

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 16, 2020

MINUTES

Members Present:	Michelle Kemper, Connie Greer, Keith Schuler, Marcie Jefferys, Luvidia Williams, Jane Prince, Leigh Ann Ahmad, Alex Hines, Sara Appolon, Ta’Lisa Lissimore, Esmeralda Cortes, Minerva Munoz, Nicole Frethem
Members Absent:	Trista MatasCastillo, Shereen Page
Staff Present:	Clarence Hightower, Dean Dalzell, Catherine Fair, Brooke Walker, Cassidy Titcomb, Cindy Webster, Nicolee Mensing, Sarah Hayes
Guests Present:	

CALL TO ORDER

Board President, Michelle Kemper, called the meeting to order at 6:05 pm. A quorum was present.

The Board reviewed the agenda for January 16, 2020, and the minutes for November 21, 2019.

January 16, 2020, Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE JANUARY 16, 2020, AGENDA

November 21, 2019, Minutes

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

CHAIR COMMENTS

The Board Chair welcomed everyone back from the December break.

STUDY SESSIONS

1. Head Start Enrollment Reduction

Nicolee Mensing presented. Community Action Head Start is proposing to convert five part-day classrooms (with a capacity of serving 200 children) to five full-day classrooms serving primarily three year olds (with a capacity to serve 85 children). The enrollment reduction will be included as a part of the 2020-2021 Head Start Continuation Grant application. This change would not affect Head Start funding nor would it have an impact on the program budget. This conversion would go into effect at the beginning of the next school year (Fall 2020).

NEW BUSINESS

1. Seat New Board Member

a. Ramsey County Commissioner, Nicole Frethem – Public Sector

Marcie Jefferys introduced Commissioner Nicole Frethem. Nicole Frethem has been appointed by Ramsey County to replace Commissioner Mary Jo McGuire on the Board. Mary Jo McGuire will be an Alternate on the Board. All present Board Members made introductions.

MOTION, SECONDED, and CARRIED TO APPROVE THE APPOINTMENT OF RAMSEY COUNTY COMMISSIONER, NICOLE FRETHEM TO THE PUBLIC SECTOR

2. 2020 Board Calendar

Dean Dalzell presented the 2020 Board Calendar. It was suggested to move Board Duties & Responsibility Training from June to the April Board meeting.

MOTION, SECONDED, and CARRIED TO APPROVE THE 2020 BOARD CALENDAR WITH THE SUGGESTED CHANGE OF MOVING THE BOARD DUTIES & RESPONSIBILITY TRAINING FROM JUNE TO APRIL

3. Head Start Enrollment Reduction

Nicolee Mensing previously presented the Head Start Enrollment Reduction as a Study Session.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START ENROLLMENT REDUCTION

4. Contract Summary – The Journey School

Dean Dalzell presented. The Journey School and Community Action Head Start are partnering to provide Head Start services in the Journey School. The Journey school will be considered a school food authority that will contract with Head Start to provide breakfast, lunch, and snack to Head Start children. Head Start will not be able to utilize the current vendor, Caravan Kids Catering, due to limited kitchen space to serve the additional classrooms. Children will receive meals that follow the United States Department of Agriculture (USDA) regulated meal pattern. This ensures children will receive 1/3 to 1/2 of their daily nutrition needs through the meals and snacks provided to them while attending Head Start. Children with special dietary needs will receive specialized meals and snacks.

MOTION, SECONDED, and CARRIED TO APPROVE THE CONTRACT SUMMARY FOR THE JOURNEY SCHOOL

5. Signature Delegation Authority

Dean Dalzell presented the 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 seventy-five thousand dollars (\$75,000) must have Board approval prior to being signed.

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

6. 2020 Legislative Priorities

Dean Dalzell presented the 2020 Legislative Priorities for review and discussion. The Legislative Priorities is a working document that outlines legislative proprieties of some of the agency's partners. This document may evolve throughout the Legislative session and it could be brought before the Board more than once as priorities change.

7. Conflict of Interest Policy

Dean Dalzell presented. All Board members received the Whistleblower Policy and Conflict of Interest Policy for Board Members, Officers, Employees and Volunteers in their meeting packet for review. All present Board members completed & signed the Conflict of Interest Disclosure Form and signed the Policy Acknowledgment Form.

8. 2019 Executive Director Evaluation Timeline

The Board Chair, Michelle Kemper, discussed the 2019 Executive Director Performance Evaluation Survey, which will be emailed to all Board members this evening to be completed by Friday, January 24, 2020. Included in the email will be a self-assessment report from Dr. Hightower and the 2019 Annual Work Plan results. The Board Chair encouraged all Board members to participate.

COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY (CAPHC) UPDATE

Dr. Hightower presented. The CAPHC Board of Directors has engaged a Search Firm (Ballinger Leafblad) to assist in the hiring process for the next Executive Director. The goal is to have the next Executive Director identified by April 1, 2020, with a hire date of early to mid-May. CAPRW may engage in a 3-month extension of the current agreement with CAPHC to provide some mentoring services to the new Executive Director.

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

The All Staff Event will take place next Friday, January 24 at the Allianz Field. This is the one, and only, time of year that all Community Action employees come together to fellowship. There will be a breakfast and a guest speaker to help encourage and motivate employees.

EXECUTIVE COMMITTEE REPORT – MICHELLE KEMPER

All items on the Executive Committee agenda were discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT – MARCIE JEFFERYS

The Bylaws & Nominations Committee did not meet.

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

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

FINANCE COMMITTEE REPORT – KEITH SCHULER/DEAN DALZELL

Dean Dalzell presented. No financial reports were included in the packet for the months of October and November due to the delay in the implementation of the new HR system. Therefore, there will be three (3) months of reports to review at the February Board meeting.

Keith Schuler presented the October and November 2019 credit card statements for review. The building is 100% occupied.

MOTION, SECONDED, and CARRIED TO APPROVE THE OCTOBER AND NOVEMBER CREDIT CARD STATEMENTS AS PRESENTED

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

Luvidia Williams presented. Most of the items on the Board agenda were also discussed at the HSPC meeting. Jake Johnson, a Community Action employee was the guest speaker and he talked about ERSEA. A new vice president for the HSPC will be elected at the next meeting since the previous one moved away. They also discussed the Active Supervision Policy.

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:

February 20, 2020 – 6:00 pm

Board President, Michelle Kemper, adjourned the Board meeting at 7:06 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 held.