

Community Action Partnership of Ramsey & Washington Counties
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BOARD OF DIRECTORS MEETING
450 Syndicate Street North, Suite 30
St. Paul, MN 55104
November 16, 2017

MINUTES

Members Present:	Blake Huffman, Michelle Kemper, Marcie Jefferys, Jane Prince, Shereen Page, Connie Greer, Elizabeth Omoyeni, Sara Appolon, Mary Jo McGuire, Keith Schuler, Esmeralda Cortes, Heather Meyers (Phone)
Members Absent:	Kerri Sawyer, TaLisa Lissimore
Staff Present:	Clarence Hightower, Dean Dalzell, Catherine Fair, Brooke Walker, Deonna Humphrey, Karri Kerns, Theresa Lumpkins, Tom Moberg
Guests Present	Francie Mathes (Department of Human Services, Office of Economic Opportunity)

CALL TO ORDER

The meeting was called to order at 6:14 pm by Board Treasurer, Michelle Kemper. A quorum was present.

The Board reviewed the agenda for November 16, 2017, and the minutes for October 19, 2017.

November 16, 2017 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE NOVEMBER 16, 2017, AGENDA

October 19, 2017 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE OCTOBER 19, 2017, MINUTES

CHAIR COMMENTS

None

STUDY SESSIONS

A. BOARD TRAINING : ROLES & RESPONSIBILITIES FOR ORGANIZATIONAL STANDARDS AND RESULTS ORIENTED MANAGEMENT & ACCOUNTABILITY (ROMA) -- FRANCIS MATHES (OEO)

A presentation was given by Francie Mathes from the Office of Economic Opportunity (OEO) on Organizational Standards and Results Oriented Management & Accountability (ROMA) for Boards. The 58 Organizational Standards focus on agencies' organizational structure and processes. The CSBG Act states that boards must fully participate in the development, planning, implementation, and evaluation of programs supported by CSBG. Community Action Agency Boards must balance their governance responsibilities against micromanagement (not dipping into operational activities). Board minutes and assuring compliance with the Organizational Standards provide opportunities for Boards to demonstrate fulfillment of their responsibilities.

ROMA Next Generation has been rolled out. ROMA Next Generation is a complete package of local, state, and federal accountability. ROMA Next Generation allows for progress on data modernization, infrastructure and capacity for analysis. The CSBG Annual Report identifies three National Goals, which is down from six. It is now divided into Modules, not sections, and it integrates the Organizational Standards. The Board must review and approve the Annual Plan and the Annual Report. Going forward Board Minutes are going to become extremely important in tracking Agency and Board compliance.

B. HOUSING DEVELOPMENT UPDATE -- CATHERINE FAIR

Catherine Fair gave a housing development update on the rehab work that is being done on the duplex owned by Community Action as part of the Community Housing Development Organization (CHDO). The PowerPoint presentation included before and after photos of the progress being made on the rehab work. Community Action will income qualify the applicants, as the management company will not do this. An Open House will take place in January for staff and Board Members.

C. HEAD START MONITORING SYSTEMS & GOVERNANCE -- KARRI KERNS

Karri Kerns presented the new Head Start Monitoring Systems & Governance. There are three (3) focus areas. Focus Area 1 is Program Design and Services and it consists of an off-site review, review of Head Start & Early Head Start documents, a series of conference calls with the Director, Governing Body, Policy Council, and Management. Focus Area 2 is Performance and Continuous and Program Improvement and it consists of an on-site review which typically lasts for five days. It also involves conversations with program staff who will share tools used to monitor performance and will explore the support staff receives to provide quality services. Focus Area 3 is Class Review designed to assess the effectiveness of interactions between children and teachers by observing emotional support, classroom organization, and instructional support.

D. FUNDRAISING PRIORITIES -- CASSIDY TITCOMB

Cassidy Titcomb presented the Agency Funding Priorities and Opportunities. Handouts were provided on the Funding Priorities Flowchart and Funding Opportunities Flowchart. There are three (3) main funding priorities; 1) Develop Affordable Housing, 2) Expand Car Ownership Program and 3) Provide funding assistance to participate in vocational opportunities. There are 13 funding opportunities which all fall within one of the three categories: improving quality of life, creating opportunities, and building strong futures.

NEW BUSINESS

A. **2018 Legislative Agenda**

Brooke Walker presented the 2018 Legislative Agenda and Timeline. Community Action is committed to working with legislative partners and communities to reduce the impacts of poverty through education, resource mobilizations, and maximum participation. If an issue or piece of legislation arises that clearly fits within the framework of the legislative agenda, the Executive Director will determine agency participation. If it doesn't clearly fit within the framework, the Executive Director will confer with the Board President to either move forward or defer to the Board of Directors. The 2018 Legislative Agenda was previously reviewed and approved during all of the Board Committee meetings.

MOTION, SECONDED, and CARRIED TO APPROVE THE 2018 LEGISLATIVE AGENDA

B. **Grant Summary – Federal Head Start Grant**

Dean Dalzell presented the Head Start & Early Head Start Continuation Grant Summary. This grant summary reflects the application for continuation of funding of CAPRW's Head Start and Early Head Start Federal Grant. The grant amount is \$10,043,351 and the grant duration is April 1, 2018 – March 31, 2019. The Federal funding supports Head Start program operations to serve a minimum of 1,242 low-income preschool children and 148 Early Head Start Children age 0-3 (in conjunction with state funding sources). The grant also includes Training and Technical Assistance funding for Head Start and Early Head Start to ensure continued professional development for Head Start Staff. This grant application reflects the fifth year of the five-year Federal grant cycle.

MOTION, SECONDED, and CARRIED TO APPROVE THE FEDERAL HEAD START & EARLY HEAD START CONTINUATION GRANT APPLICATION AS OUTLINED IN THE GRANT SUMMARY

C. **Grant Summary – Lease Agreement, Southern MN Regional Legal Services (SMRLS)**

Dean Dalzell presented a Grant Summary for the Lease Agreement between Community Action and Southern MN Regional Legal Services. SMRLS has been a tenant of the building for thirteen years. This grant summary represents the tenant's request for extension of their lease agreement for a period of 36 months (3 years). The tenant will continue to occupy 3,912 square feet in Suite 285. The renewal of this lease will provide an additional \$172,533 of unrestricted revenue to Community Action for a period of three years.

Included within this total amount is an annual rent increase of 5% to maintain alignment with the market range for similar office space.

MOTION, SECONDED, and CARRIED TO APPROVE THE LEASE AGREEMENT GRANT SUMMARY FOR SOUTHERN MN REGIONAL LEGAL SERVICES (SMRLS)*

**BOARD MEMBER, HEATHER MEYERS, IS AN EMPLOYEE OF SMRLS AND THEREFORE ABSTAINED FROM THE VOTE*

D. Contract Summary – Agency Insurance

Dean Dalzell presented a Contract Summary for the Agency Insurance Policies. Community Action 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 2018 calendar year: property, auto, general liability, umbrella, worker’s compensation, directors & officers, employment practices liability, fiduciary, crime, and cyber/network security. Attachment “A” of the Contract Summary provides a brief definition of each insurance classification. The total insurance premiums paid will decrease approximately 3% when compared to 2017. The annual contract amount is \$262,547 and the contract duration is January 1, 2018 – December 31, 2018. The initial premium is typically higher than the guaranteed cost premium; however, if the agency is able to keep losses to a minimum, there is an opportunity for a Retention Credit at the end of the term. Since 2012 the agency has received approximately \$264,607 in Retention Credits.

MOTION, SECONDED, and CARRIED TO APPROVE THE AGENCY INSURANCE CONTRACT SUMMARY

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Agency Dashboard -- *Tom Moberg*

- Tom Moberg provided an overview of the Agency Dashboard. The Dashboard is a tool designed to give Board Members a snapshot of what is happening at the agency. A handout was provided to all present Board Members with instructions on how to access the Dashboard.
- Each Department/Program Director explained the numbers/dials on the Dashboard for their specific department.
- A question was asked about whether the agency operates under the open portal. Dr. Hightower noted that the dashboard is only set up for the Board to view; however, they are free to discuss the information publicly.
- If there are other items that the Board would like to see included on the Dashboard, they can contact Dr. Hightower. The Dashboard is a work in progress and changes will continue to be made as we move forward.

Customer Satisfaction Measurement -- *Cassidy Titcomb*

- One of the 58 OEO Organizational Standards is “The organization has a systematic approach for collecting, analyzing, and reporting the customer satisfaction data to the governing board.” Per Community Action’s Strategic Plan the agency is committed to Program Service Excellence. Data is regularly used to improve service and program delivery and is used annually to inform departmental work plans. Each department conducts its own annual customer satisfaction survey and has presented the outcomes to the Board each year.
- The 2016-2017 Customer Satisfaction Survey results for programs were included in the Board Packet and were discussed and reviewed by the Board.
- Starting in 2018, the Board will review all Customer Satisfaction Surveys during the October Board meeting each year.

EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN

All items on the Executive Committee agenda were previously discussed during the meeting.

BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS

The Bylaws & Nominations Committee did not meet.

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

The Committee approved the Federal Head Start/Early Head Start Grant Summary as well as the 2018 Legislative Agenda. Brooke Walker gave an overview of the Law Enforcement Career Path Academy (LECPA).

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

Michelle Kemper provided the Finance Committee Report. Financial statements for the month of September were reviewed. September is the 12th month of the fiscal year. The 12 month preliminary report was reviewed. A final year-end report will be provided at a later date. Agency expenditures and revenue were within target of the budget for the fiscal year. The building is 100% occupied and all tenants are current. The September credit card statements were also reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE SEPTEMBER 2017 FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENT AS PRESENTED

HEAD START POLICY COUNCIL REPORT (HSPC) – CONNIE GREER/ELIZABETH OMOYENI

The Head Start Policy Council meeting is scheduled for next week.

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):

January 18, 2018 – 6:00 PM (There will not be a Board meeting during the month of December)

An Executive Session was not held.

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 8:05 pm.