



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, September 21, 2023**, at **6:00 pm** via **Zoom**.

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| Members Present: | <i>Nicole Frethem, George Stone, Thomas Och, Kasey Wiedrich, Jillian McAdams, LaToya Whitfield, Mai Chong Xiong, Emma Corrie, Mai Chong Xiong, Kiara White, Luvidia Williams, Curtis Johnson</i> |
| Members Absent: | <i>Jessika Thomas-Powell, Chai Lee,</i> |
| Staff Present: | <i>Sonia Gass, Caitlin Duncan, Gina Iliev, Tyler Pauley, Tom Moberg, Julie Hickok, Brian Fisher, Pamela Maldonado, Nicolee Mensing, C. Herme</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 September 21, 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 move the approval of the financial reports to follow the consent agenda so Jillian McAdams can be present, as she will need to leave early.

VOTED: to approve the agenda of the September 21, 2023 board meeting as amended.

2. Approval of the August 24, 2023 Minutes

Nicole Frethem called on the committee to approve the minutes of the board’s prior meeting on August 24, 2023, which were distributed to each member prior to the meeting.

VOTED: to approve the minutes of the August 24, 2023 board meeting distributed to each member prior to the meeting.

3. Board Chair’s Comments

Commissioner Frethem noted that the upcoming government shutdown may impact the agency.

4. Executive Director’s Comments

Sonia Gass informed the board of various staff training sessions that have taken place during this month, as well as other events including Heats On and the CAPRW Cultural Event. The Agency is keeping an eye on the potential government shutdown and meeting with the Operations Team and Senior Leadership, as well as keeping in close contact with funders. Communication with staff is ongoing to calm any fears. More information on the impacts of the potential shutdown will be provided as it’s available.

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:

- **CACFP Budget Approval**
- **Good Hustle Media Contract – Ratification**
- **Transitional Housing Program (THP) Grant – Ratification**
- **Community Living Infrastructure (CLI) Grant – Ratification**
- **July 2023 Credit Card Statement**

III. NEW BUSINESS/DISCUSSION FROM CONSENT AGENDA

1. July 2023 Financial Reports

The agency and department financial reports for July 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 and offered to answer any questions.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the July 2023 Financial Reports as presented at this meeting.

Curtis Johnson joined the meeting at 6:30 p.m.

2. Fiscal Year 2023 Budget Proposal

C. Herme presented the proposed budget for Fiscal Year 2024, which begins October 1, 2023 through September 21, 2024. The budget shows a program gain of \$13,506 and property management gain of \$129,730, for a total gain of \$143,236.45. This budget includes \$50,000 in fundraising. Admin has increased as we were able to add full-time positions to, Human Resources, Finance, and the Executive Department.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Fiscal Year 2024 Budget as presented at this meeting.

3. CACFP Training

CACFP Training is required for all Board Members. A video of the training is available on EasyBoard for members to watch at their convenience before the October meeting. They will be asked to sign a document once they have viewed the training to indicate that they have watched. Caitlin Duncan showed them where to view the video.

4. Mission Moment: Home Rehab Story

Gina Iliev shared a home that the Agency rehabilitated in collaboration with Ramsey County. She shared the work that staff and volunteers from Marsden did to make this home safe and livable.

Luvidia Williams joined the meeting at 6:44 p.m.

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 did not have anything additional to report.
2. Head Start Policy Council Report
Kiara White noted that Policy Council did not meet this month.
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, October 19, 2023, 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 6:50 p.m.