

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
January 21, 2016

MINUTES

Members Present:	Heather Meyers, Michelle Kemper, Lee Mehrkens, Kevin Myren, Kerri Sawyer, Ta’Lisa Lissimore, Jim McDonough, Evie Shelafoe, Robin Madsen, Blake Huffman, LeAndra Estis, Mary Spaulding
Members Absent:	Patty Lilledahl, Ehta Zar
Staff Present:	Clarence Hightower, Dean Dalzell, Terri George, Aimee Sandy, Cindy Webster, Mozell Jefferson, Brooke Walker, Theresa Lumpkins, Deb Moses, Deonna Humphrey
Guests Present	Nora Hall, Karen Gray (GrayHall), Dr. Jose Diaz (Wilder), Jane Prince (St. Paul City Councilmember), Mike Verdoorn & Doug Luick (Arthur J. Gallagher & Co.), Chief Tom Smith (St. Paul Police Department), Billy Collins (Consulting Director-Community Ambassadors)

CALL TO ORDER

The meeting was called to order at 6:03 pm by Board President, Lee Mehrkens.

A quorum was present. The Board reviewed the agenda for January 21, 2016, and the minutes for November 19, 2015

January 21, 2016 Agenda

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

November 19, 2015 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE NOVEMBER 19, 2015, MINUTES

CHAIR COMMENTS

A plaque was given to Terri George acknowledging her 25 years of service with CAPRW. This will be her last Board meeting as her last day of employment with Community Action is February 5, 2016.

Jane Prince was introduced to the Board. She is a new member of the St. Paul City Council and has been appointed by the Mayor to the CAPRW Board. She will replace Patty Lilledahl on the Board. Jane will be seated at the March Board meeting.

STUDY SESSIONS

A. STRATEGIC PLAN

The 2016-2018 Strategic Plan was reviewed for changes. No changes were suggested.

MOTION, SECONDED, AND CARRIED TO APPROVE THE 2016 – 2018 STRATEGIC PLAN

B. SOCIAL RETURN ON INVESTMENT (SROI)

A presentation was given on the Social Return on Investment (SROI) of CAPRW by Dr. Jose Diaz from Wilder Research. Community Action manages several programs intended to improve the quality of life and

economic situation of individuals and families in the counties served. Placing Community Action's outcomes in a social return on investment (SROI) frameworks shows the economic worthiness of the program.

Return on Investment:

- Total Benefits (to society) = \$52.6 Million
- Resources Invested (during 2014) = \$21.8 Million
- Net Benefits = \$30.7 Million
- Return on Investment = \$2.41 for every dollar

C. **TOTAL COMPENSATION STUDY**

A presentation was given on the Total Compensation Study of CAPRW by Mike Verdoorn and Doug Luick from Arthur J. Gallagher & Co. CAPRW contracted with Gallagher Benefit Services, Inc. to conduct a compensation study and review the competitiveness of the benefits offerings.

Overall recommendations:

Compensation:

- Continually review the classification structure and internal equity alignment.
- Update the salary structure on an annual basis, as done since the structure development in 2011.
- Update the current structure by 2.0% to be effective and competitive for the 2015 year.

Benefits:

- Consider surveying employees on current and potential benefit programs to ensure understanding of the programs available and the value of the programs.
- Utilize the Workforce Evaluation summary to understand the makeup of the employee population and connection the benefit programs offered.
- Confirm the philosophy of the benefits part of the Total Rewards for CAP. (paternalistic, multiple plans, etc.)
- Consider going out to bid for benefit plans that will allow for redesign to fit philosophy and employment value perceptions as well as identifying cost savings.

The Board Chair and Executive Director suggested taking all of this information back to staff and committees for further discussion and review.

MOTION, SECONDED, AND CARRIED TO RECEIVE THE REPORT AND CARRY IT TO THE FINANCE COMMITTEE FOR FURTHER REVIEW AND DISCUSSION

D. **COMMUNITY AMBASSADORS**

A video was shown on the Community Ambassador program and an article was provided for review. A presentation was given on the Community Ambassador Program by Chief Tom Smith from the St. Paul Police Department and Billy Collins, Consulting Director of Community Ambassadors. The St. Paul Mayor's Office & St. Paul Police Department launched a powerful intervention initiative called Community Ambassadors. Community Ambassadors are members from the community hired specifically to provide street outreach services in targeted downtown St. Paul locations to engage & connect with young people.

Motion: The Board of Directors approves, in concept, this initiative and directs staff to create a memorandum of understanding with the City of St. Paul and the St. Paul Police Department.

MOTION, SECONDED, AND CARRIED TO APPROVE THIS INITIATIVE AND DIRECT STAFF TO APPROVE, IN CONCEPT, THIS INITIATIVE AND DIRECT STAFF TO CREATE A PROGRAM PLAN, BUDGET, AND A DRAFT MEMORANDUM OF UNDERSTANDING WITH THE CITY OF ST. PAUL AND THE ST. PAUL POLICE DEPARTMENT

NEW BUSINESS

A. **2016 Legislative Agenda**

The 2016 Legislative Agenda has previously been vetted through all committees.

MOTION, SECONDED, AND CARRIED TO APPROVE THE 2016 LEGISLATIVE AGENDA

B. **Signature Delegation Authority**

It is the responsibility of the Board of Directors to grant delegation of signature authority to the Executive Director to enter into grants and/or contracts and to execute and deliver any instrument in the name of and on behalf of the Agency. All grants and/or contracts above the Executive Directors signing limit of (\$75,000) seventy-five thousand dollars must have Board approval prior to being signed.

MOTION, SECONDED, and CARRIED TO APPROVE THE SIGNATURE DELEGATION AUTHORITY

C. Conflict of Interest Policy

All Board members received and reviewed the Whistleblower Policy and Conflict of Interest Policy for Board Members, Officers, Employees and Volunteers. All present Board members completed & signed the Conflict of Interest Disclosure Form and signed the Policy Acknowledgment Form.

D. St. Joseph School of Music – Lease Summary

A Lease Summary was provided by Dean Dalzell on the St. Joseph School of Music. The lease amount is \$495,936 renewing on January 1, 2016, for 60 months. St. Joseph School of Music will occupy approximately 7,920 square feet in Suite 350.

MOTION, SECONDED, AND CARRIED TO APPROVE THE ST. JOSEPH SCHOOL OF MUSIC – LEASE SUMMARY

E. Associated Clinic of Psychology – Lease Summary

F. A Lease Summary was provided by Dean Dalzell on the Associated Clinic of Psychology. The lease amount is \$78,408 renewing on December 1, 2015, for 60 months. Associated Clinic of Psychology will occupy approximately 966 square feet in Suite 385.

MOTION, SECONDED, AND CARRIED TO APPROVE THE ASSOCIATED CLINIC OF PSYCHOLOGY – LEASE SUMMARY

G. Head Start Bus Purchase

Head Start is looking to purchase two used buses. The Board previously approved the 2016 budget which included the purchase of two used buses. The total cost of the two buses is \$85,000, which is above the Executive Director signing limit. Staff has been directed to complete the procurement process and bring before the Board at the next meeting.

MOTION WAS LAYED OVER UNTIL THE NEXT BOARD MEETING

H. Grant Summary – Federal Head Start Grant (Ratified)

A Grant Summary was provided by Deb Moses on the Federal Head Start and Early Head Start Continuation Grant. The grant amount is \$9,519,973 and the grant duration is 4/1/2016 – 3/31/2017. This was previously approved by the Executive Committee and is seeking approval from the Board for ratification.

MOTION, SECONDED, AND CARRIED TO APPROVE THE FEDERAL HEAD START GRANT

I. Contract Summary – Child Care Collaborative (Ratified)

J. A Contract Summary was provided by Deb Moses on the renewed contracts for co-location childcare partners. The contract amount is \$276,490. This was previously approved by the Executive Committee and is seeking approval from the Board for ratification.

MOTION, SECONDED, AND CARRIED TO APPROVE THE CHILD CARE COLLABORATIVE CONTRACT SUMMARY

EXECUTIVE DIRECTORS REPORT

- Report will be given at the next board meeting due to time.

EXECUTIVE COMMITTEE REPORT – Lee Mehrkens

The Executive Committee met on January 4. All items on the Executive Committee agenda were reviewed and discussed. The Executive Director Performance Evaluation Survey will be sent electronically to all members tonight to complete.

BYLAWS & NOMINATIONS COMMITTEE REPORT

Bylaws committee will have a meeting between now and the next Board meeting to discuss the 2016 Slate of Officers. A Board Orientation will take place in April. The Bylaws will be reviewed. One topic to consider including into the Bylaws is term limits for committee chairs.

PLANNING & EVALUATION COMMITTEE REPORT – KERRI SAWYER

The Planning & Evaluation (P&E) Committee met on January 4. All items on the P&E Committee agenda were reviewed and discussed. The Volunteer Philosophy Statement was held over until the next P&E meeting.

FINANCE COMMITTEE REPORT – KEVIN MYREN

The Finance Committee report was given by Kevin Myren. Financial statements for the months of October & November were reviewed. October is the 1st month of the fiscal year. CAPRW was slightly under the revenue & expense budget for the year. The October and November credit card statements were also reviewed.

**MOTION, SECONDED, and CARRIED TO APPROVE THE OCTOBER AND NOVEMBER 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. Head Start is still in need of bus drivers. David Snyder from the MN Asset Building Coalition presented at the last HSPC meeting. The Phoenix Center is going through the licensing process and should open next month. This will allow 68 children to come off of the waiting list.

ANNOUNCEMENTS/INFORMATION

A Board Roster and 2016 Board Calendar were provided in the Board packet. An updated 2016 Board Calendar was provided as a handout.

NEXT BOARD MEETING DATE(S):

February 18, 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 8:41 pm.