



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, October 20, 2022**, at **6:00 pm** via **Zoom** and in the **Wellstone Conference
Room** at the **Community Action Resource Center** at **450 North Syndicate Street, St. Paul, MN.**

Members Present:	<i>Nicole Frethem, LaToya Whitfield, Emma Corrie, Kasey Wiedrich, Curtis Johnson, George Stone, C. Herme, Jillian McAdams, Toni Carter,</i>
Members Absent:	<i>Luvidia Williams, Jessika Thomas-Powell,</i>
Staff Present:	<i>Sonia Gass, Kevin Adams, Caitlin Duncan, Gina Iliev, Nicolee Mensing, Pamela Maldonado, Cheryl Butz, Ankit Bangar, Kerri Kerns</i>
Guests Present:	<i>Emma Walzwick</i>

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 October 10, 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 October 10, 2022 board meeting distributed to each member prior to the meeting.

2. **Approval of the September 22, 2022 Minutes**

Nicole Frethem called on the committee to approve the minutes of the board’s prior meeting on September 22, 2022, which were distributed to each member prior to the meeting.

VOTED: to approve the minutes of the September 22, 2022 board meeting distributed to each member prior to the meeting.

3. Board Chair’s Comments

Commissioner Nicole Frethem welcomed Sonia Gass to her first Board of Directors meeting and thanked everyone who was involved in the search process.

4. Interim Executive Director’s Comments

Sonia Gass updated the Board of Directors on her first three weeks with the Agency. She as been meeting with the leadership team and their staff. She looks forward to meeting the members of the Board. Ms.

Gass attending MinnCAP's New Executive Director Orientation and has set meetings with several other members. She looks forward to building a platform of trust, transparency and appreciation and described some of her initial ideas for staff engagement. A review of the finance, IT and property management departments is being conducted, but will not be introducing any changes for six months. The Whole Family Approach Community of Practice with National Community Action will be visiting the Agency on Monday, and board members are invited to attend.

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:

- **Signature Delegation Authority (Ratification)**
- **Contract Summary – Employee Health Care Benefit**
- **August 2022 Credit Card Statement**

III. NEW BUSINESS / DISCUSSION FROM CONSENT AGENDA

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

1. **Head Start Enrollment Reduction**

The Administration of Children and Families published an IM on September 12, 2022 encouraging Head Start programs to identify sustainable ways to support and compensate staff. Nicolee Mensing presented the program's proposal to reduce enrollment by 180 Head Start slots (162 part-day and 18 extended-day slots). With this proposed reduction, the program will recognize savings of approximately \$750,000 which would be utilized to restructure assistant teacher and teacher positions to increase pay, increase transportation staff pay bands and add driver positions and change eight part-time teacher aides to full-time. Ms. Mensing gave the Board background on the national early childhood workforce crisis and the program's workforce crisis and outlined the steps that have already been taken in an attempt to reach stability. Detailed information was presented and discussed on how these steps will help create a path to reach full enrollment.

Upon motion duly made and seconded, the board

VOTED: to approve the Head Start Proposed Enrollment Reduction with Emma Corrie and C. Heme abstaining and remaining votes in favor.

IV. STUDY SESSIONS

1. **Affirmative Action Presentation**

Cheryl Butz presented the Agency's Affirmative Action Overview for the 2021 calendar year. A set of goal-oriented management policies & procedures to eliminate barriers to employment opportunities for minorities, women and qualified individuals with disabilities that are not based on specific job

requirements. Of the applicants hired in 2021, 85% were women, 59% were minorities, and 0% had disabilities. The overall workforce composition is 82% women and 59% minorities.

2. Program Customer Satisfaction Results

Ankit Bangar, the Agency's Senior Data Analyst, presented the results of the 2021-2022 Customer Satisfaction Survey. This year, all programs shared one survey based on current industry standards that can be tracked longitudinally but allows for flexibility to make annual changes. The agency scored 84% as an overall CSAT score. There were 610 respondents out of 25,000 participants. Mr. Bangar presented the results broken down by category and program for the committee and presented Senior Leadership's recommendations for using this information for improvements moving forward, which include digging deeper into responses, developing a marketing plan, and exploring options for meeting diverse language needs.

3. Head Start Self-Assessment Training & Report

This study session was moved to next month.

V. STANDING COMMITTEE REPORTS

1. Planning & Evaluation Committee Report

The Planning & Evaluation Committee met on October 3rd and discussed the affirmative action and customer satisfaction survey results, also discussed the legislative agenda.

2. Bylaws & Membership Committee Report

The Bylaws & Membership Committee did not meet this month. Members were urged to complete the Board Questionnaire that was sent via email.

3. Finance Committee Report

Treasurer C. Herme and Cheryl Butz gave an overview of the Finance Committee meeting, which took place on October 12, 2022. At the meeting, the Committee reviewed and recommended approval of the Financial Statements, Supplementary Reports, the August 2022 Credit Card Statements, Employee Health Care Benefit Contract Summary. The Committee also discussed the Head Start Proposed Enrollment Reduction. C. Herme presented the Agency's **August 2022 Financial Statements**, which were included in the Board's packet distributed prior to the meeting. Board Members were invited to ask questions.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the August 2022 Financial Statements as presented at this meeting.

4. Executive Committee Report

The Executive Committee met on October 12, 2022. Nicole Frethem gave an overview of the meeting and the agenda was included in the packet. The Committee approved the Signature Delegation Authority.

5. Head Start Policy Council Report

The Head Start Policy Council began their new year. The group had its annual orientation and discussed the Head Start Self-Assessment and Proposed Slot Reduction.

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, November 17, 2022, at 6:00 pm via Zoom.

VIII. ADJOURN

Board Chair Nicole Frethem adjourned this regular meeting of the Board of Directors at 7:27.