

Community Action Partnership of Ramsey & Washington Counties
450 Syndicate Street North, St. Paul, MN 55104
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BOARD OF DIRECTORS MEETING
450 Syndicate Street North, Suite 20
St. Paul, MN 55104
November 17, 2016

MINUTES

Members Present:	Heather Meyers, Marcie Jefferys, Michelle Kemper, Mary Spaulding, Ta’Lisa Lissimore, LeAndra Estis, Kerri Sawyer, Connie Greer, Jane Prince, Keith Schuler
Members Absent:	Blake Huffman, Evie Shelafoe, Robin Madsen, Mary Jo McGuire
Staff Present:	Clarence Hightower, Dean Dalzell, Deonna Humphrey, Catherine Fair, Cassidy Titcomb, Denise Kenyon, Aimee Sandy, Brooke Walker, Cindy Webster, Mozell Jefferson, Theresa Lumpkins, Karri Kerns
Guests Present	Francie Mathes (OEO)

CALL TO ORDER

The meeting was called to order at 6:05 pm by Board Vice President, LeAndra Estis.

A quorum was present. The Board reviewed the agenda for November 17, 2016, and the minutes for October 20, 2016.

November 17, 2016 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE NOVEMBER 17, 2016, AGENDA

October 20, 2016 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE OCTOBER 20, 2016, MINUTES

CHAIR COMMENTS

None

STUDY SESSIONS

A. RESULTS ORIENTED MANAGEMENT & ACCOUNTABILITY (ROMA) TRAINING

A presentation was given on Results Oriented Management & Accountability (ROMA) by Francie Mathes from the Office of Economic Opportunity (OEO). ROMA is a performance measurement and management system designed to help Community Action Agency’s improve their abilities to achieve and demonstrate results.

B. HEALTH BENEFITS

A presentation was given by Dean Dalzell to explain the increase and breakdown of the Agency Healthcare Benefit costs. The cost of the premium is shared between the employer (60%) and the employee (40%). The contract amount for 2017 is \$2,977,044. The increase to the total (employer and employee) health care premiums is 19% from calendar year 2016 to 2017. Sixty percent equates to an 11.4% increase to the employer and forty percent of the increase, equating to 7.6%, is borne by employees. Factors that contribute to increased costs are increased medical & prescription claims, health care contract size, and high cost cases.

C. BOARD TRAINING VIDEO – PART 2

The Board viewed the last part of the Board Training Video. Connie Greer and Heather Meyers commented that the Board Training Video confirmed and reassured them that they were doing what is expected of them as Board Members and that the Board is operating as it should.

NEW BUSINESS

A. 2017 Legislative Agenda

Brooke Walker presented the 2017 Legislative Agenda. The Legislative Agenda was previously reviewed and approved during all of the Board Committees. Affordable housing and early-childhood education were added to the Legislative Agenda based on feedback received from the committees. It was suggested during the board meeting to change the wording from *specifically* early-childhood education to *including* early-childhood education.

MOTION, SECONDED, and CARRIED TO APPROVE THE 2017 LEGISLATIVE AGENDA WITH THE CHANGE OF WORDING FROM SPECIFICALLY TO INCLUDING EARLY-CHILDHOOD EDUCATION

B. Contract Summary – Agency Insurance Policies

Dean Dalzell presented a Contract Summary for the Agency Insurance Policies. Community Action secures annual insurance policies as a part of its risk management strategy. The annual contract amount is \$274,328. The contract summary includes a proposal to secure the following insurance coverage for 2017: property, auto, general liability, umbrella, worker's compensation, director & officers, employment practices liability, fiduciary, crime, and cyber/network security. Over the last five years CAPRW has received approximately \$200,000 in retention premium credits.

MOTION, SECONDED, and CARRIED TO APPROVE THE AGENCY INSURANCE POLICIES CONTRACT SUMMARY

C. Grant Summary – Community Services Block Grant (CSBG) Amendment #1

Dean Dalzell presented the Community Services Block Grant (CSBG) Amendment #1. The Federal Fiscal Year 2016 Community Services Block Grant appropriation was higher than originally projected in the original grant contract; therefore, the agency is receiving an increase of \$82,337 to the existing grant amount. Staff is proposing to utilize the CSBG grant amendment funds to supplement the Head Start program via its participant transportation services by purchasing one (or more) buses for the Head Start program. Connie Greer clarified that the increase amount is not an actual increase, but rather a finalization of the funds. The original funds are a projected amount and is finalized later which results in an increase.

A handout was provided on the current Head Start Bus Fleet Inventory. The median age of the buses is 15 years.

MOTION, SECONDED, and CARRIED TO APPROVE THE COMMUNITY SERVICES BLOCK GRANT AMENDMENT #1 GRANT SUMMARY

D. Grant Summary – Head Start & Early Head Start Continuation Grant

Dean Dalzell presented the Head Start & Early Head Start Continuation Grant Summary. This grant summary reflects the recurring application for continued funding of CAPRW's Head Start and Early Head Start Federal Grant. The grant amount is \$9,689,118, which includes an increase of approximately \$169,000 from the prior year as a result of the Cost of Living Adjustment (COLA) issued during the past grant cycle. Funding includes Head Start Program operations to serve a minimum of 1,295 low-income preschool children and 231 Early Head Start Children age 0-3. The grant also includes Training and Technical Assistance funding for Head Start and Early Head Start.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START AND EARLY HEAD START CONTINUATION GRANT SUMMARY

E. Washington County Community Housing Development Organization (CHDO) Application

Catherine Fair presented an application to become the certified County Housing Development Organization (CHDO) for Washington County. In CAPRW's most recent Community Needs Assessment, housing was identified as the number one greatest need. As a CHDO, Community Action would become eligible to apply for Washington County Community Development Agency (CDA) set-aside HOME funds offered through HUD.

Handouts were provided showing the 2016 Housing Burden by Tract. One handout showed Households between 30% & 50% housing burden and the second handout showed households that have more than 50% housing burden in Washington County. Connie Greer commented that she thinks it is a good idea for CAPRW to go down this road, but that it could be tough for an agency to be a landlord as well as an advocate for homelessness.

CAPRW Board of Directors resolves to pursue designation as a Community Housing Development Organization and to increase

- The number of low income homeowners in Washington County.
- The number of affordable rental housing opportunities in Washington County.
- The quality and energy efficiency of low income rental and owner occupied housing in Washington County.

MOTION, SECONDED, and CARRIED TO APPROVE THE WASHINGTON COUNTY COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) APPLICATION

F. Amendment to Agency Impasse Policy

Heather Meyers presented an Amendment to the Agency Impasse Policy. The amendment states that a Head Start Policy Council Member or another Representative will serve on the search committee and have full participation privileges during the hiring process for a Head Start Director. A motion was made to change Representative to Head Start Parent.

MOTION, SECONDED, and CARRIED TO APPROVE THE AMENDMENT TO THE AGENCY IMPASSE POLICY WITH THE SUGGESTED CHANGE FROM REPRESENTATIVE TO HEAD START PARENT

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

De Humphrey introduced Karri Kerns the Director of Head Start & Early Head Start

- Karri provided a brief introduction of herself. She officially begins on Monday, November 21, 2016.

De Humphrey also introduced Cassidy Titcomb the Senior Strategic Initiatives Director, who began on October 11, 2016.

- Cassidy provided a brief introduction of herself and her role with the agency.
- Cassidy also mentioned that today is Give to the Max Day and wanted to make the Board aware that CAPRW participates in this event.

EXECUTIVE COMMITTEE REPORT – LEANDRA ESTIS

All items on the Executive Committee agenda were reviewed and discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS

Heather gave an update on the vacancy for the Low-Income Sector. Skyline Towers located across the parking lot of the Community Action Building has agreed to nominate a resident to be seated on the board in January. LeAndra Estis will term off the Board in March. The Bylaws Committee is currently working on filling her position with possibly a Washington County representative. Heather also presented for discussion an addition to the Bylaws to define allowable voting methods. This addition would allow for electronic voting by email as well as telecommunication voting by phone/conference calls.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT – KERRI SAWYER

All items on the P&E agenda were discussed. The P&E meeting schedule was revised and the next meeting will take place in January.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

A summary of the full year finances will be brought to the next Board meeting. Financial statements for the month of September were reviewed. September is the 12th month of the fiscal year. Agency expenditures and revenue are approximately 2.5% below budget for the fiscal year. The building is 100% occupied and all tenants are current. The September credit card statements were reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE SEPTEMBER 2016 FINANCIAL SUMMARY REPORTS AND CREDIT CARD STATEMENT AS PRESENTED

HEAD START POLICY COUNCIL REPORT – MARY SPAULDING

The Head Start Policy Council met on Tuesday. Several new positions were elected. Mary has moved out of Ramsey County into Washington County. The Board should find out in January who the new Head Start Parent will be. January will be Mary's last meeting.

PROGRAM REPORTS

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

ANNOUNCEMENTS/INFORMATION

A Board Roster and 2016 Board Calendar were provided in the Board packet.

NEXT BOARD MEETING DATE(S):

January 19, 2017 – 6:00 PM

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 Vice President, LeAndra Estis, at 8:03 pm.