

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
June 21, 2018

MINUTES

Members Present:	Marcie Jefferys, Elizabeth Omoyeni, Sara Appolon, Keith Schuler, Connie Greer, Blake Huffman, Michelle Kemper, Jane Prince,
Members Absent:	Shereen Page, Ta'Lisa Lissimore, Heather Meyers, Esmeralda Cortes, Alex Hines, Mary Jo McGuire
Staff Present:	Clarence Hightower, Dean Dalzell, Deonna Humphrey, Karri Kerns, Sarah Hayes, Cassidy Titcomb, Brooke Walker, Ankit Bangar, Sandy Hsu
Guests Present:	

CALL TO ORDER

The meeting was called to order at 6:02 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the agenda for June 21, 2018, and the minutes for May 17, 2018.

June 21, 2018 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE JUNE 21, 2018, AGENDA

May 17, 2018 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE MAY 17, 2018, MINUTES

CHAIR COMMENTS

Board Retreat:

The Board Retreat will take place this Saturday, June 23 from 8:30 am to 12:00 pm. Breakfast will be provided at 8:30 and the retreat will begin at 8:45.

July Board Meeting:

The Board meeting and all Board Committee meetings for the month of July have been cancelled.

STUDY SESSIONS

A. Fiscal Year 2019 Budget Timeline and Assumptions

Dean Dalzell presented the Fiscal Year 2019 Annual Budget Timeline, which provides a breakdown of the budget timeline through the month of September when the final 2019 Budget Book will be presented to the Board for approval. The Revenue & Expenditure Assumptions was also reviewed and discussed. Each Board Committee previously reviewed the 2019 Budget Timeline and Assumptions. Staff will continue to work to prepare a balanced budget to present to the Executive and Finance Committees in September prior to presenting to the Board for approval at the September Board meeting.

B. Energy Conservation Overview

Cindy Webster gave an overview of the Energy Conservation Department. The mission of Energy Conservation is to make houses safe, healthy, and energy efficient while educating families about energy use. Energy Conservation is a year-round program that performs energy assessments, repairs & replaces mechanical systems, insulates homes, and performs final inspections. These services are free to all income eligible (200% of poverty) customers in Ramsey, Washington, and Anoka counties. The average job cost is \$10,000 to \$12,000 per unit and the average timeline to complete work is 90 days.

- C. **Community Housing Development Organization (CHDO)**
Catherine Fair gave an update on the Community Housing Development Organization (CHDO). She presented a potential property that Community Action is working to purchase with Board approval. This purchase would be the third property purchased by Community Action, but the second CHDO property. The property is located at 2480 13th Avenue E in North St. Paul and is a multi-family duplex (two unit) property. The timeline for the purchase, renovation and lease up of the property was reviewed and discussed. The total project cost is \$470,000 with \$325,000 from the HOME Investment Partnership Program, \$115,000 from the mortgage, and \$30,000 from the MN Community Action Grant. The anticipated closing date is August 15, 2018.

NEW BUSINESS

A. Fiscal Year 2019 Budget Timeline and Assumptions

The Fiscal Year 2019 Budget Timeline and Assumptions was previously reviewed and discussed during the Study Session.

MOTION, SECONDED, and CARRIED TO APPROVE THE FISCAL YEAR 2019 BUDGET TIMELINE AND ASSUMPTIONS

B. Grant Summary: Weatherization Assistance Program (Ratification)

Dean Dalzell presented the Department of Energy Weatherization Assistance Program Grant Summary for ratification. This funding comes from the US Department of Energy via the MN Department of Commerce. This is a renewal grant for the period of July 1, 2018 – June 30, 2019. The grant amount is \$1,244,000. The due date of the grant contract application was June 8, 2018 (prior to the regularly scheduled Board meeting on June 21, 2018). The Finance, Planning & Evaluation, and Executive Committees 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

C. Contract Summary: Community Housing Development Organization (CHDO) House Purchase

The Community Housing Development Organization House Purchase was previously reviewed and discussed during the Study Session.

MOTION, SECONDED, and CARRIED TO APPROVE THE CONTRACT SUMMARY FOR THE COMMUNITY HOUSING DEVELOPMENT ORGANIZATION HOUSE PURCHASE

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

Dean Dalzell presented the Head Start Cost of Living Adjustment (COLA) Grant Summary for ratification. The grant amount is \$273,593, representing a 2.6% 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, 2018, and 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, Community Action 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. The due date of the grant application was June 18, 2018, prior to the regularly scheduled Board meeting on June 21, 2018. To meet this deadline, the Executive Committee previously approved the grant at its June 5, 2018 meeting; staff is seeking ratification by the Board.

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

E. Grant Summary: Otto Bremer Trust

Dean Dalzell presented a Grant Summary for Otto Bremer Trust. The grant award would be used to pilot a project at Community Action called the Employment Training Support Initiative which would be

implemented by the Community Engagement department's Employment Services/Project Success program. The purpose of the initiative is to eliminate financial barriers for low-income workers and job-seekers who desire to participate in workforce development or employment training programs but are unable to do so because of a limited household budget. This pilot initiative will provide more comprehensive financial support to program participants in the form of tuition, fees, supplies, and a stipend. The grant amount is \$600,000 over three (3) years. The grant application due date is June 29, 2018, and the award notification is anticipated by November 14, 2018.

MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR OTTO BREMER TRUST

F. 2017 Retirement Plan Audit

Dean Dalzell gave a presentation on the 2017 Employee Retirement Plan Audit, which was completed by CliftonLarsonAllen. The scope of the audit is for calendar year ending December 31, 2017. Plan Net Assets for 2017 were \$10,097,284 at the end of the calendar year. Financial statements and activity were reviewed. The audit was a clean with no findings. This is the third year with no findings for the employee retirement plan audit. There were no disagreements with management.

MOTION, SECONDED, and CARRIED TO APPROVE THE 2017 EMPLOYEE RETIREMENT PLAN AUDIT, INCLUDING THE REQUIRED COMMUNICATION LETTER AND FINANCIAL STATEMENTS

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Resignation of Karri Kerns

- Karri Kerns has resigned her position as Senior Director of Head Start/Early Head Start. Her last day of employment will be July 27, 2018. Connie Greer thanked Karri for all her hard work and commented on how difficult it will be to replace Karri. She mentioned that Karri has done a spectacular job with the Head Start program. Connie also commented on the importance of having Head Start parents on the search committee to fill Karri's position. It is documented in the Bylaws that a Head Start parent is required to be a part of the committee. Several Board members thanked Karri for her service.

Strategic Plan Update -- Cassidy Titcomb

- Cassidy Titcomb provided a Strategic Planning update. The Board Retreat will take place this Saturday, June 23, 2018. Breakfast will be provided at 8:30 and the retreat will begin at 8:45 am. Boxed lunches will be provided at the end of the retreat.

Internal Promotions -- De Humphrey

- De Humphrey shared with the Board the number of internal promotions that have taken place from 2015 - 2017. This topic was brought up by a union member during a Labor Management Committee meeting. It was thought the African Americans weren't being promoted within the agency. The internal promotions handout showed the breakdown of all internal promotions by ethnicity. While African Americans have been promoted, they have not been promoted into management positions over the past three years. It was discussed that the reason they aren't being promoted to management positions is because they aren't applying for those positions. Keith Schuler suggested a mentorship program to help in this area.

Legislative Update -- Brooke Walker

- Brooke Walker provided a 2018 Legislative Update. The legislative session ended three weeks ago. On May 23, 2018, Governor Dayton vetoed the Supplemental Budget bill and the Tax bill. Many of the legislative agenda items supported by Community Action were included and as a result vetoed. Separately the Governor signed the Omnibus Bonding bill into law on May 30, 2018, which included \$90M of the \$150M request to fund the Homes for All agenda. MinnCAP worked to secure additional MCAG funding. The vetoed Supplemental Budget bill included a onetime increase of \$250k to MCAG. The bill to end driver's license suspension for unpaid traffic tickets passed the House and Senate and was included in the vetoed Supplemental Budget bill.

Head Start Transportation Request for Proposal (RFP) -- Karri Kerns

- Karri Kerns presented on the RFP process for Transportation services for Head Start/Early Head Start. Head Start program standards require programs that provide transportation services to make reasonable efforts to coordinate transportation resources to control costs, and to improve the quality and the availability of transportation services. Agency policy states that programs engage (when applicable) a competitive bidding process at least every three to five years. It was decided to hire an outside consultant this year to analyze the cost and data of the current Head Start Transportation services provided. The report is not yet finalized; however the consultant believes there is a possibility of a more cost-effective model, plus higher quality and availability of service, available by outsourcing program transportation. An RFP went out on June 8, 2018, and is due on June 29, 2018.

EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN

All items on the Executive Committee agenda were discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT – CONNIE GREER

Connie Greer discussed her concerns about Section 5 of the Bylaws. She would like to continue to see County Commissioners on the Board and would like the Bylaws & Nominations Committee to review the language about term limits for elected officials. Term limits are not required by state or federal law.

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

All items on the P&E agenda were discussed. An Energy Conservation Overview and Tax Clinic Overview were both presented at the last P&E Committee meeting as well.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

Michelle Kemper provided the Finance Committee Report. A presentation was given on the 2017 Retirement Plan Audit by CliftonLarsenAllen. The budget timeline and agency risk assessment were also discussed. Financial statements for the month of April were reviewed. April is the 7th 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 April credit card statements were also reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE APRIL 2018 FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENTS AS PRESENTED

HEAD START POLICY COUNCIL REPORT (HSPC) – CONNIE GREER

The Head Start Policy Council will not meet again until the fall.

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:

August 16, 2018 – 6:00 PM (No July Board Meeting)

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 7:38 pm.