

Community Action Partnership of Ramsey & Washington Counties
450 Syndicate Street North, St. Paul, MN 55104
651.645.6445

BOARD OF DIRECTORS MEETING

January 20, 2022 at 6:00 pm

Zoom Meeting

<https://caprw-org.zoom.us/j/83290318866?pwd=UnEwWUxCeEZaNGJ0NHRWMzJySzdHZz09>

Dial-In: +1 (312) 626-6799

Meeting ID: 832 9031 8866

Passcode: R+j0WT

MINUTES

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|-------------------------|---|
| Members Present: | Connie Greer, Nicole Frethem, Keith Schuler, Jane Prince, Marcie Jefferys, George Stone, Luvidia Williams, Jillian McAdams, Leigh Ann Ahmad, Jessika Thomas-Powell, Chris Herme |
| Members Absent: | Esmeralda Cortez, Koung Yang, LaToya Whitfield, Trista MatasCastillo |
| Staff Present: | Kevin Adams, Cheryl Butz, Caitlin Duncan, Cassidy Titcomb, Nicolee Mensing, Gina Iliev, Pamela Maldonado |
| Guests Present: | Ellen Watters (Ellen Watters Consulting) |

I. CALL TO ORDER

Board President, Connie Greer, called the meeting to order at 6:01 pm. Roll Call was taken by Caitlin Duncan. A quorum was present.

II. AGENDA

The Board reviewed the agenda for January 20, 2022.

MOTION, SECONDED, AND CARRIED TO APPROVE THE JANUARY 20, 2022 AGENDA.

III. MINUTES

The Board reviewed the minutes for the November 18, 2021 Board of Directors meeting, which were provided to each member prior to the meeting.

MOTION, SECONDED, AND CARRIED TO APPROVE THE NOVEMBER 18, 2021 BOARD MEETING MINUTES.

The Board reviewed the minutes for the December 13, 2021 Board of Directors meeting, which were provided to each member prior to the meeting.

MOTION, SECONDED, AND CARRIED TO APPROVE THE DECEMBER 13, 2021 BOARD ELECTRONIC VOTE MINUTES.

The Board reviewed the minutes for the December 20, 2021 Board of Directors meeting, which were provided to each member prior to the meeting.

MOTION, SECONDED, AND CARRIED TO APPROVE THE DECEMBER 20, 2021 BOARD ELECTRONIC VOTE MINUTES.

IV. CHAIR COMMENTS – CONNIE GREER

Connie Greer let the Board Members know that Toni Carter will be serving on the Board, taking over for Trista MatasCastillo. The agency’s attorney, Kevin Mosher, will join executive session.

V. INTERIM EXECUTIVE DIRECTOR REPORT – KEVIN ADAMS

Kevin Adams addressed the Members of the Board and thanked them for allowing him to serve as Interim Executive Director while the search for the new Executive Director takes place. He spoke about the many changes since 2020 its impacts on the low income community and identified the many ways CAPRW has helped. He also addressed the internal improvements within the agency and provided an overview of what will be coming up in the start of 2022.

VI. CONSENT AGENDA

The board briefly reviewed the items on the consent agenda and were 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 information provided to all board members prior to the meeting. No items were pulled for discussion.

MOTION, SECONDED, and CARRIED TO APPROVE THE CONSENT AGENDA, WHICH INCLUDES:

**RATIFICATION OF THE SIGNATURE DELEGATION AUTHORITY
RATIFICATION OF THE COUMMUNITY HOUSING DEVELOPMENT (CHDO) GRANT SUMMARY
RATIFICATION OF THE DEED TARGETING COMMUNITY CAPITAL PROJECT GRANT
RATIFICATION OF THE MANDATORY COVID-19 VACCINATION POLICY FOR ALL STAFF
RATIFICATION OF THE PROOF OF COVID-19 VACCINATION BONUS
RATIFICATION OF THE RETENTION PAY FOR 2022
RATIFICATION OF THE ANTI-BULLYING POLICY
HEAD START ELIGIBILIY AND SELECTION CRITERIA
HEAD START CONVERSION OF SLOTS
FINANCIAL POLICIES AND PROCEDURE MANUAL
CREDIT CARD STATEMENT – OCTOBER AND NOVEMBER 2021**

VII. DISCUSSION FROM CONSENT AGENDA/ NEW BUSINESS

There were no items pulled from the consent agenda for further discussion.

1. Executive Director Search Committee

Commissioner Nicole Frethem presented the proposed charter for the formation of an Executive Director Search Committee. The committee members would include Commissioner Frethem, Chris Herme, Luvidia Williams. Additional assistance may be provided from members outside the committee and outside of the Board. The specific authorities granted to the committee were laid out in the charter and provided to all Board Members in advance.

MOTION, SECONDED, AND CARRIED TO APPROVE THE EXECUTIVE DIRECTOR SEARCH COMMITTEE CHARTER

2. Revised Agency Bylaws

The Bylaws & Membership Committee, in collaboration with Ellen Watters Consulting, has reviewed the Agency's Bylaws and developed proposed revisions. The changes were presented at the November Board of Directors Meeting, and Board Members were asked to provide their feedback, questions and concerns via SurveyMonkey. The survey was reviewed by the committee and consultant and additional revisions were made based on suggestions from other Board Members. The new draft was distributed to all members prior to the meeting. Marcie Jefferys presented the proposed updates and pointed out key changes.

MOTION, SECONDED, AND CARRIED TO AMEND THE PROPOSED CHANGES TO KEEP THE LANGUAGE REGARDING RATIFICATION IN ARTICLE VIII, SECTION 2.1

MOTION, SECONDED, AND CARRIED TO APPROVE AND ADOPT THE AGENCY BYLAWS AS REVISED

3. Community Action Race Equity Statement

Cassidy Titcomb presented a draft of the Race Equity Statement and asked the rest of the Board to provide feedback on the draft. The Board requested revisions and staff will take those requests under advisement and bring a revised version to the February meeting for Board approval.

VIII. STANDING COMMITTEE REPORTS

1. Planning & Evaluation (P&E) Committee Report – Jane Prince

The Planning and Evaluation Committee met on January 10, 2022. The committee reviewed and recommended for approval the Head Start Conversion of Slots, Head Start Eligibility & Selection Criteria, and Legislative Priorities. Jane Prince gave an overview on these presentations and the Board was invited to ask questions.

2. Finance Committee – Keith Schuler

The Finance Committee meeting met on January 11, 2022 and reviewed the agency's financial statements, which Keith Schuler presented to the Board as an overview.

MOTION, SECONDED, AND CARRIED TO APPROVE THE OCTOBER AND NOVEMBER 2021 FINANCIAL REPORTS.

The Finance Committee also reviewed the Supplemental Reports and recommended for approval the Finance Policies & Procedures Manual, Community Housing Development Organization (CHDO) Grant Summary, and the Credit Card Statements for October and November of 2021.

3. Executive Committee Report – Connie Greer

The Executive Committee met on January 11, 2022 and also approved items of business electronically over December 2021. The committee approved the Interim Signature Delegation Authority, Agency Insurance Contract Summary, DEED Targeting Community Capital Project Grant, Mandatory COVID-19 Vaccination Policy for All Staff, Proof of COVID 19 Vaccination Bonus, Retention Pay for 2022, Anti-Bullying Policy, Paid Time Off Accrual Policy, and the Workplace Close Contact Exposure Compensation.

4. Head Start Policy Council Report (HSPC) – Luvidia Williams

Policy Council met on January 13, 2022 and reviewed the Head Start Community Needs Assessment, Head Start Program Eligibility Training, Head Start Eligibility and Selection Criteria, Head Start Volunteer Opportunities, and the Head Start Conversion of Slots. The Policy Council requested additional information on the conversion of slots before approving. The Policy Council elected a secretary.

5. Bylaws & Membership Committee Report – Marcie Jefferys

The Bylaws & Membership Committee met on January 13, 2022 and finalized the proposed changes to the Agency's Bylaws with input from the rest of the Board. The committee also discussed the preliminary Slate of Officers, which will be presented to the Board in February.

6. Board Development Ad Hoc Committee Report – Nicole Frethem

The Board Development Ad Hoc Committee met November 16, 2021 and discussed committee membership and the Board's mentorship program. Commissioner Nicole Frethem presented the Board Development Ad Hoc Committee Summary and Work Plan for approval. The Work Plan was distributed to all Board Members prior to the meeting.

MOTION, SECONDED, AND CARRIED TO APPROVE AD HOC COMMITTEE SUMMARY AND WORK PLAN.

IX. STUDY SESSIONS / INFORMATIONAL ITEMS

Head Start Community Needs Assessment – Nicolee Mensing

Head Start Performance Standards require a Head Start specific Community Needs Assessment every 5 years. Nicolee Mensing gave a brief overview of the assessment and the full study session will be available on EasyBoard for members to review in more detail.

Head Start Eligibility and Selection Criteria Training and Overview – Recording Available on EasyBoard

This training is required for all Board Members. Nicolee Mensing gave a brief overview of the training. All Board Members are asked to take time to view the recording, which is available on EasyBoard.

Legislative Priorities – Gina Iliev

Gina Iliev presented the agency's legislative priorities and answered questions from members.

X. PROGRAM AND DEPARTMENT REPORTS

All Program/Department Reports are included in the Board packet for review.

XI. ANNOUNCEMENTS / INFORMATION

A Board Roster, Board Calendar, and Board Committee Assignments were included in the Board packet.

NEXT BOARD MEETING DATE:

THURSDAY, FEBRUARY 17, 2022 – 6:00 pm

The Board went into Executive Session at 7:36 pm.