

Minutes for a Regular Meeting of the **Board of Directors** of

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

Held on **Thursday, February 15, 2024,** at **6:00 pm** via **Zoom.**

| ***Members Present:*** | *Nicole Frethem, Thomas Och, Luvidia Williams, George Stone, Kasey Wiedrich, LaToya Whitfield, Mai Chong Xiong, Emma Corrie, Kiara White, Jessika Thomas-Powell, Jillian McAdams* |
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| ***Members Absent:*** | *Curtis Johnson, Temmy Olasimbo* |
| ***Staff Present:*** | *Sonia Gass, Branden Block, Caitlin Duncan, Gina Iliev, Brian Fisher, Pamela Maldonado, Nicolee Mensing, C. Herme, Sandra Pyles* |
| ***Guests Present:*** |  |

1. CALL TO ORDER

The Board Chair, Nicole Frethem, called this regular meeting of the Board of Directors to order at 6:03 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 February 15, 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 February 15, 2024 board meeting.

1. **Approval of the January 18, 2024 Minutes**

Nicole Frethem called on the committee to approve the minutes of the Board’s prior meeting on January 18, 2024, which were distributed to each member prior to the meeting.

**VOTED**: to approve the minutes of the January 18, 2024 board meeting distributed to each member prior to the meeting.

1. Board Chair’s Comments

Commissioner Frethem reminded members that next month’s meeting is the Annual Meeting with officer elections. The meeting will be held in person at the CAPRW offices. The elections will take place before the regular meeting so the new officers will lead. Committee assignments will also change over at that time. Commissioner Frethem went to Washington DC this week to speak to national leaders and funders and was able to advocate for Head Start. Commissioner Frethem is working to finalize the Executive Director Performance Review by the next meeting.

1. Executive Director’s Comments

Sonia Gass and other leaders are currently attending the National Community Action Partnership Management and Leadership Conference in Las Vegas. Ms. Gass also introduced her new assistant Branden Block. The Agency’s auditors asked for another extension to complete the Agency’s audit. She briefly discussed some issues that are causing barriers to completing the audit. Ms. Gass also provided updates on partnerships that are being explored including the Governor’s office, Yes! St. Paul (Rebecca Noecker), St. Paul Foundation, and Promise Neighborhood. The All Staff Celebration took place on January 26th to show appreciation for the Agency’s staff. She also discussed the upcoming ruling from Head Start. Leadership and Board Members are continuing to visit the Agency’s Head Start sites.

1. 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:

* + - **December 2023 Credit Card Statement**
    - **Head Start & Early Head Start Budget Revision Request (Ratification)**

1. NEW BUSINESS/DISCUSSION FROM CONSENT AGENDA
2. **Family Homelessness Prevention Assistance Program Grant Summary**

Pamela Maldonado presented the proposal to apply for Family Homeless Prevention and Assistance Program (FHPAP) grant funding through MN Housing. This would continue the expansion of the Agency’s Prevention Services to better serve Ramsey County with housing stability services. The grant funds would serve an estimated 120 households (an average of $2500 a household) throughout the 15 months this will include housing referrals, landlord interventions, resources, and financial assistance as needed, among other services. This will be an extension of the homelessness prevention work the Agency has been providing with Pohlad Foundation Funds since 2021.

Upon motion duly made and seconded, the committee unanimously

**VOTED**: to approve the Family Homelessness Prevention Assistance Program Grant Summary as presented at this meeting.

1. Preliminary Slate of Officers

Luvidia Williams reviewed Board vacancies. The proposed slate of officers was included in the packet for review. The proposed slate allows new leaders to serve and has representation from all sectors of the Board. The slate will be voted on at the Annual Meeting in March.

1. **Board of Directors Attendance Policy**

Luvidia Williams presented the draft of the Board Member attendance policy that was developed by the Governance Committee.

Upon motion duly made and seconded, the committee unanimously

**VOTED**: to approve the Board of Directors Attendance Policy.

1. Agency FY2022 Audit & IRS Form 990

Thomas Och acknowledged the work of C. Herme and Tyler Pauley on making improvements to the Finance Department and developing needed policies and procedures. C. Herme provided updates on the timeline for the Audit and discussed issues and barriers to completing the audit. Commissioner Frethem suggested documenting the issues and developing mutual standards on response times. Members asked questions and discussed.

1. STUDY SESSIONS

There were no study sessions presented at this meeting.

1. 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.

1. STANDING COMMITTEE REPORTS
2. Finance Committee Report

Thomas Och presented the financial reports for October and November of 2023, noting and explaining variances. Updates on the building

Upon motion duly made and seconded, the committee unanimously

**VOTED**: to approve the October & November 2023 financial statements as presented at this meeting.

1. Head Start Policy Council Report

Kiara White provided an update on what was covered at the previous Head Start Policy Council meeting which included a report from Early Intervention Specialist and training on Advocacy. The parents also discussed how the Agency is supporting teachers.

1. Executive Committee Report

Commissioner Frethem provided a brief update on the discussion from the Executive Committee that approved the February Board Agenda and the Head Start Budget Revision Request.

1. Governance Committee Report  
   Luvidia Williams reminded the Board to recruit and network to fill vacancies in the Consumer Sector.
2. ANNOUNCEMENTS/INFORMATION
3. 2023 Board of Directors Calendar

Nicole Frethem reviewed the 2024 Board of Directors meeting calendar, which is available in the packet.

1. Next Board of Directors Meeting

Nicole Frethem reminded members that the next Board of Directors Meeting will be held on Thursday, March 21, 2024, at 6:00 pm.

1. EXECUTIVE SESSION

The Board went into Executive Session at 7:11 pm.

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