

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
October 17, 2019

MINUTES

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

CALL TO ORDER

Board President, Michelle Kemper, called the meeting to order at 6:03 pm. A quorum was present.

The Board reviewed the agenda for October 17, 2019, and the minutes for September 19, 2019.

October 17, 2019, Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE OCTOBER 17, 2019, AGENDA

September 19, 2019, Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE SEPTEMBER 19, 2019, MINUTES

CHAIR COMMENTS

The Board Chair commented that the Board does not meet in December.

STUDY SESSIONS

1. Affirmative Action Presentation

Deonna Humphrey presented the Affirmative Action Overview for Community Action. Affirmative Action was established to fight racial discrimination & to ensure that women, minorities and individuals with disabilities are given an equal employment opportunity. Affirmative Action includes quantitative analyses of our workforce as compared to the composition of the relevant labor pools. It requires action-oriented programs if women and minorities are not being employed at an expected rate given their availability in the relevant labor pool. Community Action is currently not under-utilized in hiring women or minorities.

2. Program Customer Satisfaction Annual Results

Catherine Fair presented the Program Customer Satisfaction Annual Results on behalf of Cassidy Titcomb. These results are part of the Organizational Standards. The agency is required to get input from those served in the programs and services we provide. The annual customer satisfaction results were reviewed for Community Engagement, Energy Assistance and Head Start.

NEW BUSINESS

1. 2019 Audit Engagement Letters

a. **Financial Audit Services**

Dean Dalzell presented. The draft engagement letter covers services for the Financial Audit and Tax Preparation for the fiscal year ending September 30, 2019. The engagement letter covers the fifth of a five-year contract with CliftonLarsonAllen. The fees outlined in each letter total \$28,300: \$26,500 for the audit and \$1,800 for the preparation of the IRS Form 990. Staff performed a detailed review of the letters included in the packet: the fees and terms outlined in the letters align with the proposal submitted by CLA and approved by the Board of Directors in August 2015. The letter also reflects annual value-add/consulting fees provided by the firm in the amount of \$2,500.

b. **Tax Exempt Returns (990) and State Filings**

See notes in "Financial Audit Services.

MOTION, SECONDED, and CARRIED TO APPROVE THE FINANCIAL AUDIT SERVICES, TAX EXEMPT RETURNS (990) AND STATE FILINGS

2. **Flex Spending Collateral Account**

Dean Dalzell presented. Community Action is seeking to implement a debit card program to provide employees easier access to funds in their health care Flexible Spending Accounts (FSA). To implement this program, the employer is required to "front-load" funds (\$2,500) into a separate FSA bank account prior to employee use of the debit cards; there are no other additional fees for the debit card. The debit card program requires the creation of a new bank account.

MOTION, SECONDED, and CARRIED TO APPROVE THE FLEX SPENDING COLLATERAL ACCOUNT

3. **Contract Summary – Employee Health Care Benefit**

Dean Dalzell presented. Community Action provides health insurance coverage to its full and part-time benefit eligible employees. This contract summary represents the 7th year with the agency's current provider, HealthPartners. The 2020 agency budget presented in September 2019 reflects a 9% increase assumption. As the renewal proposal was finalized, Community Action staff was able to secure a quote reflecting a 7.2% increase. This represents approximately \$35,000 in reduced expenditures agency-wide (when compared to the 2020 budget assumption of 9%).

MOTION, SECONDED, and CARRIED TO APPROVE THE EMPLOYEE HEALTH CARE BENEFIT CONTRACT SUMMARY

4. **Contract Summary – Employee Dental Care Benefit**

Dean Dalzell presented. Community Action provides dental insurance coverage to its full and part-time benefit eligible employees. Employees will continue to have the additional dental plan options and coverage to select from. Additionally, preventative care (regular cleaning) has been removed from the \$1,000 annual maximum calculation, allowing staff's annual benefit to go farther. The 2020 budget presentation in September 2019 reflects a 9.0% increase assumption; when the renewal was finalized, Community Action received a rate quote reflecting a 9.7% increase. This represents approximately \$1,000 in increased expenditures agency-wide (when compared to the original budget assumption).

MOTION, SECONDED, and CARRIED TO APPROVE THE EMPLOYEE DENTAL CARE BENEFIT CONTRACT SUMMARY

5. **Contract Summary – Employee Ancillary Benefits**

Dean Dalzell presented. Community Action provides group life, accidental death & dismemberment (AD&D), short-term disability (STD) and long-term disability (LTD) insurance coverage to its full and part-time benefit eligible employees. The current short-term disability policy has a 30-day elimination period; this amount of time could create a period where covered staff has no income until the 30-day elimination threshold has been met. To reduce this gap in benefits, the agency is reducing the amount of waiting time to a 14-day elimination period. The increase in cost is approximately \$30,000 per year (approximately 35%). The budget assumption for the fiscal year 2020 budget was 0%. Community Action pays 100% of the premium for this benefit; there is no employee contribution to this benefit.

MOTION, SECONDED, and CARRIED TO APPROVE THE EMPLOYEE ANCILLIARY BENEFITS CONTRACT SUMMARY

6. **Contract Summary – Energy Conservation, Mechanical Contracts**

Dean Dalzell presented. Through a Request for Proposal (RFP) process, Community Action's Energy Conservation Program solicited pricing from area mechanical contractors to perform mechanical repairs (heating systems, water heaters, ventilation, etc.) on approximately 100-125 single-family homes in Ramsey, Washington, and Anoka Counties as part of the 2019-2020 Federal Weatherization program year. Three qualified mechanical contractors (Centraire, KB, and Advanced) responded to the RFP. Negotiated pricing lists will be used and staff will rotate through the contractors as available. The estimated amounts reflected in the contract summary have been planned for in the Fiscal Year 2020 agency budget.

MOTION, SECONDED, and CARRIED TO APPROVE THE CONTRACT SUMMARY FOR THE ENERGY CONSERVATION MECHANICAL CONTRACTS

7. Resolution of Intent for Community Action Partnership of Ramsey & Washington Counties to Pursue Housing as a Strategy to Reduce Poverty

Catherine Fair presented. Nearly three years ago, Community Action began pursuing HOME funds from HUD. These funds are applied for through Ramsey County CDA, Washington County CDA and Ramsey County. These entities are part of a consortium. The Dakota County Consortium had a HUD audit. The auditors reviewed one of Community Action's housing units and they wanted to see that Community Action had a resolution approved by the Board that states that Community Action intends to provide affordable housing. A copy of the resolution was distributed to all present Board Members.

The auditors also wanted specific language added to the Community Action Bylaws. The Bylaws & Nominations Committee will review the language and will bring it to the Board for approval at the November meeting.

MOTION, SECONDED, and CARRIED TO APPROVE THE RESOLUTION OF INTENT FOR COMMUNITY ACTION PARTNERSHIP OF RAMSEY & WASHINGTON COUNTIES TO PURSUE HOUSING AS A STRATEGY TO REDUCE POVERTY

COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY (CAPHC) UPDATE

Dr. Clarence Hightower gave an update on Community Action Partnership of Hennepin County. The agency is currently working on a Strategic Plan, Community Needs Assessment and a Compensation Study. The agency has been out of compliance for a number of years because they were unable to get five low-income members to serve on their Board. At tomorrow's Board meeting, four low-income Board members will be seated giving them a total of five.

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Response to Community Violence

Rev. Darryl Spence has been hired as a shared consultant with CAPRW and CAPHC to address the issue of violence in the community. His title is Violence Intervention Consultant and he will work half time at both agencies. Rev. Spence has been meeting with several partners in the community regarding the violence issue. Comments were made that Rev. Spence is well respected in the community and that this is a great partnership for the agency.

EXECUTIVE COMMITTEE REPORT – MICHELLE KEMPER

All items on the Executive Committee agenda were discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT – MARCIE JEFFERYS

The Bylaws & Nominations Committee did not meet.

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

Councilmember Jane Prince, Commissioner Trista MatasCastillo and Catherine Fair discussed affordable housing initiatives at the end of the P&E meeting. They are also on the Ad Hoc Committee. Keith Schuler is also on the Ad Hoc Committee. It was also discussed that the county has tax-forfeited properties and the city has HOME funds and there may be an opportunity to work with Community Action on getting housing. The Planning & Economic Development Department is interested in working with Community Action and they are in the process of setting up a meeting to discuss these efforts.

Jane is on the Increase & Diversity of Funds Ad Hoc Committee. She announced that November 14 is Give to the Max Day and she asked the Board to mark their calendars and make a gift of any size to the agency on that day.

FINANCE COMMITTEE REPORT – KEITH SCHULER

Keith Schuler provided the Finance Committee Report. The 2019 Audit Engagement Letters were discussed and reviewed. An update was also given on the new Finance System. Financial statements for the month of August were reviewed. August is the 11th 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 August credit card statements were also reviewed.

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

HEAD START POLICY COUNCIL REPORT (HSPC) – LUVIDIA WILLIAMS

The HSPC met on October 15. There were many new members. Elections for officers will take place during the November meeting. HSPC Meetings are held on the 2nd Tuesday of every month. The HSPC handbook was passed around the room for review. Discussion took place on ways to promote Community Action in the community. A Health Services Advisory Committee has been established which includes staff, parents and community members.

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.

NEXT BOARD MEETING DATE:

November 21, 2019 – 6:00 pm

Board President, Michelle Kemper, adjourned the Board meeting at 7:30 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.