

**Community Action Partnership of Ramsey & Washington Counties**  
**450 Syndicate Street North, St. Paul, MN 55104**  
**651.645.6445**

**BOARD OF DIRECTORS MEETING**  
**450 Syndicate Street North, Suite 20**  
**St. Paul, MN 55104**  
**October 18, 2018**

**MINUTES**

---

<b>Members Present:</b>	Sara Appolon, Blake Huffman, Heather Meyers, Jane Prince, Mary Jo McGuire, Marcie Jefferys, Shereen Page, Esmeralda Cortes
<b>Members Absent:</b>	Connie Greer, Elizabeth Omoyeni, Keith Schuler, Michelle Kemper, Alex Hines, Ta’Lisa Lissimore,
<b>Staff Present:</b>	Clarence Hightower, Dean Dalzell, Deonna Humphrey, Catherine fair, Cassidy Titcomb, Brooke Walker, Sarah Hayes, Ankit Bangar, Sandy Hsu, Marcy Paulson, Theresa Lumpkins
<b>Guests Present:</b>	Kylie Nicholas (The Improve Group)

**CALL TO ORDER**

---

The meeting was called to order at 6:02 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the agenda for October 18, 2018, and the minutes for September 20, 2018.

**October 18, 2018 Agenda**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE OCTOBER 18, 2018, AGENDA**

**September 20, 2018 Minutes**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE SEPTEMBER 20, 2018, MINUTES**

**CHAIR COMMENTS**

The Chair commented on how he was reminded that if you focus on the mission of Community Action you can take things that are good or bad and still try to have a positive attitude.

**STUDY SESSIONS**

**A. Strategic Plan & Community Needs Assessment Update**

Cassidy Titcomb reminded the Board that the next Board Retreat will take place on Saturday, October 27. Community Action lapel pins and pens were distributed to all present attendees. Cassidy commented that the best way to raise funds is to raise awareness.

Kylie Nicholas from the Improve Group presented the findings from the Community Needs Assessment Participant Survey. The participant survey was administered by Community Action in August & September 2018 by mail, online, and in-person. The participant survey informs the needs assessment. 384 respondents completed the survey. In 43% of households surveyed, at least one adult is unemployed. 64% of respondents said no one in their house has a high school diploma. The cost of car ownership and public transit are significant transportation barriers. Community members struggle to find safe, well maintained, and affordable housing. Respondents find it difficult to pay for health care costs. 24% of respondents frequently run out of food before the end of the month.

Blake Huffman commented that he would like to make sure that this data gets communicated to people that need to hear it (i.e. Ramsey County, food shelves, etc.). Cassidy commented that the dissemination of this information has been discussed by the Strategic Planning Committee, but no clear action plan has been established yet. Further discussion will take place on these results at the Board Retreat.

B. Affirmative Action Overview

De Humphrey presented the Affirmative Action Overview for Community Action. Affirmative Action was established to fight racial discrimination & to ensure that women & minorities are given an equal employment opportunity. Affirmative Action applies to women, minorities, & individuals with disabilities. Affirmative Action includes quantitative analyses of our workforce as compared to the composition of the relevant labor pools. It requires action-oriented programs if women and minorities are not being employed at an expected rate given their availability in the relevant labor pool. Affirmative Action also includes internal auditing to measure Community Actions progress toward achieving a workforce that would be expected as compared to relevant labor pools. Current action steps include creating development opportunities, advertising using multiple avenues to reach targeted audience, review recruiting and tracking processes, providing supervisor training. Community Action is currently not under-utilized in hiring women or minorities.

C. Program Customer Satisfaction Annual Results

Cassidy Titcomb discussed the program customer satisfaction annual results. These results will be presented to the Board annually every October. The high level overview is that all programs are well over 70% of satisfaction.

Mary Jo McGuire asked if there is any way to survey people who aren't using Community Agency services to see why they aren't using services. Cassidy commented that our funders require the agency to survey participants of our programs. She also mentioned that the Community Needs Assessment did open up the collection process from non-participants.

Marcie Jefferies asked how was the information obtained and commented that it would be helpful to know the number of respondents for each program survey. Each program administers their survey differently.

**NEW BUSINESS**

A. 2018 Audit Engagement Letters

a. **Financial Audit Services**

The draft engagement letter covers services for the Financial Audit and Tax Preparation for the fiscal year ending September 30, 2018. The engagement letter covers the fourth of a five year contract with CliftonLarsonAllen. The fees outlined in each letter total \$25,625: \$24,000 for the audit and \$1,625 for the preparation of IRS Form 990. Staff performed a detailed review of the letters in the packet: the fees and terms outlined in the letters align with the proposal submitted by CliftonLarsonAllen and approved by the Board of Directors in August 2015.

**MOTION, SECONDED, and CARRIED TO APPROVE THE CLIFTONLARSENALLEN ENGAGEMENT LETTER FOR THE 2018 FINANCIAL STATEMENTS**

b. **Tax Exempt Returns (990) and State Filings**

See notes in "Financial Audit Services."

**MOTION, SECONDED, and CARRIED TO APPROVE THE CLIFTONLARSENALLEN ENGAGEMENT LETTER FOR THE PREPARATION OF THE IRS FORM 990**

B. **Grant Summary – Dr. Nina Thai Lease**

Dean Dalzell presented the Grant Summary for the lease for Dr. Nina Thai. Dr. Nina Thai DDS has been a valued tenant of the Community Action Building for over 20 years. The tenant has confirmed their intent to renew the lease for Suite 119 for a five-year term. The lease renewal is approximately \$92,577. Included within this total amount are rent increases to maintain alignment with building operating costs and the market range for similar office space.

**MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR DR. NINA THAI LEASE**

*Mary Jo McGuire asked if there is a way that the agency can ask what Dr. Nina Thai's policy is on offering services to children and low-income families. Dr. Hightower commented that staff would contact the agency attorney to see if we are allowed to have this discussion with her.*

C. **Contract Summary – Employee Health Care Benefits**

Dean Dalzell presented the Grant Summary for the Employee Health Care Benefits. Community Action provides health insurance coverage to full and part-time benefit eligible employees through HealthPartners. The cost of the premium is shared between the employer and the employee. The renewal for the 2019 calendar year will be a decrease when compared to the 2018 calendar year. The decrease to the total (employer and employee) health care premiums is 2.0% from calendar year 2018 to 2019.

**MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR EMPLOYEE HEALTH CARE BENEFITS**

**D. Contract Summary – Employee Dental Care Benefits**

Dean Dalzell presented the Grant Summary for the Employee Dental Care Benefits. Employees will continue to have the same dental plan options and coverage to select from in calendar year 2019; there are no plan changes from the prior year. The decrease to the total (employer and employee) dental care premiums is 1.0% from calendar year 2018 to 2019.

**MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR EMPLOYEE DENTAL CARE BENEFITS**

**E. Proposal – Ramsey County Family Homelessness Prevention Assistance Program (FHPAP) Funding**

Dr. Hightower commented that this proposal has not gone through any Board Committees due to the timing of receiving the grant application. Ramsey County sent notification that any discussion with Ramsey County employees about this proposal would cause the agency to become ineligible to apply for the grant, therefore, Blake Huffman, Marcie Jefferies and Mary Jo McGuire were not present in the meeting during this discussion.

Catherine Fair presented a Grant Summary for the Ramsey County Family Homelessness Prevention Assistance Program (FHPAP). Community Action has provided Family Homeless Prevention and Assistance services in collaboration with Neighborhood House for nearly four years. However, the current RFP for service provision does not include a subcontractor option and a collaborative option is not allowed by Minnesota Housing without an approved waiver. Therefore, this proposal will be the first to Ramsey County for FHPAP funds as an individual entity. The two, out of the four potential program models, that CAPRW will propose administering for Ramsey County include the Homelessness Prevention and the Rapid Rehousing models. A majority of the total proposed grant amount of approximately \$1,300,000 (for two year grant period) will go specifically toward crisis and monthly subsidies for rental assistance, damage deposit, and utility assistance. FHPAP Prevention services will assist approximately 225 households per year (times 2 years) avert homelessness with 100% stably housed at program exit. Twelve additional families will receive a rental subsidy and home based case management and supportive services through the Rapid Rehousing program.

Feedback was provided by several Board Members on how great they think this grant would be and that Community Action is a great organization to provide these services.

**MOTION, SECONDED, and CARRIED TO APPROVE THE RAMSEY COUNTY FAMILY HOMELESSNESS PREVENTION ASSISTANCE PROGRAM (FHPAP) FUNDING**

*Note: Blake Huffman, Marcie Jefferies, and Mary Jo McGuire were not present for this discussion and therefore abstained from the vote as they are employees of Ramsey County.*

**F. Recommendation for Head Start/Early Head Start Director Hire**

Dr. Hightower and Deonna Humphrey discussed the Head Start/Early Head Start Senior Director candidate that is being recommended for hire by the search committee. A handout was provided showing the candidates credentials. The name and gender of the candidate was not made known, however, the candidate is not from Minnesota. Head Start Policy Council will receive this information at the meeting next week.

**MOTION, SECONDED, and CARRIED TO APPROVE THE HIRE OF THE CANDIDATE PRESENTED AS THE HEAD START/EARLY HEAD START SENIOR DIRECTOR POSITION**

*Note: Mary Jo McGuire abstained from the vote as she was aware of one of the candidates who was not selected.*

1. Head Start Extended Day Grant Application

Dean Dalzell discussed an opportunity that Head Start has to apply for additional funds to extend the hours at some Head Start Center locations. More details will be given at the next Board meeting in November. One of the challenges that staff is anticipating will be finding classroom space. Staff is currently looking into additional space. If Board Members are aware of any available space they should contact Dean Dalzell or Theresa Lumpkins.

2. Update on Year End – 7 Big Things

Cassidy gave an update on the 7 Big Things to be completed by the end of the year, 74 days. The funding goal of \$25,000 of unrestricted funds by the end of the year is currently at \$10,480.12. A big push will be made for Give to the Max Day to increase donations. Worksheets were distributed to all present board members to record names and contact information in an effort to add 200 new names to the agency mailing lists.

**EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN**

All items on the Executive Committee Agenda were discussed.

**BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS**

The Bylaws and Nominations Committee did not meet. Heather Meyers has sent some emails to a couple of potential Board Members, but have not received any responses.

**PLANNING & EVALUATION (P&E) COMMITTEE REPORT – MARY JO MCGUIRE**

The Affirmative Action Overview was given, as well as an Affordable Housing presentation.

*Mary Jo McGuire would like to have the minutes from the most current meeting included in the meeting packets going forward even if they are still in draft form.*

**FINANCE COMMITTEE REPORT – MARCIE JEFFERYS**

Marcie Jefferys provided the Finance Committee Report. The grant and contract summaries that were discussed today were also reviewed during the Finance Committee meeting. Financial statements for the month of August were reviewed. August is the 11<sup>th</sup> month of the fiscal year. Agency expenditures and revenue are near target of the budget for the fiscal year. The building is 100% occupied and all tenants are current. The August credit card statements were also reviewed.

**MOTION, SECONDED, and CARRIED TO APPROVE THE AUGUST FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENTS AS PRESENTED**

**HEAD START POLICY COUNCIL REPORT (HSPC)**

The Head Start Policy Council will meet next week.

**PROGRAM REPORTS**

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

**ANNOUNCEMENTS/INFORMATION**

A Board Roster and Board Calendar were provided in the Board packet.

**NEXT BOARD MEETING DATE:**

**November 15, 2018 – 6:00 PM**

**NEXT BOARD RETREAT DATE:**

**October 27, 2018**

---

An Executive Session was not held.

The board recited the current mission statement: to reduce the causes of poverty and its impacts on people's lives.

The Board meeting was adjourned by Board President, Blake Huffman at 7:46 pm.