

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

**BOARD OF DIRECTORS MEETING**

**March 18, 2021 at 6:30 pm**

Zoom Meeting

<https://zoom.us/j/94780576671?pwd=K0RwZUhhHQ2N5SS96dVBsTExNVTIUQT09>

Dial-In: +1 (312) 626-6799

Meeting ID: 947 8057 6671 Passcode: \*,6m65

**MINUTES**

<b>Members Present:</b>	Nicole Frethem, Connie Greer, Marcie Jefferys, Trista MatasCastillo, Jane Prince, Keith Schuler, Luvidia Williams, Jillian McAdams, Esmeralda Cortes, George Stone, Jessika Thomas-Powell
<b>Members Absent:</b>	Leigh Ann Ahmad
<b>Staff Present:</b>	Kevin Adams, Lori Doehne, Caitlin Duncan, Catherine Fair, Nicolee Mensing, Cassidy Titcomb, Brooke Walker, C. Herme, Cynthia Webster
<b>Guests Present:</b>	

**I. CALL TO ORDER**

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Board President, Connie Greer, called the meeting to order at 7:01 pm following the Annual Meeting. Roll Call was taken by Caitlin Duncan. A quorum was present.

**II. AGENDA**

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The Board reviewed the agenda for March 18, 2021. The Chair noted that some of the Study Sessions may need to be moved to April's Board agenda due to annual meeting running over time.

**MOTION, SECONDED, AND CARRIED TO APPROVE THE MARCH 18, 2021**

**III. MINUTES**

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The Board reviewed the minutes for February 18, 2021. Jillian McAdams proposed to amend minutes to include the names of the verbally proposed slate of officers.

**MOTION, SECONDED, AND CARRIED TO APPROVE THE FEBRUARY 18, 2021 MINUTES AS AMENDED**

**IV. CHAIR COMMENTS – CONNIE GREER**

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The Board Chair noted that there will not be an executive session following this meeting. The Board's attorney will attend an Executive Session for the April meeting. Marcie Jefferys, Cassidy Titcomb, and Catherine Fair were thanked for arranging a small Thank You gift for Board Members in honor of the Annual Meeting. Nicolee Mensing was congratulated on her BOLD Leadership award.

**V. INTERIM EXECUTIVE DIRECTOR REPORT – CATHERINE FAIR**

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A. Nicolee Mensing BOLD Leadership Award

Catherine Fair noted that as of this week it has been one year since the Governor declared a state of emergency and issued the stay at home order. She acknowledged that all staff and board leaders have

shown exemplary leadership during a challenging year. Nicolee Mensing, Senior Director of Head Start and Early Head Start, was nominated by the Director of the Minnesota Early Head Start Association to the National Head Start Association as a Bold Game Changer. The Head Start program's food and resource distribution and safe summer school program were cited as examples of Nicolee's extraordinary bold leadership.

B. Head Start Expansion Grant

The agency was awarded an Early Head Start Expansion Grant last week. This was the only program in Minnesota to receive the grant. This is a \$1.5 million award for 76 additional early head start slots for infants and toddlers, 64 of which will be full day care, which is 50 hours per week. The grant includes \$750,000 for startup funds, which will include 8 new classrooms. The grant will also leverage approximately \$750,000 in childcare assistance payments.

C. Lori Doehne Departure

Senior Finance Director, Lori Doehne, will be leaving the organization after six months for another opportunity, but has agreed to stay on as support for staff on an hourly basis to assist with the audit and hiring and onboarding a new Senior Director. Catherine thanked Lori for her consistent leadership and support. In the interim, C. Herme will serve as the internal finance director. C. has worked on the finance team since April of 2020, and has over a year of experience with the organization and 6 months of experience as the Interim Senior Finance Director. A hiring committee, consisting of Keith Schuler (Board Treasurer) and a Head Start parent.

## VI. NEW BUSINESS

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A. **2021 Annual Work Plan Goals & Objectives – Catherine Fair**

All of the 2021 Annual Goals & Objectives were included in the Board Packet for review. Catherine Fair presented information on the development and implementation of the Goals and Objectives, highlighting examples that demonstrate that process. Goals were grouped by the Agency's overall Strategic Goals. The development of the individual goals was informed by Organizational Standards, the Race Equity Work Plan, the Whole Family Initiative, and other identified improvements. The goals are internally assigned to programs and departments and are implemented by Senior Leaders and incorporated into their Work Plans.

**MOTION, SECONDED, and CARRIED TO APPROVE THE 2021 ANNUAL WORK PLAN GOALS AND OBJECTIVES WITH 10 VOTES IN FAVOR AND JILLIAN MCADAMS VOTING OPPOSED.**

B. **Signature Delegation Authority – Catherine Fair**

Catherine Fair presented the annual financial delegation of authority of the Executive Director. This gives the Executive director authorization to sign on organizational contracts and purchases under \$75,000. Contracts and purchases over that amount require Board approval.

**MOTION, SECONDED, and CARRIED TO APPROVE SIGNATURE DELEGATION AUTHORITY WITH ALL VOTES IN FAVOR.**

C. **Head Start COVID Onsite Group Care for Children Incentive Pay Extension (Ratification) – Nicolee Mensing**

Nicolee Mensing presented the recommendation of the Head Start COVID Task Force. The Task Force continues to meet weekly. The program is operating 42 classrooms with 8-10 children per classroom and seeing an increased demand for in-person services as schools re-open. At this time, approximately 130 staff have been vaccinated and the program is working with the communications team on vaccination education. The On-Site Group Care for Children Incentive Pay was previously approved by the Board to acknowledge the additional stress of front line staff providing direct, in-person Head Start services during the COVID-19 pandemic. The prior approval was for December through March. The COVID Task Force recommends extending time frame until June 11, 2021, with a projected cost of \$135,000 which will be paid for by Head Start CARES Act Funding.

**MOTION, SECONDED, and CARRIED TO RATIFY THE HEAD START COVID ONSITE GROUP CARE FOR CHILDREN INCENTIVE PAY EXTENSION WITH 10 VOTES IN FAVOR AND 1 OPPOSED.**

D. **2020 Executive Director Evaluation & Compensation Plan – Catherine Fair**

In 2020, the CAPRW Board of Directors updated the Board Bylaws to specify the Executive Director was an employee of the agency and not a contractor. A performance evaluation template has been developed that parallels existing employee performance evaluations. The template includes 5 Executive Director Competencies outlined in the Job Description as well as two additional agency-wide competencies included on all staff performance evaluations. These seven competencies will account for 50% of the overall evaluation. An Executive Summary and the Agency's 2020 Annual Goals and Objectives Results will account for the remaining 50% of the performance evaluation score. A plan for implementing the Board's performance evaluation of the Executive Director, a 2021 timeline for the evaluation, rating definitions and the competencies were reviewed. The Executive Committee requested that the evaluation include feedback from Senior Leadership to add input on day-to-day interaction. The Board will receive a survey with the results of the 360 evaluation and a self-assessment to consider as they provide their assessment.

**MOTION, SECONDED, and CARRIED TO APPROVE THE 2020 EXECUTIVE DIRECTOR EVALUATION & COMPENSATION PLAN WITH ALL VOTES IN FAVOR.**

**E. Calendar Year 2020 Employee Retirement Plan Audit Engagement Letter – Lori Doehne**

The Committee reviewed the Audit Engagement Letter from CliftonLarsonAllen for Community Action Partnership of Ramsey and Washington Counties Tax Sheltered Investment Program 403(b) Plan for the year ended December 31, 2020, in connection with the plan's annual reporting obligation under the Employee Retirement Income Security Act of 1974 (ERISA).

**MOTION, SECONDED, and CARRIED TO APPROVE THE CALENDAR YEAR 2020 EMPLOYEE RETIREMENT PLAN AUDIT ENGAGEMENT LETTER WITH ALL VOTES IN FAVOR.**

**F. Head Start Budget Revision (Ratification) – Nicolee Mensing**

Nicolee Mensing presented the Head Start Budget Revision Request. Community Action Partnership of Ramsey and Washington Counties (CAPRW) is requesting a Budget Revision for the 2020-2021 Grant year. The Head Start program is requesting to move a total of \$1,055,000 from Personnel, Fringe Benefits, and Travel budget categories (which are currently underspent due to COVID) to Equipment, Supplies and Other. The revision will provide the program the opportunity to complete needed repairs, maintenance and replacement of playground equipment, and flooring in the Head Start Centers.

**MOTION, SECONDED, and CARRIED TO RATIFY THE HEAD START BUDGET REVISION WITH ALL VOTES IN FAVOR.**

**G. Grant Summary, Minnesota Department of Education Pathway II Application – Nicolee Mensing**

Funds have been made available through the Minnesota Department of Education for a ninth and tenth year of Head Start programming via Pathway II scholarships. This is a state appropriation scholarship grant and is intended to increase access to high-quality programming for children with high needs. To receive full funding, the program will demonstrate that 92 children meet the income requirements of the Pathway Scholarships per year. (The funding amount per child awarded to the program is a maximum of \$7500/child.) The funds must be used within one or more of the following five funder defined categories: increased duration of programming, increased number of slots, transportation expenses, family tuition assistance and/or increased access for children with special and/or high needs. The funds received by CAPRW will be used to support the transporting of children and mental health services. The funds will not directly pay for specific slots but rather the funds will be used by the program to pay for services that help support the Head Start comprehensive services and increase the quality of services.

**MOTION, SECONDED, and CARRIED TO APPROVE THE MINNESOTA DEPARTMENT OF EDUCATION PATHWAY II APPLICATION GRANT SUMMARY WITH ALL VOTES IN FAVOR.**

**H. Contract Summary, Marco – Kevin Adams**

An RFP was issued to Marco (the incumbent) and two other printer/copier service providers serving the area. After reviewing and scoring the bids received, it was determined that Marco still offered the most attractive option with regard to price, existing service relationship, and new features offered. This contract would cover the equipment leases, toner replacement and maintenance, and the new PaperCut feature. PaperCut is an option that would allow for print jobs to be sent to a central print server and printed on-demand at any printer when the staff member enters their employee code. This will save on excess/wasteful printing as well as offer security for private data on print jobs left unattended.

**MOTION, SECONDED, and CARRIED TO APPROVE THE MARCO CONTRACT SUMMARY WITH 10 VOTES IN FAVOR AND 1 ABSTENTION.**

## **VII. STANDING COMMITTEES**

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### Executive Committee Report – Connie Greer

The Board Chair invited other Members to serve on the hiring committee for the Executive Director along with the Executive Committee. Members who wish to join were instructed to email Caitlin Duncan with their interest.

### Bylaws & Membership Committee Report – Marcie Jefferys

The Bylaws & Membership Committee did not meet last month.

### Planning & Evaluation (P&E) Committee Report – Jane Prince

Jane Prince welcomed Jillian McAdams to the Planning & Evaluation Committee. The Committee reviewed the annual CSBG Report and the 2021 Annual Work Plan.

### Finance Committee – Keith Schuler

Treasurer Keith Schuler thanked Lori Doehne for her six months with the organization. The Finance Committee met March 2, 2021 and reviewed the materials presented in the packet. An overview of the January 2021 financial statements was given and the January 2021 credit card statement was reviewed. The car loan performance and new supplements reports were also made available to the Board for review.

**MOTION, SECONDED, and CARRIED TO APPROVE THE JANUARY 2021 FINANCIAL SUMMARY REPORT WITH ALL VOTES IN FAVOR.**

**MOTION, SECONDED, and CARRIED TO APPROVE THE JANUARY 2021 CREDIT CARD STATEMENT WITH 10 VOTES IN FAVOR AND 1 ABSTENTION.**

### Head Start Policy Council Report (HSPC) – Luvidia Williams & Connie Greer

The Head Start Monthly Report for February and March was included in the Board packet. The packet also includes a snapshot of Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA). Head Start Policy Council held a recruitment strategy brainstorm session. A COVID health café was held on March 16<sup>th</sup>. The Department of Health and Human Services Information Memorandum ACF-PI-HS-21-01 was shared. Luvidia Williams, Jessika Thomas-Powell and Nicolee Mensing met with Representative McCollum to discuss how CAPRW has improved their lives and the lives of their children.

## **VIII. STUDY SESSIONS**

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The Study Sessions were deferred until the April meeting due to time.

## **IX. PROGRAM REPORTS**

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All Program/Department Reports were included in the Board packet for review. There was a request to add more details regarding demographics to the Human Resources report, including leadership and separating our Head Start staff.

## **X. ANNOUNCEMENTS**

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A Board Roster, Board Calendar, and Board Committee Assignments were included in the Board packet for review. It was noted that there will be a July Board of Directors Meeting.

**NEXT BOARD MEETING DATE:**

**April 15, 2021 – 6:00 pm**

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Board President, Connie Greer, adjourned the Board meeting at 8:29pm.