

Community Action Partnership of Ramsey & Washington Counties
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BOARD OF DIRECTORS MEETING
450 Syndicate Street North, Suite 30
St. Paul, MN 55104
September 21, 2017

MINUTES

Members Present:	Blake Huffman, Michelle Kemper, Sara Appolon, Heather Meyers, Keith Schuler, Marcie Jefferys, Jane Prince, Shereen Page, Connie Greer, Elizabeth Omoyeni
Members Absent:	Mary Jo McGuire, Kerri Sawyer, Esmeralda Cortes, TaLisa Lissimore
Staff Present:	Clarence Hightower, Dean Dalzell, Catherine Fair, Brooke Walker, Deonna Humphrey, Karri Kerns, Cassidy Titcomb, Theresa Lumpkins, Aimee Sandy
Guests Present	

CALL TO ORDER

The meeting was called to order at 6:03 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the agenda for September 21, 2017, and the minutes for August 17, 2017.

September 21, 2017 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE SEPTEMBER 21, 2017, AGENDA

August 17, 2017 Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE AUGUST 17, 2017, MINUTES

CHAIR COMMENTS

The Board Chair discussed the “Resource Buddy” assignments for new Board Members. Each new Board Member is partnered with a veteran Board Member whom they can use as a resource for questions and/or concerns.

STUDY SESSIONS

A. 2018 FISCAL YEAR BUDGET – FINAL DRAFT -- DR. HIGHTOWER

Dr. Hightower presented the 2018 Fiscal Year Budget – Final Draft. He commented that this has been the most difficult budget that he has worked on during his nine years with Community Action. He also acknowledged the process that staff has put in place in preparing the budget and he acknowledged them for all their hard work. A Budget Book was mailed to all Board Members with the Board Packet for review prior to the meeting.

Most of the 2018 Budget Assumptions have been pretty accurate. The total 2018 Agency Budget revenue is \$23,918,237 and expenses are \$24,053,896.

Some differences in 2018 from 2017:

- **Community Housing Development Organization (CHDO):** Reflects the remaining renovation costs and operation of Community Action’s first low-income residential property in Washington County.
- **Energy Conservation:** Increase in Low Income Home Energy Assistance Program (LIHEAP) funds transferred to the Minnesota Weatherization Program, (from 10% to 12%).
- **Community Engagement:** Reflects additional funding from the City of St. Paul and increase to Transitional Housing fund.

The Board Chair thanked the staff for all their hard work. Michelle Kemper thanked the staff for all their hard work and she appreciated being kept in the loop throughout the entire budget journey. Connie Greer commented that she was stunned by how much content is included in the budget book. Marcie Jefferys was also impressed with the budget.

NEW BUSINESS

A. 2018 Fiscal Year Budget – Final Draft

Dr. Hightower previously presented the 2018 Fiscal Year Budget - Final Draft during the Study Session. Dean Dalzell presented the 2018 Fiscal Year Budget – Final Draft for approval.

MOTION, SECONDED, and CARRIED TO APPROVE THE 2018 FISCAL YEAR BUDGET - FINAL DRAFT

B. Grant Summary: Energy Conservation, Weatherization Assistance Program Grant Contract

Dean Dalzell presented a Grant Summary for the Energy Conservation Weatherization Assistance Program Grant Contract. Over the past 39 years, the Minnesota LIHEAP Program has transferred 5% of the Energy Assistance funds to the Minnesota Weatherization Program. In the 2017-2018 grant period, LIHEAP will transfer 12% of their Energy Assistance funds to the Minnesota Weatherization Program. These funds are administered to CAPRW by the MN Department of Commerce to weatherize low income people’s homes in Ramsey, Washington, and Anoka counties. The Energy Conservation Program will weatherize approximately 162 homes with an average cost of \$9,803 per housing unit over the course of the contract, plus allocate \$75,000 for approximately 30 standalone water heaters. The grant amount is \$1,791,242 and the grant duration is October 1, 2017 – September 30, 2018.

MOTION, SECONDED, and CARRIED TO APPROVE THE ENERGY CONSERVATION, WEATHERIZATION ASSISTANCE PROGRAM GRANT CONTRACT

C. 2017 Audit Engagement Letters

a. Financial Audit Services

b. Tax Exempt Return (990) and State Filings

Dean Dalzell presented the 2017 Annual Engagement Letters from our Independent Auditor. These engagement letters represent the third year of a five year agreement with our current audit firm, CliftonLarsenAllen. These letters represent the start of the audit process. Staff and the Finance Committee performed a thorough review of each engagement letter. The auditors also attended the last Finance Committee.

MOTION, SECONDED, and CARRIED TO APPROVE THE FINANCIAL AUDIT SERVICES

MOTION, SECONDED, and CARRIED TO APPROVE THE TAX EXEMPT RETURN (990) AND STATE FILINGS

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Dr. Hightower gave a presentation on his attendance at the 2017 CAP Annual Convention which was held in Philadelphia, PA on August 29 – September 1, 2017. Dr. Hightower attended a session presented by Dr. John Powell on Understanding the Relationship between Race and Poverty in the Time of Othering. He also attended a presentation on becoming a Certified Community Action Professional (CCAP). He talked about a national concern about under enrollment in Head Start. There was discussion about reducing funding and moving the funds to other Head Start providers with waiting lists.

They also presented findings from a Community Action Branding Summit that took place earlier in the year. Some findings were that many CAP agencies do not have Community Action or Partnership in their name. It is also a challenge to get all CAP agencies to use the same color scheme and the “hugging arms” logo.

EXECUTIVE COMMITTEE REPORT – BLAKE HUFFMAN

All items on the Executive Committee agenda were previously discussed during the meeting.

BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS

The board candidate that was being considered decided against joining the Board at this time. The search continues to fill the current vacancy that has some fundraising experience.

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

Jane Prince gave the P&E report. The committee approved the Energy Assistance Contract Renewal Grant Summary, as well as the Employee Handbook revision on Employer Sick & Safety Time. They also received an overview of Head Start and Early Head Start, as well as the Head Start Annual Self-Assessment.

FINANCE COMMITTEE REPORT – KEITH SCHULER

Keith Schuler provided the Finance Committee Report. The Finance Committee previously reviewed the 2018 Fiscal Year Budget. Financial statements for the month of July were also reviewed. July is the 10th month of the fiscal year. Agency expenditures and revenue are within target of the budget for the fiscal year. The building is 100% occupied and all tenants are current. The July credit card statements were also reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE JULY 2017 FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENT AS PRESENTED

Dean Dalzell shared that earlier this summer the agency's auditor firm received a letter from the Department of Health & Human Services Office of Inspector General. The Office of Inspector General audited the CAPRW's auditor firm and CAPRW was selected as one of the audits to be reviewed. CAPRW was one of the 40% of non-profit agencies that passed the audit.

HEAD START POLICY COUNCIL REPORT (HSPC) – CONNIE GREER/KARRI KERNS

Connie Greer commented that the Head Start Policy Council did not meet over the summer.

Karri Kerns talked about the enrollment change that Head Start is experiencing. The New Performance Standards changed what is considered as "enrolled". "Enrolled" now means that the child is actually in the program and has spent time in the classroom. There are 218 slots for Early Head Start and 197 children are currently enrolled. There 1,260 slots for Head Start and 950 children are currently enrolled. There is a difference between enrolled and accepted.

The St. Paul Public School system is now offering a Pre-K program which is in competition with Head Start. Head Start never had to compete with childcare providers in the past. Some parents are pulling their children out of Head Start and enrolling them into St. Paul Public Schools, especially if there is a sibling already in the school system. Head Start is considering offering more three year slots instead of four year slots. Head Start is also looking for more partnership opportunities with St. Paul Public Schools.

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.

NEXT BOARD MEETING DATE(S):

October 19, 2017 – 6:00 PM

Staff members were excused from the meeting 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 7:15 pm.