

Community Action Partnership of Ramsey & Washington Counties
450 Syndicate Street North, St. Paul, MN 55104
651.645.6445

BOARD OF DIRECTORS MEETING

May 20, 2021 at 6:00 pm

Zoom Meeting

<https://zoom.us/j/94780576671?pwd=K0RwZUhhQ2N5SS96dVBsTExNVTlUQT09>

Dial-In: +1 (312) 626-6799

Meeting ID: 947 8057 6671 Passcode: *,6m65

MINUTES

Members Present:	Nicole Frethem, Connie Greer, Marcie Jefferys, Trista MatasCastillo, Jane Prince, Keith Schuler, Jillian McAdams, George Stone, Jessika Thomas-Powell, Leigh Ann Ahmad
Members Absent:	Esmeralda Cortes, Luvidia Williams
Staff Present:	Kevin Adams, C. Herme, Caitlin Duncan, Catherine Fair, Nicolee Mensing, Cassidy Titcomb, Cynthia Webster
Guests Present:	

I. CALL TO ORDER

Board President, Connie Greer, called the meeting to order at 6:05 pm. Roll Call was taken by Caitlin Duncan. A quorum was present.

II. AGENDA

The Board reviewed the agenda for May 20, 2021. There will not be an Executive Session.

MOTION, SECONDED, AND CARRIED TO APPROVE THE MAY 20, 2021 AGENDA

III. MINUTES

The Board reviewed the minutes for the April 15, 2021 Board of Directors meeting.

MOTION, SECONDED, AND CARRIED TO APPROVE THE 15, 2021 BOARD MEETING MINUTES

IV. CHAIR COMMENTS – CONNIE GREER

Chair Connie Greer spoke to the Board about upcoming improvements in the Board Agenda. She also announced that there will be no July meeting.

V. INTERIM EXECUTIVE DIRECTOR REPORT – CATHERINE FAIR

Catherine Fair gave an overview of the upcoming board consultant engagement, building improvements and the return to work. She also spoke about recent news, including the CERA grant selection, vaccination clinic, Bikes for Kids event, SNAP and Energy Assistance outreach, vaccine education and meal delivery services.

VI. NEW BUSINESS

1. Grant Summary, Low Income Home Energy Assistance Program (LIHEAP) – Kevin Adams

Energy Assistance in Minnesota is funded through the Low-Income Home Energy Assistance Program (LIHEAP), a federal block grant issued by the U.S. Department of Health and Human Services and administered through the Minnesota Department of Commerce. Each year, Community Action must submit an Energy Assistance Program (EAP) Local Plan, Internal Controls Documentation (ICD), Risk

Assessment and Staffing Plan to continue its work as the contracted service provider for the Energy Assistance Program in Ramsey and Washington Counties.

MOTION, SECONDED, and CARRIED TO APPROVE THE LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) GRANT SUMMARY.

2. Grant Summary, Community Service Block Grant (CSBG) & Minnesota Community Action Grant (MCAG) – Cassidy Titcomb

The purpose of this grant is to fund the development and support of locally-designed services and programs that address the specific needs of residents of our service area who are seeking to move out of poverty. These funds can also support new initiatives, additional service lines, or support of emerging community needs.

MOTION, SECONDED, and CARRIED TO APPROVE THE COMMUNITY SERVICE BLOCK GRANT (CSBG) AND THE MINNESOTA COMMUNITY ACTION GRANT (MCAG) SUMMARY.

3. Grant Summary, Conservation Improvement Program Service Partner Agreement – Cynthia Webster

Community Action is partnering with Sustainable Resources Center, Inc. to deliver the Centerpoint Low Income Weatherization Program to provide energy saving related services to Centerpoint Income eligible residents in Ramsey, Washington, and Anoka counties. Community Action's Energy Conservation Program leverages Centerpoint funding annually to provide energy saving related services to income eligible residents served by the utility.

MOTION, SECONDED, and CARRIED TO APPROVE THE CONSERVATION IMPROVEMENT PROGRAM SERVICE PARTNER AGREEMENT GRANT SUMMARY.

4. Education Identity & Access Management Board Resolution (Ratification) – Nicolee Mensing

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually.

MOTION, SECONDED, and CARRIED TO APPROVE THE EDUCATION IDENTITY AND ACCESS MANAGEMENT BOARD RESOLUTION.

VII. STANDING COMMITTEES

Executive Committee Report – Connie Greer

Connie Greer invited Nicole Frethem to speak about the Ad Hoc committee that will engage with the Board consultant to capitalize focus on streamlining functions, engagement, bylaws review, and recruitment. She invited members to join and would like to see representation from all subcommittees and sectors.

Bylaws & Membership Committee Report – Marcie Jefferys

Marcie spoke to the Board regarding the training session that took place last month.

Planning & Evaluation (P&E) Committee Report – Jane Prince

Jane Prince gave an overview of the Planning & Evaluation Committee meeting.

Finance Committee – Keith Schuler

The March statements reflect the sixth month of fiscal year. Keith Schuler presented the March financial statements and March credit card statements. The financial summary report for programs is written by the program/department directors in coordination with the finance team.

**MOTION, SECONDED, and CARRIED TO APPROVE THE MARCH 2021 FINANCIAL SUMMARY REPORT
MOTION, SECONDED, and CARRIED TO APPROVE THE MARCH 2021 CREDIT CARD STATEMENT**

Head Start Policy Council Report (HSPC) – Luvidia Williams & Connie Greer

Luvidia Williams provided a report with updates on the Head Start program. She noted the Board will be involved in the upcoming Head Start Self-Assessment.

VIII. STUDY SESSIONS

1. Community Action Month – *Cassidy Titcomb*

Cassidy Titcomb presented a PowerPoint that gave an overview of the impact Community Action has had on the community in honor of Community Action Month.

IX. PROGRAM REPORTS

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

X. ANNOUNCEMENTS

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

NEXT BOARD MEETING DATE:

June 17, 2021 – 6:00 pm

Board President, Connie Greer, adjourned the Board meeting at 7:27pm.