

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
June 20, 2019

MINUTES

Members Present:	Connie Greer, Marcie Jefferys, Sara Appolon, Keith Schuler, Jane Prince, Trista MatasCastillo, Luvidia Williams, Shereen Page, Minerva Munoz, Alex Hines, Ta’Lisa Lissimore (via phone)
Members Absent:	Michelle Kemper, Esmeralda Cortes, Mary Jo McGuire
Staff Present:	Clarence Hightower, Catherine Fair, Dean Dalzell, De Humphrey, Brooke Walker, Cindy Webster, Cassidy Titcomb, Nicolee Mensing, Sarah Hayes, Ko Moua, Sandy Hsu, Marvin Gonzalez
Guests Present:	Francie Mathes, Office of Economic Opportunity

CALL TO ORDER

The meeting was called to order at 6:00 pm by Board Vice President, Connie Greer. A quorum was present.

The Board reviewed the agenda for June 20, 2019, and the minutes for May 16, 2019.

June 20, 2019, Amended Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE JUNE 20, 2019, AGENDA

May 16, 2019, Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE MAY 16, 2019, MINUTES

CHAIR COMMENTS

STUDY SESSIONS

1. Board Duties & Responsibility Training
Francie Mathes, from the Office of Economic Opportunity (OEO), gave a presentation on the responsibilities and duties of the Board of Directors. The training discussed the fiduciary duties of the Board, Organizational Standards, as well as ROMA Benefits. The New Performance Management Framework for Community Action contains the following elements: Local Organization Standards, State and Federal Accountability Measures (for government agencies), Results Oriented Management and Accountability System (local agencies), and ROMA Next Generation – refinement of Accountability measures for government agencies and Community Action Agencies. The training also discussed the CSBG Annual Report and the National Community Action Goals.
2. Fiscal Year 2020 Budget Timeline and Assumptions
Dean Dalzell presented the Fiscal Year 2020 Budget Timeline, which provides a breakdown of the budget timeline through the month of September. The process begins with the presentation of the timeline and assumptions to the Board and its committees in June. July includes director and staff preparation and the preliminary draft preparation. August will consist of Finance and Executive Committee review of the first draft and subsequent presentations of additional drafts. September will involve final draft reviews by the Finance Committee, submission of budget book narratives, assembly of the Budget Book and the 2020

Budget presentation to the Board of Directors for approval. The Federal, State and other revenue & expenditure assumptions were also reviewed and discussed.

3. **Calendar Year 2018 Employee Retirement Plan Audit Presentation**
Dean Dalzell presented. The 2018 Employee Retirement Plan was audited for the plan year ending December 31, 2018. The audit did not identify any significant deficiencies or material weaknesses. This is the fourth year in a row with no findings. There were no disagreements with management. The audit was previously presented to the Finance Committee earlier this month.

NEW BUSINESS

1. **Calendar Year 2018 Employee Retirement Plan Audit – Draft**

- a. **Governance Letter**
- b. **Financial Statements**

The Calendar Year 2018 Retirement Plan Audit-Draft was previously discussed during the Study Session.

MOTION, SECONDED, and CARRIED TO APPROVE THE CALENDAR YEAR 2018 EMPLOYEE RETIRMENT PLAN AUDIT, INCLUDING GOVERNANCE LETTER AND FINANCIAL STATEMENTS

2. **Fiscal Year 2020 Budget Timeline and Assumptions**

The Fiscal Year 2020 Budget Timeline and Assumptions was previously discussed during the Study Session.

MOTION, SECONDED, and CARRIED TO APPROVE THE FISCAL YEAR 2020 BUDGET TIMELINE AND ASSUMPTIONS

3. **Grant Summary: Energy Conservation, Department of Energy Weatherization Assistance Program**

Dean Dalzell presented a grant summary covering the renewal application for the U.S. Department of Energy Weatherization Assistance Program. The Minnesota Department of Commerce administers the US Department of Energy Federal funds for Community Action's Energy Conservation Program to weatherize low-income households in Ramsey, Washington, and Anoka counties. This renewal marks the beginning of the fourth year the agency will be performing weatherization work in Anoka County. The grant amount is \$1,293,878 and the grant duration is July 1, 2019 through June 30, 2020. The Energy Conservation Program will weatherize approximately 127 homes over the course of this grant award.

MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE ENERGY CONSERVATION, DEPARTMENT OF ENERGY WEATHERIZATION ASSISTANCE PROGRAM

4. **Grant Summary: Energy Conservation, Department of Human Services Weatherization Assistance Program**

Dean Dalzell presented a grant summary covering the annual renewal grant for Community Action's Energy Conservation Program. The Federal funding originates from the US Department of Health & Human Services Low Income Home Energy Assistance Program (LIHEAP) and is administered by the MN Department of Commerce. The estimated grant amount is approximately \$758,000 covering July 1, 2019 through September 30, 2020. The amount is \$342,000 lower when compared to the prior year (\$1.1 million); this is due to a reduced amount transferred from the statewide LIHEAP program.

MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE ENERGY CONSERVATION, DEPARTMENT OF HUMAN SERVICES WEATHERIZATION ASSISTANCE PROGRAM

5. **Grant Summary: Community Engagement, Otto Bremer Trust**

Dean Dalzell presented a grant summary for a grant award that will be used to continue and expand a successful vehicle repair pilot project that was awarded through MN Department of Employment and Economic Development (DEED) under the Getting to Work competitive grant program. It will provide a one-time grant, of up to \$750, to help with vehicle repairs or maintenance, ensuring their ability to gain or maintain employment. Eligible households include current participants of the Car Ownership Program and will be expanded to include households in our service area living at or below 200% of the federal poverty guidelines. The grant amount is for \$102,000 for one year.

MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE COMMUNITY ENGAGEMENT, OTTO BREMER TRUST GRANT

6. **Head Start Governance, Leadership, and Oversight Capacity Screener**

Nicolee Mensing presented. Organizations that accept federal funds to operate Head Start and/or Early

Head Start programs must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program. This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities. The Governance, Leadership, and Oversight Capacity Screener was reviewed and discussed.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START GOVERNANCE, LEADERSHIP, AND OVERSIGHT CAPACITY SCREENER

COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY (CAPHC) UPDATE

Dr. Clarence Hightower gave an update on Community Action Partnership of Hennepin County. Dr. Hightower reached the 45-day mark on Monday as the interim Executive Director of CAPHC. As part of his work at CAPHC, he was required to create a 45-day report for the Board of Directors, which has been completed. The report outlines the current state of CAPHC and the items/issues that will need to be addressed over the next year.

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

1. Legislative Agenda Update

Brooke Walker presented the Legislative Agenda Summary Update. The Governor, House, and Senate Leadership reached a \$48 billion budget deal on Sunday, May 19, one day before the constitutionally required date of adjournment. As a result, the Governor called a special session on Friday May 24, and the Legislature reconvened for less than 24 hours, passing the remaining spending bills. The Legislative Summary provided an overview on the outcomes of the agendas of the agency's legislative partners.

Alex Hines commented that he would like to see the data on the people we serve that have 9-12 grade children and to see progress for helping prepare these students for higher education. Dr. Hightower is tasking staff to work to prepare a formal response to Alex Hines request.

EXECUTIVE COMMITTEE REPORT – CONNIE GREER

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 – MINERVA MUNOZ

All items on the Planning & Evaluation Committee agenda were discussed.

FINANCE COMMITTEE REPORT – KEITH SCHULER

Keith Schuler provided the Finance Committee Report. Financial statements for the month of April were reviewed. April is the 7th month of the fiscal year. Agency expenditures and revenue are within 1% of budget plan year-to-date. The building is 100% occupied and all tenants are current. The April credit card statements were also reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE APRIL 2019 FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENT AS PRESENTED

HEAD START POLICY COUNCIL REPORT (HSPC) – LUVIDIA WILLIAMS

Luvidia Williams provided the Head Start Policy Council report. The program design plan was discussed for the next school year, including number of centers and location. The State Head Start Grant was approved. The Committee celebrated Community Action Month. The HSPC Committee does not meet during the summer. The next meeting will be in October. The Head Start Monthly Newsletter can be found in the Board Packet. Nicolee Mensing commented that phone polls will take place for any HSPC business items that need voting action while the committee is out for the summer.

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.

Cassidy Titcomb introduced Marvin Gonzalez, the newest employee in the Strategic Initiatives Department. He will be heading up the communications for the agency.

NEXT BOARD MEETING DATE:

August 15, 2019 – 6:00 pm

An Executive Session was held.

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

The Board meeting was adjourned by Board Vice President, Connie Greer at 7:29 pm.