



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 24, 2023, at 6:00 pm via Zoom.**

Members Present:	<i>Nicole Frethem, Curtis Johnson, George Stone, Thomas Och, Kasey Wiedrich, Luvidia Williams, Jillian McAdams, LaToya Whitfield, Mai Chong Xiong</i>
Members Absent:	<i>Jessika Thomas-Powell, Emma Corrie, Chai Lee, Mai Chong Xiong, Kiara White,</i>
Staff Present:	<i>Sonia Gass, Caitlin Duncan, Gina Iliev, Tyler Pauley, Tom Moberg, Julie Hickok, Brian Fisher</i>
Guests Present:	

I. CALL TO ORDER

The Board Chair, Nicole Frethem, called this regular meeting of the Board of Directors to order at 6:12 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 24, 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. She motioned to pull the Personnel Policies from the consent agenda.

VOTED: to approve the agenda of the August 24, 2023 board meeting as amended.

2. Approval of the June 15, 2023 Minutes

Nicole Frethem called on the committee to approve the minutes of the board’s prior meeting on June 15, 2023, which were distributed to each member prior to the meeting.

VOTED: to approve the minutes of the June 15, 2023 board meeting distributed to each member prior to the meeting.

3. Board Chair’s Comments

Commissoner Frethem thanked the Board for moving the meeting a week and noted that the September and October meetings will be held virtually and November will be in person.

4. Executive Director’s Comments

Sonia Gass provided the Board with updates on Agency operations. Staff are attending various trainings and conferences. She noted the Commissioner Frethem will be presenting at the September Sign On with Sonia. Ms. Gass also provided leadership updates and introduced Brian Fisher, the new Director of Energy Conservation and C Herme, the new Interim Director of Finance. An update on the progress of the Agency audit and budgets was provided, as well as updates on the Agency’s legal and union matters.

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. The Personnel Policies were pulled for discussion.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the consent agenda, which includes:

- **Board Matrix Questionnaire**
- **IRS Form 990**
- **May & June 2023 Credit Card Statements**

III. NEW BUSINESS/DISCUSSION FROM CONSENT AGENDA

1. Strategic Plan Update

Gina Iliev gave the Board an update on the progress of the Strategic Plan. She began by reviewing the mission and vision of the Agency. For the 2023 goals, 4 senior leaders have completed ROMA training so far and the agency's goal is five. All department work plans have also been connected to the Agency's work plan. Additionally, the Agency is working on data collection and sharing across departments and using ROMA procedures and best practices.

Mai Chong Xiong joined the meeting at 6:30

2. Budget and Audit Timeline Update

C. Herme provided an update on the timeline for the audit and budget drafts that are late and provided background on the cause of the delay.

3. Personnel Policies

This item was pulled from the Consent Agenda by Commissioner Frethem. The Executive Committee reviewed the Agency's Personnel Policies, but did not recommend them for approval because there was a desire for a discussion with the full board regarding the policies on PTO usage for partial days. Previously, the agency had allowed salaried staff to not use PTO if they worked a partial day. The proposed change is to utilize a half day of PTO if 1-4 hours are worked. No PTO would need to be used if more than 4 hours are worked. The Board discussed the Agency's generous PTO policy and several members suggested utilizing all PTO for all hours that are missed during a work week. Sonia Gass asked that the Board allow them to slowly work toward that suggestion and adopt the 4-hour policy in the interim, while working towards utilizing PTO for all hours not worked in 6-9 months. The Board also discussed the liability of the number of hours of PTO staff are allowed to accrue, but that cannot be changed since the Collective Bargaining Agreement has already established that policy.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Personnel Policies as presented at this meeting.

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.

1. May & June 2023 Financial Reports

The agency and department financial reports for May & June 2023 were included in the packet previously distributed to the Board for review. Cash is within agency guidelines. Thomas Och presented a summary of the financial statements. Wages are under budget due to vacancies and Human Resources is working on shortening the application-to-hire timeframe

V. STANDING COMMITTEE REPORTS

1. Finance Committee Report

Thomas Och did not have anything additional to report.

2. Head Start Policy Council Report

Policy Council did not meet this month.

3. Executive Committee Report

Commissioner Frethem reported that the Executive Committee discussed the Personnel Policies.

4. Bylaws and Membership Report

The Bylaws & Membership Committee recommended the updates to the Board Matrix.

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, September 21, 2023, at 6:00 pm.

VII. EXECUTIVE SESSION

Path Forward Discussion

VIII. ADJOURN

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