

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
April 20, 2017

MINUTES

Members Present:	Blake Huffman, Kerri Sawyer, Connie Greer, Keith Schuler, Esmeralda Cortes, Michelle Kemper, Mary Jo McGuire, Heather Meyers, Ta’Lisa Lissimore, Shereen Page, Sara Appolon
Members Absent:	Evie Shelafoe, Robin Madsen, Marcie Jefferys, Jane Prince
Staff Present:	Clarence Hightower, Dean Dalzell, Catherine Fair, De Humphrey, Brooke Walker, Cassidy Titcomb, Cindy Webster, Karri Kerns, Theresa Lumpkins
Guests Present	

CALL TO ORDER

The meeting was called to order at 6:10 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the agenda for April 20, 2017, and the minutes for March 16, 2017.

April 20, 2017 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE APRIL 20, 2017, AGENDA

March 16, 2017 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE MARCH 16, 2017, MINUTES

CHAIR COMMENTS

The Board Chair welcomed the two new board members, Sanaide “Sara” Appolon and Shereen Page. Introductions were made by all present board members.

The Board Chair commented that he has announced his candidacy for Governor and that he intends to keep the Board meetings a politically free zone.

Starting after this meeting, the Board will begin to conduct Executive Sessions after each meeting. The Executive Sessions will consist of all Board members and the Executive Director. All CAPRW staff will be asked to vacate the room during the Executive Sessions.

STUDY SESSIONS

A. IRS FORM 990 – 2016 FISCAL YEAR

Dean Dalzell gave an overview of key items and sections of the IRS Form 990 for Fiscal Year 2016, which is the annual tax return for the organization. The IRS Form 990 was reviewed & discussed. Michelle Kemper commented that the Finance Committee has previously reviewed the IRS Form 990 in great detail. This IRS Form 990 is a public document.

NEW BUSINESS

A. IRS Form 990 – 2016 Fiscal Year

The IRS Form 990 – 2016 Fiscal Year was previously discussed during the Study Session.

MOTION, SECONDED, and CARRIED TO APPROVE THE IRS FORM 990 – 2016 FISCAL YEAR

B. Board Member Non Performance

Heather Meyers discussed the non-performance of Board Member Fartun Ahmed. Fartun has only attended one Board meeting. She has missed three consecutive Board meetings and has not responded to any attempts to reach her via phone and email. Heather reminded Board members that the Bylaws have been amended to allow for members to call in for meetings if they are unable to physically attend. It is recommended to remove Fartun Ahmed from the Board for non-performance.

MOTION, SECONDED, and CARRIED TO REMOVE FARTUN AHMED FROM THE BOARD OF DIRECTORS

C. Seat New Board Members

Introductions were previously made during the Chair Comments.

MOTION, SECONDED, and CARRIED TO APPROVE THE SEATING OF SANAIDE “SARA” APPOLON AND SHEREEN PAGE

MOTION, SECONDED, and CARRIED TO APPROVE THE SEATING OF SHEREEN PAGE

D. Grant Summary, Rapid Rehousing Program

Dean Dalzell presented a grant summary for the Rapid Rehousing Program (formerly Transitional Housing Program). This is the third renewal of this grant. The grant amount is \$270,000 and the grant duration would be July 1, 2017 – June 30, 2019. CAPRW is seeking to expand the number served from nine to between ten and twelve single women who are experiencing homelessness.

Brooke Walker gave a brief overview of the Rapid Rehousing Program. The program targets single women in Washington County, as the first priority, or Ramsey County. The lease is executed between the participant and the landlord and the participants pay no more than 35% of their gross income towards rent for up to 24 months. The goal is for participants to maintain their housing once the subsidy ends. It’s been a challenge finding available housing in Washington County. Most participants are housed in the City of St. Paul. The average rent is about \$825 for a one bedroom.

MOTION, SECONDED, and CARRIED TO APPROVE THE RAPID REHOUSING PROGRAM GRANT SUMMARY

E. Contract Summary, Janitorial & Cleaning Services

Dean Dalzell presented a contract summary for the Janitorial & Cleaning Services. A full RFP process was held. The recommendation is to change vendors from Vanguard Cleaning to Perfection Plus effective June 1, 2017. The proposed cleaning vendor will provide cleaning and janitorial services on a schedule drafted, monitored, and managed by Property Management personnel. The contract duration would be for three (3) years and the total contract amount is \$225,180 (\$75,060 annually).

MOTION, SECONDED, and CARRIED TO APPROVE THE JANITORIAL & CLEANING SERVICES CONTRACT SUMMARY FOR PERFECTION PLUS

F. Employee Handbook Update

De Humphrey presented an overview of all the changes, additions, and revisions to the Employee Handbook. Ten additions have been added to the Employee Handbook and five updates were made. The Probationary Period for Vacation Policy and Sick Policy has been removed.

MOTION, SECONDED, and CARRIED TO APPROVE THE UPDATED EMPLOYEE HANDBOOK

G. Community Housing Development Organization (CHDO)

Catherine Fair gave an update on the status of the CHDO. A two-unit multi-family property was located in Forest Lake for purchase. A property overview, project timeline, project assumptions, project pro-forma and financial overview were included in the meeting packet for review. Staff is seeking ratification and approval of a purchase agreement for the property at 80 5th St SW in Forest Lake, MN, obtain approval to draw on the agency line of credit (if so required), and approval to execute contracts with the Washington County Community Development Agency (CDA) and the Dakota County Consortium. The tentative real estate closing is scheduled for May 15, 2017. The Finance and Executive Committees have already reviewed and approved the purchase of the property.

MOTION, SECONDED, and CARRIED BY THE BOARD OF DIRECTORS AND THE BOARD PRESIDENT TO APPROVE THE RATIFICATION OF THE PURCHASE AGREEMENT FOR THE FOREST

LAKE PROPERTY AT 80 5th ST SW AND AUTHORIZE THE EXECUTIVE DIRECTOR TO PROCEED WITH ACTIONS NECESSARY TO PURCHASE THE PROPERTY

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Dr. Hightower thanked the Board for moving all of the new business items forward as it really helps move the organization forward.

1. National & State Funding
 - a. Dr. Hightower presented on the national and state funding for Community Action Agencies. FAIM State Funding was forwarded to Conference Committee for \$500,000 in the House and Senate. The committee will decide the amount of funding that will be received.
 - b. The Community Action Grant Funding was forwarded to Conference Committee as well. The Senate has \$750,000 per year increase and is included in the base for future years. The House has \$1 million annually for the next two years, but no additional funding included for future years.
 - c. On a national level, the Short Term Continuous Resolution to keep the government running is set to expire April 28, 2017.

EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN

All items on the Executive Committee agenda were discussed, except for the 2018 anticipated healthcare costs. De Humphrey reported that the 2018 premiums are expected to increase by approximately 45%. CAPRW currently pays approximately \$3 million annually. A 45% increase would be about \$500,000. Due to the large increase, this was brought before the Executive Committee at their last meeting. No action is needed from the Board at this time.

BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS

The New Board Member Orientation was held this evening prior to the Board meeting. Three (3) new members, Sara Appolon, Shereen Page, and Esmeralda Cortes were in attendance.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT – KERRI SAWYER

All items on the P&E Agenda were discussed.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

Financial statements for the month of February were reviewed. February is the 5th month of the fiscal year. Agency expenditures and revenue are within 2% of the budget for the fiscal year. The building is 100% occupied and all tenants are current. The February credit card statements were reviewed.

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

HEAD START POLICY COUNCIL REPORT (HSPC) – ESMERALDA CORTES/KARRI KERNS

Esmeralda Cortes provided the HSPC Report. The HSPC discussed purchasing new buses. Esmeralda attended the MN Head Start Association Conference in Brainerd, MN. Karri Kerns mentioned that they also discussed changing the current practice around parent participation in interviewing and hiring. The plan is to have a parent on the committee or a phone poll if a parent can't be present.

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. An updated version of the Bylaws was distributed.

NEXT BOARD MEETING DATE(S):

May 18, 2017 – 6:00 PM

The Board and Executive Director entered into an Executive Session at 7:20 pm.

The Board meeting was adjourned by Board President, Blake Huffman.