

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
January 17, 2019

MINUTES

Members Present:	Blake Huffman, Connie Greer, Jane Prince, Mary Jo McGuire, Marcie Jefferys, Sara Appolon, Keith Schuler, Michelle Kemper, Alex Hines, Elizabeth Omoyeni, Ta’Lisa Lissimore, Esmeralda Cortes, Trista MatasCastillo, Luvidia Williams
Members Absent:	Heather Meyers, Shereen Page
Staff Present:	Clarence Hightower, Dean Dalzell, Cindy Webster, Catherine Fair, Cassidy Titcomb, Sarah Hayes, Sandy Hsu, Theresa Lumpkins
Guests Present:	

CALL TO ORDER

The meeting was called to order at 6:05 pm by Board President, Blake Huffman. A quorum was present.

An amended agenda was distributed at the meeting. The Board reviewed the amended agenda for January 17, 2019, and the minutes for November 15, 2018.

January 17, 2019, Amended Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE JANUARY 17, 2019, AMENDED AGENDA

November 15, 2018 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE NOVEMBER 15, 2018, MINUTES

CHAIR COMMENTS

The Board Chair thanked Commissioner Mary Jo McGuire and Elizabeth Omoyeni for their service on the Board as their terms have expired. Plaques were presented to each member.

STUDY SESSIONS

- A. Findings from 2018 Community Needs Assessment, the 2019-2021 Strategic Plan, and Updates to Mission, Vision and Values Statements
- Cassidy Titcomb presented the findings from the 2018 Community Needs Assessment, the 2019-2021 Strategic Plan and updates to the Agency’s Mission, Vision and Values statements. In January 2018, Community Action embarked on “One Journey” to conduct the Community Needs Assessment and update the Agency’s Strategic Plan. This process also included reviewing and updating the Agency’s Mission, Vision, and Values statements. A workgroup, made up of Senior Leadership Staff, general Agency Staff, and representation from the Board, was created to work through this process throughout the calendar year. The Improve Group was selected to both conduct the Community Needs Assessment and serve as consultants for the Strategic Plan. Part of this process also included reviewing and making notable updates to the Agency’s Mission, Vision, and Value statements. For the Community Needs Assessment the most significant finding was that the overall root cause of poverty in our community is systemic oppression and that making systems equitable is the most important community need. Six additional key findings from the Community Needs Assessment were also reviewed. These findings were used to inform the 2019-2021 Strategic Plan. The plan calls for Community Action to support low-income people by delivering responsive, high-quality services and improving the network of community resources; to influence the perception of poverty through

our leadership and history of supporting low-income people; and to ensure effective operations that better serve the community through empowered, engaged employees, systems to support data-driven decisions, and flexible, sustainable finances.

B. Community Action Risk Assessment

Dean Dalzell presented on the Community Action Risk Assessment. Community Action completed a risk assessment inventory to identify potential gaps in agency risk management. The goal of this risk assessment report is to clearly, concisely, and transparently communicate to the Board of Directors an overall risk profile for the agency. Agency staff utilized an independent resource, "My Risk Assessment Web Portal", developed specifically for the Community Action Network by the Nonprofit Risk Management Center. Using this information, staff will rank the risks, including a determination of a risk event's probability of occurring and impact severity if it did occur. Prioritized risks will be documented and reported to the Board, followed by a response plan to mitigate the risk.

NEW BUSINESS

A. Seat New Board Members

- a. **Ramsey County Commissioner, Trista MatasCastillo – Public Sector**
- b. **Minerva Munoz – Private Sector**
- c. **Luvidia Williams – Low Income Sector (Head Start Policy Council Representative)**

Ramsey County Commissioner, Trista MatasCastillo has been appointed to the Board by Ramsey County. She will replace Commissioner Mary Jo McGuire. Luvidia Williams was elected as the Head Start Policy Council Representative for the Board and will replace Elizabeth Omoyeni. Minerva Munoz was selected by the Bylaws & Nominations Committee to fill the vacancy in the Private Sector.

MOTION, SECONDED, and CARRIED TO APPROVE THE SEATING OF TRISTA MATASCASTILLO, MINERVA MUNOZ, AND LUVIDIA WILLIAMS TO THE BOARD OF DIRECTORS

B. Findings of the 2018 Community Needs Assessment, the 2019-2021 Strategic Plan and Updates to the Mission, Vision, and Values Statement

Cassidy Titcomb previously presented the findings of the 2018 Community Needs Assessment, the 2019-2021 Strategic Plan, and the updates to the Mission, Vision, and Values Statements during the Study Session.

MOTION, SECONDED, and CARRIED TO ACCEPT FINDINGS OF THE 2018 COMMUNITY NEEDS ASSESSMENT, THE 2019-2021 STRATEGIC PLAN AND UPDATES TO THE MISSION, VISION, AND VALUES STATEMENTS

C. Contract Summary – Financial and Human Resources Software

Dean Dalzell presented the contract summary for new accounting, financial, and HR software systems. Community Action utilizes financial and human resource information systems (HRIS) as tools to assist in the day-to-day management, reporting, and evaluation of its financial and human resource assets. Effective and efficient software tools are essential components of a well-managed agency. Intacct and Workforce Go! was selected as the vendor for the new software system. The contract amount is \$351,507 over three years. The contract duration is February 1, 2019 - January 31, 2022.

MOTION, SECONDED, and CARRIED TO APPROVE THE CONTRACT SUMMARY FOR THE FINANCIAL AND HUMAN RESOURCES SOFTWARE

D. Contract Summary – Property Rehabilitation Contract

Dean Dalzell presented a contact summary for a property rehabilitation contract. The property at 2480 13thAve, North St. Paul, purchased by CAPRW as a Community Housing Development Organization, requires rehabilitation to meet HUD and Ramsey County Community and Economic Development standards and minimize future maintenance issues. The two unit property is intended to increase the affordable housing in Ramsey County for households at 60% Area Median Income (AMI) or below. Request for Proposals was sent by our construction management consultant October 15. Proposals were reviewed in November and a contractor selected. Scope of work revisions were made to account for Energy Conservation activities that will be performed by Community Action. Rehabilitation work will be performed in early 2019. One unit in the property is currently occupied and will remain occupied throughout renovations. The property will comply with HOME Funding property standards and be available for full occupancy by April of 2019. THR,

LLC was selected as the vendor. The contract amount is \$133,436 and the contract duration is December 2018-May 2019.

MOTION, SECONDED, and CARRIED TO APPROVE THE CONTRACT SUMMARY FOR THE PROPERTY REHABILITATION CONTRACT

E. Signature Delegation Authority

Dean Dalzell presented the Signature Delegation Authority. It is the responsibility of the Board of Directors to grant delegation of signature authority to the Executive Director to enter into grants and/or contracts and to execute and deliver any instrument in the name of and on behalf of the Agency. All grants and/or contracts above the Executive Directors signing limit of seventy-five thousand dollars (\$75,000) must have Board approval prior to being signed.

MOTION, SECONDED, and CARRIED TO APPROVE THE SIGNATURE DELEGATION AUTHORITY

F. 2019 Legislative Priorities

Dean Dalzell presented the 2019 Legislative Priorities for review and discussion. The Legislative Priorities is a working document that outlines legislative proprieties of some of the agency's partners. This document may evolve throughout the Legislative session and it may be brought before the Board more than once as priorities change.

G. Conflict of Interest Policy

All Board members received the Whistleblower Policy and Conflict of Interest Policy for Board Members, Officers, Employees and Volunteers in their meeting packet for review. All present Board members completed & signed the Conflict of Interest Disclosure Form and signed the Policy Acknowledgment Form.

H. Government Shutdown

The Board Chair asked about the Government Shutdown's impact on Community Action. Dr. Hightower explained that currently there is very little impact on Community Action. Most of the agencies funding is in bills that have already been signed.

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

1. Head Start Hiring Update

Dr. Hightower provided an update on the hiring of the Head Start/Early Head Start Director position. The search firm is continuing to working to find candidates. Dr. Hightower is planning to schedule interviews with the search committee in the next couple of weeks. There are currently two solid candidates. He also mentioned that the candidates must be able to talk about some issues that concern Head Start such as duration, enrollment, and transportation.

2. All Staff Event

The Community Action All Staff Event will take place next Friday, January 25 from 8:00 am – 12:00 pm at the Midpointe Event Center in St. Paul. This is the one time each year that all staff come together.

EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN

All items on the Executive Committee Agenda were discussed. The Board Chair discussed the 2018 Executive Director Performance Evaluation Survey which will be emailed to all Board members this evening to be completed by Friday, January 25. Included in the email will be a self-assessment report from Dr. Hightower and the 2018 Annual Work Plan results. Blake Huffman encouraged all Board Members to complete the survey prior to the deadline.

The Executive Committee meeting for next month has been cancelled.

BYLAWS & NOMINATIONS COMMITTEE REPORT – TA'LISA LISSIMORE

The committee discussed adding Minerva Munoz to the Board to fill the vacancy in the private sector. New Board Member Orientation will take place on February 21, 2019. The Board member terms in the Bylaws was also discussed. It was decided to hold this discussion during the Executive Session during this meeting.

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

All items on the P&E Agenda were discussed. Jane Prince distributed a brochure for the Read Brave St. Paul program. The book, *Evicted* by Matthew Desmond is the current featured book.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

Michelle Kemper provided the Finance Committee Report. Financial statements for the months of October and November were reviewed. October is the 1st month of the fiscal year and November is the 2nd month. Agency expenditures and revenue are near target of the budget for the fiscal year. The building is 100% occupied and all tenants are current. The October and November credit card statements were also reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE OCTOBER AND NOVEMBER 2018 FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENTS AS PRESENTED

HEAD START POLICY COUNCIL REPORT (HSPC) – CONNIE GREER

Head Start Policy Council met on December 18th. Connie commented that Denise Kenyon is doing a great job as the Interim Director. Officers were elected during the last meeting. The next meeting will take place on January 22nd.

PROGRAM REPORTS

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

ANNOUNCEMENTS/INFORMATION

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

NEXT BOARD MEETING DATE:

February 21, 2019 – 6:00 PM

An Executive Session was 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 7:24 pm.