

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

BOARD OF DIRECTORS MEETING

August 19, 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

Members Present:	Connie Greer, Marcie Jefferys, Keith Schuler, Jillian McAdams, George Stone, Nicole Frethem, Trista MatasCastillo, Leigh Ann Ahmad, Koung Yang, LaToya Williams
Members Absent:	Jane Prince, Esmeralda Cortes, Luvidia Williams, Jessika Thomas-Powell
Staff Present:	Kevin Adams, C. Herme, Cheryl Butz, Arnita Walls, Caitlin Duncan, Catherine Fair, Nicolee Mensing, Cassidy Titcomb, Feleshia Edwards, Gina Iliev, Pamela Maldonado, Lara Richardson, Kashif Zia
Guests Present:	Daniel Lee (Wilder Research), Nicole MartinRogers (Wilder Research), Ryan Evans (Wilder Research), Greg Owen (Wilder Research), Bunchung Ly (Wilder Research), Rachel Flanders (CliftonLarsonAllen)

I. CALL TO ORDER

Board President, Connie Greer, called the meeting to order at 6:04 pm. Roll Call was taken by Caitlin Duncan. A quorum was present.

II. AGENDA

The Board reviewed the amended agenda for August 19, 2021.

MOTION, SECONDED, AND CARRIED TO APPROVE THE AUGUST 19, 2021 AMENDED AGENDA.

III. MINUTES

The Board reviewed the minutes for the June 17, 2021 Board of Directors meeting.

MOTION, SECONDED, AND CARRIED TO APPROVE THE JUNE 17, 2021 BOARD MEETING MINUTES

IV. CHAIR COMMENTS – CONNIE GREER

Connie Greer discussed the future of board meetings and the possibility of moving to hybrid virtual and in person meetings. Nicole Frethem, co-chair of the Board Development Ad Hoc Committee, was invited to give an update on the committee's work. The Ad Hoc Committee will be meeting in September to review the results of the Board Survey.

V. EXECUTIVE DIRECTOR REPORT – CATHERINE FAIR

Catherine Fair gave updates on the agency and welcomed the new leaders, including: Cheryl Butz, Senior Director of Finance; Gina Iliev, Director of Community Initiatives and Mission Advancement; Pamela Maldonado, Director of Community Engagement; Kashif Zia, Head Start Finance Manager; Feleshia Edwards, Energy Conservation.

VI. NEW BUSINESS

1. Seat New Member, Koung Yang

Marcie Jefferys submitted the nomination of Koung Yang to the Board of Directors. Koung Yang was elected by participants of Community Action Partnership of Ramsey & Washington Counties housing program to represent Washington County.

MOTION, SECONDED, AND CARRIED TO SEAT KOUNG YANG ON THE BOARD OF DIRECTORS

2. Seat New Member, LaToya Whitfield

Marcie Jefferys submitted the nomination of LaToya Whitfield to the Board of Directors. LaToya Whitfield was elected by participants of Community Action Partnership of Ramsey & Washington Counties housing program to represent Ramsey County.

MOTION, SECONDED, AND CARRIED TO SEAT LATOYA WHITFIELD ON THE BOARD OF DIRECTORS

3. Fiscal Year 2020 Audit Presentation

Rachel Flanders from CliftonLarsonAllen presented the agency's Fiscal Year 2020 audit. The audit documents are available for Board Members to review on EasyBoard.

MOTION, SECONDED, AND CARRIED TO APPROVE THE FISCAL YEAR 2020 AUDIT

VII. CONSENT AGENDA FROM STANDING COMMITTEES

1. Planning & Evaluation (P&E) Committee Report – Trista MatasCastillo

The Planning and Evaluation Committee met on August 2, 2021 and discussed the Community Needs Assessment and Strategic Plan presentation from Wilder Research. The Committee reviewed and approved the contract summaries for the Head Start Change of Scope.

2. Bylaws & Membership Committee Report – Marcie Jefferys

The Bylaws Committee met on August 4, 2021. They reviewed the election of Koung Yang and LaToya Whitfield and approved their nomination to the Board of Directors.

3. Finance Committee – Keith Schuler

The Finance Committee meeting was held on August 3, 2021 and the Committee reviewed and approved the financial and credit card statements for May and June of 2021, which reflect the eighth and ninth months of the fiscal year. Keith Schuler provided an overview of the financial statements. The Committee also reviewed and approved the IRS Form 990 as well as the procurement summaries for Amherst H Wilder Foundation Childcare Partnership, West Side Head Start Lease Agreement, AGAPE Head Start Lease Agreement, Head Start Transportation and Cornice Repair. They also reviewed and approved the agreement summary for the Child and Adult Care Food Program Budget.

4. Head Start Policy Council Report (HSPC) – Connie Greer

The Head Start program report is included in the Board Packet for review. Nicolee Mensing provided the Board of Directors with a summary of the Policy Council Executive Committee meeting, which took place on August 17, 2021.

5. Executive Committee Report – Connie Greer

The Executive Committee met on August 3, 2021 and reviewed and approved the procurement summaries for Head Start Transportation, West Side Lease Agreement, AGAPE Lease Agreement, and the Ruth Benner Center Playground and the agreement summary for the Critical Repair Grant Program as well as the Head Start Change of Scope and the 2020 IRS Form 990 to go before the Board of Directors for ratification.

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

RATIFICATION OF THE HEAD START CHANGE OF SCOPE
RATIFICATION OF THE IRS FORM 990
APPROVAL OF THE AMHERST H. WILDER CHILDCARE PARTNERSHIP PROCUREMENT SUMMARY
RATIFICATION OF THE WEST SIDE HEAD START LEASE AGREEMENT PROCUREMENT SUMMARY
RATIFICATION OF THE AGAPE HEAD START LEASE AGREEMENT PROCUREMENT SUMMARY
RATIFICATION OF THE HEAD START TRANSPORTATION PROCUREMENT SUMMARY
APPROVAL OF THE CHILD AND ADULT CARE FOOD PROGRAM BUDGET AGREEMENT SUMMARY
APPROVAL OF THE CORNICE REPAIR PROCUREMENT SUMMARY
APPROVAL OF THE MAY AND JUNE 2021 FINANCIAL REPORTS
APPROVAL OF THE MAY AND JUNE 2021 CREDIT CARD STATEMENTS
RATIFICATION OF THE RBC PLAYGROUND PROCUREMENT SUMMARY
RATIFICATION OF THE CRITICAL REPAIR GRANT PROGRAM AGREEMENT SUMMARY

VIII. NEW BUSINESS / DISCUSSION FROM CONSENT AGENDA

There were no additional items of New Business.

IX. STUDY SESSIONS

Barriers & Opportunities, Community Needs Assessment – Wilder Research

Daniel Lee and Bunchung Ly from Wilder Research presented the results from the participant survey and key informant interviews that were conducted as part of the Community Needs Assessment. The presentation addressed the greatest needs, barriers to accessing services in the community, and opportunities for addressing poverty.

X. PROGRAM REPORTS

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

XI. ANNOUNCEMENTS

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

NEXT BOARD MEETING DATE:

September 16, 2021 – 6:00 pm

Board President, Connie Greer, adjourned the Board meeting at 7:36pm.