

Community Action Partnership of Ramsey & Washington Counties
450 Syndicate Street North, St. Paul, MN 55104
651.645.6445

BOARD OF DIRECTORS MEETING

October 15, 2020 at 6:00 pm

GoToMeeting

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Dial-In: +1 (669) 224-3412

Access Code: 885-376-101

MINUTES

Members Present:	Connie Greer, Keith Schuler, Marcie Jefferys, Alex Hines, Trista MatasCastillo, Luvidia Williams, Jane Prince, Nicole Frethem, George Stone, Leigh Ann Ahmad,
Members Absent:	Minerva Munoz, Esmeralda Cortes
Staff Present:	Catherine Fair, Cassidy Titcomb, Brooke Walker, Nicolee Mensing, Kevin Adams, Chris Herme, Lori Doehne, Karen Davis, Caitlin Duncan
Guests Present:	

CALL TO ORDER

Board President, Connie Greer, called the meeting to order at 6:05 pm. Roll Call was taken by Caitlin Duncan. A quorum was present.

The Board reviewed the agenda for October 15, 2020, and the minutes for September 17, 2020.

October 15, 2020, Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE OCTOBER 15, 2020, AGENDA

September 17, 2020, Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE SEPTEMBER 17, 2020, MINUTES

CHAIR COMMENTS – CONNIE GREER

1. Open Seats on the Board
Sara Appolon is resigning from the board due to a change in location. Shereen Page has also resigned due to illness. The Bylaws & Membership Committee is finding candidates for the open slots.
2. Board Improvements
The Agency is continuing to work on implementing the board intranet and improving orientation, self-assessments, structures and processes.
3. Moleen Lowe Retiring
Moleen Lowe, who has worked in the administration department at Head Start is retiring after 38 years of service to the Agency.

INTERIM EXECUTIVE DIRECTOR REPORT -- CATHERINE FAIR

1. Notarized Affidavit for CHDO Grant
The Agency will be using Notarized.com to electronically notarize documents. More information will be available in the coming weeks after the program is tested. As a Certified Housing Development Organization through the HUD Home Program and as a Grantee of the Washington County CDA, it is requested of the Agency that the Board Member Affidavits be notarized.

2. New Lot for Housing

The Agency was approved for a tax forfeit vacant lot in St. Paul on Seminary Avenue, North of the main office and resource center. This will be the Agency's first project for a new build construction and Grant Summaries will be making their way through Committees soon.

3. Shoreview House Construction Complete

The agency has partnered with the City of Shoreview on a new Housing Development. The city is retaining ownership of the land for future development. Construction on the home is complete and ready to rent and there are plans to host an open house with Shoreview and CAORW's board members. There is an opportunity to manage and revamp a second home with a similar partnership.

4. Remote and In-Person Services

Agency Programs are fully operational and functioning in new and different ways to adapt to the new environment. The agency is offering remote services in addition to safe in-person services in Energy Assistance and Energy Conservation as well as Head Start with distance learning and remote home visits.

5. Annual CSBG Report

The Agency is gathering data for the Office of Economic Opportunity, who is the funder of CSBG and MCAG. The report will include overall services and outcomes at Community Action. This information will be presented to the board Early next year.

STUDY SESSIONS

1. 2019 Employee Retirement Plan Audit Presentation

Lori Doehne presented the results of the 2019 Employee Retirement Plan Audit. CliftonLarsonAllen was engaged to audit the accompanying financial statements of Community Action Partnership of Ramsey and Washington Counties Tax Sheltered Investment Program 403(b) Plan (the Plan), which comprise the statements of net assets available for benefits as of December 31, 2019 and 2018, and the related statements of changes in net assets available for benefits for the years then ended, and the related notes to the financial statements. An extension has been filed on the Agency's behalf to file Form 5500 by October 15. Procedures were performed around internal control, participant eligibility, participant and employer contributions, participant accounts and benefit payments. The audit did not identify any control deficiencies.

2. Program Customer Satisfaction Annual Reports

Brooke Walker presents the results of the Annual Customer Satisfaction Survey. The survey was broken down into the core services of Energy Assistance, Community Engagement, Energy Conservation and Head Start. The results of the surveys help the Agency improve the delivery of services and often affirm the work and the staff that the programs are serving the community effectively and reaching the Agency's mission. Across programs, most were rated 90% or above. It was requested that future survey presentations include sample sizes and number of responses received, methodology used, and include qualitative data points. A question regarding customers feelings that they were treated with respect should be a key question asked of all program surveys.

NEW BUSINESS

1. **Board Election, Vice President**

Connie Greer presented. With the vacancy left by the Resignation of Shereen Page, the Bylaws & Membership committee approved the nomination of Nicole Fretham to fill the seat.

MOTION, SECONDED, and CARRIED TO APPROVE THE ELECTION OF NICOLE FRETHAM FOR VICE PRESIDENT

2. **Contract Summary – Employee Health Care Benefit**

Lori Doehne Presented. Community Action provides health insurance coverage to its full and part-time benefit eligible employees via HealthPartners. The cost of the premium is shared between the employer and the employee. Three plans are currently offered with tier coverage options. Employees will have two

HSA and one copay plan options with some slight changes to the high-deductible amounts, tier coverage and plan designs to select from when compared to the 2020 calendar year. The health care plans will cover a total of 180 employees (plus their covered spouses and dependents). Per the Collective Bargaining Agreement, all increases in the cost of health insurance premiums are borne sixty five percent (65%) by the employer and thirty five percent (35%) by the employee. This increase allowed the Agency to reach a 3-year contract.

MOTION, SECONDED, and CARRIED TO APPROVE THE EMPLOYEE HEALTH CARE BENEFIT CONTRACT SUMMARY

3. 2019 Employee Retirement Plan Audit

The 2019 Employee Retirement Plan Audit was presented to the Board earlier in the meeting by Lori Doehne.

MOTION, SECONDED, AND CARRIED TO APPROVE THE 2019 EMPLOYEE RETIREMENT PLAN AUDIT

4. Head Start Health and Safety Supplement Amendment -- Ratification

Community Action Partnership of Ramsey and Washington Counties has requested Health and Safety supplemental funding in the amount of \$182,000 related to health and safety concerns at multiple locations. The updates included repairing doors, adding security, parking lot repairs, floor replacement, and playground repairs.

MOTION, SECONDED, AND CARRIED TO APPROVE THE HEAD START HEALTH AND SAFETY SUPPLEMENT AMENDMENT, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE ON SEPTEMBER 18, 2020

5. Grant Summary – COVID-19 Housing Assistance Program (CHAP) – Ratification

This is a revised summary based on the Agency's initial request in July. MHFA asked CAPRW to join their network of CHAP Processing Administrators to assist with the backlog of applications they received. The State of Minnesota has identified up to \$100,000,000 of the state's Coronavirus Relief Fund authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), to assist individuals and families in Minnesota to prevent homelessness and help maintain housing during the public health related emergency. The RFP for the Covid-19 Housing Assistance Program (CHAP) was released on 7/14 and applications were due on 7/22. Community Action's goal is to leverage our existing resources and expertise in distributing direct assistance to support serve residents who are the most economically vulnerable, with past due rent, mortgage payments, utilities or other housing-related expenses. A maximum of 15% of the total award is allowed for administrative expenses including staffing and fiscal activities. The RFP also places particular emphasis on serving BIPOC (Black, indigenous, people of color) communities and other people disparately impacted by housing instability. The grant total is \$300,000 with \$267,985 as direct assistance.

MOTION, SECONDED, AND CARRIED TO APPROVE THE RATIFICATION OF THE COVID-19 HOUSING ASSISTANCE PROGRAM (CHAP) GRANT SUMMARY, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE ON OCTOBER 13, 2020

STANDING COMMITTEES

EXECUTIVE COMMITTEE REPORT – CONNIE GREER

To accommodate Election Day, the Executive Committee will meet on Thursday, October 5th at 5:00PM. Catherine Fair presented the Committee Roles & Functions that outlines the types of grants and contracts each committee will be review to help with streamlining and avoiding duplication. The full board will receive all grants and contracts for final approval.

BYLAWS & MEMBERSHIP COMMITTEE REPORT – MARCIE JEFFERYS

The committee discussed how to improve new board orientation for new members and asked the board to share their ideas and opinions. It is the aim of the Committee to make orientation a continuous effort and

continuing to learn and keep a focus on the mission. It was suggested to focus on a program or client experience at each meeting to make the work of the Agency feel more real and concrete. Other suggestions include videos to share new housing with board members, sharing Agency blog posts with board members to stay engaged between meetings and highlighting volunteer opportunities to further engage. Caitlin will send an email to board members requesting input and feedback.

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

The agenda from the Planning and Evaluation Committee meeting was reviewed. The Committee's last meeting featured conversations around properties and projects in housing development.

FINANCE COMMITTEE REPORT – KEITH SCHULER

Keith Shuler introduced Lori Doehne as the new Sr. Director of Finance. The Retirement Plan Audit was presented by CLA at the Finance Committee Meeting. The Committee reviewed the financials for August, which is the 11th month of the Agency's fiscal year. Next month will offer a deeper look into the Agency's finances with Fiscal year End. Increases in favorable variances were noted. These are due to insurance proceeds from damages and are expected to even out in the future. The Organization is continuing to track Covid related costs. The Committee saw a new report that break down financials by program. Building repairs and deferred maintenance will be discussed at the next meeting. The Property Management company McGough will put together additional information to evaluate needs. The Agency is in lease negotiations with the current tenants. The Western Bank cash account was closed and was deposited into Bremer account to consolidate finances in one bank. Credit Card statements were reviewed. The Finance Department has requested RFPs for Auditing services. The Finance committee will meet Thursday, November 5th to avoid overlapping with election day.

MOTION, SECONDED, and CARRIED TO APPROVE THE AUGUST 2020 FINANCIAL REPORTS AND THE AUGUST 2020 CREDIT CARD STATEMENT

HEAD START POLICY COUNCIL REPORT (HSPC) – LUVIDIA WILLIAMS/CONNIE GREER

The Executive Committee of the Head Start Policy Council met on October 13th and discussed HR changes, new fiscal staff. A meeting with the full Council will take place in November. The Council is identifying which people will be nominated for the Board of Directors.

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.

NEXT BOARD MEETING DATE:

November 19, 2020 – 6:00 pm

Board President, Connie Greer, adjourned the Board meeting at 7:33 pm.

An Executive Session was not held.