

Community Action Partnership of Ramsey & Washington Counties
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BOARD OF DIRECTORS MEETING
450 Syndicate Street North, Suite 20
St. Paul, MN 55104
August 16, 2018

MINUTES

Members Present:	Marcie Jefferys, Sara Appolon, Keith Schuler, Connie Greer, Blake Huffman, Michelle Kemper, Shereen Page, Alex Hines,
Members Absent:	Ta’Lisa Lissimore, Heather Meyers, Esmeralda Cortes, Mary Jo McGuire, Elizabeth Omoyeni, Jane Prince
Staff Present:	Clarence Hightower, Dean Dalzell, Deonna Humphrey, Karri Kerns, Cassidy Titcomb, Brooke Walker, Ankit Bangar, Sandy Hsu, Theresa Lumpkins, Angie Prokop
Guests Present:	Kylie Nicholas (The Improve Group)

CALL TO ORDER

The meeting was called to order at 6:02 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the agenda for August 16, 2018, and the minutes for June 21, 2018.

August 16, 2018 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE AUGUST 16, 2018, AGENDA

June 21, 2018 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE JUNE 21, 2018, MINUTES

CHAIR COMMENTS

The Chair thanked the Board and staff for their attendance at the Board Retreat on Saturday, June 23. The next Board Retreat will take place in October. He felt that it was a great first session. He also talked about the need for Board members to reengage after being off for the month of July.

STUDY SESSIONS

- A. Head Start Child and Adult Care Food Program (CACFP) Training
Angela Prokop provided training on the Child and Adult Care Food Program (CACFP). The CACFP is a program that takes part in the Food & Nutrition Services from the United States Department of Agriculture (USDA) that provides meal and milk reimbursement and donated commodities through a variety of federal nutrition programs. Head Start is required to participate in the CACFP program as part of the Head Start Performance Standards. Board Members and the Executive Director are required to know the basic CACFP information and requirements to gain understanding that they have the responsibility to ensure staff is trained in program requirements and compliance is maintained. Members also need to gain understanding of the serious deficiency process. Minimum training requirements include:
- Meal Components & Portion Sizes
 - Attendance & Meal Count Documentation
 - Claims Submission
 - Reimbursement & Fiscal Management
- Training will take place on August 27 for staff. Board members are welcomed and encouraged to attend.
- B. Strategic Plan Update

Cassidy Titcomb gave an update on the current changes to the Mission, Vision, and Values that came out of the last Board Retreat. Staff have reviewed the feedback and the final versions of the Mission, Vision, and Values are being presented this evening to the Board.

Kylie Nicholas from the Improve Group gave a presentation on the results of the Community Needs Assessment Community Profile. A handout was provided to all present members. The Community Needs Assessment Profile describes the demographics of the community with specific focus on populations living low-income. The Community Profile also informs the Community Needs Assessment and was prepared by the Improve Group in July 2018 using data from the U.S. Census Bureau, state and local agencies, and other researchers.

NEW BUSINESS

A. Grant Summary: Head Start Child and Adult Care Food Program

Dean Dalzell presented the Grant Summary for the Head Start Child and Adult Care Food Program that was previously discussed during the Study Session. The estimated grant amount is \$588,000 - \$660,000 (estimated reimbursement to help offset approximately \$1.6 million budgeted in food and related program expenditures). The grant duration is October 1, 2018 – September 30, 2019.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START CHILD AND ADULT CARE FOOD PROGRAM (CACFP) GRANT SUMMARY

B. Grant Summary: Energy Assistance – MN Department of Commerce

Dean Dalzell presented the Grant Summary for the Energy Assistance – MN Department of Commerce Grant. The Low Income Home Energy Assistance Program (LIHEAP) is one of the core grants for Community Action. The estimated grant amount for this renewal is \$2.8 million covering the Community Action and Federal Fiscal Year from October 1, 2018 through September 30, 2019. The Energy Assistance Program has been granting LIHEAP funds for 37 years with the most recent 17 years through the MN Department of Commerce. The funds provide Community Action with the Program Administration funds to authorize \$7.8 million of direct utility bill relief from the MN Department of Commerce. Community Action serves approximately 19,000 households with these funds.

MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE ENERGY ASSISTANCE – MN DEPARTMENT OF COMMERCE GRANT

C. Grant Summary: Lowe's Home Improvement

Dean Dalzell presented the Lowe's Home Improvement Grant Summary. This grant would be a new funding source for Community Action. It would be used to update Community Action Building's HVAC control system, which is one of the savings opportunities identified during a May 2018 energy assessment performed by Xcel Energy. The project is significant in cost, estimated at approximately \$150,000, however, the anticipated savings per year are significant as well, approximately \$31,000 per year. Lowe's Home Improvement provides grant opportunities up to \$100,000 to non-profit organizations to complete these types of projects.

MOTION, SECONDED, AND CARRIED TO APPROVE THE GRANT SUMMARY FOR THE LOWE'S HOME IMPROVEMENT GRANT

D. Grant Summary: City of St. Paul Police Department

Dean Dalzell presented a Grant Summary for the City of St. Paul Police Department. Upon completion of the program pilot, the City of St. Paul Police Department (SPPD) was able to secure additional funding via the MN Department of Economic Development (DEED) to operate the Law Enforcement Career Path Academy (LECPA). The program engages and assists low-income young adults to establish a career in law enforcement. The initial paid training results in college credits and entry level skills certification. As a partner, Community Action supports program recruitment, eligibility determination, case management and provides career and college management services. The total amount of the proposed two year grant is \$132,000.

MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE CITY OF ST. PAUL POLICE DEPARTMENT GRANT

E. Contract Summary: Blackbaud

Dean Dalzell presented the Contract Summary for Blackbaud. The service with Blackbaud will be for three years (September 2018 through October 2021). Blackbaud will provide Community Action with a Constituent Relationship Management (CRM) system which will advance our mission by managing all the details of fundraising efforts including storing information about prospects, donors, and gifts that are key to raising money and developing meaningful relationships. The contract will total \$70,229.

Connie Greer asked how soon this new system would be implemented. Cassidy Titcomb indicated that the implementation time is about two to three months, which means the new system could be in place to be used for end of year given. Blake Huffman asked if other organizations like Community Action use similar systems. Cassidy Titcomb indicated that they do.

MOTION, SECONDED, and CARRIED TO APPROVE THE CONTRACT SUMMARY FOR THE BLACKBAUD CONTRACT

F. Contract Summary: Head Start Transportation Services

Dean Dalzell presented the Contract Summary for Head Start Transportation Services. Many families whose children attend Head Start center-based program options do not have their own transportation to bring children to and from school. The transportation industry is experiencing a prolonged shortage of recruiting for transportation positions; transportation firms are unable to fill open positions. Community Action has experienced the same shortage. In order to fully meet the transportation needs of participants in Head Start, the program is seeking to supplement its transportation services by contracting what we are not able to do "in-house" with a transportation vendor, Pride Transportation School Bus Services. The ultimate goal is to get more children enrolled in Head Start with an improved attendance rate. The contract will be for three year, with an estimated contract amount of \$1.6 million. There is no staffing impact to drivers, as the proposed contractor will be handling routes for positions that the program was unable to fill. However, there will likely be a staffing impact for bus monitors; fewer bus monitors will be called back from the summer lay-off period.

Connie Greer asked if the agency will save money or would it cost more to contract these services out. Dean Dalzell indicated that it will be net neutral. Connie also asked if some of the older buses will be replaced. Dean Dalzell stated yes.

**Some AFSCME representatives were in attendance at the meeting and attempted to provide input on the Head Start Transportation services.*

MOTION, SECONDED, and CARRIED TO APPROVE THE CONTRACT SUMMARY FOR THE HEAD START TRANSPORTATION SERVICES CONTRACT

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Head Start Hiring Update

- Karri Kerns will be with the agency through August.
- De Humphrey gave an update on the status of the hiring process for the Head Start/Early Head Start Director position. The agency has retained Cohen Taylor for this search process. The search is being done nationally and locally. Cohen Taylor has talked with approximately 75 people. There are currently eight (8) viable candidates, six from Minnesota and two national. There is a tentative agreement for the interview process to take place the week of September 17.

Connie Greer asked if any of the candidates have previous Head Start experience. De commented that this is something that is being looked at heavily.

Keith Schuler asked if the agency will pay the relocation costs of any of the national candidates. This is not something that the agency has advertised that they would do.

EXECUTIVE COMMITTEE REPORT – MICHELLE KEMPER

The Executive Committee did not have a quorum, but they did review all of the items on the agenda.

BYLAWS & NOMINATIONS COMMITTEE REPORT – MARCIE JEFFERIES

The Bylaws & Nominations Committee did not have a quorum, but the present members did review all of the items on the agenda. Discussion took place about some of the Bylaws, specifically regarding term limits for certain sectors.

Connie Greer mentioned that CAPLAW is a good resource to reach out to for input.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT

No report was given.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

Dean Dalzell presented the first draft of the Fiscal Year 2019. The budget is currently about \$400,000 out of balance. Staff is currently working on balancing the budget. A second draft of the budget will be provided to the Board next Friday, August 24. The final budget will be brought before the Board at the September Board meeting.

Michelle Kemper provided the Finance Committee Report. The grant and contract summaries that were discussed today were also reviewed during the Finance Committee meeting. Financial statements for the months of May and June were reviewed. May is the 8th month of the fiscal year and June is the 9th 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 May and June credit card statements were also reviewed. Connie Greer loves the narrative Financial Summary Reports that are include, but she would like to see a notation in the reports about major agency events that take place (i.e. Senior Leadership resignations).

MOTION, SECONDED, and CARRIED TO APPROVE THE MAY AND JUNE 2018 FINANCIAL SUMMARY REPORTS AND CREDIT CARD STATEMENTS AS PRESENTED

HEAD START POLICY COUNCIL REPORT (HSPC) – CONNIE GREER

The Head Start Policy Council does not meet during the summer months. They will not meet again until the fall.

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.

AFSCME representatives attended the meeting to discuss their concerns about the bus driver and bus monitor positions in regards to the Head Start Transportation Contract.

Karri Kerns commented that last year was a difficult year for the program's transportation department. A huge focus in Head Start today is about enrollment. At the national level the viewpoint is get enrollment up or given funding back. When the bussing is not available, children do not attend school, and enrollment numbers go down.

Connie Greer sat on the committee that worked on the transportation issue. She also commented that, in fact, Head Start could provide no Transportation, so contracting out these services is a good option.

NEXT BOARD MEETING DATE:

September 20, 2018 – 6:00 PM

Board Retreat: October 27, 2018

An Executive Session was 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 President, Blake Huffman at 7:13 pm.