

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
March 16, 2017

MINUTES

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

CALL TO ORDER

The meeting was called to order at 6:06 pm by Board President, Blake Huffman. A quorum was present.

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

March 16, 2017 Agenda

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

February 16, 2017 Minutes

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

Tom Moberg, IT Manager, reviewed the new “My Community Action” webpage for all present Board members. This new website was released to all CAPRW employees on Monday, March 13.

CHAIR COMMENTS

Board Chair, Blake Huffman & Executive Director, Dr. Hightower visited the State capitol yesterday. The Board Chair, Blake Huffman, testified on behalf of CAPRW and all of the programs offered. He asked the House to restore funding to what the market was in 2003, which would be an \$8,000,000 increase to CAP agencies. The Board Chair acknowledged and thanked outgoing Board Member, LeAndra Estis. A plaque was provided to her for her six years of service on the Board.

STUDY SESSIONS

A. HEAD START NEW PERFORMANCE STANDARDS, GOVERNANCE, & ERSEA

A presentation was given by Karri Kerns on the Head Start New Performance Standards. The new Head Start Performance Standards (HPPS) provide research-based program service requirements and are written & presented clearly to support better program delivery. They also strengthen education requirements and ensure all children are exposed to early learning activities they need in order to leave Head Start ready for school. The HPPS have five clearly defined sections: Program Governance, Program Operations, Financial & Administrative Requirements, Federal Administrative Procedures, and Definitions.

Karri presented on the Program Governance. The Program Governance consists of the Governing Body (legal & fiscal responsibility), Policy Council (sets direction), and the Management Team (oversees day-to-day operations). The governing body shall be composed as follows:

- Not less than one member shall have a background and expertise in fiscal management or accounting.
- Not less than one member shall have a background and expertise in early childhood education and development.
- Not less than one member shall be a licensed attorney familiar with issues that come before the governing body.
- Additional members shall reflect the community to be served and include parents of children who are currently, or were formerly, enrolled in Head Start programs.
- Additional members are also selected for their expertise in education, business administration, or community affairs.

Karri also presented on ERSEA, which stands for Eligibility, Recruitment, Selection, Enrollment, & Attendance. There are many Performance Standards around these items. ERSEA drives how Head Start determines if children are eligible for enrollment.

B. BOARD MEMBER PARTICIPATION

A handout was provided and reviewed that showed that attendance/participation of all Board Members over the past year. Heather encouraged the Board to try to attend all meetings and reminded them that members can now call in to a meeting if they are unable to physically attend. The average overall Board attendance is 66%.

C. 2017 ANNUAL WORK PLAN

A presentation was given by Dr. Hightower on the 2017 Annual Agency Work Plan. Dr. Hightower reviewed the process for establishing the annual Agency Work Plan and highlighted some of the goals for 2017. There are 37 goals outlined for 2017.

NEW BUSINESS

A. **2017 Annual Work Plan**

The 2017 Annual Work Plan was previously presented by Dr. Hightower.

MOTION, SECONDED, and CARRIED TO APPROVE THE 2017 ANNUAL AGENCY WORK PLAN

B. **Grant Summary – Head Start, Positive Alternatives Program (Ratification)**

Dean Dalzell presented the Grant Summary, Head Start Positive Alternatives Program for ratification. The Positive Alternatives Program provides funds to help promote healthy pregnancy outcomes and assist pregnant and parenting women in developing and maintaining family stability and self-sufficiency. This two year grant from the Minnesota Department of Health would be for \$80,000 per year and would reflect a new source of State funding. Receipt of these funds would allow the program to serve up to 12 additional pregnant women and infants.

MOTION, SECONDED, and CARRIED TO RATIFY THE HEAD START POSITIVE ALTERNATIVES PROGRAM GRANT SUMMARY

C. **Board Member Leave of Absence Policy**

Heather Meyers reported on the Leave of Absence Policy that will allow Board members to take a leave of absence from the Board, if necessary. The duration of the leave is not to extend beyond three (3) months. A member on leave would still be considered an active Board member. This Leave of Absence Policy has been vetted by CAPLAW and reviewed by the agency attorney.

Connie Greer asked if there is a way to notate whether an absence is excused or not. Heather and the Bylaws & Nominations Committee will meet to discuss this.

MOTION, SECONDED, and CARRIED TO APPROVE THE LEAVE OF ABSENCE POLICY

D. **Political Campaign Activities Policy**

De Humphrey presented the Political Campaign Activities Policy. This is the first Political Campaign policy for the agency. During the last election cycle, two CAPRW employees ran public office and won. Under the existing Hatch Act law, which restricts employees from receiving specific federal funds while campaigning for

public office, CAPRW self-reported the issue to the federal governing body and received a one-time exception for the two employees. As a result, CAPRW has proposed a new policy that will not allow an employee to run for public office and maintain employment with CAPRW. Head Start and CSBG funding could be lost if this policy is violated. Employees will have the opportunity to appeal on a case by case basis. Marcie Jefferys suggested adding to the policy that this is a Federal Law.

Keith Schuler asked if new hires are going to be required to acknowledge and sign off on this policy upon hire. De noted that new hires receive the employee handbook and must sign to acknowledge receipt of the handbook and all included policies. This policy will be added to the employee handbook.

MOTION, SECONDED, and CARRIED TO APPROVE THE POLITICAL CAMPAIGN ACTIVITIES POLICY

E. Line of Credit Renewal

Dean Dalzell presented an overview to renew the existing line of credit. The existing line of credit will reach maturity on April 10, 2017. The renewal line of credit will begin on April 11, 2017 and mature on April 10, 2019. The total amount of credit will be for \$500,000. There is a one-time renewal fee of \$350.

Keith Schuler commented that the agency may want to consider increasing the line of credit sometime in the future from \$500,000 in case of a shutdown. \$500,000 is enough to get the agency through one payroll.

MOTION, SECONDED, and CARRIED TO APPROVE THE LINE OF CREDIT RENEWAL

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

1. Employee Engagement Survey Results
 - a. Dr. Hightower presented the 2017 Employee Engagement Survey Results compared to the 2016 results. 2016 was the first year that the Employee Engagement Survey was conducted. These results were shared with the Union and they thought these were exceptional numbers. The five areas with the lowest numbers in 2016 all showed improvement for 2017.
Board Chair, Blake Huffman, commented that the results for the Employee Engagement Survey mirrors the results of the Executive Director Evaluation that the Board completed a few months ago indicating that this is not a broke organization.
Connie Greer commented that not many CAP Agencies or other non-profits conduct these types of surveys.
2. Community Action T-Shirts
 - a. All present Board Members received a Community Action shirt at the Board meeting. These shirts were given to all CAPRW employees during the annual All Staff Event in January.
3. Community Action Grant
 - a. Dr. Hightower commented that Board Chair, Blake Huffman, did a remarkable job testifying on behalf of Community Action Agencies.
4. Community Housing Development Organization (CHDO)
 - a. Catherine Fair reviewed a handout that was provided on a property that CAPRW is looking to purchase as part of the CHDO. The duplex is located in Washington County. A purchase agreement for the property should be available next week. The price of the duplex is \$199,900.
5. Presidential Budget
 - a. Handouts were provided on the Presidential Budget Proposal and its' negative impact on Community Action. The proposed budget would cut CAPRW funds by approximately \$7,000,000, which would be a third of the \$22,000,000 budget the agency currently receives, as well as a reduction of 72 staff members. Dr. Hightower commented that this is not the final budget and that president Trump does not get the only say. The Board Chair encouraged members to reach out to their Republican representatives to encourage them to support the Bill for Community Action. A press release was provided from the National Community Action Foundation (NCAF) and Mayor Chris Coleman.

EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN

All items on the Executive Committee agenda were discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS

The Bylaws report will be given during the Annual Meeting.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT

No committee members were present to provide a committee report.

FINANCE COMMITTEE REPORT – KEITH SCHULER

Financial statements for the month of January were reviewed. January is the 4th 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 January credit card statements were reviewed. The final Financial Audit Report was provided to all present Board members. The Car Ownership Program received \$12,000 in car payments and \$4,200 in new loans for the month of January.

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

HEAD START POLICY COUNCIL REPORT (HSPC) – HEATHER MEYERS/KARRI KERNS

Heather provided the HSPC Report. The new Performance Standards were reviewed. CAPRW hired a new Mental Health Case Manager. Recruitment and enrollment will be starting soon. The Self-Assessment will take place in May.

PROGRAM REPORTS

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

ANNUAL MEETING

7:22 pm - Current meeting was suspended and the Annual Meeting was held.

7:43 pm – Annual meeting ended and current meeting resumed.

ANNOUNCEMENTS/INFORMATION

A Board Roster and 2017 Board Calendar were provided in the Board packet.

NEXT BOARD MEETING DATE(S):

April 20, 2017 – 6:00 PM

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 7:40 pm.