

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

August 20, 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, Sara Appolon, Marcie Jefferys, Minerva Munoz, Alex Hines, Trista MatasCastillo, Leigh Ann Ahmad, Esmeralda Cortes, Shereen Page, Luvidia Williams
Members Absent:	Jane Prince, Nicole Frethem, George Stone
Staff Present:	Catherine Fair, Cassidy Titcomb, Cindy Webster, Nicolee Mensing, Kevin Adams, Chris Herme, Sarah LaRose-Holland, Hans Nordstrom, Theresa Lumpkins
Guests Present:	

CALL TO ORDER

Board President, Connie Greer, called the meeting to order at 6:01 pm. Roll Call was taken by Theresa Lumpkins. A quorum was present.

The Board reviewed the agenda for August 20, 2020, and the minutes for July 23, 2020.

August 20, 2020, Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE AUGUST 20, 2020, AGENDA

July 23, 2020, Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE JULY 23, 2020, MINUTES

CHAIR COMMENTS

The Board Chair thanked Theresa Lumpkins for sending the meeting materials and board resources out to all board members. The board chair also thanked the board members and staff for their continued hard work and dedication by volunteering in committees.

INTERIM EXECUTIVE DIRECTOR REPORT -- CATHERINE FAIR

1. 2020 Annual Work Plan Update
The 2020 Annual Work Plan was reviewed for a year-to-date status update. The final results will be reported to the board in February 2021.
2. Building Rehab Update
The building rehab work is going great and is scheduled to be completed by mid-September. Furniture will be able to be moved into the lower level beginning the first week in September.
3. Crisis Funds – Community Services Block Grant (CSBG)
The CSBG Crisis Funds did not pass legislature so Community Action will not receive the additional \$4.5 million in funding.
4. Equity Strategies

Catherine Fair asked for 1-2 board members to volunteer to work with the Equity Strategies Consultant who will be guiding the leadership team in an action planning process to examine the Community Needs Assessment results that identified that race disparities was a root cause of poverty in our community. This would be approximately a 13 hour per year commitment for the first year. Alex Hines and Luvidia Williams volunteered to be on the committee. Commissioner Trista MatasCastillo mentioned that Commissioner Nicole Frethem may be interested in working on this committee and asked if information could be sent to Commissioner Nicole Frethem due to her inability to attend tonight's board meeting.

5. **Intacct & Workforce Go! Update**

Workforce Go! (WFG) has agreed to the concession of two quarters of WFG subscription, a savings to CAPRW of \$25,102.12. They have also agreed to revise the overage amount per month from \$18.62 per employee originally agreed to in our contract, to take off the modules that HR decided not to use in July. They will retroactively reduce from May. They agreed to reduce the agency subscription rate of \$12,551.06 a quarter and the total savings have yet to be calculated.

6. **Fiscal Year 2021 Budget - Draft**

A draft of the 2021 budget was reviewed. This information is approximately one month old. The final budget will be reviewed at the next Finance Committee meeting and will be presented to the board for approval at the September board meeting. Currently, the budget is showing about an \$80,000 deficit.

STUDY SESSIONS

Energy Conservation Savings Overview -- Hans Nordstrom

Hans Nordstrom presented. An overview on the Energy Conservation department's cost savings was given. A 3-part quantitative and qualitative analysis of the effects of Community Action's Weatherization Program was conducted beginning in September 2019 and continues to the present. The results confirm that Community Action's Energy Conservation Program is reducing client's energy burden and helping some clients graduate from the Energy Assistance Program. The Energy Conservation Program is also responsible for significant reductions in the CO2e emissions and the externality costs associated with those emissions. This study also provides a metric that future Energy Conservation Program data can be compared with. The study also shows that there's a gap between the energy education provided by program staff and the client's retention/comprehension of this information. In general, clients believe that participating in the Energy Conservation Program had a positive impact on their lives.

NEW BUSINESS

1. **Contract Summary – Compudyne Cloud Services**

Kevin Adams presented. The proposed service agreement provides computing infrastructure at the 511 Building in downtown Minneapolis that hosts multiple virtual servers connected to our internal Comcast fiber network. All hardware updates and upgrades will be the responsibility of Compudyne. This infrastructure allows Technology Innovation to upgrade current onsite equipment at less cost than if we needed to host all of our virtual servers. Though the agency started with a one-year contract, since Compudyne was a new vendor, they indicated at the time that they could reduce costs with a longer commitment. Since this service has proven effective, the agency is now ready to commit to a three-year contract that reduces the monthly cost by \$400 dollars for a three-year savings of \$16,920. The monthly cost is \$3,405 and the total 3 year cost is \$122,580. The contract duration is September 2020 - August 2023.

**MOTION, SECONDED, and CARRIED TO APPROVE THE COMPUDYNE CLOUD SERVICES
CONTRACT SUMMARY**

2. **Fiscal Year 2019-2020 Federal Head Start Carryover Request - Ratification**

Nicolee Mensing presented. CAPRW is requesting a Carryover-Reprogram for the 2019-2020 grant year. The request is to carry over a total of \$578,365.90 from the 2019-2020 grant year to the 2020-2021 grant year; \$557,100.88 in Head Start and \$21,265.02 in Early Head Start. During the month of March, the program operations were altered due to the COVID-19 Pandemic. During this time, Head Start experienced lower than budgeted expenses in multiple areas including contracted transportation services, staff salaries and benefits (due to positions left unfilled as we "pivoted" our program operations), and trainings cancelled due

to travel and group size restrictions. For these reasons, CAPRW Head Start has \$578,365.90 remaining in unobligated funds.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE FISCAL YEAR 2019-2020 FEDERAL HEAD START CARRYOVER REQUEST, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE ON AUGUST 4, 2020

3. Senior Director of Finance Hiring Recommendation - Ratification

Catherine Fair presented. A Senior Director of Finance has been selected for the agency. The Senior Director of Finance is considered a key position in Head Start and requires Regional Office approval. The candidate was previously presented to the Executive Committee and to the Head Start Policy Council for approval, however, the hiring process is not final until the Regional Office approves of the hire.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE SENIOR DIRECTOR OF FINANCE HIRING RECOMMENDATION, WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE ON AUGUST 4, 2020.

STANDING COMMITTEES

EXECUTIVE COMMITTEE REPORT – CONNIE GREER

All items on the agenda were discussed. The board chair commented that minutes were not being taken consistently during Executive Committee meetings. Per the bylaws, minutes should be taken at all board committee meetings so going forward, minutes will now be taken for all Executive Committee meetings. There are currently no agenda items for the Executive Committee meeting for September 1, therefore, this meeting will be cancelled.

BYLAWS & MEMBERSHIP COMMITTEE REPORT – MARCIE JEFFERYS

Proposed Bylaws Amendment

1. Executive Director Employment Contract Option Elimination

The Bylaws and Membership Committee are recommending the removal of the contract option for the Executive Director in the bylaws. The removal of this language would allow the Executive Director to be an employee of the board and not a contractor. The suggested change was shared with the entire board on August 7 in preparation of the vote at the board meeting. The committee will continue to review the bylaws and more changes may come in the future.

Marcie Jefferys suggested adding a brief period of time at all board meetings to discuss in detail the work of the board, how the board operates and how to be an effective board member. She thought the bylaws would be a good place to start. Part of the bylaws could be reviewed briefly during each board meeting. The board chair suggested adding these as a Study Session during future board meetings. Board members should contact Marcie with any ideas, questions or comments they may have.

It was also noted that this committee has been called the Bylaws and Nominations Committee, however, according to the bylaws, this committee is actually called the Bylaws and Membership Committee.

MOTION, SECONDED, and CARRIED TO APPROVE THE SUGGESTED BYLAWS CHANGE BY REMOVING THE EXECUTIVE DIRECTOR CONTRACT LANGUAGE FROM THE BYLAWS

PLANNING & EVALUATION (P&E) COMMITTEE REPORT

No report was given.

FINANCE COMMITTEE REPORT – KEITH SCHULER

Keith Schuler presented. The look of the financial reports included in the board packets has been scaled down slightly for the board. The reports provide more of an overview of the financial information and no longer the full detail of reports that are reviewed by the Finance Committee. The financial reports for the month of June 2020 were reviewed. June reflects the eight month of financial activity for the agency. Program financial updates are included in the board packet for review. The June 2020 credit card statement was also reviewed.

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

HEAD START POLICY COUNCIL REPORT (HSPC) – LUVIDIA WILLIAMS

Luvidia Williams presented. The hiring of the Senior Director of Finance position was discussed. Discussion also took place about the plan and procedures for students returning to school in the fall to address the safety precautions due to COVID-19. Most of the Head Start centers will open at reduced capacity and with staggered start times. Head Start will also offer virtual services for families.

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:

September 17, 2020 – 6:00 pm

Board President, Connie Greer, adjourned the Board meeting at 7:40 pm.

An Executive Session was held.