

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

**BOARD OF DIRECTORS MEETING**  
**450 Syndicate Street North, Suite 20**  
**St. Paul, MN 55104**  
**September 15, 2016**

**MINUTES**

<b>Members Present:</b>	Blake Huffman, Heather Meyers, Marcie Jefferys, Keith Schuler, Connie Greer, Jane Prince, Michelle Kemper, Kerri Sawyer, LeAndra Estis, Robin Madsen
<b>Members Absent:</b>	Evie Shelafoe, Mary Jo McGuire, Mary Spaulding, Ta’Lisa Lissimore
<b>Staff Present:</b>	Clarence Hightower, Dean Dalzell, Deonna Humphrey, Brooke Walker, Denise Kenyon, Aimee Sandy, Theresa Lumpkins
<b>Guests Present</b>	

**CALL TO ORDER**

The meeting was called to order at 6:02 pm by Board President, Blake Huffman.

A quorum was present. The Board reviewed the agenda for September 15, 2016, and the minutes for August 18, 2016.

**September 15, 2016 Agenda**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE SEPTEMBER 15, 2016, AGENDA**

**August 18, 2016 Minutes**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE AUGUST 18, 2016, MINUTES**

**CHAIR COMMENTS**

Board Chairman, Blake Huffman, shared that the county is currently wrapping up the budget process. The number one phrase that is being discussed is public engagement. He would like for staff to be mindful of public engagement specifically when interacting with parents, participants, etc.

**STUDY SESSIONS**

**A. 2017 FISCAL YEAR BUDGET – FINAL DRAFT**

Dr. Hightower presented the 2017 Fiscal Year Budget – Final Draft. He acknowledged the hard work of staff in preparing the budget. A Budget Book was mailed to all Board Members with the Board packet for review. Most of the 2017 Budget Assumptions have been pretty accurate; with exception of the Healthcare assumption. This assumption is higher than what was previously assumed. The best guess is 9.5%, but could go as high as 11%. The total 2017 Agency Budget is \$23,494,126 and expenses are \$23,566,325. Some differences in 2017:

- **Strategic Initiatives, Communications and Planning:** Continue with revenue diversification strategies and implement a clear and concise agency communication plan
- **Energy Conservation:** Increase in Low Income Home Energy Assistance Program (LIHEAP) funds transferred to the Minnesota Weatherization Program, (from 5% to 10%).
- **Head Start:** Increase in Funding from MN Department of Education

**B. BOARD TRAINING VIDEO**

The Board watched the first of a two part video on Board Training for Community Action Agencies that was created by the Office of Economic Opportunity (OEO). Connie Greer gave a brief introduction of the video as well as the Training Book that each member received during the meeting. A discussion of the video took place after the first part of the training.

#### **NEW BUSINESS**

##### **A. 2017 Fiscal Year Budget – Final Draft**

Michelle Kemper made a motion to approve the Final Draft of the 2017 Fiscal Year Budget.

Blake Huffman asked how CAPRW compares to other Community Action Agencies in regards to diversification. Connie Greer commented that she believes that the paying off of the building put CAPRW light years ahead of many other organizations. Keith Schuler asked if CAPRW has strategically identified where the diversified funds would go. Dr. Hightower commented that the agency would use the Community Needs Assessment to determine where the funds would best be utilized.

**MOTION, SECONDED, and CARRIED TO APPROVE THE 2017 FISCAL YEAR BUDGET – FINAL DRAFT**

##### **B. Community Services Block Grant (CSBG) Organizational Standards**

Dr. Hightower presented the Community Services Block Grant (CSBG) Organization Standards for approval. Last year, the P&E Committee reviewed all 58 Standards. 54 Standards were met, four Standards were unmet. In an effort to self-certify for Fiscal Year 2016-2017, staff is requesting Board approval certifying that the four unmet standards have now been achieved. The four Standards that were previously unmet were Standards 1.3, 2.1, 4.1, and 4.5.

**MOTION, SECONDED, and CARRIED TO APPROVE THE COMMUNITY SERVICES BLOCK GRANT (CSBG) ORGANIZATIONAL STANDARDS**

#### **EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER**

##### **Director Vacancies**

- Deonna Humphrey provided an update on the director positions. Interviews took place earlier this week for the Head Start Director and the Senior Strategic Initiatives Director positions. The Head Start Director position is down to two finalists. The Senior Strategic Initiatives Director position is down to two finalists as well. The goal is to have the Head Start position filled by the first week in October. Discussion took place on the lack of a Head Start parent during the interview process. Connie Greer commented that Head Start has to sign off on the hiring of the Head Start Director position. Head Start Policy Council is currently not in session, but the agency is working to get their approval of the new hire. The Senior Strategic Initiatives Director position is on track to be filled by the first part of October.

##### **2016 CAP Annual Convention: Building Resilience**

- Dr. Hightower gave a presentation on his attendance at the 2016 CAP Annual Convention which was held in Austin, TX on August 30 – September 2, 2016. Dr. Hightower commented that this conference did not seem as content rich as previous conferences that he attended. A big focus within the network is to get Community Action staff to become a Certified Community Action Professionals (CCAP). Dr. Hightower attended a session presented by Vu Le whose nonprofit is called Nonprofit with Balls. Dr. Hightower also attended a presentation by the Kellogg Foundation on racial healing and transformation and a session on strategic communication.
- Blake Huffman would like to see a summary of the presentation by Vu Le as a study session at a future Board meeting.

##### **OSHA Update**

- Dean Dalzell provided an OSHA update. OSHA visited the agency on May 5 to investigate some asbestos concerns. The agency received citations on a couple of other issues totaling \$4,000. The original investigation has been closed.

##### **Voter Registration**

- Brooke Walker provided an update on voter registration. The agency goal is 1,300 by the end of 2016. Efforts are being made to reach current participants. 1,000 families received voter registration information during the Head Start Orientation. A registration booth has been set up in the lobby and 225 people were reached in the past four days and 40 voters were registered. National Voter

Registration Day is on September 27. A tent will be set up outside (weather permitting) and a vendor will be onsite passing out treats from 12:00 – 4:00 pm.

**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 did not meet. They plan to meet to address the current Board vacancy.

**PLANNING & EVALUATION (P&E) COMMITTEE REPORT – ROBIN MADSEN**

The P&E committee did not meet.

**FINANCE COMMITTEE REPORT – MICHELLE KEMPER**

The 2017 Fiscal Year Budget was reviewed. Financial statements for the month of July were reviewed. July is the 10<sup>th</sup> month of the fiscal year. The committee reviewed all the reports that are in the finance packet and came to the conclusion that they like all the reports that are currently being used. Agency expenditures and revenue are below budget for the fiscal year. The building is 100% occupied and all tenants are current. The July credit card statements were reviewed.

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

**HEAD START POLICY COUNCIL REPORT – HEATHER MEYERS**

The Head Start Policy Council has not met. The meeting is scheduled for next Tuesday.

**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.

Robin Madsen asked about the Target Liquor Store. Due to the proximity of the liquor store to the Head Start Center, Target had to seek approval from Community Action. Lydia, from Target, keeps in touch with Dr. Hightower on a regular basis and has offered to give an update at a Board meeting if necessary.

**NEXT BOARD MEETING DATE(S):**

**October 20, 2016 – 6:00 PM**

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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 7:22 pm.