



Minutes for a Regular Meeting of the **Board of Directors of  
Community Action Partnership of Ramsey & Washington Counties Board of Directors**  
Held on **Thursday, January 18, 2024**, at **6:00 pm** via **Zoom**.

<b>Members Present:</b>	<i>Nicole Frethem, Thomas Och, Luvidia Williams, George Stone, Kasey Wiedrich, LaToya Whitfield, Mai Chong Xiong, Jillian McAdams,</i>
<b>Members Absent:</b>	<i>Curtis Johnson, Emma Corrie, Kiara White, Jessika Thomas-Powell,</i>
<b>Staff Present:</b>	<i>Sonia Gass, Caitlin Duncan, Gina Iliev, Tyler Pauley, Brian Fisher, Pamela Maldonado, Nicolee Mensing, C. Herme, Sandra Pyles</i>
<b>Guests Present:</b>	

I. CALL TO ORDER

The Board Chair, Nicole Frethem, called this regular meeting of the Board of Directors to order at 6:09 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 Caitlin Duncan.

**1. Approval of the January 18, 2024 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 January 18, 2024 board meeting.

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

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

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

**3. Board Chair’s Comments**

Commissioner Frethem updated members on changes to the Board, including the establishment of an Ad Hoc Committee and a Governance Committee. There are also several changes to the roster and officer elections are taking place in March. Commissioner Frethem joined staff to visit Head Start sites.

**4. Executive Director’s Comments**

Sonia Gass updated the Board on the status of the Agency’s audit. Ms. Gass is meeting with staff from the Governor’s office on possible partnerships and gave an overview of the relationship. The theme for 2024 is CAPRW Does More. Ms. Gass informed the Board about other partnership opportunities that are being explored. Members were invited to the All-Staff celebration on January 26th.

## II. 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.

Upon motion duly made and seconded, the board unanimously

**VOTED:** to approve the consent agenda, which includes:

- **October 2023 Credit Card Statement**
- **November 2023 Credit Card Statement**

## III. NEW BUSINESS/DISCUSSION FROM CONSENT AGENDA

### 1. **Accept the Resignation of Chai Lee**

Chai Lee submitted his resignation due to capacity limitations.

Upon motion duly made and seconded, the committee unanimously

**VOTED:** to accept the resignation of Chai Lee.

### 2. **Seat New Public Sector Member: Temmy Olasimbo**

Commissioner Frethem introduced the application of Temmy Olasimbo who would serve as a Washington County representative on the public sector of the Board of Directors.

Upon motion duly made and seconded, the committee unanimously

**VOTED:** to seat Temmy Olasimbo on the Board of Directors with George Stone abstaining and remaining votes in favor.

### 3. **Officer Nominations**

Commissioner Nicole Frethem called for nominations for the officer positions in the Board of Directors. The Governance Committee will review the nominations and put forth the slate officers. The nominations are as follows:

Chair: George Stone

Vice Chair: George Stone, Kasey Wiedrich, LaToya Whitfield, Luvidia Williams, Jillian McAdams

Treasurer: Thomas Och

Secretary: Mai Chong Xiong, Kasey Wiedrich, Luvidia Williams, LaToya Whitfield

At Large: LaToya Whitfield, Luvidia Williams, Jillian McAdams

*Jillian McAdams joined the meeting at 6:37 pm.*

### 4. **Changes to Committee Appointments**

The Board reviewed committee assignments and made changes based on availability and attendance.

## 5. Democratic Election Process

Commissioner Frethem discussed the importance of a robust procedure for the democratic election of the consumer sector members of the board.

Upon motion duly made and seconded, the committee unanimously

**VOTED:** to approve the Democratic Election Process approved at this meeting.

## IV. STUDY SESSIONS

### 1. 2023 Work Plan Results

Caitlin Duncan presented the results of the 2023 work plan. 3 of the Agency's 4 goals are currently in process and 1 is completed.

## V. PROGRAM/DEPARTMENT & FINANCIAL 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.

## VI. STANDING COMMITTEE REPORTS

### 1. Finance Committee Report

Thomas Och mentioned that C. Herme and Tyler Pauley have been going above and beyond to finalize the 2022 audit. Mr. Och presented the September 2023 financial statements.

Upon motion duly made and seconded, the committee unanimously

**VOTED:** to approve the September 2023 financial statements as presented at this meeting.

### 2. Head Start Policy Council Report

Kiara White was not present for updates. Nicolee Mensing gave updates on the previous meeting. The maintenance team provided home repair training. Energy Conservation presented information about the program. Information about the Head Start family who lost children in a fire was also provided.

### 3. Executive Committee Report

Commissioner Frethem gave a summary of the meeting.

### 4. Governance Committee Report

Luvidia Williams gave a summary of the meeting, which included accepting the resignation of Chai Lee, nominating Temmy Olasimbo, revising the draft of the democratic election procedure, and reviewing 2023 board attendance and the board matrix.

## VII. ANNOUNCEMENTS/INFORMATION

### 1. 2023 Board of Directors Calendar

Nicole Frethem reviewed the 2024 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, February 15, 2024, at 6:00 pm.

VIII. EXECUTIVE SESSION

The Board went into Executive Session at 7:15 pm.

IX. ADJOURN