

**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**  
**August 15, 2019**

**MINUTES**

---

<b>Members Present:</b>	Michelle Kemper, Connie Greer, Keith Schuler, Marcie Jefferys, Sara Appolon, Jane Prince, Trista MatasCastillo, Luvidia Williams, Shereen Page, Alex Hines, Esmeralda Cortes, Minerva Munoz
<b>Members Absent:</b>	Mary Jo McGuire, Ta'Lisa Lissimore
<b>Staff Present:</b>	Clarence Hightower, Dean Dalzell, De Humphrey, Brooke Walker, Cindy Webster, Cassidy Titcomb, Nicolee Mensing, Sarah Hayes, Theresa Lumpkins, Angela Prokop
<b>Guests Present:</b>	

---

**CALL TO ORDER**

Board President, Michelle Kemper, called the meeting to order at 6:03 pm. A quorum was present.

The Board reviewed the agenda for August 15, 2019, and the minutes for June 20, 2019.

**August 15, 2019, Agenda**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE AUGUST 15, 2019, AGENDA**

**June 20, 2019, Minutes**

**MOTION, SECONDED, AND CARRIED TO APPROVE THE JUNE 20, 2019, MINUTES**

**CHAIR COMMENTS**

The Board Chair recognized Marcie Jefferys for her 3 years of service on the Board and for her contributions to Community Action. Marcie has retired from Ramsey County and will no longer be the appointee to serve on the Board. A plaque was presented to Marcie in appreciation for her years of service.

**STUDY SESSIONS**

1. 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 22, 2019, for Head Start staff. Board members are welcomed and encouraged to attend.

## 2. Employment Trends

Deonna Humphrey presented. A handout was provided on current employment trends. Less people are looking for jobs in Minnesota than nationally. The Twin Cities' area wages are highly competitive and CAPRW is losing candidates during the offer period. The lower the number, the harder it is to hire skilled and experienced candidates. The handout also gave a breakdown in Minnesota unemployment rates by gender and race.

### **NEW BUSINESS**

#### **1. Grant Summary: Head Start, Child and Adult Care Food Program (CACFP) Budget**

Dean Dalzell presented the Grant Summary for the Head Start Child and Adult Care Food Program, which was previously discussed during the Study Session. The estimated grant amount is \$600,000 - \$700,000 (estimated reimbursement to help offset approximately \$1.729 million budgeted in food and related program expenditures). The grant duration is October 1, 2019 – September 30, 2020.

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

#### **2. Grant Summary: Energy Assistance, Minnesota 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, 2019 through September 30, 2020. The Energy Assistance Program has been granting LIHEAP funds for 38 years with the most recent 18 years through the MN Department of Commerce. The funds provide Community Action with the Program Administration funds to authorize \$7.6 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 – MINNESOTA DEPARTMENT OF COMMERCE GRANT**

### **COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY (CAPHC) UPDATE**

Dr. Clarence Hightower gave an update on Community Action Partnership of Hennepin County. CAPRW's leadership team is more involved now than in previous months assisting with their Strategic Plan, Compensation Study and assisting with hiring an IT Director.

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

No report given.

### **EXECUTIVE COMMITTEE REPORT – MICHELLE KEMPER**

All items on the Executive Committee agenda were discussed.

### **BYLAWS & NOMINATIONS COMMITTEE REPORT – MARCIE JEFFERYS**

The Bylaws & Nominations Committee did not meet.

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

The Planning & Evaluation Committee did not meet.

### **FINANCE COMMITTEE REPORT – KEITH SCHULER**

Keith Schuler provided the Finance Committee Report. Financial statements for the months of May and June were reviewed. May is the 8<sup>th</sup> month of the fiscal year and June is the 9<sup>th</sup> month. Agency expenditures and revenue are within 1% of budget plan year-to-date. The building is 100% occupied and all tenants are current. The May and June credit card statements were also reviewed. The Finance Software implementation update was discussed. Dean Dalzell discussed the first draft of the Fiscal Year 2020 Agency Budget. The budget is currently approximately \$256,000 out of budget. The total budget for the agency is expected to be about \$27 million for 2020. The Board will vote on the final budget during the September Board meeting.

**MOTION, SECONDED, and CARRIED TO APPROVE THE MAY AND JUNE 2019 FINANCIAL SUMMARY REPORTS AND CREDIT CARD STATEMENT AS PRESENTED**

**HEAD START POLICY COUNCIL REPORT (HSPC) – LUVIDIA WILLIAMS**

Luvidia Williams provided the Head Start Policy Council report. A panel of HSPC members, parents and staff members met with the new Head Start Region V Director, Jason Rasmussen yesterday. The new HS/EHS yard signs have arrived. The Head Start Monthly Newsletter can be found in the Board Packet. The HSPC Committee does not meet during the summer. The next meeting will be in October.

**PROGRAM REPORTS**

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

**ANNOUNCEMENTS/INFORMATION**

A Board Roster, Board Calendar, and Board Committee Assignments were provided in the Board packet for review.

Board Committee Assignments – Shereen Page has agreed to be the Board Secretary and Chair the Bylaws & Nominations Committee meeting in Marcie Jeffery's absence.

**NEXT BOARD MEETING DATE:**

**September 19, 2019 – 6:00 pm**

---

Board President, Michelle Kemper, adjourned the Board meeting at 6:58 pm.

The Board recited the current mission statement: to reduce the causes of poverty and its impact on people's lives in our community.

An Executive Session was not held.