

**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 19, 2016**

**MINUTES**

---

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

---

**CALL TO ORDER**

The meeting was called to order at 6:05 pm by Board President, Blake Huffman.

A quorum was present. The Board reviewed the agenda for May 19, 2016, and the minutes for April 21, 2016.

**May 19, 2016 Agenda**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE MAY 19, 2016, AGENDA**

**April 21, 2016 Minutes**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE APRIL 21, 2016, MINUTES**

**CHAIR COMMENTS**

Board Chair, Blake Huffman, commented that we are now in political season and because of that conversations are taking place across the board on how to handle every issue. No matter what your preference is in terms of how to handle people in poverty, education is an issue that is always important and CAPRW does great work in the area of education with Head Start.

**STUDY SESSIONS**

**A. AGENCY PURCHASING PROCESS**

Dean Dalzell gave a presentation on the agency purchasing process which outlined the purchasing and disbursement process. The presentation included the procurement, purchasing, documentation, processing, and reporting process. Keith Schuler and Board Chair, Blake Huffman, both commented on how good the presentation was, as well as how good the financial process is for CAPRW.

**NEW BUSINESS**

**A. Energy Conservation Mechanical Update**

Dean Dalzell gave an update on the Energy Conservation Mechanical Contract Summary. The original contract summary was expected to be over the \$75,000 threshold, which would need board approval. However, the contract is actually under \$75,000 and, therefore, will not need approval from the board. Staff is seeking to remove this item from the table.

**B. Minnesota State Head Start Grant Summary**

Dean Dalzell presented the Minnesota State Head Start Grant Summary for renewal. Head Start and Early Head Start grantees are eligible for state funds that add enrollment slots to their Head Start/Early Head Start Programs beyond the number of enrollment slots funded by Federal dollars. For the current program year, the state grant provides funding for 331 additional enrollments. The grant amount is for \$3,046,648 and the grant duration is from July 1, 2016 – June 30, 2017.

**MOTION, SECONDED, and CARRIED TO APPROVE THE MINNESOTA STATE HEAD START GRANT SUMMARY**

**C. Federal Head Start Cost of Living Adjustment (COLA) Grant Summary**

Dean Dalzell presented the Head Start Cost of Living (COLA) Grant Summary. On December 18, 2015, President Obama signed into law the Consolidated Appropriations Act which contains an increase for programs under the Head Start Act for the Federal Fiscal Year 2016 (October 1, 2015 – September 30, 2016). A portion of the increase provides a cost of living adjustment (COLA) of 1.8 percent to assist grantees in increasing staff salaries, benefits, and offsetting higher operating costs. Community Action received instructions on May 4, 2016, from the funding source detailing the application required to receive the COLA. The grant amount is \$169,145 and the grant duration is from April 1, 2016 – March 31, 2017.

**MOTION, SECONDED, AND CARRIED TO APPROVE THE FEDERAL HEAD START COST OF LIVING ADJUSTMENT GRANT SUMMARY**

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

Head Start Federal Review Update

- The Head Start Federal Review took place during the week of April 25<sup>th</sup>. The review went very well with no findings. An official notice should be received within the next 90 days.

Union Negotiations Update

- Dr. Hightower gave an update on the current union negotiations. The next meeting will take place on Monday, May 23. Three items currently remain on the table.

OSHA Report

- An OSHA visit took place on May 5, 2016. OSHA has the ability to issue citations for any findings. A few items were noted during the visit that was remedied. A final report should be received in 2-3 weeks.

**EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN**

All items on the Executive Committee agenda were reviewed and discussed.

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

The Bylaws Committee did not meet.

**PLANNING & EVALUATION COMMITTEE REPORT – ROBIN MADSEN**

The Planning & Evaluation Committee did not meet. The next meeting will take place next Monday, May 23<sup>rd</sup>.

**FINANCE COMMITTEE REPORT – KEITH SCHULER**

The Finance Committee report was given by Keith Schuler. 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 below budget. The building is 100% occupied and all tenants are current. The March credit card statements were also reviewed. Connie commented that she was impressed by the knowledge of the staff and the committee members.

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

**HEAD START POLICY COUNCIL REPORT – HEATHER MEYERS**

Heather Meyers gave the Head Start Policy Council Report. The Head Start Federal review took place and the reviewers were really impressed by how comprehensive the Head Start services are. The Head Start Policy Council (HSPC) approved the recommendation of a full time teacher. The calendar for the next school year was approved. A health clinic took place and 16 families were seen. One child who had not been to the doctor since 2014 had a heart murmur, which was caught by a nurse during the clinic. A mobile health clinic was discussed and could possibly be in the works.

Robin Madsen asked how the Head Start employees were recognized for the good review they received. Dr. Hightower noted that Dr. Deb Moses has sent two emails to staff acknowledging and thanking them for their hard work.

**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. Not a lot has been decided at this point. Robin Madsen suggested sending an email to Board members when the agency receives a call to action so they can help lobby, if necessary.

**NEXT BOARD MEETING DATE(S):**

**June 16, 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 President, Blake Huffman, at 6:55 pm.