



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, May 18, 2023**, at **6:00 pm** at **CAPRW** and via **Zoom**.

Members Present:	<i>Nicole Frethem, Curtis Johnson, George Stone, Mai Chong Xiong, Thomas Och, Kasey Wiedrich, Emma Corrie, Chai Lee, Luvidia Williams, Kiara White, Karla Bigham, Jessika Thomas-Powell,</i>
Members Absent:	<i>LaToya Whitfield, Jillian McAdams</i>
Staff Present:	<i>Sonia Gass, Bastion Anderson, Gina Iliev, Nicolee Mensing, Pamela Maldonado, Cheryl Butz, Tom Moberg, Julie Hickok, LeKita Scott Dawkins, Mary Lor, Sandra Pyles</i>
Guests Present:	

I. CALL TO ORDER

The Board Chair, Nicole Frethem, called this regular meeting of the Board of Directors to order at 6:10 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 May 18, 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 May 18, 2023 board meeting distributed to each member prior to the meeting.

2. **Approval of the April 27, 2023 Minutes**

Nicole Frethem called on the committee to approve the minutes of the board’s prior meeting on April 27, 2023, which were distributed to each member prior to the meeting.

VOTED: to approve the minutes of the April 27, 2023 board meeting distributed to each member prior to the meeting.

3. Board Chair’s Comments

Commissioner Frethem greeted the board and provided an overview of the discussions planned for the meeting.

4. Interim Executive Director’s Comments

Sonia Gass provided an update on the agency. She explained that new dashboards for providing agency updates will be rolled out next Board Meeting. Feleshia Edwards has resigned as Director of Energy Conservation and Ms. Gass will be acting as interim director. Ms. Gass met with Commissioner Bigham to

discuss working further in Washington County. There will be many speakers for AAPI month. Ms. Gass also attended the National Head Start Conference.

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:

- **March 2023 Credit Card Statements**
- **80x3: Resilient from the Start-Early Childhood Sector Community of Practice & Leadership Residency Grant**
- **Washington County Family Homelessness Prevention Assistance Program (FHPAP)**

III. NEW BUSINESS/DISCUSSION FROM CONSENT AGENDA

1. Dissolution of the Planning and Evaluation Committee

The Executive Committee recommended the dissolving of the Planning and Evaluation committee and distributing its members to the Finance and Bylaws & Membership committees. Commissioner Frethem provided an overview of the history of the Planning and Evaluation Committee and reasoning behind the dissolution. Mr. Stone asked a question about member distribution.

Upon motion duly made and seconded, the board

VOTED: to dissolve the Planning and Evaluation Committee and distribute its members between the remaining available committees.

2. Collective Bargaining Agreement Ratification

The Collective Bargaining Agreement was voted upon by the AFSCME Union. The Board discussed ratifying the agreement which was distributed to all members prior to the meeting. Sonia Gass provided an overview of the negotiations and agreements which were reached.

Upon motion duly made and seconded, the board unanimously

VOTED: to ratify the 2023 Collective Bargaining Agreement.

I. STANDING COMMITTEE REPORTS

1. Finance Committee Report

February 28, 2023 completes five 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 February cash balances are within the established agency guidelines. The agency is showing a loss for the five 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 five month period. A meeting will be held to update the bylaws to allow for budget changes to be updated in a way which will allow finances to be viewed in a more up-to-date manner.

Upon motion duly made and seconded, the board unanimously

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

2. Head Start Policy Council Report

Head Start Policy Council had their last full policy council meeting for the school years. Ms. White provided an update at the MHSA Conference. The council received recruitment supplies to provide to the community and a presentation on advocacy. The Policy Council and Head Start picnic will be on June 10th and all Board Members were invited.

3. Executive Committee Report

The Executive Committee recommended for approval the grants on the consent agenda as well the dissolution of the Planning and Evaluation Committee. The executive committee asked for temporary hires expenses to be separated from permanent hires to understand the financial difference. Sonia Gass received her six month review.

4. Bylaws and Membership Report

The Bylaws and Membership reviewed the Board Matrix Survey and made recommendations for changes. They discussed the plan for creating a recruitment plan for the vacant consumer sector board position and especially focusing on areas outside of Head Start participants. There was a discussion on demographic questions on the Board Matrix survey and provided an update on proposed changes.

II. 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.

III. 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, June 15, 2023, at 6:00 pm.

IV. EXECUTIVE SESSION

V. ADJOURN

Board Chair Nicole Frethem adjourned this regular meeting of the Board of Directors at 6:48.