



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, June 16, 2022**, at **6:00 pm** via **Zoom** and in the **Wellstone Conference Room** at the **Community Action Resource Center** at **450 North Syndicate Street, St. Paul, MN.**

<b>Members Present:</b>	<i>Nicole Frethem, Chris Herme, LaToya Whitfield, Fadila Adam, Emma Corrie, Kasey Wiedrich, Toni Carter, Luvidia Williams, George Stone</i>
<b>Members Absent:</b>	<i>Jessika Thomas-Powell, Jillian McAdams, Nicole Hernandez, Curtis Johnson,</i>
<b>Staff Present:</b>	<i>Kevin Adams, Caitlin Duncan, Gina Iliev, Nicolee Mensing, Pamela Maldonado, Cheryl Butz, Feleshia Edwards, Fidelity Goodlaxson</i>
<b>Guests Present:</b>	<i>Ellen Watters</i>

I. CALL TO ORDER

The Board Chair, Nicole Frethem, called this regular meeting of the Board of Directors to order at 6:07 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 June 16, 2022 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 June 16, 2022 board meeting distributed to each member prior to the meeting.

2. **Approval of the May 19, 2022 Minutes**

Nicole Frethem called on the committee to approve the minutes of the board’s prior meeting on May 19, 2022, which were distributed to each member prior to the meeting.

**VOTED:** to approve the minutes of the May 19, 2022 board meeting distributed to each member prior to the meeting.

3. Board Chair’s Comments

Commissioner Nicole Frethem, Board Chair, spoke about the Head Start Policy Council picnic she attended last weekend. She spoke with Head Start parents working in the agency’s CDA program and she heard what Community Action has meant to them both personally and professionally. Commissioner Frethem reminded the Board that there are no board or committee meetings in July and the board meetings will continue to be hybrid style.

4. Interim Executive Director’s Comments

Kevin Adams, Interim Executive Director, updated the Board on the agency in the past month. Energy Assistance and Head Start staff are on summer layoff. Head Start had a Performance Area 2 monitoring visit from the Office of Head Start that resulted in no recommendations and was overall very positive, with the program meeting or exceeding expectations in all areas. Mr. Adam's congratulated the program Senior Director, Nicolee Mensing, and her department and the Board of Directors and Policy Council for their support.

## 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. No items were pulled for discussion.

Upon motion duly made and seconded, the board unanimously

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

- **Ratification of the Grant Summary, U.S. Department of Energy Weatherization Assistance Program (DOE)**
- **Ratification of the Grant Summary, Energy Assistance Program Weatherization Assistance Program (EAP/WX)**
- **Grant Summary, Supplemental Nutrition Assistance Program (SNAP) Outreach**
- **Ratification of the Conflict of Interest Policy**
- **Ratification of the Whistleblower Policy**
- **Ratification of the Succession Plan**
- **FY2023 Budget Timeline and Assumptions**
- **Ratification of the Staff Retention Incentive Bonus Extension**
- **May 2022 Credit Card Statement**

## III. NEW BUSINESS / DISCUSSION FROM CONSENT AGENDA

There was no new business or items pulled from the Consent Agenda.

### 1. Code of Ethics & Conduct

Ellen Watters introduced herself as the Board's Development Consultant and gave an overview of the work she has done for the Board of Directors. The Bylaws and Membership Committee discussed the Code of Ethics and Code of Conduct over several months. Previously, the standard Community Action Code of Ethics was attached to the Board's Bylaws, but the committee also wanted to include a Code of Conduct. Eventually, the Committee decided to combine the two documents, as presented in the Board's packet. Ms. Watter's reviewed the contents of the document and suggested the Board make it a practice to review and sign annually

Upon motion duly made and seconded, the board unanimously

**VOTED:** to approve the Code of Ethics and Conduct as presented at this meeting.

### 2. CSBG Annual Report

Fidelity Goodlaxson presented the CSBG Annual Report, which covers data from October 1, 2020 through September 21, 2021. She provided the board with an overview of the Annual Report, including an overview of the modules. The Report featured the adoption and implementation of the Whole Family Approach as the management highlight. The CERA program was featured as the Agency's innovation. Community-level initiatives featured housing and St. Paul 3k. There were several modules that did not meet the target as the report measures the time in the height of the COVID pandemic. However, numbers did increase in certain service areas even though they were delivered remotely, including the number of unduplicated individuals and households. Other areas that increased were SNAP benefit coordinator, home repairs, utility payments, VITA tax assistance, children's dental services, and rent payment. Referrals decreased as many participants were helped internally because many partner organizations were closed. Overall, the report shows that the Agency was able to pivot to meet new needs in the community and the agency served people in different ways than expected.

#### IV. STANDING COMMITTEE REPORTS

1. Planning & Evaluation Committee Report

The Planning & Evaluation Committee met on Thursday, June 9<sup>th</sup> after being rescheduled from the 6<sup>th</sup> due to a conflict with another committee meeting. The Committee did not have a quorum so an email vote was completed for the SNAP grant. The Committee heard the CSBG Annual Report and needed to reschedule the Energy Conservation Study Session.

2. Bylaws & Membership Committee Report

The Bylaws & Membership Committee met on June 7<sup>th</sup> and had a quorum. Ellen Watters provided a comparison of the Code of Ethics, Code of Conduct, and Conflict of Interest policies. The Committee reviewed and revised the Code of Ethics and the final draft was approved via email later in the week. Recruitment for the two Consumer Sector vacancies was discussed and staff will be researching cultural community groups to reach out to. At the next meeting, the Committee will look at the Board Matrix and Questionnaire more in-depth.

3. Finance Committee Report

Treasurer Chris Herme and Cheryl Butz gave an overview of the Finance Committee meeting, which took place on June 15, 2022. At the meeting, the Committee reviewed the FY2023 Budget Timeline & Assumptions, Financial Statements, Supplementary Reports, and the May 2022 Credit Card Statements. Cheryl Butz presented to the board a detailed overview of the Agency's **May 2022 Financial Statements**, which were included in the Board's packet distributed prior to the meeting. Board Members were invited to ask questions.

Upon motion duly made and seconded, the board unanimously

**VOTED:** to approve the May 2022 Financial Statements as presented at this meeting.

4. Executive Committee Report

The Executive Committee met on June 1, 2022. Nicole Frethem gave an overview of the meeting and the agenda was included in the packet. The Committee reviewed revisions to the Conflict of Interest Policy, Whistleblower Policy, and Succession Plan recommended by the Board's attorney.

5. Head Start Policy Council Report

Luvidia Williams thanked everyone for coming to the Policy Council picnic. Policy Council did not meet this month and will not meet again until October. At the October meeting, they will elect officers. Ms. Williams gave an overview of the Head Start program report.

6. Board Development Ad Hoc Committee Report

The Board Development Ad Hoc Committee did not meet in June.

7. Executive Director Search Committee Report

Nicole Frethem gave an update on the Executive Director search. Allen Austin, the search firm, had narrowed the search to four finalists. During final interviews, one candidate was screened out and another dropped out after taking another position. The Search Committee reviewed dossiers, analyzed candidates based on the determined framework and created personalized questions based on the framework. After interviewing, one of the candidates was eliminated and another candidate is still being considered. The Committee asked the firm for more candidates to review.

V. 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.

VI. ANNOUNCEMENTS/INFORMATION

1. 2022 Board of Directors Calendar

Nicole Frethem reviewed the 2022 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, August 18, 2022, at 6:00 pm via Zoom.

VII. ADJOURN

Board Chair Nicole Frethem adjourned this regular meeting of the Board of Directors and went into Executive Session at 7:03 pm.