

# Community Action Partnership of Ramsey & Washington Counties

450 Syndicate Street North, St. Paul, MN 55104

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## BOARD OF DIRECTORS MEETING

450 Syndicate Street North, Suite 20

St. Paul, MN 55104

April 19, 2018

## MINUTES

<b>Members Present:</b>	Blake Huffman, Marcie Jefferys, Jane Prince, Shereen Page, Elizabeth Omoyeni, Sara Appolon, Keith Schuler, Kerri Sawyer, Mary Jo McGuire, Ta'Lisa Lissimore, Michelle Kemper, Heather Meyers, Esmeralda Cortes
<b>Members Absent:</b>	Connie Greer, Alex Hines
<b>Staff Present:</b>	Clarence Hightower, Dean Dalzell, Deonna Humphrey, Karri Kerns, Cassidy Titcomb, Cindy Webster, Brooke Walker, Theresa Lumpkins, Ankit Bangar, Sandy Hsu, Maiya Yang
<b>Guests Present:</b>	

### CALL TO ORDER

The meeting was called to order at 6:09 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the agenda for April 19, 2018, and the minutes for March 15, 2018.

### April 19, 2018 Agenda

**MOTION, SECONDED, AND CARRIED TO APPROVE THE APRIL 19, 2018, AGENDA**

### March 15, 2018 Minutes

**MOTION, SECONDED, AND CARRIED TO APPROVE THE MARCH 15, 2018, MINUTES**

### CHAIR COMMENTS

The Board Chair talked about the 2018-2019 Board Committee Assignments. New Board members have been assigned to committees and an email will go out to the Board with the updated assignments.

### STUDY SESSIONS

#### A. Collective Bargaining Agreement

Dr. Hightower presented the changes to the new Collective Bargaining Agreement. The process this year has been more civil than previous negotiations, but the issues were more difficult. Management and Union Staff & Stewards worked for approximately two and a half months and spent one day with a mediator. There are seven changes to the contract. Dr. Hightower walked the Board through all seven changes. The Union has already agreed to the contract. The Board will be asked to approve the contract later during this meeting.

### NEW BUSINESS

#### A. **Grant Summary, MNsure Grant Application (Ratification)**

Dean Dalzell presented. The Early Head Start/Head Start Program is seeking to apply for MNsure Navigator Outreach and Enrollment grant in the amount of \$247,726. The grant, if awarded, will be used to employ full time year-round MNsure Navigators that will assist Community Action participants in health insurance application, enrollment, and maintenance. Community Action will also be listed on the MNsure's public directory and assist non-Community Action participants as needed. The due date for the grant application was April 5, 2018. The grant summary was previously reviewed and approved by the Planning & Evaluation, Finance and Executive Committees.

**MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE MNSURE GRANT APPLICATION**

## **B. Collective Bargaining Agreement**

The Collective Bargaining Agreement was previously discussed and reviewed during the Study Session by Dr. Hightower.

**MOTION, SECONDED, and CARRIED TO APPROVE THE COLLECTIVE BARGAINING AGREEMENT**

### **EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER**

#### Strategic Planning Board Retreat

- Cassidy Titcomb provided an update on the strategic Planning Board Retreat. The Board Retreat which was scheduled for Saturday, April 14, 2018, was cancelled due to the weather conditions. The next Board Retreat will take place on Saturday, June 23, 2018, which is already scheduled on the Board calendar. The Strategic Planning Committee has met a few times and process is moving forward. Connie Greer is the Board representative on the committee.

#### Advocacy for Children Day

- Karri Kerns talked about Advocacy for Children Day that took place on Thursday, March 29, 2018, at the Capitol. Advocacy for Children Day celebrates early learning and gives parents, teachers, early care and education professionals, and communities from across the state an opportunity to stand up and be counted as a voice for children. Community Action had a very visible presence at the event with a total of 133 people, including families and staff.

### **EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN**

All items on the agenda were previously discussed.

### **BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS**

The New Board Member Orientation took place today at 5:00 pm, prior to the Board Meeting. Elizabeth Omoyeni completed the training. Alex Hines will need to complete the training at a later date since he was unable to attend the orientation. The committee is still working on filling the current vacancy from the Private Sector.

### **PLANNING & EVALUATION (P&E) COMMITTEE REPORT – MARY JO MCGUIRE**

The MNsure Grant Summary was reviewed and discussed. A strategic Planning & Community Needs Assessment update was provided and a Civic Engagement Overview was given. Shereen M. Page commented on how outreach should be more focused in the northern suburbs. She was talking with a director of a local food shelf and they weren't aware of all the programs Community Action had available. Some of the information they had was outdated.

Mary Jo McGuire suggested that the group have some discussion about the census. The Board Chair commented that a census discussion will be added to the next Executive Committee meeting agenda.

### **FINANCE COMMITTEE REPORT – MICHELLE KEMPER**

Michelle Kemper provided the Finance Committee Report. The committee discussed the increase of the agency line of credit process that is currently taking place. Financial statements for the month of February were reviewed. February is the 5<sup>th</sup> month of the fiscal year. Agency expenditures and revenue are near target of the budget for the fiscal year. The building is 100% occupied and all tenants are current. The February credit card statements were also reviewed.

**MOTION, SECONDED, and CARRIED TO APPROVE THE FEBRUARY 2018 FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENTS AS PRESENTED**

### **HEAD START POLICY COUNCIL REPORT (HSPC) – KARRI KERNS/ELIZABETH OMOYENI**

The Head Start Policy Council met on Tuesday. The results of the Head Start Parent Survey were reviewed. The Head Start Self-Assessment will take place in May and will address some of the items that came out of the parent survey. The Head Start Federal funding was also discussed.

### **PROGRAM REPORTS**

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

**ANNOUNCEMENTS/INFORMATION**

A Board Roster and 2018 Board Calendar were provided in the Board packet.

In recognition of National Volunteer Week, each present board member was given a treat bag to thank them for their service on the Board.

**NEXT BOARD MEETING DATE:****May 17, 2018 – 6:00 PM**

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An Executive Session was not held.

The board recited the current mission statement: to reduce the causes of poverty and its impacts on people's lives.

The Board meeting was adjourned by Board President, Blake Huffman at 7:08 pm.