

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
January 18, 2018

MINUTES

Members Present:	Blake Huffman, Michelle Kemper, Marcie Jefferys, Jane Prince, Shereen Page, Connie Greer, Elizabeth Omoyeni, Sara Appolon, Keith Schuler, Esmeralda Cortes, Heather Meyers, TaLisa Lissimore, Alex Hines
Members Absent:	Kerri Sawyer, Mary Jo McGuire
Staff Present:	Clarence Hightower, Dean Dalzell, Catherine Fair, Brooke Walker, Deonna Humphrey, Karri Kerns, Cindy Webster, Cassidy Titcomb, Aimee Sandy, Theresa Lumpkins
Guests Present	

CALL TO ORDER

The meeting was called to order at 6:06 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the agenda for January 18, 2018, and the minutes for November 16, 2017.

January 18, 2018 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE JANUARY 18, 2018, AGENDA

November 16, 2017 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE NOVEMBER 16, 2017, MINUTES

CHAIR COMMENTS

The Board President commented on three things that he learned from the Vikings game against the Saints last weekend. He noticed that it was a team effort. He learned that failure is incredibly temporary. And that in life you should always be ready for your moment. In 2018 the Board should be thinking about taking advantage of great moments and focusing on accomplishing the agency's mission of reducing the causes of poverty and its' impacts on people's lives.

STUDY SESSIONS

- A. Fiscal Year 2017 Community Action Annual Report
Cassidy Titcomb presented a summary of the Fiscal Year 2017 Community Action Annual Report for review by the Board (fulfilling Organizational Standard 4.4). The full report is available on the Board of Director's section of the agency's website. The report is an annual update on the success of specific strategies representing an opportunity for the agency to assess its' work against goals and projections included in the current biennium's Community Action Plan. The report is due annually and was submitted electronically on December 22, 2017.

- B. Community Action Plan for FY2018-19 Biennium
Cassidy Titcomb presented a summary of the Fiscal Year 2018 – 2019 Community Action Plan for review by the Board (fulfilling Organizational Standards 4.2 and 4.3). All sections of the Community Action Plan were reviewed and discussed. The full plan is available on the Board of Director's section of the agency's website.

The Community Action Plan is the agency's "ROMA Outcome-Based Plan"; it is an opportunity for the agency to plan its' work in accordance with ROMA Next Generation (NG) and using the new National Performance Indicators (NPI). The current plan was submitted in phases in June and September 2017 for the fiscal year 2018-2019 Biennium and approved by OEO on October 31, 2017. It is due to OEO every two years.

NEW BUSINESS

A. Seat New Board Member – Alexander Hines

Shereen Page from the Bylaws & Nominations Committee gave an introduction of Alexander Hines. The Bylaws & Nominations Committee recommends the seating of Alexander Hines to the Private Sector of the Board of Directors.

MOTION, SECONDED, and CARRIED TO APPROVE THE SEATING OF ALEXANDER HINES TO THE PRIVATE SECTOR OF THE BOARD OF DIRECTORS

B. Bylaws Amendments

Heather Meyers from the Bylaws & Nominations Committee presented Amendments to the Bylaws as follows:

a. Board Member Orientation

The Bylaws & Nominations Committee recommends adding a section to the Bylaws for Board Orientation under Article IV, Section 10, with the following language, "All incoming Board Members shall receive a Board Orientation within six (6) months of being seated." Currently, all Board members do receive a Board Orientation upon being seated; however, this was not outlined in the Bylaws.

MOTION, SECONDED, and CARRIED TO APPROVE THE BYLAWS AMENDMENT FOR BOARD MEMBER ORIENTATION

b. Officer Terms

The Bylaws & Nominations Committee recommends removing the following language from Article V, Section 2, "renewable for an additional one year term, and shall not exceed two consecutive years in the same office." They recommend adding the following language, "Officers may elect to run for additional consecutive one year terms."

MOTION, SECONDED, and CARRIED TO APPROVE THE BYLAWS AMENDMENT TO OFFICER TERMS

c. Committee Chair Terms

The Bylaws & Nominations Committee recommends removing the following language from Article VIII, Section 1, "renewable for an additional one year term, and shall not exceed two consecutive years in the same office." They recommend adding the following language, "The Chairperson may elect to run for additional consecutive one year terms."

MOTION, SECONDED, and CARRIED TO APPROVE THE BYLAWS AMENDMENT TO COMMITTEE CHAIR TERMS

C. Grant Summary, Head Start – MN Evidence Based Home Visiting Grant

Dean Dalzell presented a Head Start Grant Summary for the MN Evidence Based Home Visiting (EBHV) Grant. The goal of the Minnesota EBHV program is to equip parents and other caregivers with the knowledge, skills, and tools to assist their children in being healthy, safe, and ready to succeed in school. The Minnesota Evidence-based Home Visiting (EBHV) Grant program has an estimated total amount of \$3.2 million per year for grantee funding under this RFP for the period of April 1, 2018 – December 31, 2022. MDH anticipates funding up to 12 applicants under this RFP to provide evidence-based home visiting services to families in Minnesota. Receiving these funds would allow us to serve up to 30 more pregnant women and children 0 to 3 years of age.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START GRANT SUMMARY FOR THE MN EVIDENCE BASED HOME VISITING GRANT

D. Contract Summary, Head Start – Amendment to Catered Food Services

Dean Dalzell presented a Head Start Contract Summary Amendment to the Catered Food Services. Staff received a request from the funder, USDA Child and Adult Care Food Program (CACFP), to extend the conclusion of the catered food service contract term by one-month from August 31, 2020 to September 30, 2020 (to align with the Federal fiscal year). Pending approval, the one-month adjustment in term will significantly reduce administrative work currently required to cross fiscal years between contracts. The estimated increase to the contract is approximately \$90,000. All other terms / features of the contract will remain the same.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START CONTACT SUMMARY FOR THE AMENDMENT TO CATERED FOOD SERVICES

E. Signature Delegation Authority

Blake Huffman presented the Signature Delegation Authority. It is the responsibility of the Board of Directors to grant delegation of signature authority to the Executive Director to enter into grants and/or contracts and to execute and deliver any instrument in the name of and on behalf of the Agency. All grants and/or contracts above the Executive Directors signing limit of seventy-five thousand dollars (\$75,000) must have Board approval prior to being signed.

Keith Schuler asked if the signature amount of \$75,000 is the right amount or if it should be higher. Dr. Hightower suggested having staff review the number of contracts and grants that were over \$75,000 last year to see if it's necessary to consider an increase.

MOTION, SECONDED, and CARRIED TO APPROVE THE SIGNATURE DELEGATION AUTHORITY

F. 2018 Legislative Priorities

Brooke Walker presented the 2018 Legislative Priorities for review and discussion. The Legislative Priorities is a working document and will evolve throughout the Legislative session. It may be brought before the Board more than once as priorities change.

G. Conflict of Interest Policy

All Board members received and reviewed the Whistleblower Policy and Conflict of Interest Policy for Board Members, Officers, Employees and Volunteers. All present Board members completed & signed the Conflict of Interest Disclosure Form and signed the Policy Acknowledgment Form.

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

2018 CAP Management & Leadership Training Conference

- Dr. Hightower gave a presentation on the 2018 CAP Management & Leadership Training Conference that he attended in Houston, TX on January 9-12, 2018.

Strategic Plan & Community Needs Assessment Timeline -- Cassidy Titcomb

- Cassidy Titcomb discussed the Strategic Plan & Community Needs Assessment (CNA) Timeline. These will be fully integrated and worked on as one journey process. The strategic planning process will be aligned with and incorporate the findings of the 2018 Community Needs Assessment which will be the foundation to inform the work as the agency develops the next Strategic Plan for program years 2019-2021. The Timeline was reviewed and discussed. The RFP process will take place in February. Two Board Retreats will take place on Saturday, April 14 and June 23 from 8:30 am – 12:00 pm. The CNA will be brought before the board in September for approval.

Talking Action -- Cassidy Titcomb

- Cassidy Titcomb talked about the new messaging platform for Community Action. A brochure titled "Talking Action" was provided to all present Board Members which included Community Action's new messaging platform and explains how to talk about the work of the agency. This brochure will be given to all employees at the All Staff Event on Friday, January 29 and will be provided to all new hires during orientation. A Community Action window cling was also distributed.

All Staff Event -- *De Humphrey*

- De Humphrey talked about the 2018 All Staff Event that will take place on Friday, January 19. This is a half day event that takes place once a year. The guest speaker this year is Board President, Blake Huffman. Employees are able to purchase raffle tickets for prizes and all the proceeds go to the United Way. This is the only time that the entire agency gets together to fellowship with one another.

EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN

Blake Huffman talked about the 2018 Board & Committee Calendars. The 2017 Executive Director Performance Evaluation Timeline was reviewed and discussed. The 2017 Executive Director Performance Evaluation Survey will be emailed to all Board members this evening to be completed by Friday, January 26. Included in the email will be a self-assessment report from Dr. Hightower, the 2017 Annual Work Plan results, and the 2017 Agency Advancement Strategies. Blake Huffman encouraged all Board Members to complete the survey.

BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS

The Bylaws & Nominations Committee filled the private sector vacancy and the board is now full.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT – SHEREEN PAGE

The P&E Committee received the full report on the Fiscal Year 2017 CSBG Annual Report and the Fiscal Year 2018-2019 Community Action Plan. The committee approved the Head Start MN Evidence Based Home Visiting Grant Summary and reviewed the 2018 Legislative Priorities.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

Michelle Kemper provided the Finance Committee Report. The committee reviewed the CSBG Organizational Standards that pertain to the Finance Committee. The committee also talked about the Community Action Accounting Financial Policies and Procedures that will be updated in 2018. Financial statements for the months of October and November were reviewed. October is the 1st month of the fiscal year and November is the 2nd month. Agency expenditures and revenue are near target of the budget for the fiscal year. The financial audit will be presented to the board in February. The building is 100% occupied and all tenants are current. The October and November credit card statements were also reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE OCTOBER AND NOVEMBER 2017 FINANCIAL SUMMARY REPORTS AND CREDIT CARD STATEMENTS AS PRESENTED

HEAD START POLICY COUNCIL REPORT (HSPC) – CONNIE GREER/ELIZABETH OMOYENI

The Head Start Policy Council meeting was held on Tuesday. The committee did not meet in December. Head Start is meeting goals, enrolling children, and hiring staff.

PROGRAM REPORTS

All Program 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:

February 15, 2018 – 6:00 PM

All staff was dismissed 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 7:45 pm.