

**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**  
**February 15, 2018**

**MINUTES**

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<b>Members Present:</b>	Blake Huffman, Michelle Kemper, Marcie Jefferys, Jane Prince, Shereen Page, Connie Greer, Elizabeth Omoyeni, Sara Appolon, Keith Schuler, Heather Meyers, Ta'Lisa Lissimore, Kerri Sawyer
<b>Members Absent:</b>	Alex Hines, Esmeralda Cortes, Mary Jo McGuire
<b>Staff Present:</b>	Clarence Hightower, Dean Dalzell, Catherine Fair, Brooke Walker, Deonna Humphrey, Karri Kerns, Cindy Webster, Cassidy Titcomb, Aimee Sandy, Theresa Lumpkins
<b>Guests Present</b>	Rachel Flanders, CliftonLarsenAllen

**CALL TO ORDER**

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The meeting was called to order at 6:01 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the agenda for February 15, 2018, and the minutes for January 18, 2018.

**February 15, 2018 Agenda**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE FEBRUARY 15, 2018, AGENDA**

**January 18, 2018 Minutes**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE JANUARY 18, 2018, MINUTES**

**CHAIR COMMENTS**

The Board President commented on the agency All Staff Event that took place last month, in which he was the guest speaker. A slideshow of photos from the event were shown during the chair comments.

**STUDY SESSIONS**

**A. Fiscal Year 2017 Audit Presentation**

A presentation was given by Rachel Flanders from CliftonLarsonAllen on the Fiscal Year 2017 Financial Audit. Management was well prepared for the audit. There were no material weaknesses or significant deficiency. There were no audit adjustments and one passed adjustment that was immaterial to the prior year. Community Action received an unmodified opinion which is the highest level of assurance that can be given. The audit was reviewed in great detail at the last Finance Committee meeting.

**B. Head Start Community Needs Assessment**

Ankit Bangar presented the results of the Head Start Community Needs Assessment. Based on the Performance Standards, the Community Needs Assessment must be done every five years and updated annually. Although it wasn't due at this time, Ankit wanted to conduct one at this time since he has been in his position for two years. Ankit provided a summarized handout on the Head Start/Early Head Start Community Needs Assessment 2018-2019 Summary of Findings for review. The full Summary of Findings was provided in the Board packet. The total population of Ramsey County is 540,649. 16.5% of the population is below 100% poverty. 9,373 were children 4 years of age or under living in poverty. Full time employees living in poverty is increasing. The full assessment of the 2018-2019 Community Needs Assessment will be available on the agency website.

C. **Head Start Eligibility, Recruitment, Selection, Enrollment, & Attendance**

Karri Kerns presented the Head Start Eligibility, Recruitment, Selection, Enrollment, & Attendance (ERSEA). The Selection Criteria is reevaluated every year for changes. Due to the changes that were made to the Selection Criteria this year, changes to the Head Start Application were also made. The Selection Criteria is used to determine the children most at risk and in need. The Selection Criteria and new Head Start Application were reviewed in detail.

**NEW BUSINESS**

A. **Fiscal Year 2017 Financial Audit**

a. **Auditor Letter to Governance – Draft**

The purpose of the letter is to communicate to governance the required items under accounting standards as well as provide an update on the audit since the planning meeting.

**MOTION, SECONDED, and CARRIED TO APPROVE THE FISCAL YEAR 2017 FINANCIAL AUDIT AND AUDITOR LETTER TO GOVERNANCE**

b. **Financial Statements – Draft**

The Financial Statements were previously discussed and reviewed during the Fiscal Year 2017 Audit Presentation by CliftonLarsenAllen.

**MOTION, SECONDED, and CARRIED TO APPROVE THE FISCAL YEAR 2017 FINANCIAL AUDIT FINANCIAL STATEMENTS**

B. **Head Start Application and Selection Criteria**

Karri Kerns previously presented the Head Start Application and Selection Criteria. The Head Start Application and Selection Criteria were brought before the Board for approval.

**MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START APPLICATION AND SELECTION CRITERIA**

C. **2017 Executive Director Performance Evaluation & Compensation**

Blake Huffman reported on the 2017 Executive Director Performance Evaluation for Dr. Hightower. A memorandum was read by the Board President. Based on the score of the survey results, the Executive Committee is recommending a 3% salary adjustment for the Executive Director. Dr. Hightower would also be eligible to receive the COLA increase. The Board President thanked Dr. Hightower for his leadership. Other Board members thanked Dr. Hightower and staff for all their hard work. Connie Greer commented that Community Action is a fabulous organization.

**MOTION, SECONDED, and CARRIED TO APPROVE THE 2017 EXECUTIVE DIRECTOR PERFORMANCE EVALUATION AND THE 3% SALARY ADJUSTMENT FOR THE EXECUTIVE DIRECTOR**

D. **Contract Summary, Energy Conservation – Appliance Smart**

Dean Dalzell presented an Energy Conservation Contract Summary for Appliance Smart. As part of the Federal Weatherization Program's energy saving measures, old and inefficient refrigerators are replaced in both single family and multi-family homes in Ramsey, Washington, and Anoka counties with new Energy-Star rated refrigerators. The proposed contract is a two year term from January 1, 2018 to December 31, 2019. Energy Conservation will replace approximately 50-70 refrigerators at an average cost of \$600-\$700 per refrigerator. The program received one quote as a result of the RFP process. Staff followed guidance from the MN Department of Commerce for the sole-source proposal.

**MOTION, SECONDED, and CARRIED TO APPROVE THE ENERGY CONSERVATION CONTRACT SUMMARY FOR APPLIANCE SMART**

E. **Contract Summary, Little Canada Residential Property**

Catherine Fair presented a Contract Summary for the purchase of a residential property in Little Canada. Community Action is proposing entering into a purchase agreement for a single family residential property

at 55 Labore Avenue in Little Canada, MN as an expansion of the low-income housing program. The purchase amount of the property is \$125,743. The estimated closing date is March 15, 2018. Ramsey County currently has \$75,000 in Housing and Urban Development (HUD) HOME funds invested in the property. Per HOME Investment Partnerships Program funding rules, the affordability period for this property expires in 2035. The Community Action Board of Directors president is also the Board Chair of Journey Home USA (the party selling the home). Community Action is proposing obtaining a mortgage, secured by the property, to fund the purchase of the property.

**MOTION, SECONDED, and CARRIED TO APPROVE THE CONTRACT SUMMARY FOR THE RESIDENTIAL PROPERTY PURCHASE LOCATED AT 55 LABORE AVENUE IN LITTLE CANADA**  
*\*Blake Huffman and Shereen Page abstained from the vote as they both sit on the Board of Directors for Journey Home USA.*

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

##### Audit Results

- Dr. Hightower talked about the 2017 Audit results. Community Action has had a clean audit for the past nine (9) years. He credited this to the strong leadership of his staff. He emphasized the importance of having strong processes in place.

##### Strategic Plan

- The Strategic Planning One Journey process will be included on every Board meeting agenda each month to keep the Board updated on the process. Cassidy Titcomb discussed and reviewed the Strategic Planning & Community Needs Assessment (CNA) Timeline. An RFP was sent out and the deadline was last Friday. Applications are being reviewed and interviews will take place shortly. Board participation is essential to this process and there will be two Board Retreats that will take place in April and in June. Connie Greer has agreed to be on the Steering Committee.

##### Leadership Day of Volunteering

- Cindy Webster talked about the Leadership Day of Volunteering that took place on February 13, 2018. The leadership team volunteered with Neighborhood House to distribute food during their mass produce distribution. The event was held at Metropolitan State University. 9,110 pounds of food was distributed.

#### **EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN**

The Executive Committee reviewed some scenarios in preparation of a government shutdown. The Finance Committee talked about possibly increasing the line of credit on the building just in case a government shutdown was ever to take place.

The signing limit for Dr. Hightower was also reviewed and it was determined that \$75,000 is the correct amount.

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

The Bylaws & Nominations Committee presented the preliminary 2018 Slate of Officers for review. The final Slate of Officers will be brought before the Board for approval in March at the Annual meeting. The Board currently has a full slate, however, Kerri Sawyer will term off the Board in March. The Bylaws & Nominations Committee will meet to fill that vacancy.

#### **PLANNING & EVALUATION (P&E) COMMITTEE REPORT – JANE PRINCE**

The P&E Committee did not meet.

#### **FINANCE COMMITTEE REPORT – MICHELLE KEMPER**

Michelle Kemper provided the Finance Committee Report. CliftonLarsenAllen gave the audit presentation at the Finance Committee meeting. Financial statements for the month of December were reviewed. December is the 3<sup>rd</sup> 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 December credit card statements were also reviewed. The Finance Committee has started to select one (1) random employee each month to review their credit card purchases.

**MOTION, SECONDED, and CARRIED TO APPROVE THE DECEMBER 2017 FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENTS AS PRESENTED**

**HEAD START POLICY COUNCIL REPORT (HSPC) – CONNIE GREER/ELIZABETH OMOYENI**

The Head Start Policy Council meetings are held on the 3rd Tuesday of each month. A meeting will take place next Tuesday.

**PROGRAM REPORTS**

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

**ANNOUNCEMENTS/INFORMATION**

A Board Roster and 2018 Board Calendar were provided in the Board packet.

In light of the recent school shooting that took place in Florida, Karri Kerns talked about the Emergency Preparedness drills that take place at the Head Start Centers. The centers practice lockdown drills, where nobody can leave or enter the building until authorities arrive.

**NEXT BOARD MEETING DATE:**

**March 15, 2018 – 6:00 PM**

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All staff was dismissed and 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 7:19 pm.