



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, April 27, 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</i>
Members Absent:	<i>Jessika Thomas-Powell, LaToya Whitfield, Luvidia Williams, Jillian McAdams, Kiara White, Karla Bigham</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 6:07 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 Bastion Anderson.

1. Approval of the April 27, 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 April 27, 2023 board meeting distributed to each member prior to the meeting.

2. Approval of the March 16, 2023 Minutes

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

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

3. Approval of the March 16, 2023 Annual Meeting Minutes

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

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

4. Board Chair’s Comments

Commissioner Frethem welcomed the new board members and discussed changes to standing committees. She described her goals for the board democratic selection process moving forward and the intention to have this process completed by next month. She described the visits made by her and Sonia Gass to various CAPRW Head Start Centers.

5. Interim Executive Director's Comments

Sonia Gass invited other board members to attend Head Start visits with Commissioner Frethem in order to see the work being done. She gave an update on completed union negotiations and ratification of the collective bargaining agreement to be presented in May. Ms. Gass announced that CAPRW applied to be a pilot for a solar panel project funded by NCAP. She also described the elected officials' panel which was held at CAPRW to increase community knowledge of the election process and advocacy.

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:

- **February 2023 Credit Card Statements**
- **COLA Grant (Ratification)**
- **SPPS Partnership (Ratification)**
- **CSBG/MCAG Grant (Ratification)**
- **Minnesota State Head Start Grant (Ratification)**
- **Energy Assistance Grant**
- **Rapid Rehousing Program Grant**

III. NEW BUSINESS/DISCUSSION FROM CONSENT AGENDA

1. CSBG Annual Report (standard 4.4)

Management Accomplishment provided assistance for 3600 households and 17.5m in rent payments. Innovative Solutions launched the CDA program. Module 2 is in line with the work plan. Module 3 increased the number of affordable housing units in our service area with a target of 10 units and in the process of securing the 8th. Performance targets were reached for all domains in Module 4 except employment due to COVID-19 restrictions and complications. Fidelity Goodlaxson opened the presentation to questions from the board.

2. SPPS Partnership

St. Paul Public Schools will provide Head Start services in full accordance with Head Start Performance Standards at 3 neighborhood schools (Expo Elementary, Highwood Hills Elementary and Eastern Heights Elementary). This partnership is a mixed-delivery model, with both organizations pooling funds and resources to provide 4-year-old children with a high-quality preschool education. Nicolee Mensing answered questions from the board.

IV. STANDING COMMITTEE REPORTS

1. Planning & Evaluation Committee Report

The Planning & Evaluation Committee reviewed the CSBG Annual Report presentation.

2. 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. Mr. Tyler Pauley reviewed the financial statements with the committee. Committee members were invited to ask any questions on the reports.

Upon motion duly made and seconded, the board unanimously

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

3. Head Start Policy Council Report

Head Start Policy Council seated a new member, ratified the State Head Start grant and Pathway II funding as well as approved the COLA grant. The council was given a presentation of Head Start school readiness goals and received training on family style meals.

4. Executive Committee Report

The Executive Committee recommended for approval the grants on the consent agenda. There was an active supervision concern which the committee was briefed on. The committee discussed subcommittee structure.

5. Bylaws and Membership Report

The Bylaws and Membership committee discussed the need for documentation of the democratic process for selecting consumer sector board members. The committee is reviewing the policies of other Community Action Partnerships to craft one for CAPRW.

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. 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, May 18th, 2023, at 6:00 pm.

VII. ADJOURN

Board Chair Nicole Frethem adjourned this regular meeting of the Board of Directors at 6:51.