

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
April 21, 2016

MINUTES

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| Members Present: | Blake Huffman, Heather Meyers, Michelle Kemper, Marcie Jefferys, Mary Jo McGuire, Ta'Lisa Lissimore, LeAndra Estis, Mary Spaulding, Keith Schuler |
| Members Absent: | Evie Shelafoe, Ehta Zar, Robin Madsen, Kerri Sawyer, Connie Greer, Jane Prince |
| Staff Present: | Clarence Hightower, Dean Dalzell, Deb Moses, Deonna Humphrey, Brooke Walker, Cindy Webster, Aimee Sandy, Mozell Jefferson, Theresa Lumpkins |
| Guests Present | |

CALL TO ORDER

The meeting was called to order at 6:10 pm by Board President, Blake Huffman.

A quorum was present. The Board reviewed the agenda for April 21, 2016, and the minutes for March 17, 2016.

April 21, 2016 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE APRIL 21, 2016, AGENDA

March 17, 2016 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE MARCH 17, 2016, MINUTES

CHAIR COMMENTS

- A. The Board Chair welcomed all new members and introductions were made by all present board members and staff.

STUDY SESSIONS

A. IRS FORM 990 – 2015 FISCAL YEAR

Dean Dalzell gave an overview of key items and sections of the IRS Form 990, which is the annual tax return for the organization. The IRS Form 990 was reviewed & discussed.

B. HEAD START FEDERAL REVIEW UPDATE

Deb Moses gave an update on the Head Start Federal Review. The Federal Fiscal and ERSEA Review took place the week of March 14th and were successful. The Comprehensive Services and School Readiness Review will take place the week of April 25th. Reviewers will interview managers, staff, and parents, they will go through approximately 80 randomly drawn children files and 30 staff records, and they will visit several classrooms for observations. Next year will be the governance review.

NEW BUSINESS

A. IRS Form 990 – 2015 Fiscal year

Dean Dalzell gave an overview of key items and sections of the IRS Form 990. Michelle Kemper commented that the Finance Committee has reviewed the IRS Form 990 in great detail.

MOTION, SECONDED, AND CARRIED TO APPROVE THE IRS FORM 990 – 2015 FISCAL YEAR

B. CSBG Discretionary Leadership Institute Grant Summary

Dean Dalzell presented the CSBG Discretionary Leadership Institute Grant Summary. In 2013, CAPRW launched a Leadership Institute to develop emerging leaders in the agency. The state-wide network recognized the opportunity in the CAPRW model and as a result, the scope was broadened to include emerging leaders throughout the statewide network. This leadership class of 2016 began last year and is still taking place. CAPRW is coordinating this statewide leadership institute. The Office of Economic Opportunity (OEO) has also recognized the value of the Leadership Institute and is seeking to leverage it as a vehicle to reach low-income communities throughout the state. It seeks to do this through discretionary funds available to the Office via the Community Services Block Grant. The OEO is requesting a focus on supporting programs to ensure low-income communities have access to healthy, affordable, and culturally appropriate food.

CAPRW staff is seeking Board approval to submit an application for \$80,000 of these discretionary funds to support programs conducted by CAPs throughout the state. Pending approval of the Board and the State...

- a. CAPRW will receive the grant funds. The significant majority of the funds, \$72,000 (90%), will be sub-awarded to individual CAPs throughout the state via a request-for-proposal process. The balance (10%) will support CAPRW's administration of the process.
- b. The RFP process will be managed by the Leadership Institute participants (with CAPRW staff guidance).

MOTION, SECONDED, and CARRIED TO APPROVE THE CSBG DISCRETIONARY LEADERSHIP INSTITUTE GRANT SUMMARY

C. McGough Facility Management Contract Summary

Dean Dalzell presented the McGough Facility Management Contract Summary. This contract summary is under the \$75,000 signing threshold; however, it is being brought before the board because an employee of McGough (Keith Schuler) has recently been seated to the CAPRW Board.

MOTION, SECONDED, AND CARRIED TO APPROVE THE MCGOUGH FACILITY MANAGEMENT CONTRACT SUMMARY (BOARD MEMBER KEITH SCHULER ABSTAINED FROM THE VOTE)

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Union Negotiations Update

- Dr. Hightower gave an update on the current union negotiations. Five meetings have taken place so far, 3 of which have been in mediation. Three items currently remain on the table. At this time there isn't another meeting scheduled since management is waiting for the Head Start mandated COLA increase from the Federal Government to proceed.

EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN

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

BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS

New Board Member Orientation took place on April 21, 2016, from 5:00 – 6:00 pm. The following new members were in attendance: Marcie Jefferys, Mary Jo McGuire, Keith Schuler, and Mary Spaulding.

PLANNING & EVALUATION COMMITTEE REPORT – BROOKE WALKER

The P&E Committee discussed the 2016 Legislative Priorities. It was asked to include the 2016 Legislative Agenda in the next board packet.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

The Finance Committee report was given by Michelle Kemper. Michelle introduced the new members of the Finance Committee. Financial statements for the month of February were reviewed. February is the 5th month of the fiscal year. Agency expenditures are below budget. The February credit card statements were also reviewed.

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

HEAD START POLICY COUNCIL REPORT – HEATHER MEYERS/MARY SPAULDING

Five teachers, one bus monitor, and one Early Head Start Home Visitor have been hired. Head Start was granted money from the State for a summer school program at Ruth Benner and the Phoenix sites.

ANNOUNCEMENTS/INFORMATION

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

NEXT BOARD MEETING DATE(S):

May 19, 2016 – 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 President, Blake Huffman, at 7:08 pm.