



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, May 19, 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, Chris Herme, Jillian McAdams, LaToya Whitfield, Fadila Adam, Emma Corrie, Nicole Hernandez, Curtis Johnson, Kasey Wiedrich, Toni Carter</i>
Members Absent:	<i>Koung Yang, Jessika Thomas-Powell, Luvidia Williams, George Stone</i>
Staff Present:	<i>Kevin Adams, Caitlin Duncan, Gina Iliev, Nicolee Mensing, Pamela Maldonado, Cheryl Butz, Feleshia Edwards, Tom Moberg</i>
Guests Present:	

I. CALL TO ORDER

The Board Chair, Nicole Frethem, called this regular meeting of the Board of Directors to order at 6:03 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 May 19, 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 May 19, 2022 board meeting distributed to each member prior to the meeting.

2. **Approval of the April 21, 2022 Minutes**

Nicole Frethem called on the committee to approve the minutes of the board’s prior meeting on April 21, 2022, which were distributed to each member prior to the meeting.

VOTED: to approve the minutes of the April 21, 2022 board meeting distributed to each member prior to the meeting.

3. Board Chair’s Comments

Commissioner Nicole Frethem, Board Chair, welcomed the nominees Kasey Wiedrich and Curtis Johnson.

4. Interim Executive Director’s Comments

Kevin Adams updated the Board on various Agency programs and initiatives. He thanked the members of the Board who participated in Head Start’s Federal Monitoring visit. The results of the visit are pending, but the feedback received thus far has been positive. Staff will share the results of the visit with the Board once they are received. The CERA program closed to new applications on April 22nd and the team has

been processing the remaining applications and working with the housing court to prevent evictions when possible. So far \$8.5 million in rent has been approved. Energy Assistance has approved 22% more applications than this time last year and has updated its office hours to allow staff more time to process the high volume of applications. Head Start organized a well-attended vaccine clinic at the end of April. Mr. Adams reminded the Board to RSVP for the Head Start Policy Council Picnic. Representative Betty McCollum toured the Community Action Resource Center as part of a constituent visit on May 6th. The visit highlighted the work of Financial Opportunity Programs and Energy Conservation.

II. SEAT NEW MEMBERS

1. Public Sector Member – Curtis Johnson

Kevin Adams, on behalf of Jessika Thomas-Powell, introduced Curtis Johnson. The Bylaws and Membership Committee met on May 2, 2022 and reviewed Mr. Johnson's application materials and voted to put forth his nomination to serve as a public sector representative on the Community Action Board of Directors. Mr. Johnson is an elected member of the Roseville Area School Board and was recommended to the Board by Commissioner Nicole Frethem. He has first-hand experience working with children, families and the communities as well as volunteerism and education experience. His full application and resume were available in the packet distributed to Board Members prior to the meeting.

Upon motion duly made and seconded, the board unanimously

VOTED: to seat Curtis Johnson on the Community Action Board of Directors

2. Public Sector Member – Kasey Wiedrich

Kevin Adams, on behalf of Jessika Thomas, introduced Kasey Wiedrich. The Bylaws and Membership Committee met on May 2, 2022 and reviewed Ms. Wiedrich's application materials, and voted to put forth her nomination to serve as a public sector representative on the Community Action Board of Directors. Ms. Wiedrich is the Financial Capability Manager with the City of Saint Paul Office of Financial Empowerment and was appointed to the Community Action Board of Directors by the Mayor's office. Ms. Wiedrich's professional career has been focused on issues of financial security and helping families build assets and financial stability. Her full application and resume were available in the packet distributed to Board Members prior to the meeting.

Upon motion duly made and seconded, the board unanimously

VOTED: to seat Kasey Wiedrich on the Community Action Board of Directors

III. 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:

- **Grant Summary, Energy Assistance Program Contract Renewal**

- Grant Summary, Head Start Cost of Living and Quality Improvement
- Credit Card Statement – March and April 2022

IV. NEW BUSINESS / DISCUSSION FROM CONSENT AGENDA

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

V. STANDING COMMITTEE REPORTS

1. Planning & Evaluation Committee Report

The Planning & Evaluation Committee met on May 2, 2022. Kevin Adams gave an overview of the meeting on behalf of George Stone and the agenda was included in the packet. The committee did not have a quorum. Those present at the meeting voted to approve the Grant Summary for the Energy Assistance Program Contract Renewal, with the remaining members voting via email. Those present at the meeting also heard a presentation on the Agency's volunteer program.

2. Bylaws & Membership Committee Report

The Bylaws & Membership Committee met on May 2, 2022. Kevin Adams, on behalf of Jessika Thomas-Powell, gave an overview of the meeting and the agenda was included in the Board's packet. Ms. Thomas-Powell was seated as chair at the beginning of the meeting. The applications for Curtis Johnson and Kasey Wiedrich were reviewed and both were nominated to the Board of Directors. The committee looked at drafts of the Code of Ethics and Code of Conduct and will revisit these at a future meeting. Board Member Koungh Yang has not attended a Board or Committee meeting since September of 2021 and has been unresponsive to email, phone, and mail communications. The committee recommended removing Ms. Yang from the Board of Directors per Article IV, Section 7, which does not require a vote.

3. Finance Committee Report

Treasurer Chris Herme and Cheryl Butz gave an overview of the Finance Committee meeting, which took place on May 18, 2022. At the meeting, the Committee reviewed the Financial Statements, Supplementary Reports, and the March and April 2022 Credit Card Statements. Cheryl Butz presented to the board a detailed overview of the Agency's **March and April 2022 Financial Statements**, which were included in the Board's packet distributed prior to the meeting. The March and April cash balances are within the established agency guidelines. The agency is showing gains through the first seven months of the fiscal year. The Board was invited to ask questions on any of the materials.

Upon motion duly made and seconded, the board unanimously

VOTED: to seat Kasey Wiedrich on the Community Action Board of Directors

4. Executive Committee Report

The Executive Committee met on May 4, 2022. Nicole Frethem gave an overview of the meeting and the agenda was included in the packet.

5. Head Start Policy Council Report

Nicolee Mensing gave an overview of the Policy Council meeting on behalf of Luvidia Williams. Ms. Mensing began by giving the new members of the Board a brief description of what Policy Council is. The council heard a study session on Minnesota Head Start Association. Site supervisors gave updates on each location. The Head Start psychologist gave an overview of the mental health services. The group also approved the COLA and QI grants, as well as program-specific policies. Policy Council also elected a vice-chair and had a brainstorming session for recruitment and enrollment. Head Start is also hosting a fathers/male figures event that is open to all genders event. Interested Board members were invited to attend.

6. Board Development Ad Hoc Committee Report

The Board Development Ad Hoc Committee did not meet in May.

7. Executive Director Search Committee Report

The committee reviewed the results of the staff survey, to ensure the candidate the committee is looking for is aligned with staff's wants and needs. The search pool has been narrowed down to a pool of 12. The committee will be reviewing dossiers on the remaining candidates at their next meeting.

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, June 16, 2022, at 6:00 pm via Zoom.

VIII. ADJOURN

Board Chair Nicole Frethem adjourned this regular meeting of the Board of Directors and went into Executive Session at 7:29 pm.