

Community Action Partnership of Ramsey & Washington Counties
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BOARD OF DIRECTORS MEETING
450 Syndicate Street North, Suite 20
St. Paul, MN 55104
March 17, 2016

MINUTES

Members Present:	Heather Meyers, Michelle Kemper, Lee Mehrkens, Kevin Myren, Kerri Sawyer, Ta’Lisa Lissimore, LeAndra Estis, Patty Lilledahl, Jim McDonough, Blake Huffman
Members Absent:	Evie Shelafoe, Ehta Zar, Robin Madsen, Mary Spaulding
Staff Present:	Clarence Hightower, Dean Dalzell, Deb Moses, Deonna Humphrey, Aimee Sandy, Mozell Jefferson, Theresa Lumpkins, Allyson Gentry
Guests Present	Elaine Weber-Nelson (WeberNelson Consulting)

CALL TO ORDER

The meeting was called to order at 6:00 pm by Board President, Lee Mehrkens.

A quorum was present. The Board reviewed the agenda for March 17, 2016, and the minutes for February 18, 2016.

March 17, 2016 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE MARCH 17, 2016, AGENDA

February 18, 2016 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE FEBRUARY 18, 2016, MINUTES

CHAIR COMMENTS

- A. Board Chair, Lee Mehrkens, thanked the union members that attended the meeting.
- B. Acknowledgement of outgoing Board Members. Plaques were given to the following board members in recognition of their service on the Board of Directors.
 - a. Patty Lilledahl (Member from 2015 – 2016)
 - b. Jim McDonough (Member from 2010 – 2016)
 - c. Lee Mehrkens (Member from 2010 – 2016)
 - d. Kevin Myren (Member from 2010 – 2016)

STUDY SESSIONS

A. FINANCIAL SUSTAINABILITY ASSESSMENT

A presentation was given by Elaine Weber Nelson from WeberNelson Consulting on the Financial Sustainability Assessment. The Financial Sustainability Assessment gave a report of strengths and weaknesses of the current organizational structure (governance, staff, systems, etc.) to support diversification of revenue. It also gave recommendations of possible strategies for moving the agency in a direction that supports diversification of revenue. The Strategic Plan calls for financial diversification and branding efforts.

Commissioner Jim McDonough commented that it may be a good idea to hire a person to focus on these efforts as it is a bigger job than current staff may be able to take on.

Kevin Myren commented that CAPRW should research other CAP agencies to see who is doing this and doing it well. CAP of Tulsa has done a good job, especially with Head Start.

B. HEAD START CKC GOOD FOOD

Deb Moses gave an update on the Head Start CKC Good Food. A handout was distributed and reviewed on the CKC budget, as well as the quality and customer satisfaction. Expenses will be a little above budget as summer school was not originally budgeted for which accounts for the approximately \$20,000 overage that is expected. The opening of the Phoenix site will also contribute to the overage. The quality of food service has been good for the most part and Head Start continues to work with CKC to address variety and the amount of individual portion packaged foods.

NEW BUSINESS

A. 2016 Agency Work Plan

Dr. Hightower presented the 2016 Agency Work Plan. These goals, along with the annual budget, are among the most important things the board will be asked to consider in a calendar year. These goals will be the basis of the agency work in 2016 and will serve as the tool to evaluate the Executive Director's Performance Evaluation in January 2017. There are a total of 30 goals and these goals tie in directly with the 2016-2018 Strategic Plan.

MOTION, SECONDED, AND CARRIED TO APPROVE THE 2016 AGENCY WORK PLAN

B. Minnesota Solar Incentive Program

Dean Dalzell presented the Minnesota Solar Incentive Program Grant Summary. Community Action has the opportunity to participate in the Minnesota Solar Incentive Program administered by the Department of Commerce. CAPRW is signaling its interest in participating by submitting an application in conjunction with a solar energy company, *Innovative Power Systems*, via a lottery process. If selected, CAPRW will qualify for a 40,000 kilowatt solar panel array for the Ruth Benner Center. Installation and operation of the solar panels will reduce the electrical utility costs for the building. The installation and first fifteen years of the operation will be financed through a contractual agreement with IPS (listed the in the contract summary as a Power Purchase Agreement). No payments are made by CAPRW for the equipment; IPS owns the equipment during these fifteen years. CAPRW's estimated net savings during this time frame is \$30,257.

MOTION, SECONDED, and CARRIED TO APPROVE THE MINNESOTA SOLAR INCENTIVE PROGRAM GRANT SUMMARY

C. 2017 Pathway II Early Learning Scholarship

Deb Moses presented the 2017 Pathway II Early Learning Scholarship. Funds have been made available for a fourth year of Head Start programming via Pathway II scholarships. This is a state appropriation which was increased in 2016. Of that increase, CAPRW received an additional \$200,000 that was used for 27 Head Start slots. These funds are used to support mental health services, Numbers Work Program, Male Involvement Program, transportation to one classroom, and summer literacy bags. This year, Community Action has been invited to apply for an additional \$75,000 for services in the New Brighton and Maplewood School Districts. If granted, the additional funds will support increased mental health services in our Head Start Centers located in those school districts.

MOTION, SECONDED, AND CARRIED TO APPROVE THE 2017 PATHWAY II EARLY LEARNING SCHOLARSHIP

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

- Federal Head Start Monitoring Review
 - Deb Moses gave an update on the current Eligibility, Recruitment, Selection, Enrollment, & Attendance (ERSEA) Review taking place this week in Head Start. This is the first of two Federal Reviews. The ERSEA Review is now complete and went very well. We are currently in the middle of the Fiscal Review. We appear to be in 100% compliance in our fiscal review at this time. The Comprehensive Child Services & School Readiness Federal Review will take place the week of April 25th.
- Union Negotiations Update
 - Dr. Hightower gave an update on the current union negotiations. Two meetings have taken place so far. The next meeting, which is scheduled for tomorrow, March 18 will be mediation.

Management has not put any items on the table. To date, the union has put 11 items on the docket.

- Community Ambassadors
 - The Community Ambassadors Program has decided to pursue another option. They have chosen to go with Hallie Q Brown Center instead of CAPRW.
- Charities Review Council –
 - Dean Dalzell gave an update on the Charities Review Council. Last month a change was brought before the board regarding the agency's records retention policy. The agency goes through a certification process every 2-3 years. The records retention policy was the only action item that came out of the certification process. Since the last board meeting, the agency has been recertified as a "Meets Standards" organization.

EXECUTIVE COMMITTEE REPORT – LEE MEHRKENS

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

BYLAWS & NOMINATIONS COMMITTEE REPORT – JIM MCDONOUGH

New Board Member Orientation will take place on April 21 at 5:00 PM before the scheduled board meeting at 6:00 PM that same day.

PLANNING & EVALUATION COMMITTEE REPORT – KERRI SAWYER

All items on the agenda were discussed. The committee reviewed the Volunteer Philosophy Statement and discussed the 2016 P&E meeting schedule.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

The Finance Committee report was given by Michelle Kemper. The 2015 Retirement Plan Audit was reviewed and approved. Financial statements for the month of January were reviewed. January is the 4th month of the fiscal year. Agency expenditures are below budget, mainly due to Head Start & Energy Conservation being lower than expected at this time. The January credit card statements were also reviewed.

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

HEAD START POLICY COUNCIL REPORT – HEATHER MEYERS

Heather Meyers gave the Head Start Policy Council update. The educational outcomes were reviewed for the middle of the year and show improvement. Head Start approved the hiring of a Home Visitor and a Teacher. A self-assessment will take place all next week. Currently there are 25 parents signed up to participate.

ANNOUNCEMENTS/INFORMATION

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

NEXT BOARD MEETING DATE(S):

April 21, 2016 – 6:00 PM

The Board meeting was adjourned by Board President, Lee Mehrkens, at 7:22 pm.