



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, August 18, 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, C. Herme, LaToya Whitfield, Emma Corrie, Kasey Wiedrich, Luvidia Williams, Jessika Thomas-Powell, Jillian McAdams, Curtis Johnson</i>
Members Absent:	<i>Nicole Hernandez, Fadila Adam, Toni Carter, George Stone</i>
Staff Present:	<i>Kevin Adams, Caitlin Duncan, Gina Iliev, Nicolee Mensing, Pamela Maldonado, Cheryl Butz, Lindsay Kline</i>
Guests Present:	<i>Kevin Otey (HRPAC)</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 August 18, 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 August 18, 2022 board meeting distributed to each member prior to the meeting.

2. Approval of the June 16, 2022 Minutes

Nicole Frethem called on the committee to approve the minutes of the board’s prior meeting on June 16, 2022, which were distributed to each member prior to the meeting.

VOTED: to approve the minutes of the June 16, 2022 board meeting distributed to each member prior to the meeting.

3. Board Chair’s Comments

Commissioner Nicole Frethem, Board Chair, gave a brief update on legal matters to the Board of Directors.

4. Interim Executive Director’s Comments

Kevin Adams, Interim Executive Director, welcomed the Board of Directors back after a month off. He reminded the Board that the Agency’s All-Staff Celebration is on Friday, August 26th, and invited members

to join. The Agency will be welcoming back seasonal Head Start and Energy Assistance staff next week and looks forward to a new program year. The SNAP and Energy Assistance grants have been approved by the funders. Head Start expansion continues. CARES funding is winding down and is expected to be spent down by September 30th. Next fiscal year, the Agency is only expecting regular funding and is currently working on budgeting based on that. Staff is working on processing the remaining 1,000 CERA applications.

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:

- **LEAP Pediatric Lease Agreement**
- **June 2022 Credit Card Statement**

III. STUDY SESSIONS

1. Whole Family Approach

Lindsay Kline, the Chair of the Agency's Whole Family Committee introduced Kevin Otey from Hampton Roads Community Action Partnership. Mr. Otey presented how his Agency, which is similar in size to CAPRW, implemented the Whole Family Approach and the outcomes they have seen. His organization began implementation in 2019. The full presentation will be made available on EasyBoard for members to review. Following the presentation, Ms. Kline updated the Board of Directors on CAPRW's progress on the initiative. The Whole Family workgroup has created a work plan that focuses on communications to roll out the approach to the Agency. To do this, the Agency has partnered with a pro bono marketing firm to develop an internal communication plan. Gina Iliev stressed that this is a long-term plan and our agency is at the ground level. Ms. Iliev encouraged the Board to participate as the implantation continues. The process is meant to be inclusive of the Board, staff, and the community.

2. Work Plan Update

Kevin Adams, Interim Executive Director, gave an overview of the work plan and highlighted key goals including staff engagement and the rollout of the Whole Family Initiative as well as several Human Resources initiatives. The full report was included in the Board packet distributed to all members to read in full prior to the Board meeting. Board members were given the opportunity to ask questions.

IV. NEW BUSINESS / DISCUSSION FROM CONSENT AGENDA

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

1. FY2021 Audit Report

C. Herme, Board Treasurer and Chair of the Finance Committee, presented the Audit Report to the Board of Directors. The Financials & Single Audit Report and the Governance Letter were included in the packet distributed to the Board prior to the meeting. Overall, the report included comparative financial statements and an unmodified opinion which is the highest level of assurance a CPA firm can provide. Ms. Herme provided a summary statement of financial position, activities, functional expenses and footnotes. There were two findings including a material weakness relating to material audit adjustments and a material weakness relating to the period of performance. The schedule of expenditures of federal awards was \$36.7M in federal financial assistance in FY2021 and \$30.7M in federal assistance in FY2020. The Low-Income Home Energy Assistance and Emergency Rental Assistance were the major programs tested.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the FY2021 Audit Report as presented at this meeting.

2. FY2021 IRS Form 990

The full Form 990 was included in the packet for members to review prior to the meeting. The opportunity for members to ask questions was provided.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the FY2021 IRS Form 990 as presented at this meeting.

V. STANDING COMMITTEE REPORTS

1. Planning & Evaluation Committee Report

The Bylaws & Membership Committee met on August 2, 2022. The Committee reviewed two program overviews for the Energy Conservation Program and the newly titled Neighborhood Investments Department. The Committee requested that the Neighborhood Investments Study Session be presented to the full Board in the coming months.

2. Bylaws & Membership Committee Report

The Bylaws & Membership Committee met on August 1, 2022. Ellen Watters, the Board's Development Consultant, presented a questionnaire and matrix. Board Members were reminded to complete the questionnaire. The Committee also discussed recruitment for the consumer sector and is working on a recruitment letter to send to cultural organizations that the committee would like to see represented on the Board of Directors.

3. Finance Committee Report

Treasurer Chris Herme and Cheryl Butz gave an overview of the Finance Committee meeting, which took place on August 3, 2022. At the meeting, the Committee reviewed the Financial Statements, Supplementary Reports, and the June 2022 Credit Card Statements. The Committee also held a special meeting on August 11th, where they reviewed the FY2021 Audit Report and the IRS Form 990. Cheryl Butz presented to the board a detailed overview of the Agency's **June 2022 Financial Statements**, which were included in the Board's packet distributed prior to the meeting. Board Members were invited to ask questions.

Upon motion duly made and seconded, the board unanimously
VOTED: to approve the June 2022 Financial Statements as presented at this meeting.

4. Executive Committee Report

The Executive Committee met on August 3, 2022. Nicole Frethem gave an overview of the meeting and the agenda was included in the packet. The Committee approved the agenda for the August Board of Directors meeting.

5. Head Start Policy Council Report

Luvidia Williams Policy Council did not meet this month and will not meet again until October.

6. Board Development Ad Hoc Committee Report

The Board Development Ad Hoc Committee did not meet in August.

7. Executive Director Search Committee Report

Nicole Frethem, Chair of the Search Committee, gave an update on the Executive Director hiring efforts. The Committee did not feel either of the original candidates was the right fit. Three new candidates were interviewed virtually. Following the new interviews, there was not a consensus amongst Committee Members, but the pool was narrowed down to two candidates to interview in person. Commissioner Frethem will be developing itineraries for the interviews and will send the candidate's dossiers to the Board. There will be a few options in the interview process for Board Members to participate and provide feedback.

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. 2022 Board of Directors Calendar

Nicole Frethem reviewed the 2022 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, September 22, 2022, at 6:00 pm via Zoom.

VIII. ADJOURN

Board Chair Nicole Frethem adjourned this regular meeting of the Board of Directors and went into Executive Session at 7:21 pm.