



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 16, 2023, at 6:00 pm via Zoom.**

Members Present:	<i>Nicole Frethem, Thomas Och, Jillian McAdams, Mai Chong Xiong, Luvidia Williams, Chai Lee, George Stone, Emma Corrie, Kiara White, Jessika Thomas-Powell,</i>
Members Absent:	<i>Kasey Wiedrich, Curtis Johnson, LaToya Whitfield,</i>
Staff Present:	<i>Sonia Gass, Caitlin Duncan, Gina Iliev, Tyler Pauley, Brian Fisher, Pamela Maldonado, Nicolee Mensing, C. Herme, 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 6:02 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 November 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 November 16, 2023 board meeting.

2. Approval of the October 19, 2023 Minutes

Nicole Frethem called on the committee to approve the minutes of the board’s prior meeting on October 19, 2023, which were distributed to each member prior to the meeting.

VOTED: to approve the minutes of the October 19, 2023 board meeting distributed to each member prior to the meeting.

3. Board Chair’s Comments

Commissioner Frethem is looking to increase board attendance and engagement.

4. Executive Director’s Comments

Sonia Gass updated the Board on events and growing partnerships, including developing relationships with the Jeremiah Program, attending the NCAP Conference, meeting with Regions Hospital on staff health initiatives, Bremer Bank on staff and community financial literacy, and with the Mayor of St. Paul’s office on Weatherization collaboration opportunities. She also mentioned discussions with Ramsey County to possibly braid funding to support the Meals on Wheels program. The Energy Assistance program has doubled the number of applications it processed compared to last year. Ms.

Gass reminded the board that today is Give to the Max Day and she would like to see 100% participation from the Board and Staff. The Board was also advised to look out for an availability poll for a retreat to discuss the Agency's Mission, Vision, and Values.

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:

- **Grant Summary – Non-Competitive Head Start and Early Head Start Federal Funding Application (Funding Period 4/1/2024-6/30/2024)**
- **Grant Summary – Pohlad Foundation**
- **September 2023 Credit Card Statement**

III. NEW BUSINESS/DISCUSSION FROM CONSENT AGENDA

1. Board Committee Changes

Commissioner Frethem discussed the role of the Bylaws and Membership Committee and suggested making a change to the Governance Committee. She outlined what the duties of a Governance Committee would be. Additionally, Commissioner Frethem discussed creating a Board Engagement, Outreach, and Development Ad Hoc Advisory Committee. A draft of the bylaws revision and a charter for the proposed ad hoc committee were included in the Board's packet. The committee discussed if the work of the ad hoc committee should be divided into two or kept together. The committees can also have experts with applicable skills sit on the committee without being a full board member. George Stone, Mai Chong Xiong, Jessika Thomas-Powell, and Luvidia Williams volunteered to serve on this committee.

Jillian McAdams joined the meeting at 6:43 pm.

Upon motion duly made and seconded, the committee unanimously

VOTED: to approve the revision to the Agency's bylaws as proposed at this meeting.

Upon motion duly made and seconded, the committee unanimously

VOTED: to establish the Ad Hoc Committee proposed at this meeting.

2. Fundraising

Gina Iliev highlighted the importance of fundraising and campaigns the agency is currently running. Sonia Gass has set a goal of raising \$5 million in five years through grants, foundations, in-kind, and individual gifts.

3. Legislative Priorities

Gina Iliev presented the timeline for the legislative priorities.

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 updated the board on the status of financial reports, which need to be revised based on information discovered during the Agency's financial audit and 403b audit. C. Herme shared details of the information with the Board and members were invited to ask questions.

2. Head Start Policy Council Report

Kiara White was not present for updates.

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, January 18, 2024, 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 7:51 p.m.