

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

BOARD OF DIRECTORS MEETING

July 23, 2020 at 6:00 pm

GoToMeeting

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

Access Code: 885-376-101

MINUTES

Members Present:	Connie Greer, Keith Schuler, Jane Prince, Sara Appolon, Marcie Jefferys, Minerva Munoz, Alex Hines, Nicole Frethem, George Stone
Members Absent:	Trista MatasCastillo, Leigh Ann Ahmad, Esmeralda Cortes, Shereen Page, Luvidia Williams
Staff Present:	Catherine Fair, Brooke Walker, Cassidy Titcomb, Cindy Webster, Nicolee Mensing, Jennifer Thienes, Theresa Lumpkins
Guests Present:	

CALL TO ORDER

Board President, Connie Greer, called the meeting to order at 6:03 pm. Roll Call was taken by Theresa Lumpkins. A quorum was present.

The Board reviewed the agenda for July 23, 2020, and the minutes for June 18, 2020.

July 23, 2020, Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE JULY 23, 2020, AGENDA

June 18, 2020, Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE JUNE 18, 2020, MINUTES

CHAIR COMMENTS

The Board Chair thanked the staff and the board for all of their hard work over the past few months during these unprecedented times.

INTERIM EXECUTIVE DIRECTOR REPORT -- CATHERINE FAIR

1. Building Rehab Update
The building rehab work is on track and the cost at this time is about \$1 million. Phase One is underway and includes work on the first floor. Phase Two will include work on the lower level.
2. COVID-19 Employer Preparedness Plan
The COVID-19 Employer Preparedness Plan is complete.
3. Finance Department Hiring Update
The Senior Director of Finance and the Assistant Director of Finance positions were both posted in June. Initial interviews for the Senior Director position were held this week. The Assistant Director interviews are scheduled to take place next week.
4. Crisis Funds from Cities
Several cities have reached out to Community Action to provide crisis services in order to spend down their crisis funds in response to COVID. George Stone shared that Washington County has approximately \$3 million in crisis funds and he will get additional information to the board next week.
5. Slow Roll Community Bike Ride

Community Action will be sponsoring a Slow Roll Community Bike Ride through St. Paul on Tuesday, August 18, in partnership with Cycles for Change. The goal of the ride is to “uplift the people” living in St. Paul by touring neighborhoods and sites that have cultural significance for residents particularly for Black, Indigenous and people of color. The theme for the ride is “Healing through Art”, so there will be special emphasis on viewing community art created both recently, in the aftermath of George Floyd’s killing and in prior years, by BIPOC artists. The ride will be taken at a slow pace, taking about 90 minutes to cover 9-10 miles. About 30 loaner bikes will be available on a first-come, first served basis and the ride will cap at 75 riders. The ride will end with a community meal where Community Action will be able to distribute information about programs and services.

STUDY SESSIONS

Fiscal Year 2019 CSBG Annual Report -- Brooke Walker

Brooke Walker presented an overview of the Fiscal Year 2019 Community Services Block Grant (CSBG) Report. This is a report of the agency’s annual activities and accomplishments during fiscal year 2019. This report also assesses targets in the Community Action Plan and informs the National CSBG Annual Performance Report.

NEW BUSINESS

1. Contract Summary – City of Shoreview, Acquisition/Rehab

Catherine Fair presented. The property at 5931 Lexington Avenue North, purchased from Ramsey County by the City of Shoreview, requires rehabilitation to meet HUD and Ramsey County Community and Economic Development standards and minimize future maintenance issues. Community Action would obtain the existing 3 bedroom home, detached garage and property at no cost from the City of Shoreview. Community Action, along with the City of Shoreview would work to secure the funding needed for the rehabilitation to standards. The current property can be subdivided for an additional rental property to be built in the future. Rehabilitation oversight and property management would be provided by Community Action. The total contract amount is \$200,000 (City of Shoreview-CDBG=\$110,000, Community Action=\$90,000).

**MOTION, SECONDED, and CARRIED TO APPROVE THE CITY OF SHOREVIEW
ACQUISITION/REHAB CONTRACT SUMMARY**

2. Contract Summary – Schumacher Elevator

Catherine Fair presented. The Community Action Resource Center located at 450 North Syndicate Street requires passenger elevator modernization and repair work on the existing freight elevator to maintain, repair and improve the physical asset as required. Elevator Technical Consulting, Inc. (ETC) was hired to oversee the RFP process and assist with the selection of the contractor for this specialty work. Schumacher Elevator Company was selected for the job based on the recommendation of the technical consultant ETC. The contract amount is \$123,890.

**MOTION, SECONDED, and CARRIED TO APPROVE SCHUMACHER ELEVATOR CONTRACT
SUMMARY**

3. Contract Summary, Head Start – Transportation Services

Nicolee Mensing presented. Staff is proposing to establish a one-year contract with Metro Transportation Network Bus Services to provide transportation to the Head Start extended-day classrooms for participants for the time period of August 24, 2020 through August 23, 2021, with potential for renewal annually up to five total years. The proposed contractor will provide transportation services that meet the Head Start Performance Standards related to the transportation of children. The contract amount is \$696,864 annually (up to \$3,484,320 for five (5) years of service).

**MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START TRANSPORTATION
SERVICES CONTRACT SUMMARY**

4. Contract Summary, Head Start – Hogle Bus Lease

Nicolee Mensing presented. Staff is proposing to establish a three-year lease with Hogle Bus Company for three Head Start buses. These buses will be used to transport Head Start children and will be driven by Community Action drivers. These buses will replace bus numbers 52, 55, and 57 and will be used to safely transport up to 93 children to Head Start programming. The contract amount is \$124,269 (\$13,752 per year for 1 bus, \$41,256 for 3 buses). The entirety of the contract is \$123,768 plus licensing fees. The contract

duration is September 30, 2020 through September 29, 2023.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START HOGLUND BUS LEASE CONTRACT SUMMARY

5. Head Start Change in Scope

Nicolee Mensing presented. Community Action Head Start is requesting a Change in Scope- Other Programmatic Change. The Change in Scope is a result of an overall decrease of \$142,065 in state Head Start funding from the Minnesota Department of Education, as well as the conversion of state Head Start slots to state Early Head Start slots. The revised funded enrollment numbers will be 1,007 Head Start slots (pending the approval of the Enrollment Reduction Request) and 283 Early Head Start slots.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START CHANGE IN SCOPE

6. Grant Summary – City of Woodbury COVID-19 Financial Assistance

Brooke Walker presented. The City of Woodbury received a special allocation of Community Development Block Grant funds (“CDBG-CV”), authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), to respond to the immediate needs of low-and moderate-income households who have been impacted by COVID-19, specifically those facing housing instability or food insecurity. Due to the limited availability of funds, Community Action proposes to serve residents who are the most economically vulnerable, with past due rent, mortgage payments, utilities, or current food insecurity. No less than 45 households will receive up to \$2,000 in financial assistance to mitigate their financial crises. Administrative dollars are not available and 100% of the funds must provide a direct benefit to low-and moderate-income households. The grant amount is \$91,000 and the grant duration is six (6) months.

MOTION, SECONDED, and CARRIED TO APPROVE THE CITY OF WOODBURY COVID-19 FINANCIAL ASSISTANCE GRANT SUMMARY

7. Grant Summary – MHFA COVID-19 Housing Assistance Program (CHAP) - Ratification

Kevin Adams presented. The State of Minnesota has identified up to \$1 million of the state’s Coronavirus Relief Fund authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), to assist individuals and families in Minnesota to prevent homelessness and help maintain housing during the public health related emergency. Community Action’s goal is to leverage existing resources and expertise in distributing direct assistance to support residents who are the most economically vulnerable, with past due rent, mortgage payments, utilities or other housing-related expenses. It is expected that 376 households will receive grants averaging \$2,200 per household to cover past due housing related expenses. The grant amount is \$951,280 and the grant duration is August 4, 2020 – December 30, 2020.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE MINNESOTA HOUSING FINANCE AGENCY GRANT SUMMARY, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE VIA AN ELECTRONIC VOTE ON JULY 22, 2020

8. Grant Summary – City of Roseville Resident COVID Relief Program – Ratification

Brooke Walker presented. The City of Roseville proposes the allocation of \$500k of Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds, to respond to households that have experienced a loss of income, either by loss of employment or reduction in hours, due to COVID-19 and are experiencing housing instability. The available funds will support households who reside in the City of Roseville, with incomes at or below 400% of the federal poverty level, providing a maximum grant of \$10,000 per household. It is expected that at least 200 households will receive financial assistance to resolve past due balances and mitigate their housing instability, with an average grant of \$2,500. Community Action has proposed \$76,516, approximately 15%, to administer the program. This request has been submitted to Roseville for consideration. Due to the limited timeframe and estimation of at least 200 households served, we anticipate the need of 4.0 FTE during the 14 week grant duration. The grant duration is August 10, 2020 – November 15, 2020.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE CITY OF ROSEVILLE RESIDENT COVID RELIEF PROGRAM GRANT SUMMARY, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE VIA AN ELECTRONIC VOTE ON JULY 22, 2020

9. Contract Summary, Energy Conservation – iSpace Furnishings - Ratification

Cindy Webster presented. The office furnishings for Suite 175, Energy Conservation, were completely damaged out by the insurance company due to fire, water and smoke damage. The furniture removed was custom built and installed by iSpace Furnishings. The agency is replacing the furnishings with the same products with modifications of arrangement of the work spaces/office furnishings. The contract amount is \$78,000. The cost for replacement is covered by insurance, however, this purchase exceeds \$75,000 and requires Board approval.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE ENERGY CONSERVATION ISPACE FURNISHINGS CONTRACT SUMMARY, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE VIA AN ELECTRONIC VOTE ON JULY 22, 2020

STANDING COMMITTEES

EXECUTIVE COMMITTEE REPORT – CONNIE GREER

All items on the agenda were discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT – MARCIE JEFFERYS

The Bylaws & Nominations Committee reviewed recommendations that came out of the Ad Hoc Committee. They will work on these items and bring recommended changes to the board. They will discuss board nominations and membership, as well as the orientation process. They will also review the Bylaws & Articles of Incorporation for any necessary changes.

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

The Planning & Evaluation Committee reviewed some of the same contract summaries that were previously presented. They also received an overview of the Volunteer Income Tax Assistance (VITA) Tax Clinic program that is provided through the Community Engagement department.

FINANCE COMMITTEE REPORT – KEITH SCHULER

Keith Schuler presented. Keith commented that there may still be some furniture at the old McGough location if Community Action is in need of any additional furniture. An update was given on the Intacct Software. Implementation is now 100% complete. An update was also given on Workforce Go! Some issues continue with accruals in the system. Contract concessions were requested by Community Action due to the long standing implementation issues. The Financial reports for the months of April 2020 and May 2020 were reviewed. The April report reflects the sixth month of activity for the agency and May reflects the seventh month of activity. The April 2020 and May 2020 credit card statements were also reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE APRIL 2020 AND MAY 2020 FINANCIAL REPORTS AND THE APRIL 2020 AND MAY 2020 CREDIT CARD STATEMENTS

HEAD START POLICY COUNCIL REPORT (HSPC) – CONNIE GREER

The HSPC does not meet during the summer.

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.

NEXT BOARD MEETING DATE:

August 20, 2020 – 6:00 pm

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

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

An Executive Session was held.