

Community Action Partnership of Ramsey & Washington Counties
450 Syndicate Street North, St. Paul, MN 55104
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BOARD OF DIRECTORS MEETING

January 21, 2021 at 6:00 pm

GoToMeeting

<https://global.gotomeeting.com/join/885376101>

Dial-In: +1 (669) 224-3412

Access Code: 885-376-101

MINUTES

Members Present:	Nicole Frethem, Connie Greer, Marcie Jefferys, Trista MatasCastillo, Minerva Munoz, Jane Prince, Keith Schuler, George Stone, Jessika Thomas-Powell, Leigh Ann Ahmad, Luvidia Williams
Members Absent:	Esmeralda Cortes
Staff Present:	Kevin Adams, Lori Doehne, Caitlin Duncan, Catherine Fair, Nicolee Mensing, Cassidy Titcomb, Brooke Walker, Cynthia Webster, Karen Davis
Guests Present:	

CALL TO ORDER

Board President, Connie Greer, called the meeting to order at 6:03 pm. Roll Call was taken by Caitlin Duncan. A quorum was present.

The Board reviewed the agenda for January 21, 2021, and the minutes for December 17, 2020.

January 21, 2021 Amended Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE JANUARY 21, 2021 AGENDA

December 17, 2020 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE DECEMBER 17, 2020 MINUTES

CHAIR COMMENTS – CONNIE GREER

Connie Greer thanked the Board of Directors for their time serving on the Board.

INTERIM EXECUTIVE DIRECTOR REPORT -- CATHERINE FAIR

Inauguration Activity

Catherine Fair shared an email regarding changes to agency operations due to activity at the Capitol around the Inauguration. The agency stayed open without any incident.

Social & Emotional Wellbeing Webinars

The agency is launching a webinar series for emotional and social wellbeing and will send the Board more information, including a link to sign up.

Technology Updates

Members of the Board will receive an invitation to EasyBoard, the Board of Directors' Intranet site. There will be a study session in February to provide an overview, but Members are encouraged to explore on their own if so inclined. The Agency is also finalizing a move from GoToMeeting to Zoom and are expecting a February start date.

CHDO Grant Document Notarization Needs

Members of the Board will receive an email requesting signatures on documents needed for the CHDO Grant. Some of the documents need to be notarized. This can be done in-person or electronically. An email will be sent with additional information.

STUDY SESSIONS

1. **Head Start Community Needs Assessment – *Nicolee Mensing***
Poverty is concentrated within the city of St. Paul within Ramsey County. Almost all Head Start centers are located in areas of poverty. The assessment shows that poverty disproportionately affects the African American population. Homelessness in Ramsey County has increased with time. The highest priorities of Homeless parents is finding a childcare. Foster children are categorically eligible to receive Head Start services, and one of the program's goals is to increase outreach to foster families. Additionally, the assessment included a survey of participants' needs for the Whole Family and results from the 2020 parent satisfaction survey.
2. **Race Equity Work Plan – *Catherine Fair***
The group reviewed the Race Equity Work Plan PowerPoint presentation. The plan includes agency initiatives that begin organizational change on the micro level (individual racism and interpersonal racism) and macro level (institutional racism and systemic racism). The plan was developed by a work group consisting of Staff, Members of the Board, and a Diversity, Equity and Inclusion Consultant. Specific goals and measurable outcomes from this work plan will be included in the 2021 Agency Work Plan and the goals will be included in the upcoming 2022-2024 Strategic Planning process.

NEW BUSINESS

1. **Race Equity Work Plan – *Catherine Fair***
The Board of Directors reviewed the work plan and expressed enthusiastic support. Members of the Board had input and requested to review an updated plan and the next Board Meeting before approving. Suggestions included: have BIPOC staff review the work plan and offer their input; state role of Board of Directors in the Work Plan; embed race equity lens into mission, vision, values, strategic plan, annual work plan; emphasize the intention to review hiring practices, vendor relationships, and other practices for alignment with race equity values/goals/beliefs; and explicitly connect poverty and racism.
THE RACE EQUITY WORK PLAN WAS TABLED FOR REVISIONS
2. **Head Start Eligibility and Selection Criteria -- *Nicolee Mensing***
The purpose of reviewing the Head Start and Early Head Start selection criteria is to look at risk factors and assign points to weight each factor. This is to ensure children with the highest risk have priority for slots. Minimal changes are recommended this year. Points have increased in two categories; death of an immediate family member and homelessness in the past 24 months, but not currently.
MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START ELIGIBILITY AND SELECTION CRITERIA
3. **Grant Summary, Family Homeless Prevention & Assistance Program (Ratification) -- *Brooke Walker***
Community Action provided Family Homeless Prevention and Assistance (FHPAP) services in collaboration with Neighborhood House from 2016-18, however was unable to apply for the 2019-20 RFP. The current RFP does not include a subcontractor option and a collaborative option is not allowed by Minnesota Housing without an approved waiver. Community Action proposes to apply as an individual entity and administer two of the four program models available for funding, Homelessness Prevention and Rapid Rehousing. Energy Assistance Program staff have successfully provided FHPAP Prevention services and Community Engagement

has a proven Rapid Rehousing Program for single women funded through the Office of Economic Opportunity.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM GRANT SUMMARY

4. **2021 Legislative Priorities -- Brooke Walker**

The Committee reviewed the legislative initiatives that the agency will be supporting. As a member of the Executive Committee of the MinnCAP Board of Directors, Catherine Fair offers input and direction on the legislative agenda and provides support as requested. Minnesota Asset Building Coalition is a coalition of 140 organizations. As a voting member and member of the advisory council, Community Action offers input and direction on the legislative agenda and provides support as needed. Additionally, Community Action endorses the legislative agendas for the Minnesota Head Start Association, Kids Can't Wait, Homes for All, Minnesota Budget Project, and Youthprise.

5. **Fiscal Year 2020 Audit Engagement Letter -- Lori Doehne**

The Committee reviewed the Audit Engagement Letter from CliftonLarsonAllen detailing the scope and deliverables that CLA will provide and outlines the role of management in the auditing process, as well as details on governance.

MOTION, SECONDED, and CARRIED TO APPROVE THE FISCAL YEAR 2020 AUDIT ENGAGEMENT LETTER

6. **Fiscal Policies & Procedures, Cost Allocation Change (Ratification) -- Lori Doehne**

The staff is requesting a change in portions of the cost allocation policy that was approved by the Finance Committee on September 1st, 2020. This change is requested based on a three month review of the cost allocation charges and cost pool allocation processes. The suggested shared cost changes include Human Resources and Administration and the IT Department would be charged based on head count. The Finance and Executive Administration departments would be allocated based on a percentage total of actual expenses for each program. This change will improve efficiencies and update the basis based on current environment.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE FISCAL POLICIES AND PROCEDURES, COST ALLOCATION CHANGE

7. **Severe Weather and Other Environmental Circumstances Policy Update -- Karen Davis**

With the increased ability to work remotely, a recommendation has been made to update the severe weather policy. Rather than receiving straight time for agency closures, staff will be instructed to work remotely unless otherwise directed by their supervisor. This policy change was approved by the Union Steward and Union Representative.

MOTION, SECONDED, and CARRIED TO APPROVE THE SEVERE WEATHER AND OTHER ENVIRONMENTAL CIRCUMSTANCES POLICY UPDATE

8. **Contract Summary, Southern Minnesota Regional Legal Services Lease -- Catherine Fair**

SMRLS, through a diverse, respectful and fair working environment, and legal assistance and community education activities, promotes and respects the dignity of low-income persons and seeks new and effective solutions to the critical and common legal problems of low-income persons which arise in a broad community context. This 36-month lease was negotiated by the agency's Broker, Transwestern. The total rent per square foot will increase from \$16.03/sq. ft. to \$16.47/sq. ft., with \$0.75/sq. ft. increases each year. This tenant rents a total of 3,764 square feet on the 2nd floor of the Community Action Resource Center.

MOTION, SECONDED, and CARRIED TO APPROVE THE SOUTHERN MINNESOTA REGIONAL LEGAL SERVICES LEASE CONTRACT SUMMARY

9. **Contract Summary, Sisters of St. Joseph Music School Lease Extension (Ratification) -- Catherine Fair**

St. Joseph's School of Music is a non-denominational educational ministry of the Sisters of St. Joseph of Carondelet, which offers a comprehensive music curriculum designed to meet the needs of students of all ages and all levels, leading them to the enjoyment of music and its life-enriching qualities while also preparing

students who aspire to a professional level of performance. This one-year lease was negotiated by our Broker, Transwestern, from a month to month offer with a 60-day notice to end lease at any time requested by tenant broker. The total rent per square foot will increase to \$13.46/sq. ft. from \$13.07/sq. ft. The tenant rents a total of 7665 sq. ft. on the 3rd floor of the Community Action Resource Center.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE SISTERS OF ST. JOSEPH MUSIC SCHOOL LEASE EXTENSION CONTRACT SUMMARY

10. Contract Summary, LED Lighting (Ratification) -- Catherine Fair

Proposals were requested for the replacement of the exiting CFL lighting with LED lighting, including occupancy sensors in the Community Action Resource Center. Proposals were reviewed and the contractor was selected, based on price, capacity, responsiveness and responsibility. The lighting upgrades need to be completed by March 1, 2020 to take advantage of the Xcel rebates. The LED upgrades will be performed on all 4 floors of the building, with an annual energy savings of \$21,778.33. The project permanently decreases the annual energy use by \$21,776.33 per year.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE LED LIGHTING CONTRACT SUMMARY

11. Senior Director of Human Resources Hiring Recommendation -- Catherine Fair

The Senior Human Resources Director position was updated and the job was posted via multiple websites beginning on November 18, 2020, and remained open until December 18, 2020. A total of 63 candidates applied for the position and the agency was able to narrow it down to the best candidate for the position. A search committee was created and conducted interviews of the eligible candidates. The chosen candidate's background compared to the job description was reviewed. The finalist successfully cleared a DHS background and reference check and was the top pick of the search committee.

MOTION, SECONDED, and CARRIED TO APPROVE THE HIRING RECOMMENDATION FOR THE SENIOR DIRECTOR OF HUMAN RESOURCES

12. Grant Summary, Housing Stability Direct Impact Program (Ratification) -- Cassidy Titcomb

This grant, for the amount of \$426,000, will allow Community Action to expand our Housing program offerings by establishing a Housing Stability Assistance Program that will offer a homelessness "prevention plus" program model that couples direct assistance awards for past due rent with funding of a Resource Navigator staff position who will support participants' own efforts to achieve housing stability and other goals to lift their family out of poverty. This program will support families most at risk for eviction, namely BIPOC households, and will be limited to Ramsey County residents living at or below 200% of poverty.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE HOUSING STABILITY DIRECT IMPACT PROGRAM GRANT SUMMARY

13. Non-Federal Share Waiver Request (Ratification) -- Nicolee Mensing

The Administration of Children and Families requires a 20% match of non-federal resources for federal Head Start funding. The Agency is requesting a waiver of the non-federal share match requirement for the funds in the Start-Up portion of this grant application. This request is due to a lack of community resources that will likely prevent the agency from providing the non-federal share match required for the Start-Up funds. CAPRW is proposing a non-federal share waiver in the amount of \$175,312.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE NON-FEDERAL SHARE WAIVER REQUEST

STANDING COMMITTEES

Executive Committee Report – Connie Greer

The Executive Committee will be acting as hiring committee for Exec Director. This will be discussed at the February meeting. The Finance Committee and the Executive Committee will have a joint meeting in February to review Building Asset Management Plan.

Bylaws & Membership Committee Report – Marcie Jefferys

They Bylaws & Membership Committee did not meet last month.

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

Councilmember Prince thanked the P&E Committee for their work on the Race Equity Work Plan.

Finance Committee – Keith Schuler

Keith Schuler focused on the Building Asset Management Plan. McGough Facility Management Team performed an assessment during October 2020 of the entire building, grounds, structure, envelope, HVAC, and Fire/Life Safety & Security systems at the Community Action Resource Center. The 10-year capital plan was developed based on this assessment including estimated revenues, and estimated operating expenses for the same period. CEE performed an audit and compiled a list of efficiency opportunities and actions for review by building staff and management to further improve building operations. This list is a mix of operation and capital improvement recommendations as well as comments on actions both immediate and long term. An Asset Management Plan was created by the Agency that includes estimates for all recommended updates. It is the recommendation of the Agency to finance approximately \$1,764,602 for the necessary repairs, with an additional \$100,000 financed through CEE for lighting. These upgrades would be eligible for approximately \$144,680 in rebates and allow for \$72,500 in utility savings. The Finance Committee requested staff to illustrate various scenarios regarding paying all at once versus deferring over 2-3 years, as well as present how the payments towards financing will be covered.

The October Financial Statements and November Credit Card Statements were reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE OCTOBER 2020 FINANCIAL SUMMARY REPORT AND THE NOVEMBER 2020 CREDIT CARD STATEMENT

Head Start Policy Council Report (HSPC) – Luvidia Williams & Connie Greer

The agenda for the Head Start Policy Council was reviewed. The hiring process for Head Start that was reviewed, including a discussion on including a parent in interviews so they can observe a job interview situation.

PROGRAM REPORTS

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

ANNOUNCEMENTS / INFORMATION

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

NEXT BOARD MEETING DATE:

February 18, 2021 – 6:00 pm

Board President, Connie Greer, adjourned the Board meeting at 8:14 pm.