

Community Action Partnership of Ramsey & Washington Counties
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BOARD OF DIRECTORS MEETING
450 Syndicate Street North, Suite 20
St. Paul, MN 55104
November 21, 2019

MINUTES

Members Present:	Michelle Kemper, Connie Greer, Keith Schuler, Marcie Jefferys, Luvidia Williams, Jane Prince, Leigh Ann Ahmad, Alex Hines, Sara Appolon
Members Absent:	Trista MatasCastillo, Minerva Munoz, Shereen Page, Ta’Lisa Lissimore, Mary Jo McGuire, Esmeralda Cortes
Staff Present:	Clarence Hightower, Dean Dalzell, De Humphrey, Brooke Walker, Cindy Webster, Nicolee Mensing, Sarah Hayes, Ko Moua
Guests Present:	Mitchel Davis, Jr.

CALL TO ORDER

Board President, Michelle Kemper, called the meeting to order at 6:01 pm. A quorum was present.

The Board reviewed the agenda for November 21, 2019, and the minutes for October 17, 2019.

November 21, 2019, Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE NOVEMBER 21, 2019, AGENDA

October 17, 2019, Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE OCTOBER 17, 2019, MINUTES

CHAIR COMMENTS

The Board Chair commented that this is the last meeting of the calendar year since the Board does not meet in December. She also commented that Board Members are responsible to know some critical pieces of information for Head Start and that is why we have Study Sessions throughout the year to receive these trainings.

STUDY SESSIONS

1. Head Start Monitoring Systems and Program Governance Training
Nicolee Mensing presented. Head Start is in the first year of the five-year grant. The Head Start Grant year runs from April 1, 2019 through March 31, 2020. The Office of Head Start (OHS) will conduct a Focus Area One monitoring event in the upcoming year. This is a week long, off-site visit that will take place via phone interviews. Focus Area One is an opportunity for grantees to discuss their program design, management, and governance structure. In addition, it is designed to develop an understanding of each grantee’s foundation for program services. Grantees will describe approaches to staffing structure, program design, education, health services, family services, fiscal infrastructure, and program governance. A short video on the Focus Area One Review was watched by all attendees present.
2. Head Start Information Memorandums (IM)
 - a. Head Start and Early Head Start Eligibility for Children in Kinship Care
Nicolee Mensing presented. The Office of Head Start (OHS) has received questions from grantees who want to enroll children living in kinship care and are concerned about the eligibility of these children. Formal or informal kinship care, for the purposes of this IM, broadly refers to children who

are living with relatives or caregivers other than their parents. In most cases, these children are eligible for Head Start services within the Head Start Act and Head Start Program Performance Standards (HSPPS) and programs can enroll them. OHS encourages grantees to include children in kinship care in their enrollment and selection process.

- b. Accounting simplification for Head Start and Early Head Start Operations and Service Funds
Nicolee Mensing presented. This Information Memorandum is to inform grantees of a simplified accounting procedure that will go into effect beginning in Fiscal Year 2020. Currently, the Office of Head Start's accounting structure includes two separate Common Accounting Numbers (CANs) for Head Start and Early Head Start operations. OHS will streamline the current structure by transitioning to the use of a single CAN for operations, inclusive of both Head Start and Early Head Start service funds. This change is meant to lessen administrative burden grantees face when operating both programs.

3. Fundraising at Community Action

Cassidy Titcomb and Jane Prince presented. Cassidy discussed the new design of the Community Action website and encouraged all Board Members to visit the new site. A handout was reviewed that provided instructions for Board Members to login to the Board portal on the new website. Each Board Member will need to create their own login information. The new website has online giving functionality.

A new giving strategy for 2019 was the acquisition of a rented mailing list of 15,000 names. A monthly giving club called "Partners in Action" was recently unveiled. A direct mail campaign will also be sent to the current Community Action donor list. The Strategic Initiatives Department also applies for grants throughout the year. In May of 2020, Community Action is looking to host an anti-poverty picnic along with a benefit concert and a run/walk component. The Board will be asked to volunteer for these events. Councilmember Prince discussed the importance of Board giving and encouraged the Board to give by going directly to the Community Action website.

NEW BUSINESS

1. Donor Privacy and Discontinue Policy

Cassidy Titcomb presented. This new Donor Privacy and Discontinue Policy was created to ensure that Community Action is building public trust. This policy outlines what information is collected and maintained by the agency; and states the confidentiality of the data collected. The policy also outlines the process for discontinuing contact upon request. The updated policies will also be submitted to the Charities Review Council as a part of the triennial certification process for the agency.

MOTION, SECONDED, and CARRIED TO APPROVE THE DONOR PRIVACY AND DISCONTINUE POLICY

2. Donor Information Confidentiality Policy

Cassidy Titcomb presented. This policy is a statement and certification for those that may be granted access to private information will keep it confidential and return any material, including information that may be on any computers when they terminate their relationship with Community Action. This applies to volunteers, leadership and staff.

MOTION, SECONDED, and CARRIED TO APPROVE THE DONOR INFORMATION CONFIDENTIALITY POLICY

3. Minnesota Department of Education, Identified Official of Authority

Dean Dalzell presented. The Minnesota Department of Education has a requirement that the Board approves a Resolution to name the authorized person to administer user access to Pathway II Scholarship funds. This Resolution authorizes Dr. Clarence Hightower to be the Identified Official with Authority (IOwA).

MOTION, SECONDED, and CARRIED TO APPROVE THE MINNESOTA DEPARTMENT OF EDUCATION, IDENTIFIED OFFICIAL OF AUTHORITY

4. 2020 Legislative Agenda

Brooke Walker presented the 2020 Legislative Agenda and Timeline. This document guides staff on

determining what legislative agendas with partners and potential legislation the agency will support. It also provides direction on how to handle moving forward with support if an issue or piece of legislation doesn't clearly fit within the agency framework. One change was made to the wording of the first bullet point under the Legislative Agenda section. This agenda also includes a timeline for Legislative Priorities review by the Board and Board Committees beginning in January 2020.

MOTION, SECONDED, and CARRIED TO APPROVE THE 2020 LEGISLATIVE AGENDA

5. Grant Summary – Sustainable Resource Center

Dean Dalzell presented. Community Action is partnering with Sustainable Resources Center (SRC) to deliver CenterPoint Energy's Low Income Weatherization Program. CenterPoint is a utility provider serving communities in Ramsey, Washington and Anoka Counties. Community Action's Energy Conservation program leverages CenterPoint funding annually to provide energy saving related services to income eligible residents served by the utility. The funds are used in conjunction with the US Department of Energy and US Department of Health and Human Services weatherization grants that also fund the Energy Conservation program. Community Action will utilize the funds to support administration, auditing, inspections, weatherization, and mechanical costs for 42 homes served by CenterPoint Energy in Ramsey, Washington, and Anoka Counties. The grant amount is \$260,000 and the grant duration is January 1-December 31, 2019.

MOTION, SECONDED, and CARRIED TO APPROVE THE SUSTAINABLE RESOURCE CENTER GRANT SUMMARY

6. Grant Summary – Head Start, Federal Continuation Grant

Dean Dalzell presented. The grant summary reflects a noncompetitive continuation grant application for continued funding of CAPRW's Head Start and Early Head Start Federal Grant. April 1, 2020 – March 31, 2021, is the second year of the five-year grant. The Federal funding supports Head Start program operations to serve a minimum of 1,218 low-income preschool children and 148 Early Head Start Children ages 0-3 (in conjunction with state funding sources). The grant also includes specific Training and Technical Assistance (T & TA) funds for Head Start and Early Head Start to ensure continued professional development of Head Start staff. The grant amount is \$14,210,563.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START FEDERAL CONTINUATION GRANT

7. Contract Summary – Agency Insurance

Dean Dalzell presented. Community Action secures annual insurance policies as a part of its risk management strategy. This contract summary includes a proposal to secure the following insurance policies for the 2020 calendar year: property, auto, general liability, umbrella, worker's compensation, directors & officers, employment practices liability, fiduciary, crime, and cyber/network security. The total insurance premiums paid will increase approximately 9% when compared to 2019; however, the premiums are lower than the 2020 budget plan. The contract amount is \$281,768; the duration is January 1-December 31, 2020.

MOTION, SECONDED, and CARRIED TO APPROVE THE AGENCY INSURANCE CONTRACT SUMMARY

8. Bylaws Change – ARTICLE IV: Board Composition and Membership, Section 6. Resignation & Vacancies

Marcie Jefferys, on behalf of the Bylaws & Nominations Committee, presented an addition to the Bylaws under Article IV: Board Composition and Membership, Section 6. Resignation & Vacancies. Although this is an act that the Board already practices, it was suggested to officially add this language in the Bylaws. The suggested addition is listed below:

Suggested Addition: *Elected public officials and the appointive public official Board Members may not, in turn, appoint the remaining two-thirds (2/3) of the Board Members.*

MOTION, SECONDED, and CARRIED TO APPROVE THE BYLAWS CHANGE TO ARTICLE IV: BOARD COMPOSITION AND MEMBERSHIP, SECTION 6. RESIGNATION & VACANCIES

9. Fiscal Year 2019 – Preliminary Report

Dean Dalzell presented. September 30, 2019, marks the completion of the fiscal year for Community Action. A report was reviewed that reflects preliminary fiscal year-end figures. The final fiscal year report figures will be issued as a part of the annual financial audit in February 2020.

COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY (CAPHC) UPDATE

Timeline for Executive Director

Dr. Hightower discussed the timeline for hiring a new Executive Director for CAPHC. A Search Committee has been established and they are in the final stages of hiring a Search Firm. CAPRW may enter into a consultant agreement with CAPHC once an Executive Director has been hired. The CAPHC Board previously approved this timeline.

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Community Violence Efforts

Dr. Hightower discussed the current efforts that Community Action is taking around community violence. Dr. Hightower attended the Mayor's first Public Safety Meeting. He has also hosted two meetings of community members to discuss what can be done to help augment what the Mayor is doing.

EXECUTIVE COMMITTEE REPORT – MICHELLE KEMPER

All items on the Executive Committee agenda were discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT – MARCIE JEFFERYS

The Bylaws & Nominations Committee previously reported on the change to the Bylaws.

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

All items on the Planning & Evaluation Committee agenda were discussed.

FINANCE COMMITTEE REPORT – KEITH SCHULER

Keith Schuler provided the Finance Committee Report. An update was given on the new finance accounting system. Financial statements for the month of September were reviewed. September is the 12th and final month of the fiscal year. Agency expenditures and revenue are within 1% of budget plan year-to-date. The building is 100% occupied and all tenants are current. The September 2019 credit card statements were also reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE SEPTEMBER FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENT AS PRESENTED

HEAD START POLICY COUNCIL REPORT (HSPC) – LUVIDIA WILLIAMS/CONNIE GREER

Connie Greer presented. Most of the items on the Board agenda were also discussed at the HSPC meeting. HSPC officers were elected at the last meeting and a financial report was given. HSPC will be meeting during the month of December.

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:

January 16, 2020 – 6:00 pm

Board President, Michelle Kemper, adjourned the Board meeting at 7:28 pm.

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

An Executive Session was not held.