



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, October 19, 2023, at 6:00 pm via Zoom.**

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

I. CALL TO ORDER

The Board Chair, Nicole Frethem, called this regular meeting of the Board of Directors to order at 6:02 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 October 16, 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 October 16, 2023 board meeting.

2. **Approval of the September 21, 2023 Minutes**

Nicole Frethem called on the committee to approve the minutes of the board’s prior meeting on September 21, 2023, which were distributed to each member prior to the meeting.

VOTED: to approve the minutes of the September 21, 2023 board meeting distributed to each member prior to the meeting.

3. Board Chair’s Comments

Commissioner Frethem gave brief updates.

4. Executive Director’s Comments

Sonia Gass informed the board of various agency updates including various trainings and events going on.

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:

- **Contract Summary – Employee Health Care Benefit**
- **August 2023 Credit Card Statement**

III. NEW BUSINESS/DISCUSSION FROM CONSENT AGENDA

1. Head Start & Early Head Start Self-Assessment

Nicolee Mensing Presented a summary of the 2023 program year self-assessment. The topic areas chosen for the assessment were the CDA Program, Home Safety Standardized Training for Staff & Families, Home to School Connections & Building Relationships with Families, and Creating Effective Program Transitions. An Executive Summary was included in the packet for the Committee for review prior to the meeting.

Jessika Thomas-Powell joined the meeting at 6:17 pm.

2. Head Start Community Needs Assessment

Ankit Bangar presented the results for the Head Start Community Needs Assessment. The information was also included in the Committee's packet for review prior to the meeting.

3. Head Start Selection Criteria

Hannah Nauen presented the proposed updates to the program's selection criteria. A summary of the process, along with the proposed updates was included in the committee's packet, along with all of the selection criteria, for review prior to the meeting.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Head Start Selection Criteria as presented at this meeting.

4. Grant Summary – Head Start & Early Head Start New Five-year Grant

Nicolee Mensing presented the grant summary, which reflects a new, 5-year competitive grant application for continued funding of CAPRW's Head Start and Early Head Start Federal Grant for the time period of April 1, 2024 – March 31, 2029. The Federal funding supports Head Start program operations to serve a minimum of 820 low-income preschool children and 321 Early Head Start Children ages 0-3 (in conjunction with state funding sources). The committee asked several questions about the competitive grant process.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Head Start & Early Head Start Five-year Grant Summary as presented at this meeting.

5. Head Start School Program & Readiness Goals

Ankit Bangar presented the 10 Program and Readiness Goals for the Head for the 2024-2029 Head Start and Early Head Start Programs.

IV. 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.

V. STANDING COMMITTEE REPORTS

1. Finance Committee Report

Thomas Och reviewed the financial reports provided to members prior to the meeting and addressed any variances. Board members were invited to ask questions.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the August 2023 financial reports presented at this meeting.

2. Head Start Policy Council Report

The board was informed of what was discussed at the prior Policy Council meeting.

3. Executive Committee Report

Commissioner Frethem gave a summary of the meeting.

4. Bylaws and Membership Report

Commissioner Frethem reported that the Bylaws and Membership Committee is working on drafting an election process for consumer sector members.

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, November 16, 2023, at 6:00 pm.

VII. EXECUTIVE SESSION

There was no executive session at this meeting.

VIII. ADJOURN

Board Chair Nicole Frethem adjourned this regular meeting of the Board of Directors at 6:50 p.m.