

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

April 16, 2020
Conference Call
Dial-In: 1 (646) 749-3122
Access Code: 723-484-037

MINUTES

Members Present:	Connie Greer, Keith Schuler, Luvidia Williams, Jane Prince, Esmeralda Cortes, Minerva Munoz, Nicole Frethem, Trista MatasCastillo, Shereen Page, Sara Appolon, Marcie Jefferys, Leigh Ann Ahmad, Alex Hines, Wayne Johnson
Members Absent:	
Staff Present:	Catherine Fair, Brooke Walker, Deonna Humphrey, Cassidy Titcomb, Cindy Webster, Nicolee Mensing, Sarah Hayes, Kevin Adams, Theresa Lumpkins
Guests Present:	

CALL TO ORDER

Board President, Connie Greer, called the meeting to order at 6:02 pm. Roll Call was taken by Theresa Lumpkins. A quorum was present.

The Board reviewed the amended agenda for April 16, 2020, and the minutes for March 19, 2020.

April 16, 2020, Amended Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE APRIL 16, 2020, AMENDED AGENDA

March 19, 2020, Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE MARCH 19, 2020, MINUTES

CHAIR COMMENTS

The Board Chair commented that an Executive Session will be held after the meeting. Staff is also working on putting together a Board Orientation packet that can be mailed out to all new Board Members.

STUDY SESSIONS

No Study Sessions were held. The Board Training that was scheduled to be held during this meeting was cancelled.

NEW BUSINESS

1. Catherine Fair as Acting Executive Director - Ratification

Connie Greer presented. The Executive Committee, on behalf of the Board, named Catherine Fair as the Acting Executive Director, via electronic vote, on March 25, 2020. Staff is seeking approval to ratify the appointment of Catherine Fair as Acting Executive Director.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE APPOINTMENT OF CATHERINE FAIR AS ACTING EXECUTIVE DIRECTOR

2. Signature Delegation Authority - Ratification

Connie Greer presented. 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. The Signature Delegation Authority was updated to include Connie Greer as the new Board President and Catherine Fair as the new Acting Executive Director. The Executive Committee, on behalf of the Board, previously approved the Signature Delegation Authority, via electronic vote, on March 31, 2020. Staff is seeking approval to ratify the Signature Delegation Authority.

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

3. Grant Summary, Minnesota State Head Start Grant

Catherine Fair presented. 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). This funding allows Community Action Head Start to serve additional Head Start participants (above the 1,168 Head Start and Early Head Start participants supported by the Federal grant). The FY21 allocation will allow Community Action Head Start to serve 165 additional Early Head Start participants and 72 additional Head Start participants. The grant amount is \$3,011,085 and the grant duration is July 1, 2020 – June 30, 2021.

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

4. Grant Summary, Head Start & Early Head Start Cost of Living Adjustment (COLA)/Quality Improvement

Catherine Fair presented. This grant summary reflects a noncompetitive, supplemental grant application for COLA and Quality Improvement funding of Community Action's Head Start and Early Head Start Federal Grant. The COLA supports a two percent (2%) increase to staff salaries as well as offset increases in operating costs. The Quality Improvement funds are to be used to meet grantees' most pressing local needs, with a focus on addressing trauma, consistent with Section 640(a)(5)(A) of the Head Start Act. The COLA amount is \$281,437 and the Quality Improvement amount is \$322,488, for a total of \$603,925. This amount will be ongoing and will be merged into annual Federal Head Start base funding.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START AND EARLY HEAD START COST OF LIVING ADJUSTMENT (COLA)/QUALITY IMPROVEMENT GRANT SUMMARY

5. Special Healthcare Insurance Enrollment Period

Catherine Fair presented. Community Action provides health insurance coverage to its full and part-time benefit eligible employees (20 hours or more per week) via HealthPartners. Due to the COVID-19 Pandemic, HealthPartners is offering a special enrollment period for those employees that do not have coverage for themselves and/or have spouses and dependents that do not have coverage. Community Action has 190 staff that either previously waived coverage (90 staff) or only covered themselves (100). The estimated contract amount range is \$419,976 - \$2,461,366.40. The additional coverage period would be from May 1, 2020 – December 31, 2020.

MOTION, SECONDED, and CARRIED TO APPROVE THE SPECIAL HEALTHCARE INSURANCE ENROLLMENT PERIOD

6. Grant Summary, Minnesota Disaster Recovery Fund - Ratification

Catherine Fair presented. Community Action is requesting \$500,000 to provide direct crisis assistance to low income people living in Ramsey & Washington Counties whose income is at or below 200% of the Federal Poverty Guidelines. These funds would be used to meet basic needs including, but not limited to, food and essential household supplies, medicine or medical supplies, rent, transportation and utilities not already covered by the Energy Assistance Program. With this grant, 250 or more households will receive an award up to \$2,000 in combined crisis assistance for needs brought on by the financial impact of the COVID-19 pandemic. The grant duration is for six (6) months. The Executive Committee, on behalf of the Board, previously approved the Minnesota Disaster Recovery Fund, via electronic vote, on April 14, 2020. Staff is seeking approval to ratify the Minnesota Disaster Recovery Fund Grant Summary.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE MINNESOTA DISASTER RECOVERY FUND GRANT SUMMARY

ACTING EXECUTIVE DIRECTORS REPORT – CATHERINE FAIR

1. CARES Act Funding Update

Catherine Fair gave an overview on some of the additional funding that is expected through the CARES Act. The CARES Act included \$750 million in Head Start funding; \$500 million for Head Start summer programming and \$250 million to support additional expense incurred due to COVID-19. CAPRW is estimating to receive about \$200,000. The Community Services Block Grant (CSBG) secured \$1 billion in the Coronavirus Supplemental Aid Package. Funding will be based on the formula used for CSBG grant allocation. The Low-Income Home Energy Assistance Program (LIHEAP) received \$900 million in additional funding. Minnesota's anticipated portion of this should be approximately \$28 million in additional LIHEAP funding.

2. Pride Contract Cancellation

CAPRW will be cancelling the contract with Pride Transportation. Pride Transportation provides transportation services for about 50% of the Head Start children. Pride Transportation has not been in full compliance with contract requirements. An RFP process will take place to solicit a new transportation provider.

3. Administrative Services Contract with CAP Hennepin

The Administrative Services Contract with CAP Hennepin was amended to end the Executive Director and Administrative support effective March 31, 2020. The amended contract will allow CAPRW's Community Engagement Director to provide support to the newly hired Director of Client Services at CAPHC on an hourly basis, as needed.

EXECUTIVE COMMITTEE REPORT – CONNIE GREER

1. Executive Director Search

There will be a search for a Chief Financial Manager and Accounting Manager. Staff is proposing that the search for the next Executive Director be handled internally by CAPRW's Human Resource department and not involve a search firm due to the high cost to the agency.

MOTION, SECONDED, and CARRIED TO APPROVE THE EXECUTIVE DIRECTOR SEARCH HIRING BE HANDLED INTERNALLY BY THE HUMAN RESOURCES DEPARTMENT

It was suggested to create an Ad Hoc Committee to assist in the hiring process for these open positions.

MOTION, SECONDED, and CARRIED TO APPROVE THE CREATION OF AN AD HOC COMMITTEE TO ASSIST IN THE HIRING PROCESS

BYLAWS & NOMINATIONS COMMITTEE REPORT – MARCIE JEFFERYS

The Bylaws & Nominations Committee did not meet.

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

The Planning & Evaluation (P&E) Committee did not meet.

FINANCE COMMITTEE REPORT – KEITH SCHULER

1. Financial Reports – January 2020 - Draft
2. Financial Reports – February 2020 - Draft
3. Credit Card Statement – February 2020 - Draft

The Finance Committee did not meet. Draft financial reports for the months of January and February 2020 were included in the Board packet and reviewed. January and February 2020 reports reflect the third and fourth months of activity for the agency. The draft February 2020 credit card statement was also included in the Board Packet for review.

HEAD START POLICY COUNCIL REPORT (HSPC) – LUVIDIA WILLIAMS

The food distribution program was discussed. Head Start parents are eager to get more resources on educational services and food support.

PROGRAM REPORTS

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

ANNOUNCEMENTS/INFORMATION

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

It was suggested to have video calls instead of conference call only.

NEXT BOARD MEETING DATE:**May 21, 2020 – 6:00 pm**

The Board recited the current mission statement: to reduce the causes of poverty and its impact on people's lives in our community.

Board President, Connie Greer, adjourned the Board meeting at 7:10 pm.

An Executive Session was held.