

Community Action Partnership of Ramsey & Washington Counties
450 Syndicate Street North, St. Paul, MN 55104
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BOARD OF DIRECTORS MEETING
450 Syndicate Street North, Suite 20
St. Paul, MN 55104
June 16, 2016

MINUTES

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| Members Present: | Heather Meyers, Marcie Jefferys, Mary Jo McGuire, Keith Schuler, Kerri Sawyer, Connie Greer, Evie Shelafoe, Jane Prince, Michelle Kemper, LeAndra Estis, Mary Spaulding |
| Members Absent: | Blake Huffman, Ehta Zar, Ta’Lisa Lissimore, Robin Madsen |
| Staff Present: | Clarence Hightower, Dean Dalzell, Deonna Humphrey, Catherine Fair, Brooke Walker, Deb Moses, Cindy Webster, Aimee Sandy, Mozell Jefferson, Theresa Lumpkins |
| Guests Present | |

CALL TO ORDER

The meeting was called to order at 6:03 pm by Board Vice President, LeAndra Estis.

A quorum was present. The Board reviewed the agenda for June 16, 2016, and the minutes for May 19, 2016.

June 16, 2016 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE JUNE 16, 2016, AGENDA

May 19, 2016 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE MAY 19, 2016, MINUTES

CHAIR COMMENTS

None

STUDY SESSIONS

A. 2017 FISCAL BUDGET ASSUMPTIONS & TIMELINE

Dean Dalzell gave a presentation on the 2017 Fiscal Budget Assumptions & Timeline. The Timeline and Assumptions have previously gone through the Board Committees (Planning & Evaluation, Finance, and Executive). The Timeline and Assumptions are in preparation for the 2017 Budget. The Revenue Assumptions are a bit more detailed this year and the expenditures look similar to previous years.

B. 2015 RETIREMENT PLAN AUDIT

Dean Dalzell gave a presentation on the 2015 Retirement Plan Audit which was completed by CliftonLarsonAllen for the year ending December 31, 2015. There were no findings on the audit. No internal control deficiencies (significant deficiencies or material weaknesses). The plan net assets for 2015 were \$8,248,331. Approval from the board will be sought during the new business section of the meeting.

NEW BUSINESS

A. 2017 Fiscal Budget Assumptions & Timeline

Dean Dalzell presented the 2017 Fiscal Budget Assumptions & Timeline for approval.

MOTION, SECONDED, and CARRIED TO APPROVE THE 2017 FISCAL BUDGET ASSUMPTIONS & TIMELINE

B. Union Negotiations Agreement

A tentative Union Contract Agreement was reached on May 23, 2016. The tentative agreement was reviewed and discussed. There were six changes to the current labor agreement. The new term of the Agreement will be March 31, 2018. The Employer's Compensation Plan will be increased by 2.6%, which includes a COLA increase of 1.8%. The Union approved the Contract Agreement on June 2, 2016. Staff is now seeking approval from the Board.

MOTION, SECONDED, and CARRIED TO APPROVE THE UNION CONTRACT AGREEMENT

C. Grant Summary: Federal Head Start, Extended Duration of Services

Dean Dalzell presented the Federal Head Start Extended Duration of Services Grant Summary. The Federal Office of Head Start (OHS) announced the availability of approximately \$294 million nationally to be awarded for the purpose of increasing the total annual hours of high-quality early education services offered to children enrolled in Head Start and Early Head Start center-based and family child care programs. The grant amount is for approximately \$1,500,000 and the likely grant duration is from April 1, 2017 – March 31, 2018. Community Action is required to submit an application to the Office of Head Start for these funds. The agency's application for funds includes the start-up and ongoing operational costs (staff, equipment, food, transportation, and occupancy) to support the expansion of the school day for participants of the program. The application will include the addition of two full day classrooms at CAPRW along with approximately 40 additional partner slots. The application is due to OHS by Friday, June 24, 2016.

MOTION, SECONDED, AND CARRIED TO APPROVE THE FEDERAL HEAD START, EXTENDED DURATION OF SERVICES GRANT SUMMARY

D. Grant Summary: Energy Conservation, Department of Energy Weatherization Assistance Program

Dean Dalzell presented the Energy Conservation Department of Energy Weatherization Assistance Program Grant Summary. Over the past 38 years the Minnesota Department of Energy Resources (DER) has issued CAPRW's Energy Conservation Program a contract to weatherize low income people's homes in Ramsey and Washington Counties. In addition, this will be CAPRW's second year performing weatherization work in Anoka County. The Energy Conservation Program will weatherize approximately 112 homes (24 Anoka County) with an average cost of \$7,102.00 over the course of this contract. By weatherizing these homes CAPRW will reduce our client's use of heating and cooling costs, improve the comfort, health, and safety of their homes, and reduce greenhouse gas emissions. The grant amount is for \$1,059,808 and the grant duration is from July 1, 2016 through June 30, 2017.

MOTION, SECONDED, AND CARRIED TO APPROVE THE ENERGY CONSERVATION, DEPARTMENT OF ENERGY WEATHERIZATION ASSISTANCE PROGRAM GRANT SUMMARY

E. 2015 Retirement Plan Audit: Required Communication Letter

Dean Dalzell presented the 2015 Retirement Plan Audit Required Communication Letter for approval.

MOTION, SECONDED, AND CARRIED TO APPROVE THE 2015 RETIREMENT PLAN AUDIT REQUIRED COMMUNICATION LETTER

F. 2015 Retirement Plan Audit: Financial Statements

Dean Dalzell presented the 2015 Retirement Plan Audit Financial Statements for approval.

MOTION, SECONDED, AND CARRIED TO APPROVE THE 2015 RETIREMENT PLAN AUDIT FINANCIAL STATEMENTS

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Union Negotiations Update

- This was previously discussed in the meeting and was approved by the board. Dr. Hightower thanked the board for their approval.

Head Start Director Vacancy

- Dr. Deb Moses has given her resignation. Deb gave a brief overview on her new position as well as some feedback on changes taking place in Head Start that the new director will need to be able to fill. Members of the Board thanked Deb for her years of service and wished her well.

- Deonna Humphrey discussed the timeline and process for filling the open Head Start Director position. The goal is to have the position filled by the 1st week in October. Denise Kenyon, the current Assistant Director, will be the interim Head Start Director. Bids will be solicited from outside firms.

Bill Davis Trial

- Bill Davis was the Executive Director of Community Action Minneapolis for approximately 24 years. He was due to go to trial on Monday, however, he pleaded guilty to charges today. Dr. Hightower shared some talking points with the board and reminded the board that the Executive Director and the Board Chair are designated to speak on behalf of the board. The talking points will be emailed to all board members this evening.

Mary Jo McGuire asked if there are any good or specific questions that board members should ask during board meetings or if there is a board manual. Dr. Hightower commented that the board will receive several trainings throughout the year.

Marcie Jefferies asked for a list of scheduled audits.

Connie Greer mentioned that OEO has a board training video that is approximately 30 minutes long. There is a Community Action specific version.

EXECUTIVE COMMITTEE REPORT – MICHELLE KEMPER

All items on the Executive Committee agenda were reviewed and discussed. The July Board meeting was also discussed and will be cancelled.

BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS

The Bylaws Committee did not meet. No meeting is scheduled at this time.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT – KERRI SAWYER

The P&E meeting took place on Monday, May 23rd. The committee reviewed and discussed the 2017 Fiscal Budget Assumptions and Timeline. The Head Start Governance, Leadership, & Oversight Capacity Screener was also reviewed and discussed.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

The Finance Committee report was given by Michelle Kemper. The Audit Internal Controls and Management Comments were reviewed. The Committee is planning to review the financial report packet to see if any changes are needed with the current documentation provided. Financial statements for the month of April were reviewed. April is the 7th month of the fiscal year. Agency expenditures and revenue are below budget for the fiscal year. The building is 100% occupied and all tenants are current. The April credit card statements were also reviewed. There was some fraudulent activity on one of the credit cards. This will be corrected on a future statement.

MOTION, SECONDED, and CARRIED TO APPROVE THE APRIL 2016 FINANCIAL REPORTS AND CREDIT CARD STATEMENT AS PRESENTED

HEAD START POLICY COUNCIL REPORT – HEATHER MEYER & MARY SPAULDING

Heather Meyers gave the Head Start Policy Council Report. The committee reviewed the budget reports for March & April. The recommendation of hiring a full day teacher was also approved. The calendar for the next school year was also reviewed.

Dr. Deb Moses presented the Head Start Governance, Leadership, & Oversight Capacity Screener. The Board and Policy Council are required by Head Start to go over the Governance Screener every year. The Governance visit for the Board and Policy Council will take place next year instead of this year, as previously thought. A handout was provided, discussed, and reviewed for the items pertaining specifically to the board. The Policies & Procedures will be brought before the board by the end of the year.

The Head Start Program Self-Assessment will be reviewed at the next Board meeting on August 18, 2016.

ANNOUNCEMENTS/INFORMATION

A Board Roster and 2016 Board Calendar were provided in the Board packet, as well as the 2016 Legislative Agenda and Priorities.

Brooke Walker gave an update on the 2016 Legislative Agenda and Priorities. Two bills were passed to Governor Dayton, the Supplemental Budget and the Tax Bill. The Supplemental Budget was signed on June 1st which included a Bill from the Minnesota Asset Building Coalition called Invest in Small Businesses. This Bill indirectly benefits FAIM participants. The Tax Bill that was expired included the expanded tax credits for working families. VITA Tax Clinic dollars were increased and Community Action is planning to apply for these funds.

NEXT BOARD MEETING DATE(S):

August 18, 2016 – 6:00 PM

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, LeAndra Estis, at 7:36 pm.