



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, June 15, 2023**, at **6:00 pm** via **Zoom**.

<b>Members Present:</b>	<i>Nicole Frethem, Curtis Johnson, George Stone, Mai Chong Xiong, Thomas Och, Kasey Wiedrich, Luvidia Williams, Kiara White, Karla Bigham, Jillian McAdams</i>
<b>Members Absent:</b>	<i>LaToya Whitfield, Jessika Thomas-Powell, Emma Corrie, Chai Lee</i>
<b>Staff Present:</b>	<i>Sonia Gass, Bastion Anderson, Caitlin Duncan Gina Iliev, Nicolee Mensing, Pamela Maldonado, Tyler Pauley, Tom Moberg, Julie Hickok, Elizabeth Rudebusch</i>
<b>Guests Present:</b>	

I. CALL TO ORDER

The Board Chair, Nicole Frethem, called this regular meeting of the Board of Directors to order at 6:01 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 Bastion Anderson.

**1. Approval of the June 15, 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 June 15, 2023 board meeting distributed to each member prior to the meeting.

**2. Approval of the May 18, 2023 Minutes**

Nicole Frethem called on the committee to approve the minutes of the board’s prior meeting on May 18, 2023, which were distributed to each member prior to the meeting.

**VOTED:** to approve the minutes of the May 18, 2023 board meeting distributed to each member prior to the meeting.

**3. Board Chair’s Comments**

Commissioner Frethem handed the announcements to Sonia Gass.

**4. Interim Executive Director’s Comments**

Sonia Gass provided an update on the agency. The CFO of the agency has resigned and CAPRW is looking at contracts with Bergan KDV and WIPFLI to work with the current finance team. A nationwide search will be conducted looking for a new finance director who will be the right fit for CAPRW. Tyler Pauley has stepped into assist with Board Meeting finance reports and speaking with program directors. Julie has been hired as the Director of Human Resources. All senior leadership is in the process of going through

ROMA training. The search for a new Energy Conservation director is ongoing with several interviews being conducted. Many people attended the Head Start Policy Council Picnic. Several members of staff attended the Whole Family Retreat in Washington DC.

## 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:

- **Contract for Vended Meals at Head Start**
- **State of Minnesota Weatherization Assistance Program Grant**
- **April 2023 Credit Card Statements**

## III. NEW BUSINESS/DISCUSSION FROM CONSENT AGENDA

### 1. FY2024 Budget Timeline and Assumptions

Tyler Pauley described the proposed timeline for the annual budget process as well as the projected expenses and revenue. The assumptions listed Federal, State, and other grants which provide revenue as well as program income. It also lists all assumptions for expenditures over the fiscal year based on the information from the previous year.

Upon motion duly made and seconded, the board unanimously

**VOTED:** to accept the proposed budget timeline for the 2024 Fiscal Year.

### 2. Budget Bylaws and Policy Change

Sonia Gass explained the policy and bylaws changes which are being recommended by Mr. Och, Board Treasurer, as well as Ms. Gass and the Finance department of CAPRW. The changes propose multiple times in the year which the budget can be reclassified or increased in a timely and accurate manner. The new procedure will allow the financial reports to provide a real-time budget.

Upon motion duly made and seconded, the board unanimously

**VOTED:** to accept the proposed changes to the budget policy and bylaws.

### 3. In-Person Board Meetings Schedule

Commissioner Frethem brought the suggestion that In-Person Board meetings occur in March, May, August, and November as these are the most attended meetings, and to meet virtually at all the other meetings.

Upon motion duly made and seconded, the board unanimously

**VOTED:** to hold in-person meetings only during the months of March, May, August, and November and all other monthly meetings virtually.

### 4. Executive Director Raise

Commissioner Frethem brought forth the raise amount proposed by the Executive committee to the full board for approval. She shared the efforts Ms. Gass has gone through in order to build and grow the agency.

Upon motion duly made and seconded, the board unanimously  
**VOTED:** to Executive Director Sonia Gass' salary increase.

5. 2023 Legislative Update

Gina Iliev shared highlights of the legislative session decisions for the Minnesota budget which was passed for a total of around \$72 million. Links for information about the session were delivered to Board Members after the meeting. MinnCAP's legislative priorities were shared. The changes and how they affect the agency were discussed at length.

I. STANDING COMMITTEE REPORTS

1. Finance Committee Report

April 30, 2023 completes seven months of the agency fiscal year. The Statement of Financial Position presents a decrease in current assets and short term liabilities at month end. The April cash balances are within the established agency guidelines. The agency is showing a loss for the seven month period. Please note that the income and expenses for the building have been separated from this amount. The building is currently showing a loss for the seven month period. Thomas Och opened the report to the committee for questions.

Upon motion duly made and seconded, the board unanimously  
**VOTED:** to approve the April 2023 Financial Statements as presented at this meeting.

2. Head Start Policy Council Report

Head Start Policy Council does not meet over the summer.

3. Executive Committee Report

The Executive Committee recommended for approval the grants and contracts on the consent agenda. The committee brought forth to the full board a proposed schedule of in-person meetings and a proposed raise for the Agency Executive Director, Sonia Gass.

4. Bylaws and Membership Report

The Bylaws and Membership committee did not meet this month.

II. 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.

III. 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, August 17, 2023, at 6:00 pm.

IV. EXECUTIVE SESSION

V. ADJOURN

Board Chair Nicole Frethem adjourned this regular meeting of the Board of Directors at 7:20.