

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

BOARD OF DIRECTORS MEETING

November 18, 2021 at 6:00 pm

Zoom Meeting

<https://caprw-org.zoom.us/j/97404788811?pwd=dzV6QUgzVEpsYW9UV0ltanBCY0ZoQT09>

Dial-In: +1 (312) 626-6799

Meeting ID: 974 0478 8811

Passcode: rcl3P+

MINUTES

Members Present:	Connie Greer, Nicole Frethem, Keith Schuler, Jane Prince, Marcie Jefferys, George Stone, LaToya Whitfield, Luvidia Williams, Jillian McAdams, Leigh Ann Ahmad
Members Absent:	Esmeralda Cortez, Koung Yang, Jessika Thomas-Powell, Trista MatasCastillo
Staff Present:	Kevin Adams, Cheryl Butz, Caitlin Duncan, Catherine Fair, Cassidy Titcomb, Nicolee Mensing, Gina Iliev, Feleshia Edwards, Kylie Cooper Pamela Maldonado
Guests Present:	Ellen Watters (Ellen Watters Consulting)

I. CALL TO ORDER

Board President, Connie Greer, called the meeting to order at 6:03 pm. Roll Call was taken by Caitlin Duncan. A quorum was present.

II. AGENDA

The Board reviewed the agenda for November 18, 2021.

MOTION, SECONDED, AND CARRIED TO APPROVE THE NOVEMBER 18, 2021 AGENDA.

III. MINUTES

The Board reviewed the minutes for the October 21, 2021 Board of Directors meeting.

MOTION, SECONDED, AND CARRIED TO APPROVE THE OCTOBER 21, 2021 BOARD MEETING MINUTES.

IV. CHAIR COMMENTS – CONNIE GREER

Connie Greer did not have any comments.

V. EXECUTIVE DIRECTOR REPORT – CATHERINE FAIR

Catherine Fair reminded the Board that it is Give to the Max Day and encouraged those interested to donate via the Agency's website. An update to the Race Equity goals from Annual Goals & Objectives was presented to the Board. A final report on these goals and others will be provided to the Board in February.

VI. NEW BUSINESS

- 1. Seat New Member, C. Herme**

Marcie Jefferys nominated C. Herme to the Board of Directors on behalf of the Bylaws & Membership Committee. C. Herme has non-profit finance experience, and her resume and application are available in the Board Packet.

MOTION, SECONDED, AND CARRIED TO SEAT C. HERME ON THE BOARD OF DIRECTORS.

VII. CONSENT AGENDA

The board briefly reviewed the items on the consent agenda and were invited to pull any items out for further discussion if desired. The items presented in the consent agenda have been reviewed by at least one committee. No items were pulled for discussion.

MOTION, SECONDED, and CARRIED TO APPROVE THE CONSENT AGENDA, WHICH INCLUDES:
PROCUREMENT SUMMARY, AGENCY INSURANCE
CONTRACT SUMMARY, TENANT LEASE AGREEMENT – CHILDREN’S LAW CENTER
CONTRACT SUMMARY, TENANT LEASE AGREEMENT – NORTHSTAR BEHAVIORAL HEALTH
GRANT/AWARD SMMARY, FEDERAL HEAD START
CREDIT CARD STATEMENT – SEPTEMBER 2021

VIII. DISCUSSION FROM CONSENT AGENDA/OTHER NEW BUSINESS

There were no items pulled from the consent agenda for further discussion.

1. Community Needs Assessment

Cassidy Titcomb provided an overview of the Key Findings of the Community Needs Assessment report, which was compiled by Wilder Research. A full presentation was provided at the October Board Retreat by Nicole MartinRogers of Wilder Research and the updates requested at that meeting were included in the final report, which was mailed to all Board Members and is also available electronically on EasyBoard. Cassidy Titcomb noted the information that was updated following the October meeting.

MOTION, SECONDED, AND CARRIED TO APPROVE THE COMMUNITY NEEDS ASSESSMENT

2. Bylaws & Policy Review

The Bylaws & Membership Committee in collaboration with Ellen Watters Consulting have reviewed the Agency’s Bylaws and developed proposed revisions. Marcie Jefferys presented the proposed updates and pointed out key changes. The Board was asked to review these revisions and ask questions before the next Board meeting in January.

IX. STANDING COMMITTEE REPORTS

1. Planning & Evaluation (P&E) Committee Report – Jane Prince

The Planning and Evaluation Committee met on November 1, 2021. The committee participated in a discussion led by Wilder Research regarding the Strategic Plan. The committee also reviewed and discussed a presentation on the Housing Development Program. The Program Customer Satisfaction Annual Results, Legislative Agenda and Affirmative Action Presentation were reviewed by the committee and included in the Board’s packet for review. Jane Prince gave an overview on these presentations and the Board was invited to ask questions.

2. Bylaws & Membership Committee Report – Catherine Fair

The Bylaws & Membership Committee met on October 28th and November 4, 2021 and finalized the proposed changes to the Agency’s Bylaws. The committee also reviewed the Board Member Position Description, Board Member Questionnaire and New Board Member Orientation.

3. Board Development Ad Hoc Committee Report – Nicole Frethem

The Board Development Ad Hoc Committee met on November 2 and November 16, 2021 and reviewed the Board Development Actions List to determine the future work of the committee. A summary of the committee's work plan will be presented to the Board in January.

4. Finance Committee – Keith Schuler

The Finance Committee meeting met on November 9, 2021 and reviewed the agency's financial statements, which Keith Schuler presented to the Board as an overview.

MOTION, SECONDED, AND CARRIED TO APPROVE THE SEPTEMBER 2021 FINANCIAL REPORTS.

The Finance Committee also reviewed the Supplemental Reports, Quarter 3 Filings, and the Agency Insurance, Children's Law Center Tenant Lease Agreement, Northstar Behavioral Health Tenant Lease Agreement, and the September Credit Card Statement. The draft of the Agency's Financial Policies and Procedures will be available on EasyBoard by the End of November for the Committee to review and will be brought before the Board for final approval in January.

5. Head Start Policy Council Report (HSPC) – Luvidia Williams

Policy Council met on November 9th and elected their new officers. Luvidia Williams provided updates for each of the Head Start sites.

6. Executive Committee Report – Connie Greer

The Executive Committee met on November 9, 2021. A draft of the Personnel Policies will be available on EasyBoard by the end of November for the committee to review and will be brought before the Board for final approval in January.

X. STUDY SESSIONS / INFORMATIONAL ITEMS

Head Start Self-Assessment – Nicolee Mensing

The Head Start/Early Head Start Management Team identified five primary areas that would benefit from further analysis and consideration as well as recommendations for improvement from stakeholders in the 2021 Self-Assessment process. Nicolee presented the Executive Summary of the 2021 Head Start Self-Assessment, which is available on EasyBoard.

Head Start Monitoring Systems and Program Governance Training – Nicolee Mensing

Nicolee Mensing provided an overview of the Head Start Monitoring visits. Board Members were directed to an educational video that available via hyperlink on EasyBoard.

School Readiness Goals – Kylie Cooper

Kylie Cooper presented the data on the Head Start School readiness goals 5-10 to the Board.

XI. PROGRAM AND DEPARTMENT REPORTS

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

XII. ANNOUNCEMENTS / INFORMATION

A Board Roster, Board Calendar, and Board Committee Assignments were included in the Board packet.

BOARD RETREAT DATES:

SATURDAY, NOVEMBER 20, 2021 – 9:00 am-12:00 pm

INTERCULTURAL DEVELOPMENT GROUP DEBRIEF SESSION:

THURSDAY, DECEMBER 16, 2021 – 6:00pm

NEXT BOARD MEETING DATE:
THURSDAY, JANUARY 20, 2022 – 6:00 pm

The Board went into Executive Session at 7:52 pm.