

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

February 16, 2017

MINUTES

Members Present:	Blake Huffman, Marcie Jefferys, Michelle Kemper, Connie Greer, Keith Schuler, Mary Jo McGuire, Esmeralda Cortes, LeAndra Estis
Members Absent:	Evie Shelafoe, Jane Prince, Kerri Sawyer, Robin Madsen, Ta'Lisa Lissimore, Fartun Ahmed, Heather Meyers
Staff Present:	Clarence Hightower, Dean Dalzell, Catherine Fair, Cassidy Titcomb, Aimee Sandy, Brooke Walker, Cindy Webster, Theresa Lumpkins, Karri Kerns
Guests Present	Rachel Flanders & Sarah Reichling, CliftonLarsonAllen

CALL TO ORDER

The meeting was called to order at 6:04 pm by Board President, Blake Huffman.

A quorum was present. The Board reviewed the agenda for February 16, 2017, and the minutes for January 19, 2017.

February 16, 2017 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE FEBRUARY 16, 2017, AGENDA

January 19, 2017 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE JANUARY 19, 2017, MINUTES

CHAIR COMMENTS

None

STUDY SESSIONS

A. AUDITOR PRESENTATION

A presentation was given by Rachel Flanders and Sarah Reichling from CliftonLarsonAllen on the Fiscal Year 2016 Financial Audit. The audit was reviewed in great detail at the last Finance Committee meeting. Management was well prepared for the audit. No audit adjustments; two passed adjustments, and no material weaknesses. CAPRW received an unmodified opinion which is the highest level of assurance a CPA firm can provide.

Keith Schuler recognized Dean Dalzell and his staff for the hard work they do to ensure a successful audit.

B. CAR OWNERSHIP PROGRAM

A presentation was given by Brooke Walker on the agency Car Ownership Program. The Car Ownership Program provides car loans to low income residents of Ramsey County. In 2016, CAPRW received a one-time grant for \$75,000 from Bremer Bank. The additional funds will be used to increase the loan amount from \$4,000 to \$6,000. This was the first time funding was received in 10 years. Eligible applicants are presented to a loan committee. Approved borrowers are required to complete financial literacy, a car maintenance workshop, and three months of case management. The revolving loan pool is managed by Community Action who determines the eligibility criteria, loan terms, and availability of loans.

NEW BUSINESS

- A. **Fiscal Year 2016 Financial Audit**
a. **Auditor Letter to Governance – Draft**
b. **Financial Statements – Draft**

The Fiscal Year 2016 Financial Audit was previously presented. The Auditor Letter to Governance and Financial Statements were presented for approval.

MOTION, SECONDED, and CARRIED TO APPROVE THE FISCAL YEAR 2016 FINANCIAL AUDIT, INCLUDING THE AUDITOR LETTER TO GOVERNANCE AND FINANCIAL STATEMENTS

- B. **Board Member Leave of Absence Policy**

The Bylaws & Nominations Committee is working on adding a Leave of Absence Policy for Board Members to the Bylaws. The handout in the packet is a draft that is still being worked on. A final draft will be presented to the Board for approval at the next meeting.

- A. **2016 Executive Director Performance Evaluation**

Blake Huffman reported on the 2016 Executive Director Performance Evaluation. Based on the score of the survey results, the Executive Board is recommending a 3% raise for the Executive Director. This is the first raise the Executive Director has received in three (3) years. The Board Chair is also working with Human Resources on extending the contract for Dr. Hightower for another three (3) years.

Keith Schuler made a comment that 3% may not be enough of a raise for the integrity that Dr. Hightower brings to the organization.

MOTION, SECONDED, and CARRIED TO APPROVE A 3% RAISE FOR DR. CLARENCE HIGHTOWER, EXECUTIVE DIRECTOR

Dr. Hightower commented that at the time of the approval of the 2016 agency goals, 29 out of the 30 goals had been met. The last goal was met tonight with the presentation of the Fiscal Year 2016 Financial Audit. This is the first time in 8 years that 100% of the goals have been met.

Dr. Hightower also commented on the great Leadership Team that CAPRW has.

- B. **Contract Summary – Head Start Childcare Partners**

Dean Dalzell presented the Contract Summary for the Head Start Childcare Partners. Many low income families need full day childcare in order to work or attend school. The proposed child care partners will provide Head Start (HS) and Early Head Start (EHS) services in full accordance with Head Start Performance Standards and MN Rule 3 state regulations. A minimum of 74 children (total) will receive high quality HS/EHS services while attending their current child care setting. The total contract amount is \$281,810. The contract duration for Wilder and Lifetrack is for two years and the Montessori American Indian is for one year.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START CHILDCARE PARTNERS CONTRACT SUMMARY

- C. **Grant Summary – Head Start, Pathways II Early Learning Scholarship**

Dean Dalzell presented a Grant Summary for the Head Start Pathways II Early Learning Scholarship. Funds have been made available through the Minnesota Department of Education for a fifth and sixth year of Head Start programming via Pathway II scholarships. This is a state appropriation scholarship grant and is intended to increase access to high-quality programming for children with high needs. The approximate grant amount is \$1,382,280 (\$691,140 per year for two years). The funding amount per child awarded to the program is a maximum of \$3,750/child. The grant duration is July 1, 2017 – September 30, 2019.

MOTION, SECONDED, and CARRIED TO RATIFY THE HEAD START PATHWAYS II EARLY LEARNING SCHOLARSHIP GRANT SUMMARY

- D. **Grant Summary – Family Homeless Prevention & Assistance Program**

Dean Dalzell presented a Grant Summary on the Family Homeless Prevention & Assistance Program. Neighborhood House is collaborating with CAPRW to continue with the HOPE Collaborative. Neighborhood House is the fiscal agent/lead. Goal # 1: Prevent those at risk of homelessness from actually experiencing homelessness. Goal # 2: Provide homeless assistance to rapidly rehouse people who have become homeless. The grant amount is approximately \$124,000 and the grant duration is July 1, 2017 – June 30, 2019.

MOTION, SECONDED, and CARRIED TO APPROVE THE FAMILY HOMELESS PREVENTION & ASSISTANCE PROGRAM GRANT SUMMARY

E. Grant Summary – Tenant Lease, Southern MN Regional Legal Services (SMRLS)

Dean Dalzell presented a Grant Summary for the Tenant Lease Agreement with Southern MN Regional Legal Services. This grant summary represents the tenant's request for extension to their lease agreement with Community Action for a period of 12 months; the tenant will continue to occupy 3,912 square feet in Suite 285. The grant amount is \$54,455. SMRLS is a non-profit organization that provides free, high-quality legal help to low-income people in critical civil matters.

MOTION, SECONDED, and CARRIED TO APPROVE THE SOUTHERN MN REGIONAL LEGAL SERVICES TENANT LEASE GRANT SUMMARY

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

1. Community Housing Development Organization (CHDO) Update
 - a. Catherine Fair gave an update on the Community Housing Development Organization (CHDO). The timeline for locating a property has been shortened. April 30, 2017 is the deadline to have a property identified. The original timeline was June or July 2017. Because of the accelerated timeline, the Executive Committee will act on the Boards behalf, to move the process along, if necessary.
2. Immigration Policy Letter
 - a. A draft letter was provided as a handout to each present Board member. The letter is intended to be sent to staff in response to feedback from some participants that have expressed concerns about providing information to CAPRW and how the collection of that information could be used or could affect them. The letter clarifies that CAPRW uses the information gathered for qualifying purposes only.

EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN

All items on the Executive Committee agenda were discussed.

BYLAWS & NOMINATIONS COMMITTEE REPORT – DR. HIGHTOWER

The Bylaws Committee provided a proposed Slate of Officers for 2017. The final Slate of Officers will be brought before the Board in March at the Annual Meeting. The Committee is also working on finding a replacement for the low-income sector. The committee will have a final Leave of Absence of Policy for Board approval at the March meeting. The Committee has also been tasked with reviewing the Bylaws for any changes. Suggested change to 2017 Slate of Officer Form: change expiring Board member to expiring board member term.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT

No committee members were present to provide a committee report.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

Financial statements for the month of December were reviewed. December is the 3rd month of the fiscal year. Agency expenditures and revenue are within 2% of the budget for the fiscal year. The building is 100% occupied and all tenants are current. The December credit card statements were reviewed.

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

HEAD START POLICY COUNCIL REPORT – HEATHER MEYERS/KARRI KERNS

The HSPC report is provided in the packet. The HSPC will not meet until Tuesday.

PROGRAM REPORTS

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

ANNOUNCEMENTS/INFORMATION

A Board Roster and 2017 Board Calendar were provided in the Board packet.

Mary Jo McGuire and Keith Schuler commented that they no longer wish to receive a mailed copy of the Board packet. They wish to only receive an electronic copy.

NEXT BOARD MEETING DATE(S):

March 16, 2017 – 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 7:10 pm.