

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
September 20, 2018

MINUTES

Members Present:	Sara Appolon, Connie Greer, Blake Huffman, Michelle Kemper, Alex Hines, Ta’Lisa Lissimore, Heather Meyers, Elizabeth Omoyeni, Jane Prince
Members Absent:	Mary Jo McGuire, Marcie Jefferys, Shereen Page, Esmeralda Cortes, Keith Schuler
Staff Present:	Clarence Hightower, Dean Dalzell, Deonna Humphrey, Catherine fair, Cindy Webster, Cassidy Titcomb, Brooke Walker, Sarah Hayes, Ankit Bangar, Sandy Hsu, Theresa Lumpkins, Kiran Sheikh
Guests Present:	Jill Lipski (The Improve Group)

CALL TO ORDER

The meeting was called to order at 6:05 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the amended agenda that was distributed at the meeting. They also reviewed the minutes for August 16, 2018.

September 20, 2018 Agenda - Amended

MOTION, SECONDED, AND CARRIED TO APPROVE THE SEPTEMBER 20, 2018, AMENDED AGENDA

August 16, 2018 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE AUGUST 16, 2018, MINUTES

CHAIR COMMENTS

The Board Chair launched the “7 Big Things in 100 Days!” A handout was distributed that listed the seven (7) items that the Board will focus on completing over the next 100 days, including fundraising goals, filling the open Board position, adding 200 new names to the Straight Talk mailing, completing the 2019 Strategic Plan, completing the final drafts of the Mission, Vision, and Values, and securing publication of an Op-Ed in the Pioneer Press or Star Tribune.

STUDY SESSIONS

A. Strategic Plan & Community Needs Assessment Update

Jill Lipski from the Improve Group presented the findings from the Community Trends Analysis. A central finding from the Community Profile is that disparities between the experiences and circumstances of different groups of people, especially racial disparities are significant in Ramsey and Washington counties. Based on these findings, Community Action created a list of key informants (partnering organizations) for the trends analysis. Some causes of poverty that were found were systemic oppression, gaps in wealth and income, unequal access to earning, and changes in family or individual life circumstances. Some unmet needs in the community that were identified were: affordable, quality housing, including resources to support homeownership; access to transportation; access to well-paying jobs with opportunity for advancement. It was also identified that services need to be more responsive and better coordinated and that stability is needed to get out of poverty.

B. Head Start Self-Assessment Report

Kiran Sheikh presented the results of the Head Start Self-Assessment Report. 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 2018 Self-Assessment process. The areas were considered focus areas in the process. Each manager was assigned to a focus area to co-lead and facilitate the analysis of data related to the area. The following topic areas were reviewed by the self-assessment sub-committees for 2018:

1. Health Education
2. Meeting Family Needs
3. Workforce Shortages (Teacher positions and Bus Drivers)
4. Are children ready for Kindergarten after Head Start?
5. Professional Development for Staff

Each sub-committee was charged with developing suggestions for improvement based on the data that was provided. The Head Start Management Team reviewed each of the areas and the recommendations. Based on those recommendations objectives and action steps were established to assist the program as it strives for continuous quality improvement in each area. Objectives and action steps will be reviewed and updated periodically by the Management Team with formal updates provided to the federal government during annual grant submission.

C. 2019 Fiscal Year 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 approving the budget is one of the top three most important things that the Board will be asked to do. He also acknowledged the process that staff has put in place in preparing the budget and he acknowledged them for all their hard work. Most of the 2019 Budget Assumptions have been pretty accurate with the exception of the health insurance. The health insurance was projected to increase by about 9%; however, there will be no increase for 2019. The total 2019 Agency Budget revenue is \$23,965,849 and expenses are \$24,091,393.

Some differences in 2019 from 2018:

- **Community Housing Development Organization (CHDO):** Reflects continued growth in the program, including the operation of three properties in Ramsey & Washington counties, plus the acquisition of additional property in the coming year.
- **Energy Conservation:** Reflects a decrease in Low Income Home Energy Assistance Program (LIHEAP) funds transferred to the Minnesota Weatherization Program, (from 12% to 7%).

The Board Chair thanked the staff for all their hard work. Michelle Kemper thanked Dr. Hightower and staff for all their hard work.

Connie Greer asked if the Cost of Living Adjustment (COLA) listed in the Budget Assumptions is just for Head Start employees. The Federal government funds the COLA increases for Head Start employees only; however, all agency employees receive the COLA (regardless of funding source). The other programs and departments work within their respective budget to support the COLA.

Connie also asked about the \$100,000 listed under the Community Services Block Grant (CSBG) for the agency volunteer services. De Humphrey stated that these funds are used to fund the volunteer position to meet the agency volunteer goal. Volunteers do a wide variety of tasks for the different programs / departments throughout the agency.

NEW BUSINESS

A. 2019 Fiscal Year Budget – Final Draft

Dr. Hightower previously presented the 2019 Fiscal Year Budget - Final Draft during the Study Session. Dean Dalzell presented the 2019 Fiscal Year Budget – Final Draft to the Board for approval as presented.

MOTION, SECONDED, and CARRIED TO APPROVE THE 2019 FISCAL YEAR BUDGET – FINAL DRAFT

B. Grant Summary: Energy Conservation – MN Department of Commerce

Dean Dalzell presented the Grant Summary for the Energy Conservation – MN Department of Commerce Grant. The annual Low Income Home Energy Assistance Program (LIHEAP) transfer grant is one of Community Action’s core grants. In the 2018-2019 grant period, LIHEAP will transfer 7% of their Energy Assistance funds to the Minnesota Weatherization Program. The estimated grant amount is approximately \$1.1 million covering the Federal Fiscal Year from October 1, 2018 through September 30, 2019. These funds are used in conjunction with federal funds received through the MN Department of Commerce from the US Department of Energy. The Energy Conservation Program will utilize these funds to weatherize approximately 80 homes in Ramsey, Washington and Anoka counties, plus provides the ability to replace water heaters in participant homes as needed.

MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE ENERGY CONSERVATION – MN DEPARTMENT OF COMMERCE GRANT

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

1. 2018 CAP Annual Convention

Dr. Hightower gave a presentation on his attendance at the 2018 CAP Annual Convention which was held in Denver, CO on August 28 – 31, 2018. Dr. Hightower shared the current membership numbers as well as the financial status of the CAP agency. The programmatic focus of CAP is on the Certified Community Action Professional (CCAP), Organizational Standards of Excellence, Racial Equity, and completion of a new Strategic Plan. The National Lobbyist, David Bradley, gave an update and stated that funding is in good shape with Congress for Head Start, Energy Assistance, Weatherization, and CSBG. The CSBG Reauthorization Bill is not going to happen. He also stated that Community Action is the “best” we have ever been, but that we, as a “Movement”, need to fight for Community Action. Dr. Hightower was also invited to a meeting with Clarence Carter, the acting director for the Office of Community Services (OCS). Mr. Carter is leading a movement to grow capacity among the poor and reduce their dependency on Federal programs.

2. Head Start Hiring Update

De Humphrey gave an update on the status of the hiring process for the Head Start/Early Head Start Director position. The agency has retained Cohen Taylor for this search process. There are currently four (4) viable candidates and interviews are scheduled to take place on September 27.

EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN

All items on the Executive Committee Agenda were discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS

The Bylaws & Nominations Committee met via conference call. They are still in the process of trying to fill the current vacancy in the private sector. Heather Meyers sent an email to the Board to solicit for recommendations for filling this position. They also discussed the term limits that are currently in the Bylaws and whether or not these term limits should change.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT

The Planning & Evaluation Committee did not meet.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

Michelle Kemper provided the Finance Committee Report. The grant and contract summaries that were discussed today were also reviewed during the Finance Committee meeting. Financial statements for the month of July were reviewed. July is the 10th month of the fiscal year. Agency expenditures and revenue are near target of the budget for the fiscal year. The building is 100% occupied and all tenants are current. The July credit card statements were also reviewed.

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

HEAD START POLICY COUNCIL REPORT (HSPC) – CONNIE GREER

The Head Start Policy Council will meet next month.

PROGRAM REPORTS

All Program/Department Reports were included in the Board packet for review.

ANNOUNCEMENTS/INFORMATION

A Board Roster and 2018 Board Calendar were provided in the Board packet.

NEXT BOARD MEETING DATE:

October 18, 2018 – 6:00 PM

NEXT BOARD RETREAT DATE:

October 27, 2018

An Executive Session was not held.

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, Blake Huffman at 7:23 pm.