



Minutes for a Regular Meeting of the **Board of Directors of
Community Action Partnership of Ramsey & Washington Counties Board of Directors**
Held on **Thursday, June 20, 2024**, at **6:00 pm** via **Zoom**.

Members Present:	<i>George Stone, Thomas Och, Nicole Frethem, LaToya Whitfield, Mai Chong Xiong, Curtis Johnson, Rachel Smith, Temmy Olasimbo, Jessika Thomas-Powell, Kasey Wiedrich, Kiara White, Emma Corrie</i>
Members Absent:	<i>Jillian McAdams</i>
Staff Present:	<i>Sonia Gass, Branden Block, Caitlin Duncan, Pamela Maldonado, Karri Kerns, C. Herme, Tyler Pauley, Nicolee Mensing, Tom Moberg, Brian Fisher, Julie Hickok, Sandra Pyles</i>
Guests Present:	

I. CALL TO ORDER

The Board Chair, George Stone, called this regular meeting of the Board of Directors to order at 6:07 p.m. A quorum was present. George Stone presided over the meeting and confirmed that all participants could see and hear one another. The Board recited the mission of Community Action. A roll call was taken by Caitlin Duncan.

1. Approval of the June 20, 2024 Agenda

George Stone reviewed the Agenda for the meeting previously distributed to the members of the Board and asked if there were any questions.

VOTED: to approve the Agenda of the June 20, 2024 Board meeting.

2. Approval of the May 16, 2024 Minutes

George Stone called on the Board to approve the minutes of the Board’s meeting on May 16, 2024, which were distributed to each member prior to the meeting.

VOTED: to approve the minutes of the May 16, 2024 Board meeting distributed to each member prior to the meeting.

3. Board Chair’s Comments

Board Chair George Stone yielded his time to Executive Director Sonia Gass.

4. Executive Director’s Comments

Ms. Sonia Gass received the Head Start closeout. An HS incident is being handled according to policy. The Board was asked for approval via electronic vote to submit a request for an extension of training for HS staff to ensure HS policies are understood. Nicole Frethem asked whether there is a written resolution on what action is going to be taken to rectify the situation. Nicolee Mensing provided information about what exactly what the Board is voting on. Nicole Frethem offered an amendment:

Ms.

Gass and Nicolee move forward with the proposed request to ask for an extension of the training deadline. The Executive committee will review a written resolution and vote within the next 10 days. The full Board will ratify at the next Board Meeting. Motion passes as amended.

Pamela Maldonado has resigned from CAPRW to pursue a new career opportunity.

Leadership at CAPRW is working with WIPFLI to develop their skills.

Tyler Pauley attended the OMB training and was offered the opportunity to attend another OMB training for free.

Board Members Rachel Smith and LaToya Whitfield will be joining Leadership to visit ACAP to learn about their implementation of the Whole Family Approach. Jenew Xiong and Enrique Vasquez will be attending MinnCAP CAC as CALI graduates.

Seth Johnson will be taking the same OMB training that Tyler Pauley did at the NCAP Convention, joined by Jeremy Taylor, both from Energy Conservation. Leadership and Board Members will be visiting MAC in September. Sonia would like to have more Board members attend trainings as schedules permit.

Curtis, Luvidia, and LaToya represented the Board at the Board/Policy Council/HSAC picnic. Sonia attended the Black EAG Bingo night as well as the Fathers Picnic. Sonia attended EAP's closeout lunch/celebration. As these events come up, the Board will continue to be made aware.

George chimed in with reminders HS Culture Fair, Fall Fest, the CAPRW All Staff event in 2025 and April's Wellness event in 2025.

II. Consent Agenda

The Board briefly reviewed the items on the consent agenda and was 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, with the information provided to all Board Members prior to the meeting.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the consent agenda, which includes:

- **April 2024 Credit Card Statement**

III. NEW BUSINESS/DISCUSSION FROM CONSENT AGENDA

1. State Head Start Grant Funding

Non-competitive funding is approved and we received the same funding as we did last year. This funding runs July 1, 2024 – June 30, 2025

Upon motion duly made and seconded, the committee unanimously

VOTED: to approve the HS Grant Summary as presented at this meeting.

2. **IRS FY2023 990 (Audit)**

The IRS FY2023 Form 990 has not been completed in spite of Abdo's promise that it would be completed prior to June's Board meeting. Auditors were supplied with ample documentation to have this done on schedule. Sonia suggested that the Board become involved. CAPRW was asked to sign a document saying that we did not do what we need to do to get the work done that needed to be done which was not the case. C. Herme spoke to the fact that we can get a new audit company but that it would be very difficult this late in the fiscal year. The auditors chose three programs and they did not choose HS which has an organization standard that audits need to be done every three years. C. Herme pointed out that the Executive Committee needs to approve the 2023 audit which may mean that a special meeting is called, as we have 10 days before it is due to stay compliant.

Upon motion duly made and seconded, the committee unanimously

VOTED: to approve the IRS FY2023 990 status

IV. STUDY SESSIONS

Brian Fisher talked about Energy Conservation and his background. He spoke about the weatherization program at CAPRW in terms of the past, present, future and some funding items. The goal of Brian's department is to have long-term saving as it pertains to energy upgrades—they operate under a whole home model. Healthy and safety measures are factored in as well. From a client standpoint, there is an onsite energy audit, education, an inspection, and a follow-up inspection program. Households typically come through the EAP program. Brian spoke to the corrective action in place levied by the DOC. There are monthly monitoring meetings, and those have since been moved to take place every six weeks. Brian pointed out that all work orders need to be completed by 6/30/24. DOC has been reimbursed for several work orders that were not complete by 6/30. Going forward, DOC sent a graph that shows the funding sources for weatherization. Brian showed a graph of what will be possible with an increased funding. George Stone inquired about how to plan for the disappearance of an increase in those resources. Brian responded that his team is aware and will be as lean as they need to be through shifting things around when someone leaves instead of hiring more people. Brian shared an organization chart within his department. Training funding came in through DOC. Starting to score contractors has been yielding good results. Multi-family dwellings are back on the radar. Brian expects DOC to sign off on Common Bonds being the first such dwelling. The Xcel mobile home pilot is going very well. Brian's dept. took advantage of CIP funding to help low-income residents in a way that was not done before. If you look at it on a month-to-month basis, key metrics are expected to fall within parameters. Strides have been made in the realm of training, morale, team-building, and eliminating overlap in roles. Challenges include the inability to fill 2 inspector positions, and they are down 1 inspector. Brian is looking at ways to eliminate waste, such as the inability to sell/dispose of one of the fleet pickup trucks. The biggest impact will be work in the older neighborhoods, staff safety and conduct, and employee scheduling.

Caitlin Duncan discussed the Agency review that when combined with a CNA will inform the strategic plan. Caitlin's department is currently meeting with program leaders and will convene with Board Committees for SWOT analysis activities.

PROGRAM/DEPARTMENT & FINANCIAL REPORTS

All Program/Department Reports are included in the Board packet that was distributed to all members. Members were invited to ask questions on any of the reports.

George asked the Board whether there needs to be additional time accommodate study sessions; it is a possibility that warrants discussion in the future.

V. STANDING COMMITTEE REPORTS

1. Finance Committee Report

Upon motion duly made and seconded, the committee unanimously

VOTED: to approve the Financial Statements of April 2024 as presented at this meeting.

Upon motion duly made and seconded, the committee unanimously

VOTED: to approve the transfer to the line of credit as presented at this meeting.

2. Head Start Policy Council Report

Kiara explained that HS Policy Council will not be meeting again until September.

3. Executive Committee Report

Vice Chair Kasey Wiedrich gave an overview of what was discussed at the Executive Committee meeting on June 10.

4. Governance Committee Report

Commissioner Nicole Frethem spoke to the need to better identify Board Matrix levels and new policies regarding Board term length.

VI. ANNOUNCEMENTS/INFORMATION

1. 2024 Board of Directors Calendar

George Stone reviewed the 2024 Board of Directors meeting calendar, which is available in the packet.

2. Next Board of Directors Meeting

George Stone reminded members that there will be a special strategic planning meeting on July 25, and the next regular Board of Directors Meeting will be held IN PERSON on Thursday, August 15, 2024 at 6:00 p.m.

VII. EXECUTIVE SESSION

There was no executive session at this meeting.

VIII. ADJOURN

Board Chair George Stone adjourned this regular meeting of the Board of Directors at 7:36 p.m.