

# 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

March 15, 2018

## MINUTES

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<b>Members Present:</b>	Blake Huffman, Marcie Jefferys, Jane Prince, Shereen Page, Connie Greer, Elizabeth Omoyeni, Sara Appolon, Keith Schuler, Kerri Sawyer, Alex Hines, Mary Jo McGuire, Ta’Lisa Lissimore
<b>Members Absent:</b>	Michelle Kemper, Heather Meyers, Esmeralda Cortes
<b>Staff Present:</b>	Clarence Hightower, Dean Dalzell, Catherine Fair, Brooke Walker, Deonna Humphrey, Karri Kerns, Cindy Webster, Cassidy Titcomb, Theresa Lumpkins, Ankit Bangar, Sandy Hsu, Maiya Yang
<b>Guests Present:</b>	The Improve Group (Jill Lipski Cain and Kylie Nicholas)

## CALL TO ORDER

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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 March 15, 2018, and the minutes for February 15, 2018.

### March 15, 2018 Agenda

**MOTION, SECONDED, AND CARRIED TO APPROVE THE MARCH 15, 2018, AGENDA**

### February 15, 2018 Minutes

**MOTION, SECONDED, AND CARRIED TO APPROVE THE FEBRUARY 15, 2018, MINUTES**

### CHAIR COMMENTS

The Board President acknowledged Kerri Sawyer for her dedication to the Board over the past six (6) years. This will be Kerri’s last meeting as her term limit on the Board has expired. Kerri was presented with a plaque thanking her for her service to the agency.

Dr. Hightower also thanked Kerri for all her hard work on the Board and commented on how much he has enjoyed working with her all these years.

### STUDY SESSIONS

#### A. Strategic Planning Consultant

Cassidy Titcomb introduced The Improve Group to the Board, Jill Lipski Cain and Kylie Nicholas. They have been selected as the consultants for the Strategic Plan and the Community Needs Assessment. Some members of the Strategic Work Group Committee were introduced to the Board, Maiya Yang, Ankit Bangar, and Sandy Hsu. Some agency staff and Connie Greer are also on the Work Group.

#### B. 2018 Annual Work Plan

A presentation was given by Dr. Hightower on the 2018 Annual Agency Work Plan. Dr. Hightower reviewed the process for establishing the annual Work Plan. There are 33 goals in total for 2018. The 2018 Annual Work Plan is organized by ROMA Goals. Dr. Hightower distributed a handout that organizes the goals into six functional categories: sustaining a good organization, staff development, enhancing the infrastructure, labor management, advancing the enterprise, and governance. He reviewed some of the key goals for 2018 including the completion of the Strategic Plan & Community Needs Assessment, completion of a successful negotiation which leads to a mutually agreed upon labor contract, provide voter education to 1,200

participants, etc. Staff will report back to the Board in January 2019 on how the agency did in completing all the goals.

#### **NEW BUSINESS**

##### **A. 2018 Annual Work Plan**

The 2018 Annual Work Plan was previously discussed and reviewed during the Study Session by Dr. Hightower.

**MOTION, SECONDED, and CARRIED TO APPROVE THE 2018 ANNUAL WORK PLAN**

##### **B. Voter Registration Policy**

Dean Dalzell presented the Agency Voter Registration Policy. The State of Minnesota requires nonprofits using state funds to provide voter registration services to staff and the general public. Although this is something the agency is already doing it was decided that it would be in the best interest of the agency to propose a policy that satisfies this statute. The policy states that Community Action shall provide nonpartisan voter registration services for employees and the public, including routinely asking members of the public served by the agency whether they would like to register to vote. The agency will maintain a Voter Registration Plan, which outlines compliance with Minnesota Statutes Sec. 201.162. Per Federal requirement, certain Federal grant contract prohibits the use of funds for voter registration activities. It is the policy of the agency to comply with this requirement and ensure that only allowable funds are used for activities.

**MOTION, SECONDED, and CARRIED TO APPROVE THE VOTER REGISTRATION POLICY**

##### **C. 2017 Retirement Plan Audit – Engagement Letter**

Dean Dalzell presented the Engagement Letter for the 2017 Retirement Plan Audit. The Employment Retirement Income Security Act (ERISA) requires audits to ensure employer retirement plans meet certain thresholds. The agency has had a clean audit for the past two years. The estimated contract amount is \$8,400. The fieldwork is scheduled to take place in April and results will be presented to the Board in June 2018.

**MOTION, SECONDED, and CARRIED TO APPROVE THE 2017 RETIREMENT PLAN AUDIT – ENGAGEMENT LETTER**

##### **D. Agency Line of Credit Increase**

Dean Dalzell presented an overview for increasing the existing line of credit. Staff is proposing to increase the line of credit from \$500,000 to \$2,500,000. The increase would allow access to approximately 2 months of available cash in the event of a government shutdown. Mr. Dalzell also presented closing costs and fees associated with the increase of the line of credit. Historically, the agency has never used the line of credit.

**MOTION, SECONDED, and CARRIED TO APPROVE A LINE OF CREDIT INCREASE AGREEMENT WITH THE AGENCY BANKING INSTITUTION, INCREASING THE TOTAL AMOUNT FROM \$500,000.00 UP TO \$2,500,000.00**

#### **EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER**

##### **2018 Employee Engagement Survey Results**

- Dr. Hightower discussed the results from the 2018 Employee Engagement Survey. This is the third year that the survey has been conducted. An independent third party consultant drafted the survey content. To control the variables, the survey is conducted during the same timeframe each year, benchmarks remain constant, and questions or relatively unchanged from year to year. 158 employees responded to the survey. The survey results were reviewed and compared to the results from 2017 and 2016. There were 31 areas of focus; 25 areas increased to positive, 3 areas decreased to negative, and 3 areas remained unchanged. Each department leader will get their results and they will be tasked with working on improving their results throughout the year.
- Alex Hines suggested having competition between departments to incentivize employees to increase the number of participants who complete the survey. De Humphrey commented that employees could have entered into a drawing to receive one of four gift cards.

#### **EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN**

All items were previously discussed. The Executive Committee reviewed some scenarios in preparation of a government shutdown.

**BYLAWS & NOMINATIONS COMMITTEE REPORT – SHEREEN PAGE**

The Bylaws & Nominations Committee reviewed the 2018 Slate of Officers that were presented at the last Board meeting. No additional changes were made. They briefly discussed filling the vacancy left by Kerri Sawyer and will work to fill the spot as quickly as possible. They also reviewed the Bylaws and are comfortable with all the changes that were made for 2018. The changes will be discussed further during the Annual Meeting.

**PLANNING & EVALUATION (P&E) COMMITTEE REPORT – JANE PRINCE**

The 2018 Annual Work Plan and the Voter Registration Policy was reviewed and discussed. An overview of the Family Assets for Independence in Minnesota (FAIM) program was given by Brooke Walker. The Board Chair suggested having a Study Session on the FAIM program at a future Board meeting.

**FINANCE COMMITTEE REPORT – MARCIE JEFFERYS**

Marcie Jefferys provided the Finance Committee Report. Financial statements for the month of January were reviewed. January is the 4<sup>th</sup> month of the fiscal year. Agency expenditures and revenue are near target of the budget for the fiscal year. The building is 100% occupied and all tenants are current. The January credit card statements were also reviewed.

**MOTION, SECONDED, and CARRIED TO APPROVE THE JANUARY 2018 FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENTS AS PRESENTED**

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

The Head Start Policy Council met the Tuesday after the last Board meeting. Some of the material that was discussed was the same that the Board heard the week before. The next meeting will take place next Tuesday. The Board Chair commented that there is some bridge work that will be taking place to the Dale Street Bridge next summer which could impact the Ruth Benner Head Start Center.

**PROGRAM REPORTS**

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

**Annual Board Meeting**

6:57 pm - Current meeting was suspended and the Annual Meeting was held.

7:05 pm – Annual meeting ended and current meeting resumed.

**ANNOUCEMENTS/INFORMATION**

A Board Roster and 2018 Board Calendar were provided in the Board packet.

Cake was provided in honor of Kerri Sawyer’s last meeting.

Community Action umbrellas and water bottles were distributed to all present Board members. The umbrellas were part of the employee appreciation gift that was distributed to staff at the annual All Staff Event. The water bottles were a donation to the agency.

Commissioner Mary Jo McGuire was in Washington, DC last week meeting with Congresswoman, Betty McCollum who asked how the CAP Agencies were doing.

**NEXT BOARD MEETING DATE:**

**April 19, 2018 – 6:00 PM**

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An Executive Session was not 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 7:08 pm.