

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

**BOARD OF DIRECTORS MEETING**

**September 16, 2021 at 6:00 pm**

Zoom Meeting

<https://caprw-org.zoom.us/j/97404788811?pwd=dzV6QUgzVEpsYW9UV0ltanBCY0ZoQT09>

Dial-In: +1 (312) 626-6799

Meeting ID: 974 0478 8811

Passcode: rcL3P+

**MINUTES**

<b>Members Present:</b>	Connie Greer, Marcie Jefferys, Nicole Frethem, Keith Schuler, Jane Prince, Jessika Thomas-Powell, Esmeralda Cortez, Leigh Ann Ahmad, Jillian McAdams
<b>Members Absent:</b>	Trista MatasCastillo, George Stone, LaToya Whitfield, Koung Yang
<b>Staff Present:</b>	Kevin Adams, C. Herme, Cheryl Butz, Arnita Walls, Lara Richardson, Catherine Fair, Nicolee Mensing, Cassidy Titcomb, Feleshia Edwards, Gina Iliev, Pamela Maldonado
<b>Guests Present:</b>	Nicole MartinRogers (Wilder Research), Greg Owen (Wilder Research), LeAndra Estes (Rondo), Jolene Mason (Rondo)

**I. CALL TO ORDER**

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

**II. AGENDA**

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The Board reviewed the agenda for September 16, 2021.

**MOTION, SECONDED, AND CARRIED TO APPROVE THE SEPTEMBER 16, 2021 AMENDED AGENDA.**

**III. MINUTES**

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The Board reviewed the minutes for the August 19, 2021 Board of Directors meeting.

**MOTION, SECONDED, AND CARRIED TO APPROVE THE AUGUST 19, 2021 BOARD MEETING MINUTES**

**IV. CHAIR COMMENTS – CONNIE GREER**

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Connie Greer introduced Leandra Estes, former Board President, who is joining with several colleagues to observe the meeting as they look to set up their own Board in the Rondo community; LeAndra introduced herself. Luvidia Williams was not in attendance due to a conflict of interest, which has now been resolved. The Bylaws & Membership Committee will assist with bringing her back to the Board.

**V. EXECUTIVE DIRECTOR REPORT – CATHERINE FAIR**

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Catherine Fair noted that the agency is paying close attention to President Biden’s plan for a path out of the pandemic, most specifically as it relates to Head Start vaccination requirements, and waiting on more guidance. The COVID Emergency Rental Assistance program (CERA) has received a positive response for its ease of use and response time.

## VI. CONSENT AGENDA

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The board briefly reviewed the items on the consent agenda and were invited to pull any items out for further discussion if wanted. The items presented in the consent agenda have been reviewed by at least one committee.

**MOTION, SECONDED, and CARRIED TO APPROVE THE CONSENT AGENDA, WHICH INCLUDES:**

PROCUREMENT SUMMARY, MANAGED SERVICES, INC. JANITORIAL SERVICES  
RATIFICATION OF THE MINT ROOFING ROOF REPAIR PROCUREMENT SUMMARY  
PROCUREMENT SUMMARY, NORTHSTAR SPECIALTIES ENERGY CONSERVATION CONTRACTOR  
PROCUREMENT SUMMARY, PERFECTION HEATING ENERGY CONSERVATION CONTRACTOR  
RATIFICATION OF THE MONTESSORI AMERICAN INDIAN CHILDCARE PARTNERSHIP PROCUREMENT SUMMARY  
RATIFICATION OF THE PUBLIC HOUSING HEAD START LEASE AGREEMENTS PROCUREMENT SUMMARY  
RATIFICATION OF THE YMCA HEAD START LEASE AGREEMENT PROCUREMENT SUMMARY  
RATIFICATION OF THE HEAD START BUDGET REVISION  
RATIFICATION OF THE REMOTE WORK POLICY  
RATIFICATION OF THE HEAD START COVID-19 VACCINATION POLICY  
CREDIT CARD STATEMENT – JULY 2021

## VII. NEW BUSINESS / DISCUSSION FROM CONSENT AGENDA

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**1. Fiscal Year 2022 Budget Proposal**

Catherine presented about the Fiscal Year 2022 Budget Proposal. A copy of the presentation will be uploaded to EasyBoard after the meeting for members' reference.

**MOTION, SECONDED, AND CARRIED TO APPROVE THE FISCAL YEAR 2022 BUDGET PROPOSAL.**

## VIII. STANDING COMMITTEE REPORTS

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**1. Planning & Evaluation (P&E) Committee Report – Catherine Fair & Jane Prince**

The Planning and Evaluation Committee met on September 13, 2021 and reviewed the CAPRW Mission, Values and Vision statements, which will be presented by Wilder during the Study Session section of our agenda. The Car Ownership Program agenda item was moved to the October meeting.

**2. Bylaws & Membership Committee Report – Marcie Jefferys**

The Bylaws & Membership Committee met on September 9, 2021 and discussed the Board Bylaws revision and board recruitment tools and strategies. The committee will continue their discussion at a follow-up meeting next week.

**3. Finance Committee – Keith Schuler**

The Finance Committee meeting met on September 7, 2021 and reviewed the agency's financial statements. Keith Schuler presented an overview to the Board of Directors.

**MOTION, SECONDED, AND CARRIED TO APPROVE THE JULY 2021 FINANCIAL REPORTS.**

**4. Head Start Policy Council Report (HSPC) – Lara Richardson**

The August 2021 Head Start Policy Council Executive Committee meeting was cancelled, so there was nothing to report.

**5. Executive Committee Report – Connie Greer**

The Executive Committee met on September 6, 2021 and discussed whether to hold the October board meeting in person or virtually. Various positions were shared and conversations will continue.

## IX. STUDY SESSIONS / INFORMATIONAL ITEMS

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Community Needs Assessment – Wilder Research

Greg Owen and Nicole MartinRogers from Wilder Research presented the Key Findings from Focus Groups that were conducted as part of the Community Needs Assessment. The presentation addressed communities that were targeted, greatest immediate needs, post-COVID concerns, things that make it easy or hard to use services in the community, suggestions to improve Community Action’s services, and recommendations for organizations and policymakers. A full summary of the Community Needs Assessment, along with survey and focus group feedback, will be presented at the October Board Retreat.

Required Viewing: Child and Adult Care Food Program Training Video – Angela Prokop, Head Start\*

*\*This training has been made available on EasyBoard for viewing at your earliest convenience.*

## **X. PROGRAM AND DEPARTMENT REPORTS**

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

## **XI. ANNOUNCEMENTS / INFORMATION**

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

### **BOARD RETREAT DATES:**

**SATURDAY, OCTOBER 16, 2021 – 9:00 am-3:00 pm**

**Will begin strategic planning conversations**

**In-person, virtual or hybrid yet to be determined**

### **NEXT BOARD MEETING DATE:**

**OCTOBER 21, 2021 – 6:00 pm**

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Board President, Connie Greer, adjourned the Board meeting at 7:27 pm.