

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

**BOARD OF DIRECTORS MEETING**  
**450 Syndicate Street North, Suite 30**  
**St. Paul, MN 55104**  
**March 21, 2019**

**MINUTES**

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<b>Members Present:</b>	Blake Huffman, Connie Greer, Marcie Jefferys, Sara Appolon, Keith Schuler, Michelle Kemper, Ta’Lisa Lissimore, Minerva Munoz, Jane Prince, Shereen Page, Luvidia Williams
<b>Members Absent:</b>	Esmeralda Cortes, Trista MatasCastillo, Alex Hines, Heather Meyers
<b>Staff Present:</b>	Clarence Hightower, Dean Dalzell, Cindy Webster, Catherine Fair, De Humphrey, Cassidy Titcomb, Sarah Hayes, Denise Kenyon, Tom Moberg, Theresa Lumpkins
<b>Guests Present:</b>	

**CALL TO ORDER**

The meeting was called to order at 6:04 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the amended agenda for March 21, 2019, and the minutes for February 21, 2019.

**March 21, 2019, Amended Agenda**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE MARCH 21, 2019, AMENDED AGENDA**

**February 21, 2019, Minutes**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE FEBRUARY 21, 2019, MINUTES**

**CHAIR COMMENTS**

The Board Chair asked that introductions be made to welcome the three new Board members.

**STUDY SESSIONS**

**A. 2019 Annual Work Plan**

Dr. Clarence Hightower reviewed the process and timeline for establishing the agency’s Annual Work Plan. The 2019 Annual Work Plan, which included 32 goals, was included in the meeting packet for review. The goals are divided into three buckets: organizational excellence, risk assessment, and the strategic plan. Dr. Hightower discussed some of the key goals for 2019. Staff will report back to the Board in January 2020 with the results on how the agency did in completing all of the goals.

**NEW BUSINESS**

**A. 2019 Annual Work Plan**

The 2019 Annual Work Plan was previously discussed and reviewed during the Study Session by Dr. Hightower.

**MOTION, SECONDED, and CARRIED TO APPROVE THE 2019 ANNUAL WORK PLAN**

**B. 2018 Retirement Plan Audit – Engagement Letter**

Dean Dalzell presented the Engagement Letter for the 2018 Retirement Plan Audit. The Employment Retirement Income Security Act (ERISA) requires audits to ensure employer retirement plans meet certain thresholds. Staff has received and reviewed the engagement letter for CliftonLarsenAllen to complete the agency’s 2018 calendar year for the employee retirement plan. There are no significant changes to the

terms of the letter as compared to previous years. The estimated contract amount is \$8,600, which is an increase of \$200 from last year. The audit is scheduled to begin on April 29, 2019.

**MOTION, SECONDED, and CARRIED TO APPROVE THE 2018 RETIREMENT PLAN AUDIT –  
ENGAGEMENT LETTER**

**C. Contract Summary, Energy Conservation – Centraire Heating & Cooling**

Dean Dalzell presented a Contract Summary for Centraire Heating & Cooling. The Energy Conservation department completed an energy audit on a 67 unit, 7 level high-rise, low-income building located in St. Paul in October 2018. This high rise will support the programs ability to increase unit count and lower average unit costs for the department of Energy's grant ending June 30, 2019. Energy Conservation will update the mechanicals, replace boilers and water heaters, zone valves, isolation valves, t-stats, and exhaust fans. The contract amount is \$295,552 of which California Commercial Investment Group (property owners) will incur 22% (approximately \$65,000) of the estimated mechanical project cost. The contract duration is March-June 2019.

**MOTION, SECONDED, and CARRIED TO APPROVE THE CONTRACT SUMMARY FOR CENTRAIRE  
HEATING & COOLING**

**D. Contract Summary, Property Management – Xcel Energy**

Dean Dalzell presented a Contract Summary Xcel Energy. Community Action is proposing to upgrade the organization's headquarters building by installing a new Building Automation System that will lead to direct cost and energy savings for the organization. The upgrade will involve moving from a pneumatic system to a direct digital control system and moving from a constant volume system to a variable air volume system. Upon installation, the upgraded system will result in improved operating efficiency of the building's four air handling units, two hot water boilers and chiller. Upgrading the control systems would yield significant utility savings; the estimated annual energy savings is approximately \$35,000. Additionally, Xcel Energy is operating a rebate program that will total \$62,000 in rebates returned to Community Action. When combined, the rebates and annual energy savings will result in a project payback period of approximately 2.2 years. To obtain the rebates, a significant majority of the project must be completed by June 25, 2019. The estimated contract amount is \$128,000 and the contract duration is April 1 – June 30, 2019.

**MOTION, SECONDED, and CARRIED TO APPROVE THE CONTRACT SUMMARY FOR XCEL  
ENERGY**

**E. Grant Summary, Head Start – Increase in Program Hours (Ratification)**

Dean Dalzell presented a Grant Summary for Head Start to increase program hours. The Federal Head Start funder (Administration for Children and Families of the US Department of Health & Human Services), contacted staff with an opportunity to increase Community Action's application for extending program hours for Head Start participants, thereby serving a greater number (and percentage) of Head Start children in a full day program. Community Action staff is proposing an application of approximately \$3.7 million of operating funds for its center-based Head Start program, plus \$615,000 of start-up funding. An additional 360 children will have the opportunity to benefit from participating in the full day program. Including the children served today, the total served in a full-day program will be 565 children (45% of program enrollment). Staff sought approval of the Executive Committee to formally revise the application; the Executive Committee approved the revision on March 7, 2019. This revised application is presented for ratification by the Board of Directors.

**MOTION, SECONDED, and CARRIED TO RATIFY THE HEAD START GRANT SUMMARY FOR  
INCREASE IN PROGRAM HOURS**

**F. Grant Summary – Executive & Administrative Services Contract (CAPHC)**

Dr. Clarence Hightower presented a Grant Summary for Community Action Partnership of Hennepin County (CAPHC) Executive & Administrative Services. Community Action Partnership of Hennepin County is seeking temporary executive and administrative leadership services from April 1, 2019 through March 31, 2020. (Effective March 22, 2019, CAPHC will be without a permanent Executive Director.) Additionally, the Minnesota Department of Human Services Office of Economic Opportunity (MN DHS OEO) has expressed written preference to utilize the skills and abilities of a current Community Action Agency to ensure effective leadership is in place during this transition period. By leveraging the leadership and administrative services

of CAPRW, CAPHC will be able to navigate effectively through a transition period and create a solid platform for organizational excellence as their new executive director is secured. The grant amount for these services is not to exceed \$100,000.

**MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR EXECUTIVE & ADMINISTRATIVE SERVICES FOR COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY**

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

1. Head Start/Early Head Start Senior Director Hire Update  
De Humphrey discussed the Head Start/Early Head Start Senior Director Hire. Nicolee Mensing has been approved for hire and will start with Community Action on April 1.
2. Employee Engagement Survey  
Dr. Hightower discussed the results from the 2019 Employee Engagement Survey. This is the fourth year that the survey has been conducted. A handout was provided that compared the survey results from 2019 to 2018, 2017, and 2016. 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 are relatively unchanged from year to year. 86% of employees responded to the survey. Each department leader received their results and will be tasked with working on improving their results throughout the year.

**EXECUTIVE COMMITTEE REPORT**

The Executive Committee did not meet.

**BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS**

The Bylaws & Nominations Committee report will be given during the Annual Meeting immediately following this Board meeting.

**PLANNING & EVALUATION (P&E) COMMITTEE REPORT**

All items on the P&E Agenda were previously discussed.

**FINANCE COMMITTEE REPORT – MICHELLE KEMPER**

Michelle Kemper 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 above 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 2019 FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENT AS PRESENTED**

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

Connie Greer commented on the good job that Denise Kenyon and the Head Start staff have been doing since Karri Kerns left her position as Senior Director of Head Start/Early Head Start.

**PROGRAM REPORTS**

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

**ANNOUNCEMENTS/INFORMATION**

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

**NEXT BOARD MEETING DATE:**

**April 18, 2019 – 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 impact on people's lives in our community.

The Board meeting was adjourned by Board President, Blake Huffman at 7:00 pm.