

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
May 18, 2017

MINUTES

Members Present:	Blake Huffman, Connie Greer, Esmeralda Cortes, Michelle Kemper, Marcie Jefferys, Jane Prince, TaLisa Lissimore, Shereen Page, Sara Appolon
Members Absent:	Mary Jo McGuire, Heather Meyers, Evie Shelafoe, Robin Madsen, Kerri Sawyer, Keith Schuler
Staff Present:	Clarence Hightower, Dean Dalzell, Catherine Fair, De Humphrey, Brooke Walker, Cassidy Titcomb, Cindy Webster, Karri Kerns, Theresa Lumpkins, Aimee Sandy
Guests Present	

CALL TO ORDER

The meeting was called to order at 6:04 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the agenda for May 18, 2017, and the minutes for April 20, 2017.

May 18, 2017 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE MAY 18, 2017, AGENDA

April 20, 2017 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE APRIL 20, 2017, MINUTES

CHAIR COMMENTS

This week is National Police Officers Memorial Week to honor the roughly 20,000 law enforcement officers that have been killed since our country was founded. Memorial services will be taking place around the cities. The Board Chair attended a memorial service today and one comment that he heard from a Police Chief that he wanted to share with the group was that the biggest thing you can do to make peace is to be nice to someone that is not expecting it.

STUDY SESSIONS

A. HEAD START COMMUNITY NEEDS ASSESSMENT AND PROGRAM SELF-ASSESSMENT

Karri Kerns gave an overview of the Head Start Community Needs Assessment, Program Self-Assessment, and Eligibility requirements. The Community Needs Assessment is required to be done every five (5) years. This has changed from every three years. CAP Agencies will still complete these every three years. The Community Needs Assessment must include community strengths, needs, and resources. The Self-Assessment process is done annually. Focus areas for the 2017 Self-Assessment, which will take place on May 24, are child/family attendance; referrals related to potential disabilities; reflective consultation effectiveness; parent engagement/involvement; and child physicals.

B. ANTICIPATED 2018 HEALTH CARE COSTS

De Humphrey gave an overview of the anticipated 2018 health care costs. The projected increase is 39%. Trend accounts for 92% of the projected increase and the market accounts for 8%. CAPRW had significantly

higher claims in 2016 than the previous 2 years. Six claims were over \$100,000. Two of those claims totaled over \$1 million. The total claims paid for 2016 was \$4,311,184 and the total premium paid was \$2,472,798, which is a loss ratio of 174%.

NEW BUSINESS

A. Head Start Eligibility

Karri Kerns provided an overview of the Head Start Eligibility Requirements. Handouts were reviewed on the Eligibility and Selection Criteria Points for Head Start and Early Head Start. The Eligibility & Selection Criteria is a point based scale which helps to determine the children most in need of Head Start. The handouts indicate changes that have been made for the 2017-2018 school year. As of January 2017, 750 kids were on the waitlist.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START ELIGIBILITY AND SELECTION CRITERIA REQUIREMENTS

B. Grant Summary, MN State Head Start

Dean Dalzell presented the MN State Head Start Grant Summary. All Federal Head Start grantees in the State of Minnesota are invited to complete an application for State appropriated dollars based on an allocation formula set by Minnesota statute. Federal Head Start and Early Head Start grantees can leverage state grant funds to serve additional participants and/or improve quality of service (above the federal grant amount). The grant amount is for \$2,938,338 and the grant duration is from July 1, 2017 – June 30, 2018.

MOTION, SECONDED, and CARRIED TO APPROVE THE MN STATE HEAD START GRANT SUMMARY

C. Board Member Resignation – Robin Madsen

Robin Madsen has resigned from the Board of Directors due to health concerns. The Bylaws & Nominations Committee has a meeting scheduled for next week to work on filling this vacancy.

MOTION, SECONDED, and CARRIED TO ACCEPT THE RESIGNATION OF ROBIN MADSEN FROM THE BOARD OF DIRECTORS

D. Board Member Resignation – Evelyn (Evie) Shelafoe

Evelyn (Evie) Shelafoe has resigned from the Board of Directors due to health concerns. The Bylaws & Nominations Committee has a meeting scheduled for next week to work on filling this vacancy.

MOTION, SECONDED, and CARRIED TO ACCEPT THE RESIGNATION OF EVELYN (EVIE) SHELAFOE FROM THE BOARD OF DIRECTORS

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Funding Update

- a. Dr. Hightower gave a funding update for Community Action Agencies. FAIM State Funding advanced out of Conference Committee for \$500,000.
- b. The Community Action Grant Funding advanced out of Conference Committee as well. \$750,000 per year is included in the base for future years. This would mean \$101,165 per year to CAPRW.
- c. Congress agreed to Continuous Resolution to keep the government running through the end of the fiscal year. Trumps real budget will be released next week.
- d. There is talk of a possible State shutdown. This would impact the agency funding with the exception of Federal Head Start. Staff is currently working on an implementation and communication plan. All Union Contract stipulations will be abided by.

EXECUTIVE COMMITTEE REPORT – MICHELLE KEMPER

All items on the Executive Committee agenda were discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT

Dr. Hightower previously mentioned that a meeting is scheduled next week to begin working on filling the current vacancies.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT – BROOKE WALKER

In the absence of the Committee Chair, Brooke Walker provided a recap of the last meeting. During that meeting the committee heard an overview of the Rapid Rehousing Program from Brooke Walker.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

Financial statements for the month of March were reviewed. March is the 6th month of the fiscal year. Agency expenditures and revenue are within 2% of the budget for the fiscal year. The building is 100% occupied and all tenants are current. The March credit card statements were reviewed.

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

HEAD START POLICY COUNCIL REPORT (HSPC) – ESMERALDA CORTES

Esmeralda Cortes provided the HSPC Report. The Head Start Eligibility requirements and the MN State Head Start Grant were discussed. Class observations were done by the Federal Government and good scores were received. Connie Greer commented that Esmeralda did a fabulous job reporting to the Head Start Policy Council what is happening at the Board Meetings.

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.

A new Media Release Form was distributed to all present Board Members for completion.

NEXT BOARD MEETING DATE(S):

June 15, 2017 – 6:00 PM

An Executive Session did not take place.

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 6:50 pm.