

Community Action Partnership of Ramsey & Washington Counties
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BOARD OF DIRECTORS MEETING
450 Syndicate Street North, Suite 30
St. Paul, MN 55104
June 15, 2017

MINUTES

Members Present:	Blake Huffman (phone), Connie Greer, Michelle Kemper, TaLisa Lissimore (phone), Shereen Page, Sara Appolon, Heather Meyers (phone), Kerri Sawyer, Keith Schuler
Members Absent:	Marcie Jefferys, Jane Prince, Esmeralda Cortes, Mary Jo McGuire,
Staff Present:	Clarence Hightower, Dean Dalzell, Catherine Fair, Brooke Walker, Cindy Webster, Karri Kerns, Theresa Lumpkins, Aimee Sandy, Tom Moberg, Katie McLemore
Guests Present	

CALL TO ORDER

The meeting was called to order at 6:11 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the amended agenda for June 15, 2017, and the minutes for May 18, 2017.

June 15, 2017 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE JUNE 15, 2017, AGENDA

May 18, 2017 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE MAY 18, 2017, MINUTES

CHAIR COMMENTS

The Board Chair commented that there will not be a Board Meeting during the month of July.

STUDY SESSIONS

A. AGENCY DASHBOARD

Tom Moberg and Katie McLemore gave an overview of the new Agency Dashboard on the CAPRW Website. The dashboard gives a snapshot of the current financial performance to budget, fundraising performance, volunteer hours, voter education, staff training, and program & financial monitoring. Board members were asked to send any suggestions and/or feedback too Theresa Lumpkins. As of now, the dashboard is only visible to Board Members, and is not currently public-facing.

Connie Greer would be interested in seeing information on outputs, as well as outcomes. She believes it would be good to know how many Head Start children are served, as well as the number of families served through LIHEAP, etc. A handout was provided with instructions on how to navigate to the agency dashboard on the CAPRW website.

B. 2018 FISCAL YEAR BUDGET TIMELINE & ASSUMPTIONS

Dean Dalzell presented the Fiscal Year 2018 Annual Budget Timeline, which provides a breakdown of the budget timeline through the month of September when the 2018 Budget Book will be presented to the Board for approval. The Revenue & Expenditure Assumptions was also reviewed and discussed. The fiscal 2018 agency budget assumes the continued restoration of sequestration funds through Federal fiscal year 2018. Staff is closing monitoring Federal budget discussions and the potential impact to funding.

C. LEGISLATIVE UPDATE

Brooke Walker provided a 2017 Legislative Summary. Governor Dayton signed all ten budget bills, including the Tax Bill and Bonding Bill. The Governor also line-item vetoed funding for the legislature for the next two years, in an attempt to force the legislature back into special session. There was a one-time increase for funding for the MCAG Grant. FAIM received a one-time increase of \$500,000. The Getting to Work Bill passed and included \$200,000 in the Jobs Budget bill.

NEW BUSINESS

A. 2016 Retirement Plan Audit

a. Auditor Presentation

Dean Dalzell gave a presentation on the 2016 Employee Retirement Plan Audit, which was completed by CliftonLarsonAllen. The scope of the audit is for calendar year ending December 31, 2016. Plan Net Assets for 2016 were \$8,548,660 at the end of the calendar year. Financial statements and activity were reviewed. The audit was a clean audit with no findings. This is the second year with no findings for the employee retirement plan audit. There were no disagreements with management.

b. Required Communication Letter

c. Financial Statements

MOTION, SECONDED, and CARRIED TO APPROVE THE 2016 RETIREMENT PLAN AUDIT, THE REQUIRED COMMUNICATION LETTER AND THE FINANCIAL STATEMENTS

B. 2018 Fiscal Year Budget Timeline & Assumptions

Dean Dalzell previously presented the 2018 Fiscal Year Budget Timeline & Assumptions as a Study Session for approval.

MOTION, SECONDED, and CARRIED TO APPROVE THE 2018 FISCAL YEAR BUDGET TIMELINE & ASSUMPTIONS

C. Grant Summary: Community Services Block Grant and Minnesota Community Action Grant

Dean Dalzell presented the renewal grant summary for the Community Services Block Grant (CSBG) and Minnesota Community Action Grant (MCAG). This grant summary represents two funding sources, Federal and State respectively. The grants represent the very heart of what Community Action does. In receiving the CSBG grant, the agency is designated as a Community Action Agency. The CSBG and MCAG grants are intended to strengthen local community capabilities for planning and coordinating the use of a broad range of Federal, State, local, and other assistance related to the elimination of poverty in a manner responsive to local needs and conditions. The grant amount for CSBG is \$1,130,020 per year and MCAG is \$642,150 per year for a total of \$1,772,170 per year for two years (\$3,544,340 for the duration of the grant. The grant duration is July 1, 2017 – December 31, 2019.

MOTION, SECONDED, and CARRIED TO APPROVE THE COMMUNITY SERVICES BLOCK GRANT AND MINNESOTA COMMUNITY ACTION GRANT SUMMARY AND APPLICATION

D. Grant Summary: Energy Conservation, Department of Energy Weatherization Assistance Program (Ratification)

Dean Dalzell presented the Department of Energy Weatherization Assistance Program Grant Summary for ratification. This funding comes from the MN Department of Commerce. This is a renewal grant for the period of July 1, 2017 – June 30, 2018. The grant amount is \$1,041,265. The due date of the grant contract application was June 7, 2017 (prior to the regularly scheduled Board meeting on June 15, 2017). The Finance and Executive Committee previously reviewed the grant summary for approval. Staff is now seeking approval for ratification by the Board.

MOTION, SECONDED, and CARRIED TO RATIFY THE DEPARTMENT OF ENERGY WEATHERIZATION ASSISTANCE PROGRAM GRANT SUMMARY AND APPLICATION

E. Grant Summary: Supplemental Nutrition Assistance Program (SNAP)

Dean Dalzell presented the Supplemental Nutrition Assistance Program (SNAP) Grant Summary. SNAP Outreach is designed to increase awareness of and participation in SNAP among eligible low-income households in our service area and verifiably assist a minimum of 300 low-income households to obtain

SNAP benefits over the two year grant period. The grant amount is \$50,000 annually. The grant duration is October 1, 2017 – September 30, 2019. The grant contains a requirement to match the funds 1:1 with non-federal funds. The USDA match requirement over the two year grant period will be met by an equal amount from the Minnesota Community Action Grant (MCAG).

MOTION, SECONDED, and CARRIED TO APPROVE THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) GRANT SUMMARY AND APPLICATION

F. Grant Summary: Head Start, Cost of Living Adjustment (COLA)

Dean Dalzell presented the Head Start Cost of Living Adjustment (COLA) Grant Summary. The grant amount is \$95,661, representing a 1.0% increase in the rate of pay for each Head Start / Early Head Start employee. The grant period starts at the commencement of the Federal Head Start grant year, April 1, 2017; it increases base funding for the program. Community Action received the funding guidance letter detailing the application process required to receive the COLA. Pending approval by the Board of Directors and the funder, CAPRW will apply the COLA funds in this application to Head Start and Early Head Start program staff. Community Action employees not funded by Head Start will also receive a commensurate cost of living adjustment via their separate funding sources.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START COST OF LIVING ADJUSTMENT (COLA) GRANT SUMMARY AND APPLICATION

G. Contract Summary: Head Start, Catered Food Services

Dean Dalzell presented the Head Start Catered Food Services Grant Summary. Staff is proposing to establish a three year contract with CKC Good Food to provide meals and snacks to program participants for the time period of September 1, 2017 – August 31, 2020. The grant amount is estimated to be \$2,766,000 (annual average is \$922,000). The Child and Adult Care Food Program (CACFP) will reimburse CAPRW approximately 80%. Sole source approval was received from USDA and Head Start, as only one contractor submitted a proposal.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START CATERED FOOD SERVICES CONTRACT SUMMARY

H. Contract Summary: Head Start, Roof Replacement

Dean Dalzell presented the Head Start Roof Replacement Grant Summary. The Ruth Benner Head Start Center is proposing to replace the existing ballasted EPDM membrane roof with the similar style of roofing material. The life expectancy of the replacement EPDM roof is anticipated to be approximately 30 years. Staff is seeking to enter into a contract with Bulldog Contractors, LLC for the roof replacement. The estimated contract amount is \$115,000. Staff is proposing leveraging the MCAG or CSBG funds to replace the roof on the building.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START ROOF REPLACEMENT CONTRACT SUMMARY

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Dr. Hightower thanked Tom Moberg and Katie McLemore for all their work on the Agency Dashboard. Comments will be received by the Board for the next 6 months regarding any changes to the dashboard. Dr. Hightower commented that staff will work on putting together a mid-year performance report. This will be communicated to the Board in July via email in lieu of the July Board Meeting. The Board should contact Theresa Lumpkins if they would like an update on any additional items.

EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN

All items on the Executive Committee agenda were discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS

The committee met in late May and had a really good meeting. They are working on filling the two vacancies. Esmeralda Cortes, the current HSPC Representative, will fill the Low-Income vacancy. HSPC has nominated a new representative and that person will be seated in August. The committee is working on filling the other

vacancy with a member that possibly has fund development expertise to help give support to the Senior Strategic Initiatives Director. The committee will meet again on June 27.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT – BROOKE WALKER

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

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

Michelle Kemper mentioned that CliftonLarsonAllen attended the last Financial Committee meeting and gave a full presentation of the 2016 Retirement Plan Audit. Financial statements for the month of April were reviewed. April is the 7th month of the fiscal year. Agency expenditures and revenue are within 2% of the budget for the fiscal year. The building is 100% occupied and all tenants are current. The April credit card statements were reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE APRIL 2017 FINANCIAL SUMMARY REPORTS AND CREDIT CARD STATEMENT AS PRESENTED

HEAD START POLICY COUNCIL REPORT (HSPC) – CONNIE GREER

Connie Greer gave the Head Start Policy Council Report. Connie mentioned that Esmeralda does a really good job being a liaison between the Board and the HSPC. All of the agenda items have been previously discussed. The school year is currently over for the summer.

PROGRAM REPORTS

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

Connie mentioned that the SNAP Outreach program is doing a really good job and she wanted to acknowledge the work the agency is doing. She also mentioned the VITA Tax Clinic is doing really good work. She congratulated the agency for the work that these two programs are doing to help low-income families. Connie also pointed out an error in the Head Start report that indicates that Head Start is celebrating their 82nd birthday. It should state 52nd birthday.

ANNOUNCEMENTS/INFORMATION

A Board Roster and 2017 Board Calendar were provided in the Board packet.

NEXT BOARD MEETING DATE(S):

August 17, 2017 – 6:00 PM

Staff members were excused from the meeting and an Executive Session was 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 7:10 pm.