

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
October 20, 2016

MINUTES

Members Present:	Blake Huffman, Heather Meyers, Marcie Jefferys, Michelle Kemper, Mary Jo McGuire, Mary Spaulding, Ta'Lisa Lissimore, LeAndra Estis,
Members Absent:	Evie Shelafoe, Keith Schuler, Connie Greer, Jane Prince, Kerri Sawyer, Robin Madsen
Staff Present:	Clarence Hightower, Dean Dalzell, Deonna Humphrey, Mozell Jefferson, Theresa Lumpkins
Guests Present	

CALL TO ORDER

The meeting was called to order at 6:12 pm by Board President, Blake Huffman.

A quorum was present. The Board reviewed the amended agenda for October 20, 2016, and the minutes for September 15, 2016.

October 20, 2016 Agenda (Amended)

MOTION, SECONDED, AND CARRIED TO APPROVE THE OCTOBER 20, 2016, AMENDED AGENDA

September 15, 2016 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE SEPTEMBER 15, 2016, MINUTES

CHAIR COMMENTS

No Comments

STUDY SESSIONS

A. AFFIRMATIVE ACTION OVERVIEW

De Humphrey presented the Affirmative Action Overview for Community Action. Affirmative Action was established to fight racial discrimination & to ensure that women & minorities are given an equal employment opportunity. Affirmative Action applies to women, minorities, & individuals with disabilities. It includes quantitative analyses of our workforce as compared to the composition of the relevant labor pools. Community Action has identified the following action steps: create development opportunities, advertise using multiple avenues to reach targeted audiences, review recruiting & tracking processes, provide supervisor training, and to review and report annually. The Board Chair commented that he was concerned that this is an important topic and that some of the Board members were not present to hear it.

A question was asked about the types of disabilities that people have that come through Community Action. Disability is a self-identifying factor; therefore, Community Action does not know the answer to that question. The agency is not allowed to ask individuals this question.

B. BOARD TRAINING VIDEO – PART 2

The Board Training Video will be viewed at the next Board meeting.

NEW BUSINESS

A. Health Benefits Contract Summary

Dean Dalzell presented the Health Benefits Contract Summary Renewal. The cost of the premium is shared between the employer (60%) and the employee (40%). The contract amount for 2017 is \$2,977,044. The increase to the total (employer and employee) health care premiums is 19% from calendar year 2016 to 2017, which is higher than the 9.5% assumption presented to the Board in the 2017 Fiscal Year budget. Sixty percent equates to an 11.4% increase to the employer and forty percent of the increase, equating to 7.6%, is borne by employees.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEALTH BENEFITS CONTRACT SUMMARY

B. 2016 Annual Engagement Letters – Independent Auditor

a. Financial Audit Services

b. Tax Exempt Return (990) and State Filings

Dean Dalzell presented the 2016 Annual Engagement Letters from our Independent Auditor. These engagement letters represent the second year of a five year agreement with our current audit firm, CliftonLarsenAllen. These letters represent the start of the audit process. Staff and the Finance Committee performed a thorough review of each engagement letter. The auditors also attended the last Finance Committee.

MOTION, SECONDED, and CARRIED TO APPROVE THE 2016 ANNUAL ENGAGEMENT LETTERS

C. Affirmation of Head Start Director

De Humphrey presented the Affirmation of the Head Start Director. A Head Start Director has been selected. Her name is Karri Kerns. De distributed a copy of her resume for review. Karri met with the Executive Committee of the Head Start Policy Council and attended the Policy Council meeting this week. Both committees have approved the hiring of Karri Kerns. Upon receiving approval from the Board of Directors, the next step is to send the necessary documentation to Region Five for their approval of this hire.

MOTION, SECONDED, and CARRIED TO APPROVE THE HIRING OF KARRI KERNS AS THE HEAD START DIRECTOR

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Director Vacancies

- The Head Start Director position was previously discussed during the meeting.
- Dr. Hightower announced the hiring of Cassidy Titcomb as the new Senior Strategic Initiatives Director. Cassidy's first day was October 11, 2016. Cassidy will be meeting with a few Board members to get up to speed.

Amendment to Agency Impasse Policy

- Dr. Hightower distributed a handout on a revision to the Agency Impasse Policy for review and discussion. The Board will vote on this addition to the Bylaws at the next Board meeting. The revision states that a Head Start Policy Council Member or another Representative will serve on the search committee and have full participation privileges during the hiring process for a Head Start Director.

EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN

All items on the Executive Committee agenda were reviewed and discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS

The Bylaws & Nominations committee met to address the current Board vacancy from the Low-Income Sector. The Bylaws state that the Low-Income Representative must be selected by a democratic selection process. The Bylaws Committee will be contacting some groups and/or organizations that are comprised of predominantly low-income individuals. St. Paul Public Housing Agency has a resident council and is being considered. Michelle Kemper asked if there was any consideration between Ramsey and Washington County. The Bylaws Committee discussed this and is still in the process of trying to find an organization to help in this process.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT – HEATHER MEYERS

The P&E committee met. De Humphrey presented the Affirmative Action Overview. Denise Kenyon presented on the Head Start Program Information Report & School Readiness Goals.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

The Finance Committee met with CliftonLarsenAllen and discussed the 2016 Engagement Letters. A summary of the full year finances will be brought to the next Board meeting. Financial statements for the month of August were reviewed. August is the 11th month of the fiscal year. Agency expenditures and revenue are below budget for the fiscal year. The building is 100% occupied and all tenants are current. The August credit card statements were reviewed.

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

HEAD START POLICY COUNCIL REPORT – MARY SPAULDING

The Head Start Policy Council voted and approved the hiring of the Head Start Director. Elections were held and new officers will be seated at the next meeting. The voting and assignment of roles will take place at the next meeting as well.

PROGRAM REPORTS

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

ANNOUNCEMENTS/INFORMATION

A Board Roster and 2016 Board Calendar were provided in the Board packet.

Blake Huffman commented that the Board may not want to meet during MEA Thursday next year. Ta’Lisa Lissimore mentioned that she may not be at the next board meeting due to her class final.

NEXT BOARD MEETING DATE(S):

November 17, 2016 – 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 6:50 pm.