

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 30
St. Paul, MN 55104
April 18, 2019

MINUTES

Members Present:	Michelle Kemper, Marcie Jefferys, Sara Appolon, Keith Schuler, Jane Prince, Trista MatasCastillo, Alex Hines, Minerva Munoz, Shereen Page, Luvidia Williams, Mary Jo McGuire
Members Absent:	Connie Greer, Esmeralda Cortes, Ta’Lisa Lissimore
Staff Present:	Clarence Hightower, Dean Dalzell, Brooke Walker, Cindy Webster, Cassidy Titcomb, Nicolee Mensing, Theresa Lumpkins
Guests Present:	

CALL TO ORDER

The meeting was called to order at 6:05 pm by Board President, Michelle Kemper. A quorum was present.

The Board reviewed the amended agenda for April 18, 2019, and the minutes for March 21, 2019.

April 18, 2019, Amended Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE APRIL 18, 2019, AMENDED AGENDA

March 21, 2019, Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE MARCH 21, 2019, MINUTES

CHAIR COMMENTS

The Board Chair commented that Committee Chairs should contact her if they have any topics they would like to discuss during an Executive Session.

STUDY SESSIONS

A. Employment Services Overview

Brooke Walker presented an overview on employment services provided in the Community Engagement Department; Project Success and Saint Paul Police Law Enforcement Career Path Academy (LECPA). The goal of Project Success is to help low-income individuals secure permanent living wage employment and achieve economic stability. Services include working individually with a Coordinator based on assessment results and needs, the development of an individual employment plan, job search and placement assistance, soft skills training and retention services. When available financial assistance is provided to help participants reach their training and/or education goals.

Launched in 2017, the City of Saint Paul Police Department (SPPD) offers the Law Enforcement Career Path Academy (LECPA) to support the diversification of SPPD and ensure law enforcement reflects the community served, providing training and employment opportunities for low-income young adults. Annually LECPA identifies and supports up to 50 low-income young adults, between the ages of 18-24, from the City of St. Paul and surrounding areas, who are diverse, establish a career in law enforcement or a related field. During a 10-week entry level skills training, students receive instruction in community policing and foundational job skills. Initial training results in college credits and entry-level skills certification.

NEW BUSINESS

A. Seat New Board Member

a. **Ramsey County Commissioner, Mary Jo McGuire – Public Sector**

Ramsey County Commissioner, Mary Jo McGuire, has been appointed to the Board by Ramsey County. She will replace Commissioner Blake Huffman in the Public Sector.

MOTION, SECONDED, and CARRIED TO APPROVE THE SEATING OF COMMISSIONER MARY JO MCGUIRE TO THE BOARD OF DIRECTORS

B. **Contract Summary, Amherst H. Wilder Childcare**

Dean Dalzell presented Head Start's Childcare Partnership contract with Amherst H. Wilder Center. Childcare partners offer families the opportunity to receive Head Start services without having to leave their current childcare setting. Thirty children will receive high quality Head Start services while attending their current childcare provider. The children will receive the full complement of program services that children who attend agency operated sites receive. Community Action Head Start has contracted with Wilder for 12 years. They are required to be in full compliance with all performance standards (and are monitored within the same standards as a CAPRW Head Start classroom). The contract extends through the completion of the 2019-2020 school year and totals approximately \$260,000.

MOTION, SECONDED, and CARRIED TO APPROVE THE AMHERST H. WILDER CHILDCARE CONTRACT SUMMARY

C. **Grant Summary, MN Department of Human Services Office of Economic Opportunity – Whole Family Services**

Dean Dalzell presented a grant proposal for the MN Department of Human Services. The grant opportunity is focused on the development of a whole family / inter-generational approach to reduce the impacts of poverty in our local community. The grant reflects leveraging two program areas that Community Action is already involved in: early childhood and employment support programs (via the CAPRW Head Start and Community Engagement programs). The first year of the grant reflects a partnership with Career Force Ramsey County, St. Paul Public Schools, and Ramsey County Public Health to further explore and understand the issue to develop proposed solutions, including a working plan for four additional years. The grant amount is \$327,000.

MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE MN DEPARTMENT OF HUMAN SERVICES OFFICE OF ECONOMIC OPPORTUNITY WHOLE FAMILY SERVICES GRANT

D. **Grant Summary, MN Department of Human Services Office of Economic Opportunity – Rapid Rehousing Program**

Dean Dalzell presented a grant summary for the Rapid Rehousing Program (formally known as the Transitional Housing Program). The grant summary reflects a continuation of the current grant funding level for an additional two-year period (through June 30, 2021). The funder is renewing funding to existing grantees (versus a competitive application process that was used in prior years.) The program targets single women who are experiencing homelessness in Washington County and Ramsey County. At any given time during the program, ten participants will be receiving rental subsidy and case management services. The grant is due in early May 2019. The grant amount, \$235,000, is flat when compared to the prior grant contract.

MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE MN DEPARTMENT OF HUMAN SERVICES OFFICE OF ECONOMIC OPPORTUNITY RAPID REHOUSING PROGRAM GRANT

E. **Bank Accounts, Authorized Signer Change**

Dean Dalzell presented. Community Action policy establishes the Board President, Board Treasurer, and Executive Director as authorized signers. The change in the Board President and Board Treasurer requires an update of authorized signers at agency banking institutions. The proposed list of signers are Michelle Kemper (Board President), Keith Schuler (Board Treasurer), and Dr. Clarence Hightower (Executive Director).

MOTION, SECONDED, and CARRIED TO APPROVE THE AUTHORIZED SIGNER CHANGE TO THE AGENCY BANK ACCOUNTS.

Dr. Clarence Hightower reported that the contract has not been signed yet; there is no update to give at this time.

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

1. **Nicolee Mensing, Senior Director Head Start/Early Head Start**
Dr. Clarence Hightower introduced the new Head Start/Early Head Start Senior Director. Nicolee also gave a brief personal introduction.
2. **Denise Harlow, Chief Executive Officer at National Community Action Partnership (CAP)**
Denise Harlow is the Chief Executive Officer of the National Community Action Partnership. The Community Action network has more than 1,000 agencies nationwide. Denise spent approximately 3 hours visiting with staff at Community Action Partnership of Ramsey & Washington Counties last Monday.
3. **CSBG Organizational Standards**
Cassidy Titcomb discussed the 58 CSBG Organizational Standards. All agencies that receive CSBG funding, including all Community Action agencies across the US, are required annually to document that they meet the CSBG Organizational Standards. The Standards are organized into 3 thematic groups, comprise of 9 categories, and 58 individual standards. Community Action met all 58 individual standards.
4. **2019 Employee Engagement Survey Results**
Dr. Hightower discussed the results of the 2019 Employee Engagement Survey. There was an 86% completion rate; last year the completion rate was 52%. Dr. Hightower thanked Alex Hines for challenging staff last year to increase the overall completion rate.
5. **National Volunteer Appreciation Week**
Gift bags with coffee mugs were provided to all present Board members in recognition of National Volunteer Appreciation Week.
6. **2019 MinnCAP Annual Report**
The 2019 MinnCAP Annual Report was distributed to all present Board members. Cassidy Titcomb highlighted the page numbers that included Community Action Partnership of Ramsey & Washington Counties stories and data.

EXECUTIVE COMMITTEE REPORT – MICHELLE KEMPER

All items on the Executive Committee agenda were discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT

The Bylaws & Nominations Committee did not meet.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT

The Planning & Evaluation Committee did not meet.

FINANCE COMMITTEE REPORT – KEITH SCHULER

Keith Schuler provided the Finance Committee Report. Financial statements for the month of February were reviewed. February is the 5th month of the fiscal year. Agency expenditures and revenue are near the budget target for the fiscal year. The building is 100% occupied and all tenants are current. The February credit card statements were also reviewed. There is a new source of revenue being generated for the agency by the use of the building parking lot for MN United Soccer games.

MOTION, SECONDED, and CARRIED TO APPROVE THE FEBRUARY 2019 FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENT AS PRESENTED

HEAD START POLICY COUNCIL REPORT (HSPC) – LUVIDIA WILLIAMS

Luvidia Williams provided the HSPC report. The committee welcomed Nicolee Mensing, the new Senior Director of Head Start/Early Head Start. A video was shown that was distributed from the Office of the Head Start National Director about reaching out to homeless families. A Pyramid Training was held on April 12 for staff. A discussion took place on how to promote engagement in the community on Head Start Enrollment. The Head Start Board report was reviewed and discussed. The current Head Start enrollment rates were also discussed.

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 provided in the Board packet for review.

NEXT BOARD MEETING DATE:

May 16, 2019 – 6:00 pm

An Executive Session was held.

The Board recited the current mission statement: to reduce the causes of poverty and its impact on people's lives in our community.

The Board meeting was adjourned by Board President, Michelle Kemper at 7:39 pm.