

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
August 17, 2017

MINUTES

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| Members Present: | Blake Huffman, Connie Greer, Michelle Kemper, Talisa Lissimore, Sara Appolon, Heather Meyers, Keith Schuler, Marcie Jefferys, Jane Prince, Esmeralda Cortes, |
| Members Absent: | Mary Jo McGuire, Kerri Sawyer, Shereen Page |
| Staff Present: | Clarence Hightower, Dean Dalzell, Catherine Fair, Brooke Walker, Deonna Humphrey, Cindy Webster, Karri Kerns, Cassidy Titcomb, Theresa Lumpkins, Aimee Sandy, Angela Prokop |
| Guests Present | Steve Millen (Federal Mediation & Conciliation Service) |

CALL TO ORDER

The meeting was called to order at 6:07 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the agenda for August 17, 2017, and the minutes for June 15, 2017.

August 17, 2017 Agenda

Connie Greer would like to add the Certified Community Action Professional (CCAP) to the agenda for discussion. This will be added as item E under New Business.

MOTION, SECONDED, AND CARRIED TO APPROVE THE AUGUST 17, 2017, AGENDA WITH THE ADDITION OF THE CERTIFIED COMMUNITY ACTION PROFESSIONAL (CCAP)

June 15, 2017 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE JUNE 15, 2017, MINUTES

CHAIR COMMENTS

The Board Chair acknowledged the week full of hate and terror that has transpired, specifically in Charlottesville and in Spain. He read a brief statement denouncing these hate groups and talked about random acts of kindness that we can all do to help make this world a better place.

He also wanted to welcome everyone back from the break since there was no meeting in July and to encourage everyone to stay dedicated and focused on the work at hand.

STUDY SESSIONS

A. LABOR MANAGEMENT COMMITTEE -- STEVE MILLEN

Steve Millen, from Federal Mediation & Conciliation Service, discussed the new Labor Management Committee (LMC) and his role as mediator between the American Federations of State, County and Municipal Employees Council 5, Local 8 (AFSCME) and Community Action. The LMC has been jointly established by AFSCME and Community Action and is a tool used by both labor and management to work together to improve the workplace. The LMC is comprised of representatives of AFSCME and representatives of CAPRW. This group will work on items that help ensure good work practices and affirm adherence to the union contract, employee handbook, agency programmatic obligations, and employment law. The LMC will meet regularly to discover, discuss, and resolve issues or problems that are brought to the committee.

The Board Chair asked how a Board member should handle an instance if a person/employee should reach out to them directly. Dr. Hightower commented that Board members should contact him if this should ever happen or if they should ever have any questions.

Michelle Kemper thanked Mr. Millen for coming and she appreciated how well he explained this process.

B. HEAD START CHILD AND ADULT CARE FOOD PROGRAM (CACFP) TRAINING -- ANGELA PROKOP

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 & Portion Sizes
- Attendance & Meal Count Documentation
- Claims Submission
- Reimbursement & Fiscal Management

Effective October 1, 2017, the USDA has made some changes to the program. This is the first change since 1965. Training will take place on August 22 for staff. Board members are welcomed and encouraged to attend.

C. HEAD START PROGRAM SELF-ASSESSMENT

Karri Kerns provided the Head Start Self-Assessment Report for review and discussion. Karri previously provided training on the Program Self-Assessment at an earlier Board meeting this year, however, it is required that Board Members also receive a copy of the final report for review. Karri gave a brief overview of the focus areas from each category of the report.

D. COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) UPDATE

Catherine Fair provided an update on the progress of the Community Housing Development Organization (CHDO). An updated project timeline was distributed for review. The timeline outlined the tasks that have already been completed, as well as the items that are in still in process. The construction contract amount is \$72,125, which is slightly more than the original budget estimate of \$70,300. The occupancy lease up is scheduled for November 2017.

Dr. Hightower acknowledged Catherine Fair for all her hard work on the CHDO and for bringing it to the table.

E. ORGANIZATIONAL STANDARDS

Dr. Hightower gave a presentation on the status of the 58 CSBG Organizational Standards that were submitted to the Office of Economic Opportunity (OEO). The P&E Committee vetted all 58 of the Standards and at that time, four Standards were unmet. When the report was submitted 49 Standards were met, 8 Standards were in progress, and 1 Standard was not met. The issue was not that the items weren't met, but that the documentation that was submitted did not fully support the work that the agency did. For example, OEO wanted documentation to show that Board members received training on their duties & responsibilities. Board members received training by OEO staff on November 17, 2016, however, staff provided the Board agenda from that meeting as documentation, but OEO wanted the Board minutes. Staff will have an opportunity to submit proper documentation on the nine Standards that were not met in November.

NEW BUSINESS

A. Grant Summary – Head Start Child and Adult Care Food Program

Dean Dalzell presented the Grant Summary for the Head Start Child and Adult Care Food Program that was previously discussed during the Study Session. The estimated grant amount is \$600,000 - \$850,000

(estimated reimbursement to help offset approximately \$1.7 - \$2.0 million in food and related program expenditures). The grant duration is October 1, 2017 – September 30, 2018.

Connie Greer asked if this grant is in jeopardy of being cut as it is federally funded. It is not known at this time if this grant is in jeopardy of being cut or possibly losing some of its funding.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START CHILD AND ADULT CARE FOOD PROGRAM (CACFP) GRANT SUMMARY

B. Seat New Board Member – Elizabeth Omoyeni

Karri Kerns introduced Elizabeth Omoyeni who is a Head Start Policy Council (HSPC) Board Member.

Elizabeth has been appointed by the HSPC to be the liaison to the Board of Directors. Karri mentioned that Elizabeth is a very active parent and she believes that Elizabeth is the reason that parent engagement at her site has been so high.

MOTION, SECONDED, and CARRIED TO APPROVE THE SEATING OF ELIZABETH OMOYENI TO THE BOARD OF DIRECTORS AS THE HEAD START POLICY COUNCIL REPRESENTATIVE

C. Grant Summary: Energy Assistance, Minnesota Department of Commerce

Dean Dalzell presented a Grant Summary for the Energy Assistance Program (EAP) Contract Renewal for FY2018. Each year CAPRW must submit an EAP Local Plan and Internal Controls Documentation (ICD) to continue its work as the contracted service provider for the Energy Assistance Program in Ramsey and Washington Counties. The estimated contract amount is \$2.8 million and the contract duration is October 1, 2017 - September 30, 2018. Energy Assistance in Minnesota is funded through a federal block grant, the Low-Income Home Energy Assistance Program (LIHEAP), by the U.S. Department of Health and Human Services and administered through the Minnesota Department of Commerce.

MOTION, SECONDED, and CARRIED TO APPROVE THE ENERGY ASSISTANCE, MINNESOTA DEPARTMENT OF COMMERCE GRANT SUMMARY

D. Employee Handbook Revision – Employer Sick & Safety Time

Deonna Humphrey presented a revision to the Employer Sick & Safety Time (ESST) in the Employee Handbook. Employers in Saint Paul must provide employees working in Saint Paul with paid leave for medical or safety reasons effective July 1, 2017. CAPRW has Paid Time Off (PTO) and Sick Time policies that are compliant with this new law and are more generous. The PTO and Sick Time policies will need minimal revising in the Employee Handbook to allow for the Safety usage of time off. The addition of the ESST Policy will need to be added to the Employee Handbook for temporary staff on CAPRW payroll that are not eligible for the PTO and Sick Time benefit.

MOTION, SECONDED, and CARRIED TO APPROVE THE REVISION TO THE EMPLOYEE HANDBOOK REGARDING THE EMPLOYER SICK AND SAFETY TIME

E. Certified Community Action Professional

Connie Greer invited Board members and/or staff to get involved in the Certified Community Action Professional Program (CCAP). This is a national certification for Community Action Staff or Board Members to recognize individuals who are experts in Community Action. Currently, Connie Greer and Catherine Fair are the only two individuals in the agency that are CCAP's. This is the 25 year anniversary of this program.

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Dr. Hightower presented on the 2018 Budget Journey. The first draft of the 2018 budget has been presented. Currently the budget is out of balance by approximately \$2,000,000. Head Start and the Strategic Initiatives are the biggest departments currently out of alignment. Dr. Hightower will send updated drafts to the Board prior to the next Board meeting in September as staff work to get the budget balanced. Connie Greer would like to see details of what expenses the CSBG funds will be spent on. Dean Dalzell explained that this detailed information will be provided in the Budget Book that will be provided to the Board in September for approval.

Dr. Hightower also discussed the Low Income Home Energy Assistance Program (LIHEAP) Audit that took place on Tuesday, August 15. The Federal Government is auditing the State of Minnesota. Auditors were at the State on Monday; they visited with CAPRW on Tuesday, and met with Hennepin CAP on Wednesday.

The good news is that the State of Minnesota has prepared CAPRW to run a good program. The Auditors have 30 days to send their findings to the State of Minnesota.

EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN

All items on the Executive Committee agenda were previously discussed during the meeting except the Minimum Wage. Deonna Humphrey gave a brief overview of the changes being made to the minimum wage by the State of Minnesota and the City of Minneapolis.

Councilmember Jane Prince stated that she doesn't think that council has any plans to make changes to the minimum wage in St. Paul in 2017. This could be discussed in St. Paul during 2018.

BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS

Heather Meyers presented the Bylaws & Nomination Committee report. There is still currently a vacant spot for the private sector. The difficulty of filling this position is that the committee is specifically looking for someone who has fundraising expertise.

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

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

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

Michelle Kemper provided the Finance Committee Report. The Finance Committee previously reviewed the 2018 Budget. Financial statements for the months of May and June were also reviewed. May is the 8th month of the fiscal year and June is the 9th month. Agency expenditures and revenue are within target of the budget for the fiscal year. The building is 100% occupied and all tenants are current. The May and June credit card statements were reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE MAY AND JUNE 2017 FINANCIAL SUMMARY REPORTS AND CREDIT CARD STATEMENT AS PRESENTED

HEAD START POLICY COUNCIL REPORT (HSPC) – ESMERALDA CORTES

The Head Start Policy Council did not meet over the summer. The Head Start school year will start on September 5, 2017.

PROGRAM REPORTS

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

ANNOUNCEMENTS/INFORMATION

A Board Roster and 2017 Board Calendar were provided in the Board packet.

A flyer was provided to all meeting attendees on the upcoming Chat Series. The Chat will take place on August 24 and will discuss the ongoing crisis of affordable housing. Board Member, Jane Prince will be one of the guest speakers.

NEXT BOARD MEETING DATE(S):

September 21, 2017 – 6:00 PM

Staff members were excused from the meeting and an Executive Session was 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 7:27 pm.