



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, November 17, 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.**

Members Present:	<i>Nicole Frethem, LaToya Whitfield, Emma Corrie, Kasey Wiedrich, Curtis Johnson, C. Herme, Jillian McAdams, Luvidia Williams, Toni Carter, Jessika Thomas-Powell</i>
Members Absent:	<i>George Stone</i>
Staff Present:	<i>Sonia Gass, Caitlin Duncan, Gina Iliev, Nicolee Mensing, Pamela Maldonado, Cheryl Butz, Kerri Kerns, Tom Moberg</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 Caitlin Duncan.

1. **Approval of the November 17, 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 November 17, 2022 board meeting distributed to each member prior to the meeting.

2. **Approval of the October 20, 2022 Minutes**

Nicole Frethem called on the committee to approve the minutes of the board’s prior meeting on October 20, 2022, which were distributed to each member prior to the meeting.

VOTED: to approve the minutes of the October 20, 2022 board meeting distributed to each member prior to the meeting.

3. **Board Chair’s Comments**

Commissioner Frethem congratulated staff on being recognized in the community. The Suburban Ramsey Family Collaborative presented Community Action with an award for the administration of rental assistance. The Agency processed 3,600 applications and administered \$17 million in rent and utility assistance in the face of insurmountable need. Commissioner Frethem thanked staff for their work and their continued support of those that are experiencing unstable housing.

4. Interim Executive Director's Comments

Sonia Gass provided the Board with an overview of the past month. Ms. Gass is meeting one on one with Board Members and encouraged those whom she has not yet met with to reach out to schedule a time. She has also been meeting with other Executive Directors in the network. Meetings with departments have been continuing and her assessment of the Agency is ongoing. Ms. Gass shared her goals with the Board, which include creating a single voice for the entire agency, strengthening the leadership team, creating a culture of trust and transparency, providing a safe space, and conducting a review of all programs and departments to implement beneficial changes. A reminder was given to complete the board survey and members were asked to participate in "Give to the Max Day". Other opportunities to give were also shared. Finally, Ms. Gass invited the Board to the Agency's Winter Wonderland celebration on December 16th from 11:00 am until 3:00 pm.

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:

- **Procurement Summary – Agency Insurance**
- **Procurement Summary – Agency Auditing and Tax Services**
- **Grant Summary – Federal Head Start**
- **Property Management Budget**
- **September 2022 Credit Card Statement**

III. NEW BUSINESS / DISCUSSION FROM CONSENT AGENDA

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

IV. STUDY SESSIONS

1. Head Start Self-Assessment Training and Report

Karri Kerns, the Assistant Director of Head Start, presented the annual Head Start Self Assessment. This assessment plays a key role in informing the program's continuous quality improvement and steps towards meeting the program's goals, objectives, and action states established at the beginning of the five year grant cycle. The management team identified four main topic areas including health education opportunities for families, fatherhood inclusion programming, staff recruitment/retention, and transparency in ERSEA timelines and improving communications to parents and staff. Ms. Kerns provided the board with the results of the self assessment and the recommendations for improvement and action steps related to each of the topic areas.

2. Head Start School Readiness Goals Report

Nicolee Mensing, the Sr. Director of Head Start, presented the final outcomes report of the 2022-2023 School Readiness Goals. Ms. Mensing provided an overview of the six school readiness goals that were measured, as well as the outcomes of each of those areas and provided examples of how those outcomes are measured.

3. Legislative Priorities and Agenda

Gina Iliev, the Director of Neighborhood Investments, reviewed the legislative priorities to set the framework for how the legislative agenda is determined. The priorities are identified based on the Agency's Community Needs Assessment. Ms. Iliev also reviewed the legislative agenda for 2023 and the committee discussed the various initiatives. Commissioner Frethem suggested adding funding for housing stability through Ramsey County and Gen Next, which is Twin Cities' strive together organization.

4. Program Overview: Neighborhood Investments

Gina Iliev presented an overview of her department, Neighborhood Investments, which was previously called Strategic Initiatives. The department has two main goals. The first is to strengthen how we partner with individuals and families seeking to move from poverty towards prosperity by adopting the Whole Family Approach and improving interdepartmental collaboration. The second goal is to build additional capacity to change the systems that perpetuate poverty through enhanced relationships within our community and improved communication about our impact. Ms. Iliev provided an overview of the roles within the department and its pillars, which are to fundraise, advocate, volunteer and lead. The Board shared their thoughts and feedback on the direction of the department.

V. STANDING COMMITTEE REPORTS

1. Planning & Evaluation Committee Report

On behalf of Committee Chair George Stone, Caitlin Duncan provided the report. The Planning & Evaluation Committee met on November 14th and recommended approval of the Federal Head Start Grant. The Committee also discussed the Legislative Priorities and Agenda and received a program overview of Housing Development.

2. Bylaws & Membership Committee Report

On behalf of Committee Chair Jessika Thomas-Powell, Caitlin Duncan provided the report. The Bylaws & Membership Committee met on November 16th and reviewed the results of the Board Survey. At that date, five out of eleven Board Members have completed the survey and the remaining Board Members were encouraged to complete the survey promptly. The Committee also reviewed an application for the private sector of the Board and will vote once references are verified.

3. Finance Committee Report

The Finance Committee met on November 9th and recommended the Board's approval of the procurement summaries for Agency Insurance and Agency Auditing Services as well as the Property Management Budget, September Credit Card Statement and September Financials. C. Herme invited the Board to ask questions on any of the materials provided in the packet distributed to members prior to the meeting.

Upon motion duly made and seconded, the board unanimously

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

4. Head Start Policy Council Report

Luvidia Williams provided an overview of the Head Start Policy Council meeting, at which the council learned about School Readiness Goals and held Executive Committee elections. Ms. Williams provided a list of those that won, with Jessika Thomas-Powell continuing to serve as President. Franeisha Neal will be the new Policy Council Liaison to the Board. Additionally, the Health Manager gave overview of health services to head start kids and families and provided emergency training.

5. Executive Committee Report

The Executive Committee met on November 9th and approved the agenda for the Board of Directors meeting and had a discussion regarding Board giving.

VI. 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.

VII. 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, January 19, 2022, at 6:00 pm.

VIII. ADJOURN

Board Chair Nicole Frethem adjourned this regular meeting of the Board of Directors at 7:28.