

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

**BOARD OF DIRECTORS MEETING**

**April 15, 2021 at 6:00 pm**

Zoom Meeting

<https://zoom.us/j/94780576671?pwd=K0RwZUhhQ2N5SS96dVBsTExNVTIUQT09>

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

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

**MINUTES**

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

**I. CALL TO ORDER**

---

Board President, Connie Greer, called the meeting to order at 6:02 pm following the Annual Meeting. Roll Call was taken by Caitlin Duncan. A quorum was present.

**II. AGENDA**

---

The Board reviewed the agenda for April 15, 2021.

**MOTION, SECONDED, AND CARRIED TO APPROVE THE APRIL 15, 2021 AGENDA**

**III. MINUTES**

---

The Board reviewed the minutes for the March 18, 2021 Board of Directors meeting.

**MOTION, SECONDED, AND CARRIED TO APPROVE THE MARCH 18, 2021 BOARD MEETING MINUTES**

The Board reviewed the minutes for the Annual Meeting, which took place on March 18, 2021.

**MOTION, SECONDED, AND CARRIED TO APPROVE THE MARCH 18, 2021 ANNUAL MEETING MINUTES**

**IV. CHAIR COMMENTS – CONNIE GREER**

---

Connie Greer thanked the board, staff, volunteers, and policy council members for their ongoing commitment to making a difference for the families the agency serves. She also noted that there have been recommendations to use a consent agenda, and a policy would need to be developed.

**V. INTERIM EXECUTIVE DIRECTOR REPORT – CATHERINE FAIR**

---

Catherine Fair gave an overview of the Community Action Resource Center's security upgrades and planned improvements.

## VI. NEW BUSINESS

---

### 1. Grant Summary, Rapid Rehousing Program “RRH” (Ratification) – Brooke Walker

The Rapid Rehousing Program has been operated by Community Action since 2014. This request demonstrates a notable increase in grant funds, in part due to growth in the number of households.

**MOTION, SECONDED, and CARRIED TO RATIFY THE RAPID REHOUSING PROGRAM GRANT SUMMARY.**

### 2. Grant Summary, Family Homeless Prevention & Assistance Program, Washington County “FHPAP” (Ratification) – Brooke Walker

Community Action proposes to submit a Letter of Interest to expand the current Rapid Rehousing program by applying for Family Homeless Prevention and Assistance Program (FHPAP) for Washington County. Aligning with the identified need, the target population will include single women, men or couples without children.

**MOTION, SECONDED, and CARRIED TO RATIFY THE FAMILY HOMELESS PREVENTION & ASSISTANCE PROGRAM, WASHINGTON COUNTY, GRANT SUMMARY with GEORGE STONE ABSTAINING FOR REASONS OF CONFLICT OF INTEREST.**

### 3. Grant Summary, City of St. Paul Emergency Rental Assistance Tenant Program (Ratification) – Brooke Walker

Community Action proposes to submit a response for the City of Saint Paul COVID-19 Emergency Rental Assistance (CERA). Eligible households for CERA are renters in the City of St. Paul with household incomes below 80% of AMI, in which one or more individuals can demonstrate a risk of experiencing homelessness or housing instability and one or more individuals has either qualified for unemployment benefits or has experienced a reduction in income, incurred significant costs, or experienced other financial hardship due to COVID-19.

**MOTION, SECONDED, and CARRIED TO RATIFY THE CITY OF ST. PAUL EMERGENCY RENTAL ASSISTANCE TENANT PROGRAM GRANT SUMMARY.**

### 4. Grant Summary, Minnesota State Head Start (Ratification) – Nicolee Mensing

All Federal Head Start grantees in the State of Minnesota are invited to complete an application for State appropriated dollars based on an allocation formula set by Minnesota statute. This funding allows Community Action Head Start to serve additional Head Start participants.

**MOTION, SECONDED, and CARRIED TO RATIFY THE MINNESOTA STATE HEAD START GRANT SUMMARY.**

### 5. Grant Summary, Head Start & Early Head Start Cost of Living Adjustment “COLA” (Ratification) – Nicolee Mensing

This grant summary reflects a noncompetitive, supplemental grant application for COLA funding of Community Action’s Head Start and Early Head Start Federal Grant. The COLA supports an increase of 1.22% to permanently increase staff salaries and pay bands and fringe benefits, and offset higher operating costs.

**MOTION, SECONDED, and CARRIED TO RATIFY THE HEAD START & EARLY HEAD START COST OF LIVING ADJUSTMENT GRANT SUMMARY.**

### 6. Grant Summary, Head Start Supplementary COVID Funding (Ratification) – Nicolee Mensing

All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive additional funds to continue responding to COVID-19. The purpose of these supplemental funds is the same as that of the CARES Act funds: to prevent, prepare for, and respond to COVID-19.

**MOTION, SECONDED, and CARRIED TO RATIFY THE HEAD START SUPPLEMENTARY COVID FUNDING GRANT SUMMARY.**

### 7. Grant Summary, Neighborhood Sales Tax Revitalization Program “STAR” (Ratification) – Cassidy Titcomb

Staff recommends the Agency move forward with an application for funding to help replace our aging roof and install a solar array. While the total cost of the project is well over \$500,000, with the guidance of

Program Administrators, Community Action is applying for a \$100,000 *combined* award made up of a \$60K loan and \$40K grant, which will help defray the costs of this critical project.

**MOTION, SECONDED, and CARRIED TO RATIFY THE NEIGHBORHOOD SALES TAX REVITALIZATION PROGRAM GRANT SUMMARY.**

**8. Contract Summary, Community Needs Assessment and Strategic Plan – Cassidy Titcomb**

To ensure community voices are driving the work of Community Action, the Community Needs Assessment and Strategic Planning processes will be aligned. The findings of the CNA will then be used as the foundation to inform the 2022-25 Strategic Plan process. After an extensive RFP process, firms were reviewed, scored and interviewed and Wilder Research is recommended for both projects.

**MOTION, SECONDED, and CARRIED TO APPROVE THE COMMUNITY NEEDS ASSESSMENT AND STRATEGIC PLAN CONTRACT SUMMARY with JILLIAN McADAMS ABSTAINING.**

**9. Contract Summary, Ramsey County Lease Renewal – Catherine Fair**

The Agency's real estate broker secured a sixty (60) month lease for the first floor space from September 1, 2021 until September 1, 2026. The tenant chose not to renew their second floor space.

**TION, SECONDED, and CARRIED TO APPROVE THE RAMSEY COUNTY LEASE RENEWAL CONTRACT SUMMARY with LEIGH ANN AHMAD, NICOLE FRETHEM AND TRISTA MATASCASTILLO ABSTAINING FOR REASONS OF CONFLICT OF INTEREST.**

**10. 2020 Executive Director Performance Evaluation – Connie Greer, Arnita Walls**

The Senior Director of Human Resources, Dr. Arnita Walls, presented the results of the Executive Director Evaluation. Seven Board Members participated in the evaluation by the deadline that was previously approved by the Board, resulting in an average overall score of 4.25. This "highly effective" score results in a merit increase of 3.5%. Four additional reviews were received after the deadline. With those scores included, the overall average remains in the same highly effective range at 4.14.

**MOTION, SECONDED TO APPROVE THE 2020 EXECUTIVE DIRECTOR PERFORMANCE EVALUATION WITH THE INCLUSION OF THE LATE ARRIVING EVALUATIONS, WHICH WITH THOSE ADDITIONS, REMAINS HIGHLY EFFECTIVE. A ROLE CALL VOTE WAS TAKEN.**

Leigh Ann Ahmad – AYE  
Nicole Frethem – NO  
Marcie Jefferys – AYE  
Trista MatasCastillo – NO  
Jillian McAdams – NO  
Jane Prince – AYE  
Keith Schuler – AYE  
George Stone – NO  
Jessika Thomas-Powell -- AYE  
Luvidia Williams -- AYE  
Connie Greer – AYE

**MOTION CARRIES.**

**11. Executive Director Hiring Recommendation – Connie Greer**

Connie Greer presented the Executive Committee's recommendation to move forward with transitioning Catherine Fair into the role of Executive Director permanently, citing the results of the Executive Director evaluation and the 360 evaluation from staff. There was discussion whether forming a hiring committee was necessary. Catherine Fair spoke to the Board about her vision for the agency and upcoming opportunities.

**MOTION, SECONDED TO FORM A HIRING COMMITTEE AND CONDUCT A SEARCH. A ROLE CALL VOTE WAS TAKEN.**

Leigh Ann Ahmad – AYE  
Nicole Frethem – AYE

Marcie Jefferys – NO  
Trista MatasCastillo – AYE  
Jillian McAdams – AYE  
Jane Prince – NO  
Keith Schuler – NO  
George Stone – AYE  
Jessika Thomas-Powell -- NO  
Luvidia Williams -- NO  
Connie Greer – NO

MOTION FAILS.

MOTION, SECONDED, and CARRIED TO APPROVE THE HIRING RECOMMENDATION OF CATHERINE FAIR AS EXECUTIVE DIRECTOR.

Leigh Ann Ahmad – NO  
Nicole Frethem – NO  
Marcie Jefferys – AYE  
Trista MatasCastillo – NO  
Jillian McAdams – AYE  
Jane Prince – AYE  
Keith Schuler – AYE  
George Stone – AYE  
Jessika Thomas-Powell -- AYE  
Luvidia Williams -- AYE  
Connie Greer – AYE

MOTION CARRIES.

## VII. STANDING COMMITTEES

---

### Executive Committee Report – Connie Greer

The items on the Executive Committee agenda are available in the Board packet and were reviewed by the Board.

### Bylaws & Membership Committee Report – Marcie Jefferys

The Bylaws & Membership Committee laid foundation for the upcoming bylaws review. A board training and self-assessment will be coming soon.

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

The items on the Planning and Evaluation Committee agenda are available in the Board packet and were reviewed by the Board.

### Finance Committee – Keith Schuler

Keith Schuler gave an overview of the financial documents included in the Board Packet. The credit card statements were reviewed.

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

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

Luvidia Williams gave a report that reflected on events in Brooklyn Center and Head Start's role in addressing the trauma in the community. She gave an update on the Early Head Start expansion grant. She also noted that all classes improved or exceeded targets.

## VIII. STUDY SESSIONS

---

1. Fiscal Year 2020 CSBG Annual Report – *Brooke Walker*

The CSBG Annual Report was included in the March Board Packet for review. A video presentation is available to accompany the report on the Board intranet site, EasyBoard, and will be emailed to members to view at their earliest convenience.

**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:**

**May 20, 2021 – 6:00 pm**

---

Board President, Connie Greer, adjourned the Board meeting at 8:54pm.