>
Staff Present:	<i>Sonia Gass, Bastion Anderson, Gina Iliev, Nicolee Mensing, Pamela Maldonado, Cheryl Butz, Kevin Adams, Feleshia Edwards, Tom Moberg, Julie Hickok</i>
Guests Present:	<i>Amy Parker & Marcel Urman (Office of Economic Opportunity Training)</i>

I. CALL TO ORDER

The Board Chair, Nicole Frethem, called this regular meeting of the Board of Directors to order at 5:09 pm. A quorum was present. Nicole Frethem presided over the meeting and confirmed that all participants could see and hear one another. The Board recited the mission of Community Action. A roll call was taken by Bastion Anderson.

1. **Approval of the March 16, 2023 Agenda**

Nicole Frethem reviewed the agenda for the meeting previously distributed to the members of the Board and asked if there were any questions.

VOTED: to approve the agenda of the March 16, 2023 board meeting distributed to each member prior to the meeting.

2. **Approval of the February 16, 2023 Minutes**

Nicole Frethem called on the committee to approve the minutes of the board’s prior meeting on February 16, 2023, which were distributed to each member prior to the meeting.

VOTED: to approve the minutes of the February 16, 2023 board meeting distributed to each member prior to the meeting.

3. Board Chair’s Comments

Commissioner Frethem explained that we have been searching for many new board members. C. Herme has verbally resigned from the Board of Directors and this is her last Board meeting. Comm. Frethem shared her gratitude towards C. Herme. Comm. Frethem would like to continue building ad-hoc committees to continue further commitment between the Board and community. She is working with Sonia on creating benchmarks.

4. Interim Executive Director’s Comments

Sonia Gass is almost at her six month mark and is now proceeding to share with the Board her findings over that time. Kevin Adams last day will be the end of this month. The Agency received the assessment from Burgen KVB and will be discussing their findings with Nicole. Head Start is under recompetition and the Agency will be working closely with a grant writer to strengthen and organize the agency application. Sonia Gass made a call for support from the Board and discussed the actions being taken by the Agency to compete for the grant.

II. Board Training

1. Office of Economic Opportunity Board Training

The board members received training from the Office of Economic Opportunity administered by Amy Parker as required by CSBG organizational standards.

III. Seat New Member

1. Commissioner Karla Bigham was elected to the Washington County Board of Commissioners in 2022. This is her second tenure on the County Board. She previously served on the Washington County Board of Commissioners from 2015 to 2018. Commissioner Bigham served five years in the Minnesota State Senate in 2018 and 2020. She served in the Minnesota House of Representatives from 2007 to 2011. From 2005 to 2007 Commissioner Bigham served on the Cottage Grove City Council. Prior to serving on the city council, she chaired the Cottage Grove Public Safety, Health, and Welfare Commission. Additionally, Commissioner Bigham was chair of the Cottage Grove Charter Commission and was a member of the Cottage Grove Environmental Commission. She is a member of the Cottage Grove Area Chamber of Commerce.

Upon motion duly made and seconded, the board unanimously

VOTED: to seat Commissioner Karla Bigham to the Community Action Board of Directors.

2. Thomas Och grew up on the East Side of St. Paul and is looking for an opportunity to give back to the community. He is a volunteer at parent councils, a youth sports coach and mentor, as well as having a background in finance and non-profit governance. He is currently working as a Finance Lead Analyst for Ramsey County. He has served as treasurer for non-profits before.

Upon motion duly made and seconded, the board unanimously

VOTED: to seat Commissioner Thomas Och to the Community Action Board of Directors.

3. With the resignation of C. Herme, there is an open space in the private sector which would allow George Stone to continue serving on the Board as a housing expert. Due to the fact that he is already a member of the Board, he is not required to re-apply.

Upon motion duly made and seconded, the board unanimously

VOTED: to seat George Stone on the Community Action Board of Directors Private Sector.

IV. Consent Agenda

The board briefly reviewed the items on the consent agenda and was invited to pull any items out for further discussion if desired. The items presented in the consent agenda have been reviewed by at least one

committee, with the information provided to all board members prior to the meeting. No items were pulled for discussion.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the consent agenda, which includes:

- **Washington County FHPAP (Ratification)**
- **Ramsey County FHPAP (Ratification)**
- **December 2022 Credit Card Statements**

V. NEW BUSINESS/DISCUSSION FROM CONSENT AGENDA

1. Treasurer Position Discussion

Thomas Och has been nominated to

Upon motion duly made and seconded, the board unanimously

VOTED: to nominate Thomas Och to be the Treasurer of the Board of Directors.

Work Plan Update

Gina Iliev restated the vision of our organization and provided updates to the strategic work plan to the members of the Board. She provided strategies to reach the mission statement of the organization and shared Agency goals to be measured during the next review of the strategic work plan.

VI. STANDING COMMITTEE REPORTS

1. Planning & Evaluation Committee Report

The Planning & Evaluation Committee did not meet this month.

2. Finance Committee Report

January 31, 2023 completes four months of the agency fiscal year. The Statement of Financial Position presents an increase in current assets and short term liabilities at month end. The January cash balances are within the established agency guidelines. The agency is showing a loss for the four month period. Please note that the income and expenses for the building have been separated from this amount. The building is currently showing a loss for the four month period. Board Members were invited to ask questions about the financial report.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the January 2023 Financial Statements as presented at this meeting.

3. Head Start Policy Council Report

Head Start Policy Council did not meet this month.

4. Executive Committee Report

The Executive Committee recommended for approval the Slate of Officers and reviewed board policies.

VII. PROGRAM & DEPARTMENT REPORTS

All Program/Department Reports are included in the Board packet that was distributed to all members. Members were invited to ask questions on any of the reports.

VIII. ANNOUNCEMENTS/INFORMATION

1. 2023 Board of Directors Calendar

Nicole Frethem reviewed the 2023 Board of Directors meeting calendar, which is available in the packet.

2. Next Board of Directors Meeting

Nicole Frethem reminded members that the next Board of Directors Meeting will be held on Thursday, April 20th, 2023, at 6:00 pm.

IX. ADJOURN

Board Chair Nicole Frethem adjourned this regular meeting of the Board of Directors at 7:03.