

**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**  
**November 15, 2018**

**MINUTES**

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<b>Members Present:</b>	Blake Huffman, Connie Greer, Jane Prince, Mary Jo McGuire, Marcie Jefferys, Shereen Page, Sara Appolon, Keith Schuler, Michelle Kemper, Alex Hines
<b>Members Absent:</b>	Elizabeth Omoyeni, Ta’Lisa Lissimore, Heather Meyers, Esmeralda Cortes
<b>Staff Present:</b>	Clarence Hightower, Dean Dalzell, Deonna Humphrey, Cassidy Titcomb, Brooke Walker, Theresa Lumpkins
<b>Guests Present:</b>	Sheila Nordquist (Willis Towers Watson), Kylie Nicholas (The Improve Group)

**CALL TO ORDER**

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The meeting was called to order at 6:03 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the agenda for November 15, 2018, and the minutes for October 18, 2018.

**November 15, 2018 Agenda**

The order of the Study Sessions was changed so that the Compensation Study would be presented first.

**MOTION, SECONDED, AND CARRIED TO APPROVE THE NOVEMBER 15, 2018, AMENDED AGENDA**

**October 18, 2018 Minutes**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE OCTOBER 18, 2018, MINUTES**

**CHAIR COMMENTS**

The Chair commented that this is the last Board meeting of the calendar year. He commented that he is thankful for this Board group and he is looking forward to hearing more about the Strategic Plan.

**STUDY SESSIONS**

**A. Compensation Study**

A presentation was given by Sheila Nordquist from Willis Towers Watson, who is the new benefits broker for the agency. Willis Towers Watson has been working with the agency on the current benefits package for employees. Sheila discussed the upcoming Compensation Study for the agency. Community Action completes a Compensation Study every three to five years, with the last study being completed in 2015. A Compensation Study is a study of the compensation that employees receive for working at the agency. The Compensation Study will look at each employee, job categories, and job summaries and compare them to the benchmarks. This is an eight to nine month process and a presentation will be given at the conclusion of their findings. To help assist in this process, a committee will be formed. Staff currently on the committee includes De Humphrey, Brooke Walker and Dean Dalzell. A union staff member and a Board representative will be assigned to the committee as well. Board Chair, Blake Huffman, assigned himself to be on the committee. Keith Schuler what is the cost of the Compensation Study. De Humphrey commented that we will be paying half of what was paid in 2015.

**B. Strategic Plan – Focus Group Findings**

Kylie Nichols gave an overview of the Board Retreat that took place on October 27, as well as the findings from the focus groups that have taken place. Eight focus groups have taken place with members of key demographic groups including low income residents of both Ramsey & Washington counties, people who are underemployed and recent immigrants. Focus group participants were asked to react to the data that was previously collected and to make suggestions on messaging, strengths, solutions, and things that will prove the community is transforming to end poverty. The participants agreed overall with the findings from the Community Profile and Trends Analysis. Community Action should continue its community engagement work. Focus group participants want more messaging about the realities of poverty. They said seeing less suffering and more happiness will be proof that the community is transforming to end poverty. Focus group participants believe that Community Action can do more to help.

The Board Chair thanked staff and the Board for their participation at the Board Retreat. Alex Hines gave his thoughts on the Board Retreat. Cassidy Titcomb discussed the next steps in the Strategic Planning process. Two more meetings will take place with Improve Group. Jane Prince discussed the City of St. Paul increasing the minimum wage to \$15.00 per hour. De Humphrey commented that this increase in minimum wage would affect approximately 30 Community Action employees, mainly Bus Drivers and Bus Monitors.

#### **NEW BUSINESS**

##### **A. 2019 Legislative Agenda**

Brooke Walker presented the 2019 Legislative Agenda and Timeline. No significant changes were made to the Legislative Agenda this year. The agency mission, vision, and values will be updated on the agenda upon approval by the Board at the January meeting. Community Action is committed to working with legislative partners and communities to reduce the impacts of poverty through education, resource mobilizations, and maximum participation. If an issue or piece of legislation arises that clearly fits within the framework of the legislative agenda, the Executive Director will determine agency participation. If it doesn't clearly fit within the framework, the Executive Director will confer with the Board President to either move forward or defer to the Board of Directors. The 2019 Legislative Agenda was previously reviewed and approved during all of the Board Committee meetings.

**MOTION, SECONDED, and CARRIED TO APPROVE THE 2019 LEGISLATIVE AGENDA**

##### **B. Community Action Accounting & Financial Policies and Procedures**

Dean Dalzell provided an overview of the Community Action Accounting and Financial Policies and Procedures Manual review and update. Community Action formally reviews the Policy and Procedures Manual every three years; with the most complete review of the manual occurring in 2015. Staff has reviewed the current Policy and Procedures Manual page-by-page and has identified five categories of updates. These categories include: Governing Authority Requirement and Guidance Updates; Analysis of Policy and Practice; Opportunities for Clarification; Alignment with Organization Change; and System and Technology changes. A handout was included in the Board packet noting all proposed changes to the Policy and Procedures Manual for review.

**MOTION, SECONDED, and CARRIED TO APPROVE THE COMMUNITY ACTION ACCOUNTING & FINANCIAL POLICIES AND PROCEDURES**

##### **C. Grant Summary – Head Start, Federal Grant**

Dean Dalzell presented the Head Start & Early Head Start Federal Grant Summary. This grant summary reflects a new noncompetitive five year grant application for continued funding of CAPRW's Head Start and Early Head Start Federal Grant. The grant amount is \$10,316,944 and the grant duration is April 1, 2019 – March 31, 2020. The Federal funding supports Head Start program operations to serve a minimum of 1,258 low-income preschool children and 148 Early Head Start Children age 0-3 (in conjunction with state funding sources). The grant also includes specific Training and Technical Assistance funding for Head Start and Early Head Start to ensure continued professional development for Head Start Staff.

**MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE HEAD START FEDERAL GRANT**

##### **D. Grant Summary – Head Start, Increase in Program Hours**

Dean Dalzell presented the Grant Summary for Head Start Increase in Program Hours. The Office of Head

Start (OHS) announced the availability of approximately \$295 million (nationally) to be awarded for increasing the total annual hours of high-quality early education services offered to children enrolled in Head Start and Early Head Start center-based, family child care, and locally designed programs. Community Action staff is proposing an application of approximately \$1.5 million of these funds for its center-based Head Start program. Funds will be awarded in priority order as established by OHS; of the seven priority levels established by the funder, Community Action is at the fourth level. The agency's application for funds will include the start-up and ongoing operational costs (staff, equipment, food, transportation, and occupancy) to support the expansion of the school day for children in the Head Start program.

**MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR HEAD START INCREASE IN PROGRAM HOURS**

**E. Grant Summary – Head Start, Evidence Based Home Visitors**

Dean Dalzell presented the Grant Summary for Early Head Start Evidence-Based Home Visitor Grant. The purpose of this grant is to expand and enhance Community Action's Early Head Start (EHS) Home Visiting program resulting in an increase in the number of children and families served. With this award, the EHS program will serve an additional 42 qualified, low-income children per year bringing the total served by EHS each year to approximately 253 families. The estimated grant amount is \$1,008,200 and the grant duration is May 1, 019 to December 31, 2022. The proposed grant award would enable the agency to hire three additional home visitors and one supervisor.

**MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR HEAD START EVIDENCE BASED HOME VISITORS**

**F. Contract Summary – Agency Insurance**

Dean Dalzell presented a Contract Summary for the Agency Insurance Policies. Community Action secures annual insurance policies as a part of its risk management strategy. This contract summary includes a proposal to secure the following insurance coverage for the 2019 calendar year: property, auto, general liability, umbrella, worker's compensation, directors & officers, employment practices liability, fiduciary, crime, and cyber/network security. Attachment "A" of the Contract Summary provides a brief definition of each insurance classification. The renewal year-to-year increase, when compared to 2018, is approximately 1.2%. The annual contract amount is \$262,283 and the contract duration is January 1, 2019 – December 31, 2019.

**MOTION, SECONDED, and CARRIED TO APPROVE THE CONTRACT SUMMARY FOR THE AGENCY INSURANCE**

**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 currently working to find candidates. They currently have three national candidates and Dr. Hightower will have interviews with them in the next ten days. If any of these candidates pass the benchmark, then the search committee will meet with them.

**2. 7 Big Things Update**

Cassidy gave an update on the 7 Big Things to be completed by the end of the year. Today is Give to the Max Day and the total amount collected as of 5:30 pm was \$1,235. Board Members were encouraged to make a donation. The funding goal of \$25,000 of unrestricted funds by the end of the year is currently at \$11,737.59. Worksheets were distributed to all present board members to record names and contact information in an effort to add 200 new names to the agency mailing lists. Jane Prince is the lead for the Op-Ed-Pioneer Press. A copy is complete and Jane has contacted the Pioneer Press Editor. A publication should be out next week.

**EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN**

All items on the Executive Committee Agenda were discussed. There will be no Executive Committee and Board meeting in December.

**BYLAWS & NOMINATIONS COMMITTEE REPORT**

The Bylaws and Nominations Committee did not meet.

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

The P&E Committee meeting did not have a quorum, but all agenda items were reviewed and discussed.

**FINANCE COMMITTEE REPORT – MICHELLE KEMPER**

Michelle Kemper provided the Finance Committee Report. The Auditors gave an overview of the audit process. The Community Action Accounting and Financial Policies and Procedures Manual was reviewed and discussed. Financial statements for the month of September were reviewed. September is the 12<sup>th</sup> month of the fiscal year. 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 August credit card statements were also reviewed.

**MOTION, SECONDED, and CARRIED TO APPROVE THE SEPTEMBER FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENTS AS PRESENTED**

**HEAD START POLICY COUNCIL REPORT (HSPC) – CONNIE GREER**

The Head Start Policy Council meetings are held on the 4<sup>th</sup> Tuesday of the month. The October meeting was the first HSPC meeting of the 2018-2019 school year. The expenditures and financials were reviewed. An overview of the Head Start Board Report is included in the Board packet for review.

**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:**

**January 17, 2018 – 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 impacts on people's lives.

The Board meeting was adjourned by Board President, Blake Huffman at 7:41 pm.