

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

BOARD OF DIRECTORS MEETING

June 17, 2021 at 6:00 pm

Zoom Meeting

<https://caprw-org.zoom.us/j/97404788811?pwd=dzV6QUgzVEpsYW9UV0ltanBCY0ZoQT09>

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

Meeting ID: 974 0478 8811

Passcode: rcl3P+

MINUTES

Members Present:	Connie Greer, Marcie Jefferys, Jane Prince, Keith Schuler, Jillian McAdams, George Stone, Esmeralda Cortes, Luvidia Williams
Members Absent:	Nicole Frethem, Trista MatasCastillo, Leigh Ann Ahmad, Jessika Thomas-Powell
Staff Present:	Kevin Adams, C. Herme, Caitlin Duncan, Catherine Fair, Nicolee Mensing, Cassidy Titcomb
Guests Present:	Ellen Watters (Ellen Watters Consulting), Daniel Lee (Wilder Research), Nicole MartinRogers (Wilder Research), Amanda Hane (Wilder Research), Ryan Evans (Wilder Research)

I. 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.

II. AGENDA

The Board reviewed the agenda for June 17, 2021. A motion was made to amend the Agenda to include a discussion regarding the Ad Hoc Committee under the Standing Committee Reports.

MOTION, SECONDED, AND CARRIED TO APPROVE THE JUNE 17, 2021 AGENDA AS AMENDED.

III. MINUTES

The Board reviewed the minutes for the May 20, 2021 Board of Directors meeting.

MOTION, SECONDED, AND CARRIED TO APPROVE THE MAY 20, 2021 BOARD MEETING MINUTES

IV. CHAIR COMMENTS – CONNIE GREER

Connie Greer invited Catherine Fair to introduce the Board Consultant, Ellen Watters who will engage with a Board Development Ad Hoc Committee.

V. EXECUTIVE DIRECTOR REPORT – CATHERINE FAIR

Catherine Fair gave updates on the agency.

VI. CONSENT AGENDA FROM STANDING COMMITTEES

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

The Planning and Evaluation Committee met on June 7, 2021 and reviewed and approved the contract summaries for the Weatherization Assistance Program (DOE), the EAP/WX Base Funding and the EAP/WX American Recovery Plan Act.

Bylaws & Membership Committee Report – Marcie Jefferys

The Bylaws Committee did not meet this past month, but will meet in July.

Finance Committee – Keith Schuler

The Finance Committee meeting was held on June 8, 2021 and the Committee reviewed and approved the April financial and credit card statements. The April statements reflect the seventh month of fiscal year. The Committee also reviewed the timeline and assumptions for the 2022 budget process.

Executive Committee Report – Connie Greer

The Executive Committee met on June 8, 2021 and reviewed and approved the contract summaries for the Weatherization Assistance Program (DOE), the EAP/WX Base Funding and the EAP/WX American Recovery Plan Act to go before the Board of Directors for ratification.

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

The Head Start program report is included in the Board Packet for review. Luvidia Williams provided the Board of Directors with a summary of the Policy Council meeting, which took place on June 15, 2021.

Board Development Ad Hoc Committee – Marcie Jefferys

Marcie Jefferys gave an overview of the work of the Ad Hoc Committee and encouraged participation in the self-assessment and interviews with the Board Consultant.

**MOTION, SECONDED, and CARRIED TO APPROVE THE CONSENT AGENDA, WHICH INCLUDES:
RATIFICATION OF THE WEATHERIZATION ASSISTANCE PROGRAM (DOE) GRANT SUMMARY
RATIFICATION OF THE EAP/WX BASE FUNDING GRANT SUMMARY
RATIFICATION OF THE EAP/WX ARPA GRANT SUMMARY
APPROVAL OF THE APRIL 2021 FINANCIAL SUMMARY REPORT
APPROVAL OF THE APRIL 2021 CREDIT CARD STATEMENT**

VII. NEW BUSINESS / DISCUSSION FROM CONSENT AGENDA

There were no additional items of New Business.

VIII. STUDY SESSIONS

Demographic Data and Overview for the Community Needs Assessment – Wilder Research

Daniel Lee from Wilder Research presented a demographic overview for Ramsey and Washington Counties that will inform the Community Needs Assessment. This data can point to key contributors to poverty, including racism.

Community Initiative Project Update: Affordable Housing Development – Cassidy Titcomb

This study session was postponed due to time.

IX. PROGRAM REPORTS

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

X. ANNOUNCEMENTS

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

NEXT BOARD MEETING DATE:

August 19, 2021 – 6:00 pm

Board President, Connie Greer, adjourned the Board meeting at 7:28pm.