

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
January 19, 2017

MINUTES

Members Present:	Blake Huffman, Heather Meyers, Marcie Jefferys, Michelle Kemper, LeAndra Estis, Kerri Sawyer, Connie Greer, Jane Prince, Keith Schuler, Mary Jo McGuire, Esmeralda Cortes, Fartun Ahmed
Members Absent:	Evie Shelafoe, Robin Madsen, Mary Spaulding, Ta’Lisa Lissimore,
Staff Present:	Clarence Hightower, Dean Dalzell, Catherine Fair, Cassidy Titcomb, Aimee Sandy, Brooke Walker, Cindy Webster, Theresa Lumpkins, Karri Kerns
Guests Present	Carlo Cuesta, CreationINCommon

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 agenda for January 19, 2017, and the minutes for November 17, 2016.

January 19, 2017 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE JANUARY 19, 2017, AGENDA

November 17, 2016 Minutes

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

CHAIR COMMENTS

The Board Chair reminded Board Members of their responsibility to the board and the importance of being present. He also gave a recap of all the important work that CAPRW accomplished in 2016.

STUDY SESSIONS

A. COMMUNICATION PLAN

A presentation was given by CreationINCommon on the agency Communications Plan. A handout was distributed outlining key messaging and messaging platform examples surrounding various types of communication styles.

Connie Greer commented that we should be mindful of how we communicate about Community Action. Our focus should be on CAPRW, not the Community Action network.

NEW BUSINESS

A. Seat New Board Members

- a. Fartun Ahmed (Skyline Towers Resident)**
- b. Esmeralda Cortes (Head Start Policy Council Representative)**

Introductions were made by Fartun, Esmeralda, and all present Board members.

**MOTION, SECONDED, and CARRIED TO APPROVE THE SEATING OF FARTUN AHMED AND
ESMERALDA CORTES**

B. Grant Summary – Community Housing Development Organization (CHDO)

Catherine Fair presented a Grant Summary for the Community Housing Development Organization (CHDO). The Federal government, through the U.S. Department of Housing and Urban Development (HUD), offers non-profit organizations an opportunity to access specific (set-aside) funding to eligible Community Housing Development Organizations (CHDOs). The funding is available via the Dakota County HOME Consortium and Washington County Community Development Agency. Community Action has been approved as a Community Housing Development Organization via an application with the Washington County Community Development Agency, making it eligible for the specific CHDO funds. As a result of this application, the agency's application was also shared with other entities through Dakota County HOME Consortium (which includes the counties of Anoka, Dakota, Ramsey and Washington, plus the city of Woodbury.) The grant amount is \$241,000 and the grant duration is from July 1, 2017 – June 30, 2019.

MOTION, SECONDED, and CARRIED TO APPROVE THE COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) GRANT SUMMARY

C. Grant Summary – Tenant Lease Amendment, Ramsey County (Ratified)

Dean Dalzell presented the Ramsey County Tenant Lease Amendment Grant Summary for ratification. Ramsey County is seeking to amend their lease to occupy additional space on the first floor of the Community Action Building. The renewal of this lease will provide an additional \$116,282 of unrestricted revenue to Community Action over a period of five years. The occupancy date sought by Ramsey County was January 1, 2017, which is prior to the January 2017 cycle of committee and Board meetings. The total duration of the lease aligns with the original lease ending August 31, 2021.

MOTION, SECONDED, and CARRIED TO APPROVE THE RAMSEY COUNTY TENANT LEASE AMENDMENT GRANT SUMMARY FOR RATIFICATION

BLAKE HUFFMAN, MARY JO MCGUIRE, AND MARCIE JEFFERYS ABSTAINED FROM THE VOTE AS EMPLOYEES OF RAMSEY COUNTY

D. Amendment to Bylaws – Voting Methods

Heather Meyers presented an Amendment to the Bylaws Voting Methods. The amendment gives clarification to the other methods of voting allowed by the Board including electronic voting by email and telecommunication voting by phone and/or conference calls.

MOTION, SECONDED, and CARRIED TO APPROVE THE AMENDMENT TO THE AGENCY BYLAWS – VOTING METHOD

E. Signature Delegation Authority

It is the responsibility of the Board of Directors to grant delegation of signature authority to the Executive Director to enter into grants and/or contracts and to execute and deliver any instrument in the name of and on behalf of the Agency. All grants and/or contracts above the Executive Directors signing limit of seventy-five thousand dollars (\$75,000) must have Board approval prior to being signed.

MOTION, SECONDED, and CARRIED TO APPROVE THE SIGNATURE DELEGATION AUTHORITY

F. Conflict of Interest Policy

All Board members received and reviewed the Whistleblower Policy and Conflict of Interest Policy for Board Members, Officers, Employees and Volunteers. All present Board members completed & signed the Conflict of Interest Disclosure Form and signed the Policy Acknowledgment Form.

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

1. 2017 CAP Management & Leadership Training Conference
 - a. Dr. Hightower gave a presentation on the 2017 CAP Management & Leadership Training Conference that he attended in Long Beach, CA on January 11-13, 2017.

- b. Dr. Hightower gave the keynote address during the conference. A copy of his address was distributed to all present Board members.
2. Board Member Bios
 - a. Cassidy Titcomb provided a proposed format for Board Member Bios to go onto CAPRW's website. A photo will be taken of each Board Member for the website as well. The Board was in full support. Cassidy will send a questionnaire out to all Board members to solicit their bio information.
3. Community Action in the News
 - a. The former Executive Director of Minneapolis Community Action, Bill Davis was in court for sentencing today. The judge has taken his sentencing under advisement.
 - b. Cassidy reminded all Board Members that only the Board Chair, Executive Director, or Strategic Initiatives Director should communicate with the media.

EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN

All items on the Executive Committee agenda were discussed.

Dr. Hightower mentioned that two (2) CAPRW employees ran for office during the last election and both won. The agency learned that this violated the Hatch Act by running. Going forward the agency has changed the personnel policy to prohibit current employees from running for elected office.

The 2016 Executive Director Performance Evaluation Survey will be emailed to all Board members this evening to be completed. Dr. Hightower encouraged the Board members to review the 2016 Agency Work Plan results prior to completing the survey.

BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS

The Bylaws Committee is currently looking for a new member from Washington County to fill a position that will become vacant in April 2017.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT – KERRI SAWYER

The P&E Committee did not meet. The next meeting will take place on Monday, January 23, 2017.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

Financial statements for the months of October and November were reviewed. October is the 1st month of the fiscal year. Agency expenditures and revenue are within 1% of the budget for the fiscal year. The building is 100% occupied and all tenants are current. The October and November credit card statements were reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE OCTOBER AND NOVEMBER 2016 FINANCIAL SUMMARY REPORTS AND CREDIT CARD STATEMENT AS PRESENTED

HEAD START POLICY COUNCIL REPORT – HEATHER MEYERS/KARRI KERNS

The Head Start Policy Council (HSPC) met on Tuesday. The Contract Summary for the Child Care Partners was reviewed. A discussion also took place during the HSPC meeting about the challenge Head Start is having regarding attendance. The challenges have been mainly around transportation.

PROGRAM REPORTS

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

ANNOUNCEMENTS/INFORMATION

A Board Roster and 2017 Board Calendar were provided in the Board packet.

NEXT BOARD MEETING DATE(S):

February 16, 2017 – 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 7:25 pm.