



Minutes for a Regular Meeting of the **Board of Directors** of
Community Action Partnership of Ramsey & Washington Counties Board of Directors
Held on **Thursday, April 21, 2022, at 6:00 pm via Zoom**

Members Present:	<i>Nicole Frethem, Luvidia Williams, Toni Carter, George Stone, Chris Herme, Jillian McAdams, Jessika Thomas-Powell, LaToya Whitfield</i>
Members Absent:	<i>Koung Yang, Esmeralda Cortes, Fadila Adam, Emma Corrie, Nicole Hernandez, Jessika Thomas-Powell</i>
Staff Present:	<i>Kevin Adams, Caitlin Duncan, Cassidy Titcomb, Gina Iliev, Nicolee Mensing, Pamela Maldonado, Cheryl Butz, Feleshia Edwards, Lara Richardson</i>
Guests Present:	<i>Cathy Bennett (Bennett Community Consulting)</i>

I. CALL TO ORDER

The Board Chair, Nicole Frethem, called this regular meeting of the Board of Directors to order at 6:03 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 April 21, 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 April 21, 2022 board meeting distributed to each member prior to the meeting.

2. Approval of the March 17, 2022 Minutes

Nicole Frethem called on the committee to approve the minutes of the board’s prior meeting on March 17, 2022, which were distributed to each member prior to the meeting.

VOTED: to approve the minutes of the March 17, 2022 board meeting distributed to each member prior to the meeting.

3. Approval of the March 17, 2022 Annual Meeting Minutes

Nicole Frethem called on the committee to approve the minutes of the board’s annual meeting on March 17, 2022, which were distributed to each member prior to the meeting.

VOTED: to approve the minutes of the March 17, 2022 annual meeting distributed to each member prior to the meeting.

4. Vice Board Chair’s Comments

Commissioner Nicole Frethem updated the Board on recruitment and membership. Three new board members joined the Board of Directors last month and have been attending orientation. There are two applications for the open public sector seats, which will be reviewed by the Bylaws & Membership Committee in May. Commissioner Frethem thanked the Board for their patience as things are shifting and invited members to reach out with suggestions.

5. Interim Executive Director's Comments

Kevin Adams provided the Board with updates on the Agency's programs. The full update will be provided on the Board's intranet site so members are able to refer back in detail.

The CERA Rental Assistance Program will be closed to new applications so that the teams can work on processing the remaining application. The program is also assisting housing court officials with preventing evictions in the meantime.

Energy Assistance has received a large volume of applications this year. The program has updated its office hours to allow staff more time to process applications.

The Energy Conservation team was recently featured on Kare-11 and MSNBC related to the additional \$76 million in weatherization assistance coming to Minnesota. The team is preparing for the increased activity and creating a production plan to spend down the funds.

The VITA tax clinic was one of only five sites offering in-person support to families.

The first cohort of Child Development Associate training participants are graduating. The program was a collaboration between Head Start and Financial Opportunity Programs, along with the YWCA.

The cohort was made up of parents and caregivers of enrolled Head Start Students who will be qualified to apply for opportunities in a higher-wage, high-demand field.

Funded by a grant from the Pohlard Family Foundation, staff have worked diligently to help community members either overcome homelessness or move out of unsafe housing into safer and more stable homes nearly doubling initial projections for the program.

On April 5th, the Head Start Health Team collaborated with the Minnesota Department of Health to provide a COVID-19 vaccine clinic in the Community Action building..

Finally, Mr. Adams invited the Board of Directors to attend the Head Start Policy Council Picnic on June 11th.

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:

- **Head Start Data Management Policy (Ratification)**
- **Grant Summary, MN State Head Start – State Funding & Pathway II**
- **Head Start Carry Over Request (Ratification)**
- **Credit Card Statement – February 2022**

III. NEW BUSINESS / DISCUSSION FROM CONSENT AGENDA

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

IV. STANDING COMMITTEE REPORTS

1. Planning & Evaluation Committee Report

The Planning & Evaluation Committee met on April 7, 2022. George Stone gave an overview of the meeting and the agenda was included in the packet. The committee voted to seat George Stone as the Committee Chair and approved the grant summary for the MN State Head Start funding and Pathway II Scholarships, which will allow Head Start to serve additional families. The Committee was also given presentations on the Housing Stability Program and the Employment Services Program.

2. Finance Committee Report

Treasurer Chris Herme and Cheryl Butz gave an overview of the Finance Committee meeting, which took place on April 6, 2022. At the meeting, the Committee reviewed the Financial Statements, Supplementary Reports, and the February 2022 Credit Card Statement. Cheryl Butz presented to the board a detailed overview of the Agency's **February 2022 Financial Statements**, which were included in the Board's packet distributed prior to the meeting. The Statement of Financial Position presents an increase in the grant receivable balance and short-term liabilities at month-end. The February cash balances are within the established agency guidelines. The agency is showing gains through the first five months of the fiscal year. The Board was invited to ask questions on any of the materials.

Upon motion duly made and seconded, the committee unanimously

VOTED: to approve the Agency's February 2022 Financial Statements as presented at this meeting.

3. Executive Committee Report

The Executive Committee met on April 6, 2022. Nicole Frethem gave an overview of the meeting and the agenda was included in the packet. The Committee reviewed and approved the Head Start Data Management Policy. The Board was invited to ask questions on any of the materials.

4. Head Start Policy Council Report

The Head Start Policy Council met on April 14, 2022. Luvidia Williams updated the Board on what was discussed at the meeting, which includes approving Commissioner Toni Carter as Board liaison to Policy Council, approval of the MN Head Start and Pathway II grants, and 12 Head Start policies. The council also listened to study sessions on Health Services and DHS licensing standards. Ms. Williams also invited Board Members to the Policy Council picnic on June 11.

5. Bylaws & Membership Committee Report

The Bylaws & Membership Committee meeting was canceled this month.

6. Board Development Ad Hoc Committee Report

The Ad Hoc Committee did not meet this month. Commissioner Frethem suggested reallocating some of the remaining work to the Bylaws & Membership Committee and the Executive Committee. The Board's consultant, Ellen Watters, will create drafts of the remaining work for the committees to review. The Board was in favor of reallocating the work. The Ad Hoc Committee will continue to meet and work on the Board Mentorship program and Diversity, Equity, and Inclusion policies.

7. Executive Director Search Committee Report

The Executive Director Search Committee met on March 28th and April 11th. The position has been posted and the search roadmap has been completed. Agency staff has been surveyed to get their input on the search.

V. STUDY SESSIONS

1. Otto Bremer Grant Housing Development Finance Presentation

Gina Iliev introduced Cathy Bennett with Bennett Community Consulting and remarked on the importance of affordable housing to move people out of poverty. Ms. Bennett gave an overview of her work for the Agency's housing program. This included studying the Community Needs Assessment and Whole Family Approach, as well as trends including racial disparities, housing shortage, effects of the pandemic, lower wages, rent increases, and increases in homelessness. Gaps she identified in the community include lack of affordable units, racial barriers and the wealth gap, limited knowledge of services and programs, lack of alignment in services and programs, and limited capital and operating funds. Ms. Bennet made several recommendations for addressing these gaps to the Board and staff. She also identified some additional partnership opportunities for the agency, presented a system map and housing continuum, and suggested a decision framework.

2. Head Start Policy Council Overview

Nicolee Mensing introduced Lara Richardson, Head Start's Governance and Support Coordinator. Ms. Richardson provided the Board with an overview of Head Start Policy Council, which is a governing body required by the Head Start Act. The Head Start Policy Council differentiates the Head Start Program by including parents and community members in program governance. She acknowledged the members of the Board that also serve on Policy Council including Jessika Thomas-Powell (Policy Council President), Luvidia Williams (Policy Council Liaison to the Board), and Commissioner Toni Carter (Board Liaison to Policy Council). Ms. Richardson explained how Policy Council Representatives are elected. Policy Council Representatives advise on program design, long and short-term goals and objectives, strategic planning, needs assessments, and self-assessments. The Executive Committee of the Policy Council review policies, new hires, grants, contracts, and study sessions, attend training and events, recruit families, attend advocacy and legislative meetings and help interview staff.

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, May 19, 2022, at 6:00 pm via Zoom.

VIII. ADJOURN

Board Chair Nicole Frethem adjourned this regular meeting of the Board of Directors at 7:29 pm.