

**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**  
**September 19, 2019**

**MINUTES**

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<b>Members Present:</b>	Michelle Kemper, Connie Greer, Keith Schuler, Marcie Jefferys, Sara Appolon, Trista MatasCastillo, Luvidia Williams, Shereen Page, Alex Hines, Mary Jo McGuire, Ta’Lisa Lissimore, Leigh Ann Ahmad
<b>Members Absent:</b>	Esmeralda Cortes, Minerva Munoz, Jane Prince
<b>Staff Present:</b>	Clarence Hightower, Dean Dalzell, De Humphrey, Brooke Walker, Cindy Webster, Cassidy Titcomb, Nicolee Mensing, Sarah Hayes, Marvin Gonzalez, Theresa Lumpkins
<b>Guests Present:</b>	

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**CALL TO ORDER**

Board President, Michelle Kemper, called the meeting to order at 6:02 pm. A quorum was present.

The Board reviewed the agenda for September 19, 2019, and the minutes for August 15, 2019.

**September 19, 2019, Agenda**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE SEPTEMBER 19, 2019, AGENDA**

**August 15, 2019, Minutes**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE AUGUST 15, 2019, MINUTES**

**CHAIR COMMENTS**

The Board Chair welcomed Leigh Ann Ahmad to Community Action. Leigh Ann was appointed to the Board of Directors by Ramsey County. Leigh Ann gave a brief introduction of herself.

The Board Chair also discussed the revised Resource Buddy List, which was distributed during the meeting, and now includes Leigh Ann.

**STUDY SESSIONS**

1. Head Start Self-Assessment Training and Report

Nicolee Mensing provided training on the Head Start Self-Assessment Report. The Self-Assessment is an annual process for reviewing progress on goals and objectives, a way to be accountable for what is proposed in the application, and to determine if resources are being used effectively. It leverages strengths and looks for areas of improvement and innovation. The Self-Assessment was conducted on May 16, 2019. The Head Start/Early Head Start Management Team identified five primary areas that would benefit from further analysis and consideration, as well as recommendations for improvement from stakeholders in the 2019 Self-Assessment process. The following is a list of the topic areas reviewed by the self-assessment sub-committees for 2019:

1. Oral Health Education
2. Improving Organizational Culture
3. Improving Communication with Families

4. Addressing Challenging Behavior and creating Social-Emotional Support
  5. Recruitment Strategies
2. Fiscal Year 2020 Budget – Final Draft  
Dr. Hightower presented the 2019 Fiscal Year Budget – Final Draft. A Budget Book was mailed to all Board Members along with the Board Packet for review prior to the meeting. Dr. Hightower commented that the Budget Book is a great resource for Board Members to use to find information about the agency. The total 2020 Agency Budget revenue is \$27,709,900 and expenses are \$27,847,053.  
Some differences in 2020 from 2019:
    - **Head Start:** Reflects a 25% increase in grant revenue, primarily as a result of the Federal Supplemental Funds Available to Extend Duration of Services grant award (increase in extended day classrooms).
    - **Minnesota Community Action Grant:** Reflects a 19% decrease in Minnesota Community Action Grant revenue as a result of the expiration of a one-time funding increase in the state 2018-2019 biennium.
    - **CAPHC Executive and Administrative Services:** Reflects the conclusion of executive and administrative services agreement with CAP of Hennepin County.

#### **NEW BUSINESS**

1. **Seat New Board Member – Marcie Jefferys (Private Sector)**  
Marcie Jefferys retired from Ramsey County and, therefore, could no longer represent the Public Sector of the Board. She is being seated as a new Board Member representing the Private Sector.  
**MOTION, SECONDED, and CARRIED TO APPROVE SEATING OF MARCIE JEFFERYS TO THE PRIVATE SECTOR OF THE BOARD OF DIRECTORS**
2. **Fiscal Year 2020 Budget – Final Draft**  
Dr. Hightower previously presented the Fiscal Year 2020 Budget – Final Draft.  
**MOTION, SECONDED, and CARRIED TO APPROVE THE FISCAL YEAR 2020 BUDGET – FINAL DRAFT**
3. **Contract Summary: Head Start, Pride Transportation**  
Dean Dalzell presented the Contract Summary for Pride Transportation. Staff is proposing a contract addendum (increase) of approximately \$209,440 to the current three-year contract with Pride Transportation School Bus Services, which provides transportation to Head Start. The contractor provides transportation services that meet the Head Start Performance Standards related to the transportation of children for the program. The proposed addendum adds a daily rate/route for Extended Day classrooms (increasing the total routes from 5 to 8). Although the daily rate is lower than the rate for Part Day classrooms, (the contractor is not providing mid-day transportation services for the Extended Day classrooms), the increase in routes nets an overall increase to the contract.  
**MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE CONTRACT SUMMARY FOR PRIDE TRANSPORTATION**
4. **Grant Summary: Property Management, Children’s Law Center of Minnesota Lease**  
Dean Dalzell presented the Grant Summary for the Children’s Law Center of Minnesota Lease Agreement. Children’s Law Center of Minnesota has been a valued tenant of the Community Action Building for approximately 14 years. This grant summary represents the tenant’s request to enter into a lease agreement with Community Action for a period of 24 months; the tenant will continue to occupy 2,824 square feet in Suite 315. The proposed lease agreement will also include an option to renew for additional 12-month terms. No tenant improvements have been requested by the tenant as a part of this lease agreement. The total amount of the lease agreement is \$89,800.  
**MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE CHILDREN’S LAW CENTER OF MINNESOTA LEASE**
5. **Grant Summary: Energy Conservation, California Commercial Investment**  
Dean Dalzell presented the Grant Summary for the Energy Conservation California Commercial Investment.

Community Action's Energy Conservation Program completed an energy audit for a 67-unit income eligible high-rise building in St. Paul in October 2018. The revenue noted in the grant summary represents the contribution to the weatherization project. The funds will support a portion of the mechanical and ventilation work that will be completed on the building. This project will contribute to the program's ability to increase total housing units completed while lowering the average unit cost for the U.S. Department of Energy weatherization grant. The project will also help Community Action to successfully complete the weatherization grant contract and support income-eligible rental population, a priority for the U.S. Department of Energy.

**MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE ENERGY CONSERVATION, CALIFORNIA COMMERCIAL INVESTMENT**

**COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY (CAPHC) UPDATE**

Dr. Clarence Hightower gave an update on Community Action Partnership of Hennepin County. CAPRW has entered into an additional contract with CAPHC to provide services for the Client Services Department, which Brooke Walker will oversee.

**EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER**

2019 CAP Annual Convention

Dr. Hightower gave a presentation on his trip to the National Community Action Partnership Annual Convention that took place in Chicago, IL. This convention was special as two CAPRW employees, Dean Dalzell and Ankit Bangar, were recognized for becoming Certified Community Action Professionals. Dr. Hightower gave the Invocation during the opening ceremony and at the Awards Gala Program. At the national level, the focus is on CCAP, racial equity and complete census count. David Bradley, the National Lobbyist, stated that going forward, Community Action needs to accelerate being a laboratory, focus on advocacy, and needs to be a place where the community feels safe.

Dr. Hightower also talked about some of the partnerships that CAPRW has with other agencies to work on some of the advocacy issues that would address the gun violence that is affecting the community. Commissioner Trista MatasCastillo suggested that CAPRW partner with Ramsey County for some of these advocacy issues. Danny Givens, Jr. is working with the Ramsey County on some healing initiatives for the community.

Pride Transportation – Nicolee Mensing talked about some of the issues that Pride Transportation has been having in the media recently and what CAPRW has done to ensure these same issues do not happen with Head Start. Over half of the Head Start bus routes are through Pride Transportation. Head Start experienced some delayed buses, but nothing out of the ordinary for the first day of school. Head Start had a staff member ride all Pride Transportation bus routes during the first couple of weeks of school as a precaution. Pride Transportation has been very responsive to all of the requests made by Head Start. There was also some discussion on the DOT inspections of the Pride Transportation buses and who has the certifications. Staff will look into this matter further.

**EXECUTIVE COMMITTEE REPORT – MICHELLE KEMPER**

All items on the Executive Committee agenda were discussed.

**BYLAWS & NOMINATIONS COMMITTEE REPORT – SHEREEN M. PAGE**

The Bylaws & Nominations Committee did not meet.

**PLANNING & EVALUATION (P&E) COMMITTEE REPORT – NICOLEE MENSING**

Nicolee Mensing gave an overview of the P&E meeting in Jane Prince's absence. The Head Start Self-Assessment Report was reviewed. Training was provided on the CSBG Report and an Energy Conservation Overview was given.

**FINANCE COMMITTEE REPORT – KEITH SCHULER/DEAN DALZELL**

Keith Schuler provided the Finance Committee Report. Financial statements for the month of July were reviewed. July is the 10<sup>th</sup> 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 July credit card statements were also reviewed.

Dean Dalzell gave an update the Finance Software. The implementation timeline is on track. The HR software has been delayed from October 1 to December 2.

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

**HEAD START POLICY COUNCIL REPORT (HSPC) – LUVIDIA WILLIAMS**

The Head Start Policy Council did not meet. The next meeting will be in October. The first Family Fun Night will take place in October. New officers for HSPC will be voted on during the first meeting in October, as well.

**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.

A general media release form was distributed and signed by all present Board Members since photos will be taken during the meeting.

**NEXT BOARD MEETING DATE:**

**October 17, 2019 – 6:00 pm**

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Board President, Michelle Kemper, adjourned the Board meeting at 7:37 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.