

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

December 17, 2020 at 6:00 pm

GoToMeeting

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Dial-In: +1 (669) 224-3412

Access Code: 885-376-101

MINUTES

Members Present:	Nicole Frethem, Connie Greer, Marcie Jefferys, Trista MatasCastillo, Minerva Munoz, Jane Prince, Keith Schuler, George Stone
Members Absent:	Leigh Ann Ahmad, Esmeralda Cortes, Jessika Thomas-Powell, Luvidia Williams
Staff Present:	Kevin Adams, Lori Doehne, Caitlin Duncan, Catherine Fair, Nicolee Mensing, Cassidy Titcomb, Brooke Walker, Cynthia Webster, Lara Richardson
Guests Present:	

CALL TO ORDER

Board President, Connie Greer, called the meeting to order at 6:01 pm. Roll Call was taken by Caitlin Duncan. A quorum was present.

The Board reviewed the agenda for December 17, 2020, and the minutes for November 19, 2020.

December 17, 2020, Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE DECEMBER 17, 2020, AGENDA

November 19, 2020, Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE NOVEMBER 19, 2020, MINUTES

CHAIR COMMENTS – CONNIE GREER

Connie Greer recognized the work of Agency Staff and recited the Agency’s mission. Alex Hines has resigned from the Board.

INTERIM EXECUTIVE DIRECTOR REPORT -- CATHERINE FAIR

Catherine Fair informed the Board of upcoming training opportunities at virtual national conferences. There will be a Management and Leadership conference in February and a CAPLaw conference in June. A preview of information coming in January was given. This includes a Capital Management Plan and a Race Equity Action Plan. The Race Equity Plan will be incorporated into the Agency’s 2021 Work Plan. The Work Plan will also include a new Strategic Plan for 2021 through 2024 and a new Community Needs Assessment. Leaders have started Family Centered Coaching by Prosperity Agenda, which is part of the Whole Family Approach for service transformation. Interviews for the Senior Human Resources Director will happen at the beginning of January. Caitlin Duncan was welcomed as the new Executive Administrative Assistant.

STUDY SESSIONS

1. Head Start Monitoring Systems & Program Governance Training – *Nicolee Mensing*

The intent of this presentation is to provide information on the monitoring systems in place from the Office of Head Start. Over 5 years, the Office of Head Start conducts 3 visits. Focus Area 1 was completed last year and reviews overall program design. The Agency did not receive deficiencies or findings in this area. An area of improvement was noted regarding providing training for teachers at partner sites. A new staff position was created for this task. The remaining reviews are Focus Area 2 and the CLASS Review.

2. **Head Start Self-Assessment Report – *Nicolee Mensing***

The Head Start/Early Head Start Management Team identified five primary areas that would benefit from further consideration as well as recommendations for improvement from stakeholders in the 2020 Self-Assessment process. The topics reviewed for 2020 include: Planned Language Approach, Individualizing for Children and Families, Learning and Work Environments, Demographics and Recruiting, and Data Integrity. The committees determined current strengths and systemic issues that the program has in each area and was charged with developing suggestions for improvement based on the data that was provided. Once the concerns were realized, the committees began developing suggestions and recommendations for program improvement. Based on those recommendations, objectives and action steps were added to the existing program goals, objectives, and actions as additional steps to assist the program as it strives for continuous quality improvement in each area.

3. **Head Start School Readiness & Program Reporting Goal – *Nicolee Mensing***

Head Start School Readiness & Program Reporting Goals are measured by on-going authentic observations via research based assessment tools. The goals include approaches to learning; social and emotional; language; literacy; cognition; and perceptual, motor and physical development. Data is analyzed for all children, children with disabilities, and dual language learners. Overall, the program saw growth in all goals and categories. There was a small dip in the social/emotional goals from winter to spring which correlates with the onset of the COVID-19 pandemic. This is due to the difficulty of running tests virtually and the additional stress of the pandemic on children. However, the final checkpoint did see growth overall.

NEW BUSINESS

1. **Board Election, Member-at-Large – *Marcie Jefferys***

Luvidia Williams was appointed for the open Member-at-Large position on the Executive Committee.

MOTION, SECONDED, and CARRIED TO ELECT LUVIDIA WILLIAMS AS THE MEMBER-AT-LARGE

2. **Contract Summary, Auditing Services – *Lori Doehne***

Community Action arranges for an annual audit of the agency's financial statements to be conducted by an independent accounting firm. The independent accounting firm selected by the Board of Directors is required to communicate directly with Community Action's Finance Committee upon the completion of their audit. Community Action received five proposals from CPA firms, including the incumbent. It was determined the incumbent would be the appropriate recommendation for the current organizational needs as the firm has experience with CAPRW and has prepared other CAP Agency audits as well. The fees proposed are within the most current fee structure.

MOTION, SECONDED, AND CARRIED TO APPROVE THE SELECTION OF THE AGENCY'S INDEPENDENT AUDITOR PER AGENCY POLICY AND STANDARD 8.5

3. **Head Start COVID Task Force Recommendations (Ratification) – *Nicolee Mensing***

Nicolee Mensing presented. The Head Start COVID Task Force reviewed and analyzed data to make recommendations about continued Head Start operations during the COVID-19 pandemic. The first recommendation is to provide additional "On-Site Group Care for Children Pay", to acknowledge the additional stress of front line staff providing direct, in-person Head Start during the COVID-19 pandemic. This involves two tiers of employee eligibility with staff qualifying for either \$50 or \$100 in additional pay per week depending upon the hours worked and types of services provided. The second recommendation is to provide primarily virtual service during the first two weeks of January. This will offer an informal

quarantine following the holidays, when people are likely to gather in groups. University Head Start would still offer in-person services and would be the exception. The third recommendation is a list of factors that will be considered to determine the course of futures Head Start Services while in a pandemic.

MOTION, SECONDED, AND CARRIED TO APPROVE THE RATIFICATION THE HEAD START COVID TASK FORCE RECOMMENDATIONS EXECUTIVE SUMMARY, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE ON DECEMBER 1, 2020

STANDING COMMITTEES

EXECUTIVE COMMITTEE REPORT – CONNIE GREER

The Executive Committee packet was reviewed. Connie Greer has been working with Karen Davis and will bring back hiring timelines for the Executive Director position to the Executive Committee.

BYLAWS & MEMBERSHIP COMMITTEE REPORT – MARCIE JEFFERYS

The Bylaws & Membership Committee did not meet in December. The Committee emailed regarding the nomination of Luvidia Williams as Member-at-Large. There are currently three vacant positions on the Board and the Board Members and staff were asked for recommendations.

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

The Planning & Evaluation Committee did not meet in December.

FINANCE COMMITTEE REPORT – KEITH SCHULER

Keith Schuler recognized the effort put forth by Finance Team and Catherine Fair to close out the financial reports for the end of the fiscal year. The financial reports for the month of September 2020 were reviewed, as well as the credit card statements for the month of October 2020.

MOTION, SECONDED, and CARRIED TO APPROVE THE SEPTEMBER 2020 FINANCIAL SUMMARY REPORT AND THE OCTOBER 2020 CREDIT CARD STATEMENT

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

Connie Greer referred to the Head Start report in the Board Packet.

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 21, 2021 – 6:00 pm

Board President, Connie Greer, adjourned the Board meeting at 7:29 pm.

An Executive Session was held.