

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

BOARD OF DIRECTORS MEETING

February 18, 2021 at 6:00 pm

GoToMeeting

<https://global.gotomeeting.com/join/885376101>

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

Access Code: 885-376-101

MINUTES

Members Present:	Nicole Frethem, Connie Greer, Marcie Jefferys, Trista MatasCastillo, Jane Prince, Keith Schuler, Jessika Thomas-Powell, Leigh Ann Ahmad, Luvidia Williams, Jillian McAdams, Esmeralda Cortes
Members Absent:	George Stone
Staff Present:	Kevin Adams, Lori Doehne, Caitlin Duncan, Catherine Fair, Nicolee Mensing, Cassidy Titcomb, Arnita Walls, Brooke Walker, Cynthia Webster
Guests Present:	

CALL TO ORDER

Board President, Connie Greer, called the meeting to order at 6:02 pm. Roll Call was taken by Caitlin Duncan. A quorum was present.

The Board reviewed the agenda for February 18, 2021, and the minutes for January 21, 2021. Connie Greer proposed amending the agenda to move Study Sessions 2, 3 and 4 to follow the Standing Committee Reports.

February 18, 2021 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE FEBRUARY 18, 2021 AGENDA AS AMENDED

January 21, 2021 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE JANUARY 21, 2021 MINUTES

CHAIR COMMENTS – CONNIE GREER

The Board will not be having an Executive Session following the meeting as there has been no updates from legal counsel and no requests to meet.

INTERIM EXECUTIVE DIRECTOR REPORT -- CATHERINE FAIR

Head Start Eligibility Training

Catherine Fair informed the Board that a Head Start Eligibility Training video is available on EasyBoard. All members should view the video at their convenience. During the EasyBoard Training, a demonstration to find the video will be provided.

STUDY SESSIONS

1. Building Asset Management Plan – *Catherine Fair*

Catherine Fair reviewed the goals for the building project and presented occupancy considerations from the agency's broker. A spreadsheet showing projections for expenses over six years was presented. The spreadsheet illustrated expenses if no building projects (other than lighting) were completed. The forecasted net income for each priority level of building projects was reviewed. The Committee also reviewed occupancy

projections based on the best available information on renewals and vacancies. Staff is recommending repairing the chiller only to allow for more time to work through the budget and ensure the best possible pricing for all projects. More information will be provided in June or August.

NEW BUSINESS

1. **Seat New Member – Private Sector, Jillian McAdams – *Marcie Jefferys***

Marcie Jefferys introduced Jillian McAdams. Jillian brings enthusiasm and a knowledge base that will be helpful. She has a Master's Degree in Organizational Leadership, M.B.A in Strategic Marketing and a Bachelor's Degree in Journalism. She has worked in corporate and non-profits across multiple industries, including early education and healthcare. She is a sixth generation Ramsey County resident and was recommended to Community Action by Commissioner Nicole Frethem.

MOTION, SECONDED, and CARRIED TO SEAT NEW MEMBER JILLIAN McADAMS TO THE BOARD OF DIRECTORS

2. **Race Equity Work Plan – *Catherine Fair***

The Community Needs Assessment found that at the root of poverty is systemic oppression. Making systems equitable is the most important community need. This is the first documented Agency plan to understand, communicate, strategize and take action to eliminate systemic and structural racism. The plan includes an inclusive volunteer and staff committee representing a cross section of roles and positions to create an organization-wide learning agenda. The plan also include utilizing new tools to examine and minimize the unanticipated adverse consequences in a myriad of contexts including proposed policies, institutional practices, programs, plans and budgetary decisions. Many goals listed in this action plan have been included in the organization's Annual Goals & Objectives for 2021, which will be presented next month. The additional goals will move forward this fall in the strategic planning process for the next three years.

MOTION, SECONDED, and CARRIED TO APPROVE THE RACE EQUITY WORK PLAN

3. **Interim Signature Delegation Authority (Ratification) – *Catherine Fair***

Community Action Staff identified a gap in timing for the Signature Delegation Authority, which allows the Executive Director to act on behalf of the agency. The delegation of signature authority allows the Executive Director to enter into grants and/or contracts (up to the signing limit of \$75,000) and to execute and deliver any instrument in the name of and on behalf of the Agency. A new Signature Delegation Authority will be signed at the Annual Meeting in March, so this interim resolution will be effective January 22, 2021 through March 18, 2021.

MOTION, SECONDED, and CARRIED TO RATIFY THE INTERIM SIGNATURE DELEGATION AUTHORITY

4. **Non-Federal Share Waiver Request – *Nicolee Mensing***

Community Action Partnership of Ramsey & Washington Counties (CAPRW) is respectfully requesting a waiver of the non-federal share match requirement for the 2020-2021 grant year. This request is due to a lack of community resources during the COVID-19 pandemic that will prevent the agency from providing the nonfederal share match required for the 2020-2021 grant year. CAPRW is proposing a non-federal share waiver in the amount of \$1,351,369 for the Head Start portion of the grant. While, in total, Community Action Head Start exceeds the non-federal share match, a higher amount is applied to Early Head Start due to higher community need.

MOTION, SECONDED, and CARRIED TO APPROVE THE NON-FEDERAL SHARE WAIVER REQUEST

STANDING COMMITTEES

Executive Committee Report – *Connie Greer*

There was no additional information to what has already been presented.

Bylaws & Membership Committee Report – *Marcie Jefferys*

The Committee met last month and reviewed the nomination of Jillian McAdams and the Slate of Officers for the Annual Meeting in March. The current officers of Board, Connie Greer (President), Nicole Frethem (Vice President), Keith Schuler (Treasurer), Marcie Jefferys (Secretary) and Luvidia Williams (Member-at-Large), have confirmed interest in serving another term and no additional nominees were put forward. The Committee has some pieces of outstanding work and is looking forward to having new members. There was a discussion around consumer sector recruitment and Commissioner Frethem offered some information from the National Community Action.

Planning & Evaluation (P&E) Committee Report – Jane Prince

The Committee reviewed the 2020 Goals and Objectives results and noted how well the agency did meeting objectives despite the challenges of the year.

Finance Committee – Keith Schuler

The financial reports for November and December of 2020 were reviewed. Rental income was greater than budget due to an elimination being included in the budget, however not in actual. The Finance Committee suggested adjusting the budget to conform to actuals to make reporting clearer. The Committee requested that the building line item is separated between commercial and residential. It was also requested to have net assets separated between restricted and unrestricted. The Committee also reviewed the Asset Management Plan together with the Executive Committee. The provided scenario analysis shed light on realistic options.

MOTION, SECONDED, and CARRIED TO APPROVE THE NOVEMBER 2020 AND DECEMBER 2020 FINANCIAL SUMMARY REPORT AND THE DECEMBER 2020 CREDIT CARD STATEMENT

Head Start Policy Council Report (HSPC) – Luvidia Williams & Connie Greer

Policy Council met on February 9, 2021. Luvidia Williams reviewed the agenda from the meeting. The Head Start COVID Task Force is still meeting every Friday to review protocols. Parents have been informed that the VITA tax clinic is open. The Department of Health and Human Services Information Memorandums ACF-IM-HS-20-05 and ACF-PI-HS-20-06 was shared.

STUDY SESSIONS (CONT.)

2. Zoom Meetings – *Kevin Adams*

The Agency will be moving from GoToMeeting to Zoom as preferred web conferencing software. The Board was directed to the tip sheet provided in the Board packet. The Board was shown the controls on the platform. Instructional videos will be available on EasyBoard. The Agency has a dedicated trainer that can provide custom training if desired.

3. EasyBoard – *Catherine Fair, Caitlin Duncan*

A tour of the Board intranet site, EasyBoard was given. Members were shown how to log in, navigate meetings and how to find resources in the library. Agendas, packets, and approved minutes will be available on all of the meeting notices. Trainings, such as the Head Start Eligibility Training, is available in the library and members were shown to access those.

4. 2020 Goals and Objectives Results (Standard 9.3) – *Catherine Fair*

The agency met 75% of the goals, with only one goal not met. The remaining goals remain in-progress or partially met due to the reprioritization of agency objectives in light of the COVID-19 pandemic that began in March. The Board reviewed key goals that were met and expressed that they were pleased with the results. The goals for 2021 will show some changes, as goals that have repeated for many years will be treated as an expectation, with new goals taking their place.

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. It was noted that there will be a July Board of Directors Meeting.

NEXT BOARD MEETING DATE:

Mach 18, 2021 – 6:00 pm

Board President, Connie Greer, adjourned the Board meeting at 7:37 pm.