

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

BOARD OF DIRECTORS MEETING

September 17, 2020 at 6:00 pm

GoToMeeting

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

Access Code: 885-376-101

MINUTES

Members Present:	Connie Greer, Keith Schuler, Marcie Jefferys, Alex Hines, Trista MatasCastillo, Luvidia Williams, Jane Prince, Nicole Frethem, George Stone, Sara Appolon
Members Absent:	Minerva Munoz, Shereen Page, Leigh Ann Ahmad, Esmeralda Cortes
Staff Present:	Catherine Fair, Cassidy Titcomb, Brooke Walker, Nicolee Mensing, Kevin Adams, Chris Herme, Sarah LaRose-Holland, Caitlin Duncan, Angela Prokop, Theresa Lumpkins
Guests Present:	

CALL TO ORDER

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

The Board reviewed the agenda for September 17, 2020, and the minutes for August 20, 2020.

September 17, 2020, Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE SEPTEMBER 17, 2020, AGENDA

August 20, 2020, Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE AUGUST 20, 2020, MINUTES

CHAIR COMMENTS

1. Ad Hoc Committee Status Update

The board chair thanked everyone for their hard work. An Executive Session will take place after the board meeting with Attorney present. The Bylaws and Membership committee is continuing to examine the way committees function. Marcie Jefferys will give a status update on the Ad Hoc committee later in the meeting. The Executive Director job description has been reviewed along with the policies and procedures regarding the position.

INTERIM EXECUTIVE DIRECTOR REPORT -- CATHERINE FAIR

1. Building Rehab Update

Rehab portion will be completed early next week. The following weeks will focus on ordering signage, furniture and technology. While not all staff are returning, we are focusing on getting set up for when that happens.

2. Slow Roll Bike Ride

The Slow Roll Bike Ride took place on September 8th with approximately 50 people in attendance. We are considering doing another Slow Roll in the spring. It provided excellent community engagement and interest.

3. Equity Strategies Meeting

The first Equity Strategies Committee Planning Meeting took place on September 15. Catherine Fair thanked Alex Hines, Leigh Ann Ahmed and Luvidia Williams for serving on the committee.

4. Theresa Lumpkins Departure

This will be Theresa Lumpkins' last board meeting as she has accepted a new position outside the agency. She thanked Theresa Lumpkins for her additional help over the last 6 months in addition to her long service. Caitlin Duncan will take over her duties in the interim.

STUDY SESSIONS

1. Head Start Child and Adult Care Food Program (CACFP) Training

Angela Prokop provided training on the Child and Adult Care Food Program (CACFP). The CACFP is a program that takes part in the Food & Nutrition Services from the United States Department of Agriculture (USDA) that provides meal and milk reimbursement and donated commodities through a variety of federal nutrition programs. Head Start is required to participate in the CACFP program as part of the Head Start Performance Standards. Board Members and the Executive Director are required to know the basic CACFP information and requirements to gain understanding that they have the responsibility to ensure staff is trained in program requirements and compliance is maintained. Members also need to gain understanding of the serious deficiency process. Minimum training requirements include meal components and portion sizes, attendance and meal count documentation, claims submission, and reimbursement and fiscal management.

2. Fiscal Year 2021 Budget Proposal – Final Draft

Catherine Fair presented the 2021 Fiscal Year Budget – Final Draft. A Budget Book was mailed to all Board Members along with the Board Packet for review prior to the meeting. The total 2021 Agency Budget revenue is \$29,885,684 and expenses are \$30,064,078. The estimated deficiency of \$178,393 is due to not completely covering depreciation, a non-cash item. Total depreciation is \$351,426, so roughly 50% is covered.

NEW BUSINESS

1. **Grant Application -- Head Start Child and Adult Care Food Program**

Nicolee Mensing presented. The Grant Summary for the Head Start Child and Adult Care Food Program, which was previously discussed during the Study Session. The estimated grant amount is \$500,000 - \$600,000 (estimated reimbursement to help offset approximately \$1.381 million budgeted in food and related program expenditures). The grant duration is October 1, 2020 – September 30, 2021.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START CHILD AND ADULT CARE FOOD PROGRAM GRANT APPLICATION

2. **Fiscal Year 2021 Budget Proposal – Final Draft**

Catherine Fair previously presented the Fiscal Year 2021 Budget – Final Draft.

MOTION, SECONDED, and CARRIED TO APPROVE THE FISCAL YEAR 2021 BUDGET PROPOSAL

3. **Grant Summary – City of New Brighton COVID Relief Program -- Ratification**

Kevin Adams presented. The City of New Brighton proposes the allocation of \$350k of Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds, to respond to households that have experienced a loss of income, either by loss of employment or reduction in hours, due to COVID-19 and are experiencing housing instability. The available funds will support households who reside in the City of New Brighton, with incomes at or below 400% of the federal poverty level. The funds can be used to pay past due rent, past due mortgage and housing association fees, if failure to pay would result in foreclosure. Community Action has proposed \$42,000, approximately 12%, to administer the program. This request has been submitted to New

Brighton for consideration. Due to the limited timeframe and estimation of at least 140 households served, we anticipate the need of 2.0 FTE during the 10 week grant duration.

MOTION, SECONDED, AND CARRIED TO APPROVE THE RATIFICATION OF THE CITY OF NEW BRIGHTON COVID RELIEF PROGRAM, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE ON SEPTEMBER 2, 2020

4. Grant Summary – City of White Bear Lake COVID Relief Program - Ratification

Kevin Adams presented. The City of White Bear Lake proposes the allocation of \$250k of Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds, to respond to households that have experienced a loss of income, either by loss of employment or reduction in hours, due to COVID-19 and are experiencing financial instability. The available funds will support households who reside in the City of White Bear Lake, with incomes at or below 400% of the federal poverty level. The funds can be used to pay past due rent, mortgage, utilities, including internet and childcare. The maximum grant is \$5,000 for families and \$3,000 for individuals. Community Action has been approved for up to \$37,500 for the cost of administering the program. Due to the limited timeframe and estimation of at least 100 households served, we anticipate the need of 2.0 FTE during the 9 week grant duration. This will include permanent and temporary staff.

MOTION, SECONDED, AND CARRIED TO APPROVE THE RATIFICATION OF THE CITY OF WHITE BEAR LAKE COVID RELIEF PROGRAM, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE ON SEPTEMBER 2, 2020

5. Contract Summary - Equity Transwestern, Real Estate Services Agreement – Ratification

Catherine Fair presented. Community Action's Property Management company, McGough, provides day to day property management, maintenance and accounting services (including rent collection and bill payments). We have sought the services of a Real Estate Broker to provide listing services, assist with new tenant procurement and negotiate lease terms and renewals to maximize our asset. With the assistance of our Property Management team at McGough, staff obtained competitive bids from three sources and is recommending moving forward with Equity Transwestern. The firm comes highly recommended and had competitive rates. This is a one-year contract with the potential expense of \$25k.

MOTION, SECONDED, AND CARRIED TO APPROVE THE RATIFICATION OF THE EQUITY TRANSWESTERN REAL ESTATE SERVICES AGREEMENT CONTRACT SUMMARY, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE ON SEPTEMBER 2, 2020

6. Grant Summary – Fiscal Year 2020 Early Head Start Expansion

Nicolee Mensing presented. The Administration for Children and Families (ACF) announced the availability of approximately \$103 million to be competitively awarded for the purpose of expanding access to high-quality, comprehensive early learning services for low-income infants, toddlers, and their families. The proposed full-day, full-year model will provide early, continuous, intensive, and comprehensive child development and family support services to 70 pregnant women, infants and toddlers in Ramsey County that will enhance the physical, social, emotional, and intellectual development of participating children; support parents' efforts to fulfill their parental roles; and help parents move toward self-sufficiency.

MOTION, SECONDED, and CARRIED TO APPROVE THE FISCAL YEAR 2020 EARLY HEAD START EXPANSION CONTRACT SUMMARY

STANDING COMMITTEES

EXECUTIVE COMMITTEE REPORT – CONNIE GREER

The Executive Committee did not meet. There will be a meeting in October. The Board Chair thanked Theresa Lumpkins on behalf of the Executive Committee.

BYLAWS & MEMBERSHIP COMMITTEE REPORT – MARCIE JEFFERYS

The Bylaws & Membership Committee did not meet. Sara has agreed to work on the orientation process. There is still a vacancy in the low-income sector and staff is looking to the Head Start Policy Council to fill the seat.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT – JANE PRINCE

An overview of the Energy Conservation was given. The P&E meetings have been moved from the fourth Monday of each month to the first Monday of each month.

FINANCE COMMITTEE REPORT – KEITH SCHULER

The financial reports for the month of July 2020 were reviewed. July reflects the tenth month of the fiscal year for the agency. Accounts receivable were decreased by approximately \$300,000 due to cleaning up the outstanding accounts receivable and funds being received. The line of credit balance remains at zero. The finance department has been tracking COVID related expenses. Program financial updates were included in the board packet for review. The July 2020 credit card statement was also reviewed. The agency has been having issues accessing the Unemployment Insurance Department, however the agency is self-insured and uses a third-party trust to process all unemployment claims and payments. The retirement Plan Audit is still in process the final review should occur next week. The agency has received a credit of \$27,014 for 6 months of fees. The new subscription charges are \$10,395 per quarter, which is a decrease of \$2,155 per quarter.

MOTION, SECONDED, and CARRIED TO APPROVE THE JULY 2020 FINANCIAL REPORTS AND THE JULY 2020 CREDIT CARD STATEMENT

HEAD START POLICY COUNCIL REPORT (HSPC) – LUVIDIA WILLIAMS/CONNIE GREER

The start of classes was postponed from September 9 to September 14. Mounds View has not opened yet for students due to COVID-19. The new Senior Director of Finance will begin on September 21. The school year will take place in-person (8-10 students per class) as well as virtually.

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:

October 15, 2020 – 6:00 pm

Board President, Connie Greer, adjourned the Board meeting at 7:48 pm.

An Executive Session was held.