

Community Action Partnership of Ramsey & Washington Counties
450 Syndicate Street North, St. Paul, MN 55104
651.645.6445

BOARD OF DIRECTORS MEETING

Electronic Meeting – Action Items Only

March 19, 2020

MINUTES

Voting Members:	Michelle Kemper, Connie Greer, Keith Schuler, Luvidia Williams, Nicole Frethem, Trista MatasCastillo, Marcie Jefferys, Shereen Page, Sara Appolon, TaLisa Lissimore
Non-Voting Members:	Leigh Ann Ahmad, Alex Hines, Jane Prince, Esmeralda Cortes, Minerva Munoz

Due to COVID-19, the March 19, 2020, Board Meeting was conducted electronically. Board Members were directed to vote on all of the action items on the Board Agenda. Ten Board Members completed the vote. The following is a list of all the action items that were voted on.

March 19, 2020, Amended Board Agenda

Staff is seeking approval of the March 19, 2020, Amended Board Agenda.

APPROVED BY A VOTE OF 10-0

February 20, 2020, Minutes

Staff is seeking approval of the February 20, 2020, Board Minutes.

APPROVED BY A VOTE OF 10-0

NEW BUSINESS

1. Ratification: Federal Head Start Budget Modification

This was approved via email by the Executive Committee on February 27, 2020, on behalf of the Board. Staff is seeking ratification of the approval to modify the April 1, 2019-March 31, 2020, Federal Head Start Budget in the following manner: Reduce Wages & Fringe Benefits by \$510,000; Increase Classroom & Outdoor Equipment, Building Maintenance & Repairs, and Vehicle Purchase by \$510,000. Net Impact to Budget is \$0.

APPROVED BY A VOTE OF 9-1

2. 2020 Annual Work Plan - Draft

There are 32 goals on the 2020 Annual Work Plan. Staff is seeking approval of the 2020 Annual Work Plan-Draft.

APPROVED BY A VOTE OF 9-1

3. 2019 Retirement Plan Audit - Engagement Letter

CliftonLarsenAllen will audit the financial statements of Community Action's Tax Sheltered Investment Program 403(b) Plan, which comprise the statement of net assets available for benefits as of December 2019. Staff is seeking approval of the 2019 Retirement Plan Audit-Engagement Letter.

APPROVED BY A VOTE OF 10-0

4. Grant Summary, Sustainable Resource Center (SRC)

Community Action is partnering with SRC to deliver CenterPoint Energy's Low Income Weatherization Program. The funds will be used to support administration, auditing, inspections, weatherization, and mechanical costs for fifty (50) CenterPoint customer homes in Washington & Anoka Counties at an average cost of \$2,800 each. Staff is seeking approval of the SRC Grant Summary.

APPROVED BY A VOTE OF 10-0

5. **Seating of New Board Member - Public Sector (Washington County Commissioner, Wayne Johnson)**
Washington County has appointed Commissioner Wayne Johnson to replace Michelle Kemper on the Board of Directors.
APPROVED BY A VOTE OF 10-0
6. **Financial Reports - December 2019**
Staff is seeking approval of the December 2019 Financial Reports.
APPROVED BY A VOTE OF 10-0
7. **Credit Card Statement - January 2020.**
Staff is seeking approval of the January 2020 Credit Card Statement.
APPROVED BY A VOTE OF 10-0

March 19, 2020 - ANNUAL MEETING

1. **Approval of March 19, 2020 - Amended Annual Meeting Agenda**
The Bylaws & Nominations Committee is seeking approval of the Amended March 19, 2020, Annual Meeting Agenda.
APPROVED BY A VOTE OF 10-0
2. **Approval of March 21, 2019 - Annual Meeting Minutes**
The Bylaws & Nominations Committee is seeking approval of the March 21, 2019 Annual Meeting Minutes.
APPROVED BY A VOTE OF 10-0
3. **2020 Board Elections: Slate of Officers: President - Connie Greer, Vice President - Shereen M. Page, Treasurer - Keith Schuler, Secretary - Marcie Jefferys, Member-At-Large - Sara Appolon.**
The Bylaws & Nominations Committee is seeking approval of the Proposed 2020 Slate of Officers.
APPROVED BY A VOTE OF 10-0

NEXT BOARD MEETING DATE:

April 16, 2020 – 6:00 pm