

Community Action Partnership of Ramsey & Washington Counties
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BOARD OF DIRECTORS MEETING

May 21, 2020

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Dial-In: +1 (669) 224-3412

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MINUTES

Members Present:	Connie Greer, Keith Schuler, Luvidia Williams, Jane Prince, Nicole Frethem, Trista MatasCastillo, Shereen Page, Sara Appolon, Marcie Jefferys, Leigh Ann Ahmad
Members Absent:	Esmeralda Cortes, Minerva Munoz, Alex Hines
Staff Present:	Catherine Fair, Brooke Walker, Deonna Humphrey, Cassidy Titcomb, Cindy Webster, Nicolee Mensing, Jennifer Thienes, Kevin Adams, Theresa Lumpkins
Guests Present:	George Stone

CALL TO ORDER

Board President, Connie Greer, called the meeting to order at 6:02 pm. Roll Call was taken by Theresa Lumpkins. A quorum was present.

The Board reviewed the agenda for May 21, 2020, and the minutes for April 16, 2020.

May 21, 2020, Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE MAY 21, 2020, AGENDA

April 16, 2020, Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE APRIL 16, 2020, MINUTES

CHAIR COMMENTS

The Board Chair commented that an Executive Session will be held after the meeting.

STUDY SESSIONS

Collective Bargaining Agreement

Catherine Fair presented the Collective Bargaining Agreement (CBA). The CBA has been approved and will be a three year contract. Some of the key issues were as follows:

1. The union was concerned about staff safety within the classroom or satellite worksites. MOU's have been included into the CBA to create sub-committees to improve safety.
2. The union would like anti-bullying and work culture improvement language added to the CBA. An MOU was created to move this item to the Labor Management Committee.
3. The union wanted a 4% wage increase plus any mandated COLA increase. They also wanted the medical premium insurance increase split to 25% to employee and 75% to employer. The medical insurance premium split will be 35% to employee and 65% to employer. For the 2020-2023 agreement, all staff will receive the COLA. If no COLA, all staff will receive .85% increase in 2021 and .75% increase in 2022.

NEW BUSINESS

1. **Collective Bargaining Agreement**

Catherine Fair previously presented on the Collective Bargaining Agreement as a Study Session.

MOTION, SECONDED, and CARRIED TO APPROVE THE 2020-2023 COLLECTIVE BARGAINING AGREEMENT

2. **Seat New Board Member – Public Sector**

a. **Washington County, George Stone**

George Stone was not officially seated by the Board for Washington County, therefore, he was not seated on the CAPRW Board. George gave a brief introduction of himself and will be seated at the June Board meeting.

3. **MN Department of Education, Identified Official of Authority - Ratification**

Catherine Fair presented. With the change in leadership to the Executive Director position, the MN Department of Education, Identified Official of Authority needs to be updated to include Catherine Fair as the Acting Executive Director. The Executive Committee previously voted to approve this at the Executive Committee meeting on May 5. Staff is seeking ratification of the MN Department of Education, Identified Official of Authority.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE MN DEPARTMENT OF EDUCATION, IDENTIFIED OFFICIAL OF AUTHORITY

4. **Grant Summary, Energy Assistance Contract Renewal FY2021**

Kevin Adams presented. 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. The upcoming 2020-2021 heating season contract is estimated between \$2 and \$2.2 million, an estimated decrease of \$650k for Energy Related Repair (ERR) contractor payments the agency will no longer need to process. The grant duration is October 1, 2020 – September 30, 2021.

MOTION, SECONDED, and CARRIED TO APPROVE THE ENERGY ASSISTANCE CONTRACT RENEWAL FY2021 GRANT SUMMARY

5. **Grant Summary, Head Start – Summer Program Supplement**

Nicolee Mensing presented. The Office of Head Start has made available up to \$500 million to fund grants for supplemental summer programs to existing Head Start grantees. Funding would be provided to operate a summer program that prioritizes enrollment for currently enrolled children entering kindergarten at the beginning of the 2020–2021 program year; currently enrolled children with Individualized Education Programs (IEPs); and other children enrolled in the 19-20 program year that do not fit into one of the two categories previously listed. The estimated grant amount is \$700,000-\$800,000. Summer school would take place from July 6 – August 5, 2020. Community Action would operate 22 classrooms with 15 students per classroom (up to 330 students in total).

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START SUMMER PROGRAM SUPPLEMENT GRANT SUMMARY

6. **Grant Summary, Head Start – COVID Response Funding**

Nicolee Mensing presented. As a result of the CARES Act, approximately \$250 million is available for grants to Head Start grantees for one-time activities in response to COVID-19. The grant amount for CAPRW is \$338,720. These funds are not limited to grantees that will operate supplemental summer programs. Head Start programs may need to undertake a wide range of one-time specific actions or activities in response to COVID-19, such as mental health services, supports, crisis response and intervention services.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START COVID RESPONSE FUNDING GRANT SUMMARY

7. **Contract Summary, Shoreview Property Rehab/Property Management**

Catherine Fair presented. The property at 910 County Rd. E., purchased by the City of Shoreview, requires rehabilitation to meet HUD and Ramsey County Community and Economic Development standards and minimize future maintenance issues. The City of Shoreview would maintain ownership of the property due to a

long term plan to incorporate the land on which the property sits into the nearby park. For the next 10 to 15 years the city would like for the property to increase the affordable housing in Ramsey County for households at 60% Area Median Income (AMI) or below. Rehabilitation work may be managed by CAPRW for the City of Shoreview. Property management would be provided by CAPRW. The estimated contract amount is \$100,000-\$160,000 for residential property management services. The contract duration is June 2020-May 2029.

MOTION, SECONDED, and CARRIED TO APPROVE THE SHOREVIEW PROPERTY REHAB/PROPERTY MANAGEMENT CONTRACT SUMMARY

8. Executive Director Hiring Plan & Timeline – CFO/Director of Finance & Finance Manager Hiring Timeline Deonna Humphrey presented. The Executive Director Search Committee is in the process of being established. A Head Start Parent representative to be on the committee was selected at the Head Start Policy Council meeting yesterday. Connie Greer will serve on the committee, however, Deonna asked for two additional representatives from the Board to serve on this committee as well. The timeline for hiring the Executive Director was reviewed. The timeline and process for hiring the Chief Financial Officer position was also reviewed. Nicole Frethem and Luvidia Williams volunteered to be on the Executive Director Search Committee. Keith Schuler would like to be involved in the search for the Chief Financial Officer position.

ACTING EXECUTIVE DIRECTORS REPORT – CATHERINE FAIR

1. Finance Department Update

Catherine Fair gave an update on the Finance Department. The two vacant job descriptions have been finalized. Financial reports for the Board have been redesigned.

2. CARES Act Funding Update

Catherine Fair gave an overview on some of the CARES Act Funding. A notice was received by the agency on the CSBG COVID funding of about \$1.5 million.

Ramsey County Funding Partnership

Ramsey County is looking for one solid partner to assist with funding distribution.

MOTION, SECONDED, and CARRIED TO APPROVE CATHERINE FAIR, AS THE ACTING EXECUTIVE DIRECTOR, TO PROCEED WITH WORKING WITH RAMSEY COUNTY ON THE PARTNERSHIP

EXECUTIVE COMMITTEE REPORT – CONNIE GREER

All items on the agenda were discussed. The Board will plan to have a meeting in July. This meeting will be confirmed at the June Board meeting.

BYLAWS & NOMINATIONS COMMITTEE REPORT – MARCIE JEFFERYS

The Bylaws & Nominations Committee did not meet. Connie Greer mentioned that there are some possible Bylaws changes that may need to be made in the near future.

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

Jane Prince presented. All items on the agenda were discussed. There was also an overview of the Rapid Rehousing Program and the Car Ownership Annual Report was presented.

FINANCE COMMITTEE REPORT – KEITH SCHULER

Keith Schuler presented. The Finance Department Transition Plan was discussed. An update on the Intacct and Workforce Go! Systems was given. The Financial reports for the months of January and February 2020 were reviewed. January and February 2020 reports reflect the third and fourth months of activity for the agency. The February 2020 credit card statement was also reviewed. Tenant occupancy is at 100%.

MOTION, SECONDED, and CARRIED TO APPROVE THE JANUARY AND FEBRUARY 2020 FINANCIAL REPORTS AND THE FEBRUARY 2020 CREDIT CARD STATEMENT

HEAD START POLICY COUNCIL REPORT (HSPC) – LUVIDIA WILLIAMS

The food distribution program was discussed. Head Start parents are eager to get more resources on educational services and food support.

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 included in the Board packet for review.

NEXT BOARD MEETING DATE:

June 18, 2020 – 6:00 pm

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

Board President, Connie Greer, adjourned the Board meeting at 7:32 pm.

An Executive Session was held.