

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

June 18, 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, Sara Appolon, Marcie Jefferys, Leigh Ann Ahmad, Minerva Munoz, Alex Hines, George Stone, Esmeralda Cortes
Members Absent:	Shereen Page
Staff Present:	Catherine Fair, Brooke Walker, Cassidy Titcomb, Cindy Webster, Nicolee Mensing, Jennifer Thienes, Theresa Lumpkins
Guests Present:	

CALL TO ORDER

Board President, Connie Greer, called the meeting to order at 6:01 pm. Roll Call was taken by Theresa Lumpkins. A quorum was present.

The Board reviewed the agenda for June 18, 2020, and the minutes for May 21, 2020.

June 18, 2020, Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE JUNE 18, 2020, AGENDA

May 21, 2020, Minutes

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

CHAIR COMMENTS

The Board Chair commented that an Executive Session will be held after the meeting and the agency attorney will join the call. The Fiscal Year 2019 CSBG Annual Report will be moved to the July Board meeting as a Study Session. The Conflict of Interest Policy will be reviewed by the Bylaws & Nominations Committee and moved to a future Board meeting. The Acting Executive Director Report will be moved on the agenda to after the Chair Comments.

The Chair also commented on the email that was sent regarding the perceived conflict of interest by Luvidia Williams and Keith Schuler. The chair apologized to both members and explained that they did not do anything wrong and that there was no conflict of interest on their end. She commented that Keith and Luvidia, as well as all board members, are valued and appreciated by her.

STUDY SESSIONS

Fiscal Year 2019 CSBG Annual Report – this item was moved to the July Board meeting as a Study Session.

ACTING EXECUTIVE DIRECTOR REPORT – CATHERINE FAIR

1. Senator Tina Smith and some of her staff visited and toured the office on Saturday. They also met with some CAPRW staff and board members.

2. The building opened back up on Monday. Due to the rehab work that will be taking place, some CAPRW staff have been relocated to various parts of the building. Files have been properly moved and stored.
3. **Legislative Update -- Brooke Walker**
Brooke Walker gave an update on the Legislative Agenda. The legislative agenda is brought to the Board during each fall and an update is given at the end of the session. The Minnesota State Legislator convened on February 11, 2020. In response to the coronavirus pandemic the legislator suspended some activity from March 17 through April 7 and concluded the session on May 18. A special session has been called to start June 12, 2020, with hopes of addressing many of the priorities noted in the CAPRW Legislative Agenda.
Budget Note: Minnesota had a projected \$1.5 billion surplus in the February forecast, and due to the pandemic, the state is now projecting a \$2.5 billion deficit.

NEW BUSINESS

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

- a. **George Stone, Washington County**

MOTION, SECONDED, and CARRIED TO APPROVE THE SEATING OF GEORGE STONE TO THE PUBLIC SECTOR OF THE BOARD OF DIRECTORS

2. **IRS 990 - Draft**

Jennifer Thienes presented. The IRS Form 990 is an annual reporting return that certain federally tax-exempt organizations, including Community Action, must file with the IRS. It provides summary level information on the agency's mission, programs, and financial activity. It is a standard tax document that allows the IRS and the public to evaluate nonprofits and how they operate. The presentation provided a brief summary overview and highlights of selected sections of the IRS Form 990. The IRS 990 is very similar to last years.

MOTION, SECONDED, and CARRIED TO APPROVE THE IRS 990 DRAFT

3. **Fiscal Year 2021 Budget Timeline and Assumptions**

Jennifer Thienes presented the Budget Timeline and Assumptions 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 staff preparation of the preliminary draft budget. 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 and the 2020 Budget presentation to the Board of Directors for approval.

4. **Grant Summary, Energy Conservation DOE Grant Application**

Catherine Fair presented. Over the past 42 years the Minnesota Department of Commerce (DOC) has issued CAPRW's Energy Conservation Program a grant contract to weatherize low income people's homes in Ramsey and Washington Counties. In addition, this will be CAPRW's sixth year performing weatherization work in Anoka County. The Energy Conservation Program will weatherize approximately 165 homes with an average cost of \$8,856 over the course of this grant contract. By weatherizing these homes Community Action will reduce participant's use of heating and cooling costs, improve the comfort, health, and safety of their homes, and reduce greenhouse gas emissions. The grant amount is \$1,640,290 and the grant duration is July 1, 2020 through June 30, 2021.

MOTION, SECONDED, and CARRIED TO APPROVE THE ENERGY CONSERVATION DEPARTMENT OF ENERGY (DOE) GRANT APPLICATION

5. **Grant Summary, Energy Conservation EAP/WX Grant Application**

Catherine Fair presented. Over the past 42 years the Minnesota LIHEAP Program has historically transferred 5% of the Energy Assistance funds to the Minnesota Weatherization Program. This year the Minnesota Weatherization Program will receive a 10% transfer. These funds are administered to Community Action Partnership of Ramsey & Washington Counties (CAPRW) by the Department of Energy Resources (DER) to weatherize low income people's homes in Ramsey, Washington, and Anoka Counties. The Energy Conservation Program will weatherize approximately 133 homes with an average cost of \$10,241 over the course of this contract. By weatherizing these homes CAPRW will reduce our client's use of heating and cooling costs, improve the comfort, health, and safety of their homes, and reduce greenhouse gas

emissions. The grant amount is estimated \$1,364,426 and the grant duration is July 1, 2020 through September 30, 2021.

MOTION, SECONDED, and CARRIED TO APPROVE THE ENERGY CONSERVATION ENERGY ASSISTANCE PROGRAM (EAP)/WEATHERIZATION (WX) GRANT APPLICATION

6. Grant Summary – CSBG Supplemental Grant Funding

Brooke Walker presented. The Coronavirus Aid, Relief, and Economic Security Act, 2020, Public Law 116-36, was signed into law on March 27, 2020, providing \$1 billion in additional funds to the CSBG program. Based on the standard formula for distribution, the agency was awarded \$1,510,228. This onetime funding is expected to be available June 2020 following the execution of the contract, and must be expended by September 30, 2022. Per the CARES Act, the CSBG Supplemental Funding is intended to address the consequences of increasing unemployment and economic disruption as a result of COVID-19. Based on preliminary data and the evolving needs of the community and agency, the CSBG Supplemental Funding will be used to complement current programs and services, establish new offerings and support organizational capacity and infrastructure.

MOTION, SECONDED, and CARRIED TO APPROVE THE COMMUNITY SERVICES BLOCK GRANT (CSBG) SUPPLEMENTAL GRANT FUNDING

7. Contract Summary, Head Start – CKC Food Service

Nicolee Mensing presented. Head Start requests to contract with CKC Good Food to provide meals and snacks for the time period October 1, 2020 thru September 30, 2023. CKC Good Food will provide meals and snacks that meet USDA & Child and Adult Care Program nutritional guidelines and Head Start Performance Standards. CKC Good Food will also cater to Family Fun Events, Policy Council and Early Head Start Socializations. The contract amount is \$2,920,000 over the course of the three years.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START CKC FOOD SERVICE CONTRACT SUMMARY

8. Contract Summary – Ramsey County Cares Act Fiscal Support

Catherine Fair presented. In May 2020, CAPRW was contacted by Ramsey County staff to explore options for our finance department to assist with cutting and dispersing approximately \$15 Million in emergency grants for eligible clients' mortgage, rent and utility payments. With maximum grants up to \$3,000 per household, CAPRW would be processing between 5,000 and 15,000 checks over a 6 month period ending December 31st, 2020. Finance staff would set up a separate entity within our accounting software and a separate bank account for the pass through funds. The contract amount is \$300,000.

MOTION, SECONDED, and CARRIED TO APPROVE THE RAMSEY COUNTY CARES ACT FISCAL SUPPORT CONTRACT SUMMARY

**TRISTA MATASCASILLLO, NICOLE FRETHERM AND LEIGH ANN AHMAD ABSTAINED FROM THE VOTE AS THEY ARE EMPLOYEES OF RAMSEY COUNTY*

9. Contract Summary – McGough Property Management – Ratification

Catherine Fair presented. McGough Facility Management (MFM) will provide an expansion of maintenance contract to a 36-month contract, with two one-year renewal options, to provide property management services. A competitive bid process was completed in 2015 and this contract summary is an extension of their current contract. MFM will provide property management services for an annual fee of \$72,000, payable monthly at \$6,000. MFM shall have the right, with sixty (60) days prior notice, to an annual 3% increase in management fee at each one (1) year anniversary of the Effective Date. The total contract amount is \$220,000 and the contract duration is June 2020 through May 2023.

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE MCGOUGH PROPERTY MANAGEMENT CONTRACT SUMMARY, WHICH WAS APPROVED DURING THE EXECUTIVE COMMITTEE MEETING ON JUNE 2, 2020

**KEITH SCHULER ABSTAINED FROM THE VOTE AS HE IS AN EMPLOYEE OF MCGOUGH*

10. Contract Summary – McGough Construction - Ratification

Catherine Fair presented. The Community Action Resource Center was heavily damaged by rioters following the George Floyd tragedy. An insurance claim has been made and staff has been working with the insurance claims adjuster to determine the scope of the damage, the repair plan, and the total claim amount. Two of

the building tenants were/will be displaced by the damage and three others were affected less severely. The damage includes floors, ceilings, windows, carpeting, door, walls, and personal property loss, but the infrastructure is intact. The agency needs a general contractor to provide labor at prevailing wages to remove undamaged personal property assets, demolish portions of the Property, act as the point person to schedule various subcontractors and vendors, and to handle invoicing and payment. McGough is agreeing to act as the general contractor based on hourly rates for its own labor, along with 4% of the total cost of the project repairs (which such figure is still pending, but will exceed \$75,000).

MOTION, SECONDED, and CARRIED TO APPROVE THE RATIFICATION OF THE MCGOUGH CONSTRUCTION CONTRACT SUMMARY WHICH WAS APPROVED BY THE EXECUTIVE COMMITTEE VIA ELECTRONIC VOTE ON JUNE 11, 2020.

****KEITH SCHULER ABSTAINED FROM THE VOTE AS HE IS AN EMPLOYEE OF MCGOUGH***

11. Energy Conservation Conflict of Interest Policy Update

This will be reviewed by the Bylaws & Nominations Committee and discussed at a future Board meeting.

STANDING COMMITTEES

EXECUTIVE COMMITTEE REPORT – CONNIE GREER

All items on the agenda were discussed. The Board will have a meeting in July. The meeting will take place on Thursday, July 23, 2020.

BYLAWS & NOMINATIONS COMMITTEE REPORT – MARCIE JEFFERYS

The Bylaws & Nominations Committee did not meet. They will plan to meet prior to the July Board meeting.

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

The Planning & Evaluation Committee did not meet.

FINANCE COMMITTEE REPORT – KEITH SCHULER

Keith Schuler presented. The Financial reports for the month of March 2020 were reviewed. The March report reflects the fifth month of activity for the agency. The look of the reports are a little different from previous reports. This will be the new reporting style going forward. Reports for the month of April and May 2020 will be reviewed at the July Board meeting. The March 2020 credit card statement was also reviewed. Tenant occupancy is at 100%. A Finance Committee meeting will be scheduled prior to the July Board meeting. Keith mentioned that there is currently a scam going around where people are trying to claim unemployment benefits under the name of people that are actually employed.

MOTION, SECONDED, and CARRIED TO APPROVE THE MARCH 2020 FINANCIAL REPORT AND THE MARCH 2020 CREDIT CARD STATEMENT

HEAD START POLICY COUNCIL REPORT (HSPC) – LUVIDIA WILLIAMS

The HSPC has not meet since the last Board meeting.

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. Changes to committee assignments are possible.

NEXT BOARD MEETING DATE:

July 23, 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 7:37 pm.

An Executive Session was held.