

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 20
St. Paul, MN 55104
February 18, 2016

MINUTES

Members Present:	Heather Meyers, Michelle Kemper, Lee Mehrkens, Kevin Myren, Kerri Sawyer, Ta'Lisa Lissimore, Robin Madsen, LeAndra Estis, Mary Spaulding, Patty Lilledahl,
Members Absent:	Evie Shelafoe, Jim McDonough, Blake Huffman, Ehta Zar
Staff Present:	Clarence Hightower, Dean Dalzell, Aimee Sandy, Cindy Webster, Mozell Jefferson, Brooke Walker, Theresa Lumpkins, Deb Moses, Deonna Humphrey, Erin Koegel, Lyn Rhodes
Guests Present	Rachel Flanders (CliftonLarsenAllen)

CALL TO ORDER

The meeting was called to order at 6:00 pm by Board President, Lee Mehrkens.

A quorum was present. The Board reviewed the agenda for February 18, 2016, and the minutes for January 21, 2016.

February 18, 2016 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE FEBRUARY 18, 2016, AGENDA

January 21, 2016 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE JANUARY 21, 2016, MINUTES

CHAIR COMMENTS

None

STUDY SESSIONS

A. VOLUNTEER UPDATE

A presentation was given on the Volunteer Department and its initiatives by Erin Koegel, Volunteer & Community Linkages Coordinator. A review for Fiscal Year 2014-2015 showed the total number of volunteers were 1, 426 and the total number of volunteer hours was 20,026. The Return on Volunteer Investment is valued at \$21.63 per hour for a total of \$433,162.38.

The Volunteer Department is also participating in a Service Enterprise Initiative which would give CAPRW volunteer certification status. CAPRW would be the first Community Action Agency in Minnesota with this certification.

NEW BUSINESS

A. Head Start Teacher Compensation

Deb Moses presented on the Head Start Teacher Compensation Alignment. CAPRW Head Start Centers have not been fully staffed since the end of the 2014/2015 school year. Currently, there are a total of eight Head Start Teacher openings that remain unfilled. CAPRW would like to move teachers into the correct Decision Band Method (DBM) based on their responsibilities. The re-alignment of staff to the DBM of job evaluation would typically be processed and reported during the regular course of business. However, the dollar impact of the teacher DBM alignment exceeds the \$75,000 authorization level set by policy for the Executive Director. In addition, the alignment will impact approximately 72 staff in the 2016 fiscal year. For this reason, staff is

submitting this recommendation for Committee and Board review prior to implementation. The new rate would be effective going forward and not retroactive.

MOTION, SECONDED, AND CARRIED TO APPROVE THE HEAD START TEACHER COMPENSATION

B. Fiscal Year 2015 Financial Audit

A presentation was given on the results of the Fiscal Year 2015 Financial Audit by Rachel Flanders from CliftonLarsenAllen. Rachel commented that the Finance Department did a great job being prepared for the Financial Audit. CAPRW received an unmodified opinion which is the highest level of assurance a CPA firm can provide.

MOTION, SECONDED, and CARRIED TO APPROVE THE FISCAL YEAR 2015 FINANCIAL AUDIT

C. 2015 Executive Director Performance Evaluation

The results of the 2015 Executive Director Performance Evaluation Survey were emailed to all Board Members this evening. The results of the survey were positive. A handout was provided on the 2016 personal development goals for the Executive Director. A recommendation was made by the Executive Committee to allow the Executive Director to receive a cost of living wage adjustment as well as the other terms of this contract and addendum.

MOTION, SECONDED, AND CARRIED TO ACCEPT THE RESULTS OF THE 2015 EXECUTIVE DIRECTOR PERFORMANCE EVALUATION SURVEY AND TO THANK THE EXECUTIVE DIRECTOR FOR HIS EXEMPLARY PERFORMANCE OVER THE PAST YEAR.

D. Head Start Phoenix Center – Contract Summary

Deb Moses presented a contract summary on the Head Start Phoenix Center Lease with the St. Paul School District located in Highwood Hills Elementary. This space will allow Head Start to serve an additional 68 children in two classrooms in the Battle Creek area of St. Paul. In addition 34 children will be served in a summer school program five days a week, 6 hours a day, for 6 weeks in the summer. The lease is for two years and the contract amount is \$105,844, which requires board approval.

MOTION, SECONDED, AND CARRIED TO APPROVE THE HEAD START PHOENIX CENTER CONTRACT SUMMARY

E. Head Start Bus Purchase – Contract Summary

Deb Moses presented a contract summary on the purchase of two Head Start buses. Pending review, approval, and purchase, the two buses will be used to replace older buses that are in a persistent state of disrepair. This is a sole source acquisition as no other used buses that meet Head Start specifications and requirements are available. Funder approval of the sole source procurement was requested by staff on January 25, 2016; approval was received by staff on January 28, 2016.

MOTION, SECONDED, AND CARRIED TO APPROVE THE HEAD START BUS PURCHASE CONTRACT SUMMARY

F. Policy Update – Record Retention

Dean Dalzell presented an update on the record retention policy which shows changes to the policy regarding the destruction method for records, as well as updates to the retention schedule. A revised policy was provided in the board packet for review.

MOTION, SECONDED, AND CARRIED TO APPROVE THE RECORD RETENTION POLICY UPDATE

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Dr. Hightower thanked everyone for the positive performance review and for participating in the process.

- Office of Legislative Auditor (OLA) Update
 - The results of the OLA Audit were provided in the board packet. The results show that there were no findings for CAPRW or any other Community Action Agency.
- 2016 CAP Management & Leadership Training Conference
 - Dr. Hightower gave a presentation on the 2016 CAP Management & Leadership Training Conference that he and Catherine Fair attended in New Orleans on January 6-8, 2016.

EXECUTIVE COMMITTEE REPORT – Lee Mehrkens

All items on the Executive Committee agenda were reviewed and discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT – LEANDRA ESTIS

Bylaws & Nominations committee met on February 12. A discussion took place on the board vacancies and 2016 slate of officers.

2016 Recommended Slate of Officers:

Blake Huffman – President
LeAndra Estis – Vice President
Michelle Kemper – Treasurer
Kerri Sawyer – Secretary
Member-at-Large – Robin Madsen

Recommendations for Board Vacancies:

Connie Greer has accepted the position to replace Dr. Willie Winston’s seat on the board
Jane Prince
Keith Schuler
Marcie Jefferys
Mary Jo McGuire

Recommended Bylaws Change (page 95):

Amendment of Article 8 - add limit of terms for board chairs in addition to officers.

New Board Member Orientation will take place on April 21 at 5:00 PM before the scheduled board meeting at 6:00 PM that day.

A recommendation will be provided for approval at the March board meeting.

PLANNING & EVALUATION COMMITTEE REPORT – KERRI SAWYER

The P&E meeting did not meet since the last Board meeting in January.

FINANCE COMMITTEE REPORT – KEVIN MYREN

The Finance Committee report was given by Kevin Myren. The St. Paul Chiropractic lease renewal was discussed. A preliminary report on the Financial Sustainability Assessment was reviewed. A report will be brought to the March Board Meeting. Financial statements for the month of December were reviewed. December is the 3rd month of the fiscal year. The December credit card statements were also reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE DECEMBER 2015 FINANCIAL REPORTS AND CREDIT CARD STATEMENT AS PRESENTED

HEAD START POLICY COUNCIL REPORT – HEATHER MEYERS/DEB MOSES

Heather Meyers presented the Head Start Policy Council update. A Comprehensive Federal Review will take place later this year. Head Start approved the hiring of a Home Visitor and a teacher. A self-assessment will take place all next week. Currently there are 25 parents signed up to participate.

Deb Moses gave a presentation on the 2016 Head Start Community Needs Assessment Overview and Selection Criteria Updates for Review. A handout was provided on the Selection Criteria for Approval and on the CAPRW Head Start & Early Head Start Program Information Report. Board members received an ERSEA Training Overview. The Community Needs Assessment Report will be available online once it’s approved. The Board Chair would like a link to the report emailed to all Board members.

MOTION, SECONDED, and CARRIED TO APPROVE THE 2016 HEAD START COMMUNITY NEEDS ASSESSMENT OVERVIEW

MOTION, SECONDED, and CARRIED TO APPROVE THE ELIMINATION OF THE PROMISE NEIGHBORHOOD SCHOLARSHIPS DUE TO NO MORE FUNDING

ANNOUCEMENTS/INFORMATION

A Board Roster and 2016 Board Calendar were provided in the Board packet.

NEXT BOARD MEETING DATE(S):

March 17, 2016 – 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, Lee Mehrkens, at 7:33 pm.