

**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 17, 2018**

**MINUTES**

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<b>Members Present:</b>	Marcie Jefferys, Shereen Page, Elizabeth Omoyeni, Sara Appolon, Keith Schuler, Ta’Lisa Lissimore, Heather Meyers, Connie Greer,
<b>Members Absent:</b>	Blake Huffman, Michelle Kemper, Mary Jo McGuire, Jane Prince, Esmeralda Cortes, Alex Hines
<b>Staff Present:</b>	Clarence Hightower, Dean Dalzell, Deonna Humphrey, Karri Kerns, Sarah Hayes, Cassidy Titcomb, Brooke Walker, Ankit Bangar, Sandy Hsu
<b>Guests Present:</b>	

**CALL TO ORDER**

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The meeting was called to order at 6:05 pm by Board Vice President, Heather Meyers. A quorum was present.

The Board reviewed the agenda for May 17, 2018, and the minutes for April 19, 2018.

**May 17, 2018 Agenda**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE MAY 17, 2018, AGENDA**

**April 19, 2018 Minutes**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE APRIL 19, 2018, MINUTES**

**CHAIR COMMENTS**

None

**STUDY SESSIONS**

**A. Head Start Self-Assessment Training**

Karri Kerns provide training on the 2018 Head Start Self-Assessment. The Self-Assessment is part of the Performance Standards and must be done on an annual basis. The Self-Assessment is a five phase process for reviewing progress on program goals and objectives, being accountable for what was proposed in the application, and determining if resources are used effectively. The purpose of the Self-Assessment is to leverage strengths and look for areas of improvement and innovation. A committee is used that is made up of program staff, parents, Policy Council, governing body/Tribal Council, outside-the-program community leaders, content experts, and other interested people. Focus areas for 2018 are health education for families, meeting family needs, workforce shortage (drivers/teachers), school readiness goals, and professional development for staff.

**B. Fiscal Year IRS Form 990**

Dean Dalzell gave an overview of key items and sections of the Fiscal Year IRS Form 990, which is the annual reporting return for the organization. The form includes the time period covering the most recently completed fiscal year of the agency, and in some sections, contains information from multiple fiscal years. It is a standard tax document that allows the IRS and the public to evaluate nonprofits and how they operate. It, in conjunction with the audited financial statements, is a key document that allows for the transparent sharing of information to the stakeholders of Community Action. Elizabeth Omoyeni’s last name was misspelled on the form. This will be corrected on the final form. Keith Schuler asked about the non-cash

assistance listed on page 35 of the form and what does that assistance pertain to. Dean will double check with the auditors to get clarification or a clear definition on the non-cash assistance.

#### **NEW BUSINESS**

##### **A. Fiscal Year IRS Form 990**

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

**MOTION, SECONDED, and CARRIED TO APPROVE THE FISCAL YEAR IRS FORM 990 SUBJECT TO THE CORRECTION OF THE SPELLING OF ELIZABETH OMOYENI'S LAST NAME AND THE ADDITION OF THE DEFINITION OR CLARIFICATION OF THE NON-CASH ASSISTANCE**

##### **B. Grant Summary, MN State Head Start Grant**

Dean Dalzell presented the MN State Head Start Grant Summary. 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). Historically, Community Action has served approximately 300 additional enrollments (above the 1,168 Head Start and Early Head Start participants supported by the Federal grant) and improved quality of services to participants. The grant amount is \$2,861,900, which is \$75,000 less than last year. The grant application was due on May 18, the day after this Board meeting. The grant summary was previously presented to the Finance & Executive Committees and is being brought before the Board for ratification.

**MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE GRANT SUMMARY FOR THE MN STATE HEAD START GRANT**

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

3K Steering Committee -- *Karri Kerns*

- Karri Kerns presented on the 3K Steering Committee. The 3K Steering Committee is being formed in the city of St. Paul. Through the St. Paul Children's Collaborative, the committee is working on exploring the possibility of having a spot for every three and four year old in preschool program of high quality in the city of St. Paul. Staff members from the St. Paul Children's Collaborative created a blueprint for what this program would look like. The steering committee is looking for a consultant to help drive this initiative forward. Two Community Action Board members, Mary Jo McGuire and Jane Prince, also sit on this committee. Karri believes a stronger business presence is needed on the committee. The cost of the program would cost approximately \$110,000,000 per year. The committee agreed to use the current star rating that is already in place. Head Start currently has a four star rating, which is the highest rating that can be received.
- Keith Schuler suggested that Karri reach out to Pat Ryan with Minnesota Business Partnership for a potential business partner for the committee.

Strategic Planning Update – *Connie Greer*

- Connie Greer provided a Strategic Planning update. Some activity was slowed with the cancellation of the last Board Retreat due to the weather. Multiple meetings have taken place and the process appears to be working well.
- The next Board Retreat will take place on Saturday, June 23, 2018.

#### **EXECUTIVE COMMITTEE REPORT – SHEREEN M. PAGE**

The Head Start Grant was reviewed and the census discussion will take place at a later meeting.

#### **BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS**

The Bylaws Committee has not met. The committee is working on filling the current vacancy from the Private Sector left by Kerri Sawyer. A question was asked about why Kerri Sawyer was considered private sector. She was not an elected official and she was not low-income, therefore she filled the private sector section. If anyone has any suggestions on a potential candidate they should contact Heather Meyers.

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

The Head Start Self-Assessment training was provided. The Energy Conservation Overview was tabled until the next meeting due to Cindy Webster's absence.

**FINANCE COMMITTEE REPORT – CONNIE GREER**

Connie Greer provided the Finance Committee Report. A significant portion of the meeting was devoted to reviewing the IRS Form 990 and the Head Start Grant Summary. From the line of credit increase, the value of the building was assessed at \$7.6 million. The line of credit is now \$2.5 million. 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 near target of the budget for the fiscal year. 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 2018 FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENTS AS PRESENTED**

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

The Head Start Policy Council met on Tuesday. Head Start is done for the year. The next meeting will take place in October.

**PROGRAM REPORTS**

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

**ANNOUNCEMENTS/INFORMATION**

A Board Roster and 2018 Board Calendar were provided in the Board packet.

**NEXT BOARD MEETING DATE:**

**June 21, 2018 – 6:00 PM**

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An Executive Session was not 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 Vice President, Heather Meyers at 7:05 pm.