

Community Action Partnership of Ramsey & Washington Counties
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BOARD OF DIRECTORS MEETING
450 Syndicate Street North, Suite 20
St. Paul, MN 55104
February 20, 2020

MINUTES

Members Present:	Michelle Kemper, Connie Greer, Keith Schuler, Luvidia Williams, Jane Prince, Esmeralda Cortes, Minerva Munoz, Nicole Frethem, Trista MatasCastillo, Shereen Page, Sara Appolon
Members Absent:	Marcie Jefferys, Leigh Ann Ahmad, Alex Hines, TaLisa Lissimore
Staff Present:	Clarence Hightower, Dean Dalzell, Catherine Fair, Brooke Walker, Deonna Humphrey, Cassidy Titcomb, Cindy Webster, Nicolee Mensing, Sarah Hayes, Jake Johnson, Theresa Lumpkins
Guests Present:	Rachel Flanders from CliftonLarsenAllen

CALL TO ORDER

Board President, Michelle Kemper, called the meeting to order at 6:07 pm. A quorum was present.

The Board reviewed the agenda for February 20, 2020, and the minutes for January 16, 2020.

February 20, 2020, Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE FEBRUARY 20, 2020, AGENDA

January 16, 2020, Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE JANUARY 16, 2020, MINUTES

CHAIR COMMENTS

The Board Chair mentioned that this is one of her favorite Board meetings because of the audit presentation.

STUDY SESSIONS

1. Fiscal Year 2019 Audit Presentation

Rachel Flanders, from CliftonLarsonAllen, gave a presentation on the Fiscal Year 2019 Financial Audit. The audit was reviewed at the last Finance Committee meeting. The purpose of the Audit Letter to Governance is to communicate to governance the required items under accounting standards as well as provide an update on the audit. There were no material weaknesses or significant deficiency. Community Action received an unmodified opinion, which is the highest level of assurance that can be given.

2. Head Start Community Needs Assessment

Nicolee Mensing presented. Based on the Performance Standards, the Head Start Community Needs Assessment must be done every five years and updated annually. The full Head Start Needs Assessment was conducted last fall. The community profile, including population and poverty were discussed. Families experiencing homelessness, children with disabilities, as well as the economy were also discussed. Head Start eligibility considerations and recommendations were noted.

3. Head Start Eligibility Training & Selection Criteria

Jake Johnson provided training on the Head Start Eligibility. According to the Head Start Performance Standards, Community Action is required to provide a training to the Governing Body within 180 days of the

beginning of a new term. Applicable federal regulations, some strategies for working with families and program's policies and procedures were reviewed. The most significant part of the eligibility process is to understand the categories for eligibility. Families are automatically eligible for the program if they meet one of four criteria.

The Head Start/Early Head Start Selection Criteria was also reviewed. The main changes to the Selection Criteria from last year are the increase in points for families currently experiencing homelessness, foster children, families receiving public assistance and those who have income below 100%. The increase in points was to ensure that the most at-risk families are considered for enrollment first. The Selection Criteria was approved at the last Head Start Policy Council meeting.

4. Law Enforcement Career Path Academy (LECPA)

Brooke Walker presented. Since the start of the LECPA program, 97 students have enrolled, with more than 76% continuing to pursue a degree in law enforcement. In January, nine of the students graduated from the St. Paul Police Department Academy, marking it as the most diverse class yet. A video on this story from Fox9 News was viewed during the meeting.

NEW BUSINESS

1. Fiscal Year 2019 Financial and Single Audit

- a. **Auditor Letter to Governance – Draft**
- b. **Audited Financial Statements - Draft**

CliftonLarsenAllen previously presented the Fiscal Year 2019 Audit Presentation during the Study Session.

MOTION, SECONDED, and CARRIED TO APPROVE THE AUDITOR LETTER TO GOVERNANCE DRAFT AND THE AUDITED FINANCIAL STATEMENTS DRAFT

2. **Head Start Selection Criteria**

The Head Start Selection Criteria was presented earlier during the Study Session.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START SELECTION CRITERIA WITH THE AMENDMENT ABOUT FAMILIES THAT HAVE LIVED IN THE US FOR TWO YEARS OR LESS
**STAFF WILL MEET TO DISCUSS THE APPROPRIATE WORDING FOR THE AMENDMENT*

3. **2019 Executive Director Performance Evaluation & Compensation**

Michelle Kemper presented. Eight Board Members completed the Executive Director Performance Evaluation Survey. The Executive Committee reviewed the survey results and discussed the performance evaluation during the last Executive Committee meeting on February 4. An annual merit increase was offered to Dr. Hightower, but he declined the increase in lieu of ten (10) additional days of Paid Time Off (PTO).

MOTION, SECONDED, and CARRIED TO APPROVE THE 2019 EXECUTIVE DIRECTOR PERFORMANCE EVALUATION & TEN (10) ADDITIONAL DAYS OF PAID TIME OFF (PTO)

COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY (CAPHC) UPDATE

Dr. Hightower presented. The CAPHC Executive Director Search Timeline calls for interviews to take place on April 15. The search firm has an amazing slate of candidates and they would like to move up the interview timeline as not to lose any candidates. The contract with CAPRW ends on May 1.

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Community Housing Development Organization (CHDO) Board Member Certification Forms – Catherine Fair Board Member Certification Forms were distributed to all Board members who were present. In preparation of submitting a CHDO application to the City of St. Paul, these forms need to be completed by all Board Members.

All Staff Event Recap – Deonna Humphrey

The 2020 All Staff Event took place on Friday, January 24 at the Allianz Field. Staff will have photos from the event at the next Board meeting.

EXECUTIVE COMMITTEE REPORT – MICHELLE KEMPER

All items on the Executive Committee agenda were discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT – SARA APPOLON

The Bylaws & Nominations Committee presented the proposed Slate of Officers for 2020. The Slate of Officers will be presented for approval in March during the Annual meeting.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT – LUVIDIA WILLIAMS

All items on the Planning & Evaluation Committee agenda were discussed.

FINANCE COMMITTEE REPORT – KEITH SCHULER

The financial statements for the months of October and November 2019 were reviewed. The new Finance system is still in the process of being rolled out which has caused a slight delay in the reporting for some of the financial statements. October and November 2019 reports reflect the new Fiscal Year 2020 budget and the first two months of activity for the agency. Total revenue and expenditures are within 5% of budgeted projections year to date. The December 2019 credit card statement was also reviewed. The building is 100% occupied and all tenants are current with their rent.

MOTION, SECONDED, and CARRIED TO APPROVE THE OCTOBER AND NOVEMBER 2019 FINANCIAL STATEMENTS AS PRESENTED, AS WELL AS THE DECEMBER 2019 CREDIT CARD STATEMENT

HEAD START POLICY COUNCIL REPORT (HSPC) – CONNIE GREER

All items on the HSPC Committee agenda were discussed.

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:

March 19, 2020 – 6:00 pm

The Annual Meeting will take place during the March 19 Board meeting.

Board President, Michelle Kemper, adjourned the Board meeting at 7:45 pm.

The Board recited the current mission statement: to reduce the causes of poverty and its impact on people's lives in our community.

An Executive Session was not held.