

**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 30**  
**St. Paul, MN 55104**  
**May 16, 2019**

**MINUTES**

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<b>Members Present:</b>	Michelle Kemper, Marcie Jefferys, Connie Greer, Sara Appolon, Keith Schuler, Jane Prince, Trista MatasCastillo, Luvidia Williams, Mary Jo McGuire
<b>Members Absent:</b>	Shereen Page, Esmeralda Cortes, Ta’Lisa Lissimore, Minerva Munoz, Alex Hines
<b>Staff Present:</b>	Clarence Hightower, Catherine Fair, Dean Dalzell, Brooke Walker, Cindy Webster, Cassidy Titcomb, Nicolee Mensing, Sarah Hayes, Theresa Lumpkins
<b>Guests Present:</b>	

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**CALL TO ORDER**

The meeting was called to order at 6:10 pm by Board President, Michelle Kemper. A quorum was present.

The Board reviewed the amended agenda for May 16, 2019, and the minutes for April 18, 2019. The minutes did not reflect the seating of Commissioner McGuire who was re-appointed to the Board at the April 18 Board meeting.

**May 16, 2019, Amended Agenda**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE MAY 16, 2019, AMENDED AGENDA**

**April 18, 2019, Minutes**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE APRIL 18, 2019, MINUTES WITH THE CORRECTION OF ADDING THE SEATING/APPOINTMENT OF COMMISSIONER MARY JO MCGUIRE TO THE BOARD**

**CHAIR COMMENTS**

The Board Chair commented that May is National Community Action Month. Governor Walz also signed a proclamation identifying May 2019 as Community Action Month. The official proclamation was distributed for all present Board members to view. The Board Chair also mentioned the Community Action Facebook page and encouraged Board members to visit the page.

**STUDY SESSIONS**

1. IRS Form 990 – 2018 Fiscal Year  
Dean Dalzell presented. The IRS Form 990 (Return of Organization Exempt from Income Tax) is an annual reporting return that certain federally tax-exempt organizations, including Community Action, must file with the IRS. It provides summary level information on the agency’s mission, programs, and financial activity. It is a standard tax document that allows the IRS and the public to evaluate nonprofits and how they operate. The presentation provided a brief summary overview and highlights of selected sections of the IRS Form 990.
2. Fiscal Year 2018 Community Services Block Grant Annual Report & Community Action Plan for 2020-21 Biennium

Cassidy Titcomb presented. A handout was provided that outlined detailed steps for accessing both reports online for further review. Cassidy provided a detailed summary of both reports. The Community Action Plan for Fiscal Year 2020-21 Biennium is our agency's ROMA Outcome-based plan and is required by our funder. It is an opportunity for the agency to plan its work in accordance with ROMA NG, the Agency's Community Needs Assessment and the Agency's Strategic Plan. The Community Action Plan is due to the Office of Economic Opportunity (OEO) every two years. The Fiscal Year 2018 Community Action Report is a report of the agency's annual activity and accomplishments. It is also required by our funder and is an opportunity for the agency to assess our work against goals and projections included in the current biennium's Community Action Plan.

Connie Greer mentioned that the data and information collected for these reports is identical for all 1,000 CAP agencies across the country. All of the state data is collected for the national report which can be found on the nascsp.org website to see how all the different agencies compare.

Dr. Clarence Hightower made the recommendation to have both reports explored in more detail during the Planning & Evaluation (P&E) Committee meetings.

#### **NEW BUSINESS**

**1. Seat New Board Member – Attorney, Jeffrey Martin (Private Sector)**

The resume for Jeffrey Martin was distributed to all present Board Members for review. Jeffrey Martin is an attorney and would fill the open position in the Private Sector.

**MOTION, SECONDED, and CARRIED TO APPROVE THE SEATING OF JEFFRY MARTIN TO THE PRIVATE SECTOR.**

**2. IRS Form 990 – 2018 Fiscal Year**

The 2018 Fiscal Year IRS Form 990 was previously discussed during the Study Session.

**MOTION, SECONDED, and CARRIED TO APPROVE THE 2018 FISCAL YEAR IRS FORM 990**

**3. Contract Summary, Energy Conservation – Warners' Stellan**

Dean Dalzell presented a contract proposal for the Energy Conservation Program. As a part of the Federal Weatherization Program's energy savings measures, old and inefficient refrigerators are replaced in both single family and multi-family homes in Ramsey, Washington, and Anoka counties with Energy-Star rated refrigerators. The proposed contract is a two-year term from June 1, 2019 to May 31, 2021. Over the next two years, the weatherization program will replace approximately 50-70 refrigerators in single family homes and approximately 80-130 in multi-family homes per year at an average cost of \$600-700 per refrigerator. The program received one quote as a result of the RFP process; staff followed guidance from the MN Department of Commerce for the sole-source proposal.

**MOTION, SECONDED, and CARRIED TO APPROVE THE WARNERS' STELLIAN CONTRACT SUMMARY**

**4. Grant Summary, MN Department of Human Services Office of Economic Opportunity – Community Services Block Grant & Minnesota Community Action Grant**

Dean Dalzell presented a grant summary for the MN Department of Human Services Community Services Block Grant and Minnesota Community Action Grant. Although it is one grant application and one grant contract, the funding itself represents two different sources: the State of Minnesota and the US Department of Health and Human Services. Both grants are administered by the MN Office of Economic Opportunity. These grants are at the very heart of what the agency does; the agency is Community Action by virtue and benefit of receiving these funds. The total grant amount is \$1,644,505 per year and the grant duration is July 1, 2019-December 31, 2021.

**MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE MN DEPARTMENT OF HUMAN SERVICES OFFICE OF ECONOMIC OPPORTUNITY COMMUNITY SERVICES BLOCK GRANT & MINNESOTA COMMUNITY ACTION GRANT**

**5. Grant Summary, Minnesota Department of Education – State Head Start Grant**

Dean Dalzell presented a grant summary for the MN Department of Education State Head Start Grant. 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 approximately \$3,000,000 and the duration is from July 1, 2019 – June 30, 2020. The amount is about 5% higher when compared to the 2018 – 2019 grant. The state grant will allow Community Action to serve approximately 243 additional enrollments and improve quality of services to participants.

**MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE MINNESOTA DEPARTMENT OF EDUCATION STATE HEAD START GRANT**

**6. Grant Summary, Minnesota Department of Human Services – Supplemental Nutrition Assistance Program**

Dean Dalzell presented a grant summary for the MN Department of Human Services Supplemental Nutrition Assistance Program (SNAP). The grant supports SNAP outreach and is designed to increase awareness of and participation in SNAP among eligible low-income households in the agency service area and assist a minimum of 450 low-income households obtain SNAP benefits over a three year grant period. For the grant period, the Community Action Energy Assistance Department will be requesting \$180,000 from the U.S. Department of Agriculture via the Minnesota Department of Human Services' Office of Economic Opportunity. This is an increase of \$10,000 per year when compared to the prior grant contract. The grant contains a requirement to match the funds 1:1 with non-federal funds. The USDA match requirement over the 3-year grant period will be met by an equal amount of \$180,000. The planned source of the match is state funds from the Minnesota Community Action Grant (MCAG).

**MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE MINNESOTA DEPARTMENT OF HUMAN SERVICES SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) GRANT**

**7. Contract Summary, Head Start – Journey School Lease Agreement**

Dean Dalzell presented. Community Action received notification of approval of its Federal application supplemental funds to increase program hours. The supplemental funds will become a part of the Head Start's base Federal funding for the upcoming five-year grant period through the 2024 program year and will increase the total number of children who receive at least 1,020 hours of Head Start services per program year to 45% of children in the program. As a result, additional classroom space is needed within Ramsey County to convert current half-day classrooms into full-day classrooms. Staff have identified a site at 777 Lexington Parkway North in St. Paul that will host seven (7) classrooms and one office. The total cost is \$609,078 (\$514,078 Gross Rent and \$95,000 Build-out). The contract duration is from August 1, 2019-July 31, 2024.

**MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START CONTRACT SUMMARY FOR JOURNEY SCHOOL LEASE AGREEMENT**

**COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY (CAPHC) UPDATE**

Dr. Clarence Hightower is in the process of trying to work out a schedule to work at each location. He is currently planning to be at both locations two and half days per week. CAPRW staff will help out CAPHC as needed. The contract is for one year from May 1, 2019 – April 30, 2020.

**EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER**

1. System Security Incident

Dean Dalzell discussed the system security incident that previously took place at the agency. Some staff were able to view confidential information in the payroll system that they weren't authorized to view. Because of this, staff investigated the issue and disabled the feature in the system. As part of communication to staff regarding this incident, staff were given the option to sign up for free credit monitoring for one year, which would be covered by the agency's insurance.

**EXECUTIVE COMMITTEE REPORT – MICHELLE KEMPER**

All items on the Executive Committee agenda were discussed.

**BYLAWS & NOMINATIONS COMMITTEE REPORT – MARCIE JEFFERYS**

The Bylaws & Nominations Committee previously discussed the seating of attorney Jeffry Martin to the Board.

**PLANNING & EVALUATION (P&E) COMMITTEE REPORT**

No Planning & Evaluation Committee Report was given.

**FINANCE COMMITTEE REPORT – KEITH SCHULER**

Keith Schuler provided the Finance Committee Report. Financial statements for the month of March were reviewed. March is the 6<sup>th</sup> month of the fiscal year. Agency expenditures and revenue are within 1% of budget plan year-to-date for the first five months. The building is 100% occupied and all tenants are current. The March credit card statements were also reviewed.

**MOTION, SECONDED, and CARRIED TO APPROVE THE MARCH 2019 FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENT AS PRESENTED**

**HEAD START POLICY COUNCIL REPORT (HSPC) – LUVIDIA WILLIAMS**

Luvidia Williams provided the HSPC report. A video was shown on Teacher Appreciation week. Efforts for increasing enrollment were discussed. Yard signs were shown that advertised the Head Start/Early Head Start program. Signs were distributed to any Board Member that wanted one. Assessment training was held today. A copy of the new Head Start Application was distributed to all present Board members for review.

**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 provided in the Board packet for review.

Dr. Clarence Hightower announced that the Office of Economic Opportunity (OEO) will be attending the June 20 Board Meeting.

**NEXT BOARD MEETING DATE:**

**June 20, 2019 – 6:00 pm**

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An Executive Session was held.

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

The Board meeting was adjourned by Board President, Michelle Kemper at 7:36 pm.