

Community Action Partnership of Ramsey & Washington Counties
450 Syndicate Street North, St. Paul, MN 55104
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BOARD OF DIRECTORS MEETING

November 19, 2020 at 6:00 pm

GoToMeeting

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Dial-In: +1 (669) 224-3412

Access Code: 885-376-101

MINUTES

Members Present:	Connie Greer, Keith Schuler, Marcie Jefferys, Trista MatasCastillo, Luvidia Williams, Jane Prince, Nicole Frethem, Leigh Ann Ahmad, Jessika Thomas-Powell, Esmeralda Cortes
Members Absent:	George Stone, Alex Hines, Minerva Munoz
Staff Present:	Catherine Fair, Cassidy Titcomb, Brooke Walker, Nicolee Mensing, Kevin Adams, Lori Doehne, Karen Davis, Cynthia Webster, Caitlin Duncan
Guests Present:	

CALL TO ORDER

Board President, Connie Greer, called the meeting to order at 6:03 pm. Roll Call was taken by Caitlin Duncan. A quorum was present.

The Board reviewed the agenda for November 19, 2020, and the minutes for October 15, 2020.

November 19, 2020, Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE NOVEMBER 19, 2020, AGENDA

October 15, 2020, Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE OCTOBER 15, 2020, MINUTES

CHAIR COMMENTS – CONNIE GREER

1. Connie Greer gave an overview of the meeting. An Executive Session will be held at the end. Jessika Thomas-Powell will be seated and was welcomed to Board of Directors. The Board has two vacancies and members were asked to contact Marcie Jefferys, Catherine Fair or Connie Greer with suggestions for those to put forward.

INTERIM EXECUTIVE DIRECTOR REPORT -- CATHERINE FAIR

1. Meetings with Senators
Catherine Fair met with Senators Amy Klobuchar and Tina Smith regarding Community Action's response to the COVID-19 pandemic and how the Agency was able to keep staff employed and keep programs running. They spoke about the crisis navigators that were hired to assist with the response. The Agency delivered city, county, and state funding. Fair requested that the Senators extend emergency assistance past December and offer new assistance as many crisis programs have already closed. Final numbers for the crisis grants will be reviewed by the board in the first part of 2021.
2. Race Equity
The Agency has been working with a consultant to finalize a Diversity, Equity and Inclusion Action Plan and will be providing regular updates to the board on the progress.

3. Senior Human Resources Director
A hiring committee will be selected for the process of hiring a permanent Senior Human Resources Director.
4. COVID-19 Restrictions
Fair spoke about the new restrictions announced by the Governor. Staff is developing a service continuity plan. Currently, Head Start on-site services are continuing and both the Policy Council and the Executive Committee will be involved in the decision making. Nicolee Mensing also spoke regarding the factors being used to determine service delivery. Head Start is currently operating 42 in-person classrooms, where there have been strict health and safety protocols implemented. State funded saliva testing has been provided to childcare workers and so far 150 staff have been tested. The saliva tests are being received weekly. Head Start has put together COVID Task Force to discuss determining moving forward. The current suggestion is to continue in-person services as data is showing that the spread isn't happening in classrooms.

STUDY SESSIONS

1. Whole Family Approach – Brooke Walker
A Whole Family Approach meets the needs of children and adults in their lives together by offering new solutions to accelerating social and economic mobility. This is done through catalyzing strategic conversation to align resources and systems to create real change for families, and contributing to more effective use of resources, human and financial. The approach was created to address the unique, local causes and conditions of poverty. It is accountable to the movement out of poverty, not just managing poverty, as well as promoting family/individual and community transformation.
2. Affirmative Action Plan – Karen Davis
Affirmative Action includes a quantitative analysis of our workforce as compared to the composition of the relevant labor pools. The plan requires action-oriented programs if women and minorities are not being employed at an expected rate given their availability in the relevant labor pool. This includes internal auditing to measure our progress toward achieving a workforce that would be expected as compared to relevant labor pools.

NEW BUSINESS

1. **Seat New Member, Jessika Thomas-Powell**
Jessika Thomas-Powell was introduced and welcomed to the Board of Directors.
MOTION, SECONDED, and CARRIED TO APPROVE THE SEATING OF JESSIKA THOMAS-POWELL ON THE BOARD OF DIRECTORS
2. **Contract Summary, Wilder Childcare Partnership (Ratification) – Nicolee Mensing**
Amherst H. Wilder Foundation will provide Head Start services in full accordance with Head Start Performance Standards and Minnesota Rule Three child care licensing regulations. Many low-income families need full day childcare in order to work or attend school. Child care partners offer families the opportunity to receive Head Start services without having to leave their current child care setting. Amherst H. Wilder will recruit and provide educational, family service and health follow-up services to 28 Head Start children. With support from the CAPRW Training, Licensing Compliance and Child Care Support Coordinator, Wilder will adhere to the federal Head Start Performance standards and the state child care licensing regulations. This collaborative agreement is written into our federal Head Start grant.
MOTION, SECONDED, AND CARRIED TO APPROVE THE RATIFICATION OF THE WILDER CHILDCARE PARTNERSHIP CONTRACT SUMMARY, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE ON NOVEMBER 5, 2020
3. **Grant Summary, Federal Head Start FY2021-2022 – Nicolee Mensing**

This grant is a noncompetitive continuation grant application for continued funding of CAPRW's Head Start and Early Head Start Federal Grant. April 1, 2021 – March 31, 2022 will be the third year of the five year grant. The Federal funding supports Head Start program operations to serve a minimum of 935 low-income preschool children and 118 Early Head Start Children ages 0-3 (in conjunction with state funding sources). The grant also includes specific Training and Technical Assistance funds for Head Start and Early Head Start to ensure continued professional development of Head Start staff. The amount of this grant is dictated by the Office of Head Start.

MOTION, SECONDED, AND CARRIED TO APPROVE THE FEDERAL HEAD START FY2021-2022 GRANT SUMMARY

4. **Contract Summary, Mechanical Contractor (Ratification) – Cynthia Webster**

Through an RFP process CAPRW's Energy Conservation Program solicited interested mechanical contractors to perform mechanical repairs and replacements on approximately 125-150 single family homes to be weatherized in Ramsey, Washington, and Anoka Counties as part of the 2020-21 Federal Weatherization Program year. A public pre-bidders meeting was held to present the RFP bidder packet information and respond to bidder questions. Three mechanical contractors responded to the RFP and attended the mandatory pre-bidder's meeting. The mandatory annual contractor's meeting was held on October 20, 2020. At that time only two mechanical contractors responded and attended the meeting (Centraire Heating & Air Conditioning and KB Services). In order to reduce costs associated with the mechanical work, this year instead of set pricing, contractors will be bidding on every job. CAPRW will select a contractor per job based on the lowest responsible bid (price, time, and quality).

MOTION, SECONDED, AND CARRIED TO APPROVE THE RATIFICATION OF THE MECHANICAL CONTRACTOR CONTRACT SUMMARY, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE ON NOVEMBER 5, 2020

5. **Grant Summary Amendment, City of White Bear Lake COVID Relief Program (Ratification) –Brooke Walker**

Based on recent guidance regarding eligible uses of the Coronavirus Aid, Relief, and Economic Security Act (CARES) funds, the City of White Bear Lake has reallocated their CARES funds to cover the cost of other eligible expenses. As a result, the funds made available by the reallocation will now support the City of White Bear Lake Resident COVID Relief Program and allow the program to continue beyond the November 15, 2020 deadline. The change has resulted in an amendment to the grant agreement, extending the allocation of funds to December 31, 2021. To date, approximately 90% of the grant and administrative funds remain. Based on the average grant to date, we anticipate serving an additional 125 households, requiring approximately .25 FTE

MOTION, SECONDED, AND CARRIED TO APPROVE THE RATIFICATION OF THE CITY OF WHITE BEAR LAKE COVID RELIEF PROGRAM GRANT SUMMARY AMENDMENT, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE ON NOVEMBER 5, 2020

6. **Contract Summary, Agency Insurance (Ratification) – Lori Doehne**

Community Action Partnership of Ramsey & Washington Counties secures annual insurance policies as a part of its risk management strategy. This contract summary includes a proposal to secure the following insurance coverage for the 2021 calendar year. The renewal year-to-year increase, when compared to 2020, is approximately 8%. The agency will benefit from an overall stable program year-to-year. A market pricing analysis and pricing comparison was conducted for the proposed contract. In general, this analysis places Community Action's current providers near the low range or below market pricing. Agency staff is proposing to continue with the current providers for the 2021 calendar year. A formal competitive bid process was completed for the 2020

calendar year for the general package, a market pricing analysis has been provided by the insurance broker as part of the annual services.

MOTION, SECONDED, AND CARRIED TO APPROVE THE RATIFICATION OF THE AGENCY INSURANCE CONTRACT SUMMARY, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE ON NOVEMBER 5, 2020

7. Contract Summary, City of Shoreview – Cassidy Titcomb

The property at 902 County Rd. E., purchased by the City of Shoreview, requires rehabilitation to meet HUD and Ramsey County Community and Economic Development standards and minimize future maintenance issues. The City of Shoreview would maintain ownership of the property due to a long term plan to incorporate the land on which the property sits into the nearby park. For the next 7 to 10 years the city would like for the property to increase the affordable housing in Ramsey County for households at 60% Area Median Income (AMI) or below. Rehabilitation work will be managed by CAPRW for the City of Shoreview. Property management would be provided by CAPRW after the completion of the rehabilitation work. The property when completed will be leased to CA at no cost, utility costs will be covered by CA tenant selected and all future maintenance costs will be covered by CA, after the initial improvements are completed.

MOTION, SECONDED, AND CARRIED TO APPROVE THE CITY OF SHOREVIEW CONTRACT SUMMARY

8. 2021 Legislative Agenda – Presented by Brooke Walker

CAPRW's funding prevents advocacy, so the Agency supports other entities agendas by ensuring the voice of the low income community is included. The Legislative Agenda guides the type of support provided by the Agency and provides scope. Community Action Partnership of Ramsey & Washington Counties (Community Action) is a private nonprofit, nonpartisan organization committed to working with legislative partners and communities to reduce the impacts of poverty through education, resource mobilization, and the maximum participation of low-income people. This year, Agency Leadership suggested a change to add language regarding racism.

MOTION, SECONDED, AND CARRIED TO APPROVE THE 2021 LEGISLATIVE AGENDA

STANDING COMMITTEES

EXECUTIVE COMMITTEE REPORT – CONNIE GREER

The Executive Committee meeting will be meeting in December. Connie Greer expressed support for Head Start during this unprecedented time.

BYLAWS & MEMBERSHIP COMMITTEE REPORT – MARCIE JEFFERYS

The Bylaws & Membership Committee did not meet in November.

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

The November P&E Agenda was reviewed. The Committee will make the decision to meet in December if business arises.

FINANCE COMMITTEE REPORT – KEITH SCHULER

Finance Committee meetings will be an hour and half beginning in January. The September financials will be reviewed at the December meeting. Year-end information will be covered at the December meeting. The Credit Card Statement for September 2020 was reviewed. The Committee spoke about the Capital Repairs & Improvements Update.

MOTION, SECONDED, and CARRIED TO APPROVE THE SEPTEMBER 2020 CREDIT CARD STATEMENT

HEAD START POLICY COUNCIL REPORT (HSPC) – LUVIDIA WILLIAMS/CONNIE GREER

Policy Council met on Nov. 10th and welcomed new members. They discussed the Policies and Procedures of the Council. They will be voting on the Executive Committee at the next meeting.

PROGRAM REPORTS

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

ANNOUNCEMENTS/INFORMATION

A Board Roster, Board Calendar, and Board Committee Assignments were included in the Board packet for review.

NEXT BOARD MEETING DATE:

December 17, 2020 – 6:00 pm

Board President, Connie Greer, adjourned the Board meeting at 7:48 pm.

An Executive Session was held.