

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
October 19, 2017

MINUTES

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

CALL TO ORDER

The meeting was called to order at 6:01 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the agenda for October 19, 2017, and the minutes for September 21, 2017.

October 19, 2017 Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE OCTOBER 19, 2017, AGENDA

September 21, 2017 Minutes

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

CHAIR COMMENTS

The Board Chair discussed the passing of former Board Member, Robin Madsen, and shared his comments on his relationship with her. Jane Prince knew Robin for approximately 25 years and she also shared her memories and thoughts about Robin.

STUDY SESSIONS

A. AFFIRMATIVE ACTION OVERVIEW – DE HUMPHREY

De Humphrey presented the Affirmative Action Overview for Community Action. Affirmative Action was established to fight racial discrimination & to ensure that women & minorities are given an equal employment opportunity. Affirmative Action applies to women, minorities, & individuals with disabilities. Affirmative Action includes quantitative analyses of our workforce as compared to the composition of the relevant labor pools. It requires action-oriented programs if women and minorities are not being employed at an expected rate given their availability in the relevant labor pool. Affirmative Action also includes internal auditing to measure Community Actions progress toward achieving a workforce that would be expected as compared to relevant labor pools. Current action steps include creating development opportunities, advertising using multiple avenues to reach targeted audience, review recruiting and tracking processes, providing supervisor training. Currently, Community Action is under-utilized in the Office/Clerical category by one (1) woman.

The Board Chair asked how the agency handles sexual harassment issues. The agency has a multi-tiered approach. There is a policy against harassment in the Employee Handbook. There is also anti-harassment training when employees are hired. The agency also implemented Supervisor Trainings and Roundtables this year and harassment was covered during one of these trainings.

B. ENERGY ASSISTANCE OVERVIEW – CATHERINE FAIR

Catherine Fair presented an overview of the Energy Assistance Program (EAP). The Low-Income Home Energy Assistance Program (LIHEAP) helps low-income families pay a portion of their heating bills and also provides crisis grants for households in immediate danger of being without heat. The State of Minnesota receives an average of \$115M per year of LIHEAP funding. The MN Department of Commerce transfers about 5% of this funding to the MN Weatherization Program. In Minnesota, the Energy Assistance program is open from October 1 – May 31. Statewide the total number of households served in 2017 was 126,000. The total number of crisis served was 31,000. There were 3,700 furnace repairs and 1,000 furnace replacements in 2017. The average repair costs \$455 and the average replacement costs \$3,830. Total funding for 2017 was \$114M. Community Action awarded 19,112 Primary Heat Grants totaling \$7.7M, 5,129 Crisis Grants totaling over \$2M. 437 Households received Emergency Furnace Repairs or Replacements totaling \$570K.

NEW BUSINESS

A. Contract Summary – Employee Health Care Benefit

De presented a contract summary for the Group Health Insurance Renewal with HealthPartners. The increase to the total health care premium is 14.7% from calendar year 2017 to 2018 (\$2,727,448 to \$3,128,578, respectively). Sixty percent equates to an 8.8% increase for the employer; forty percent of the increase (5.9%) is borne by employees. At an individual plan level, this equates to the employer contributing an additional \$52 to \$171 per month to the basic plan, depending on single plus dependent(s), or family coverage. Similarly, the employee will contribute an additional \$34 to \$114 per month to the basic plan, depending on the corresponding coverage. This equates to an estimated increase of 39% to the employee's payroll deduction. With input from an Employee Benefit Workgroup, staff leadership was able to negotiate a lower overall increase to the premium assumption presented to the Board of Directors in the 2018 Fiscal Year budget (an 11.5% employer portion as approved on September 21, 2017). The 2018 Fiscal Year budget reflects approximately \$2,498,000 in agency health benefit expenditures; this contract summary decreases the estimated total to approximately \$2,453,000, (reducing the projected expenditure by approximately \$45,000). The contract duration is from January 1 - December 31, 2018.

MOTION, SECONDED, and CARRIED TO APPROVE THE EMPLOYEE HEALTH CARE BENEFIT CONTRACT SUMMARY

B. Contract Summary – Employee Dental Care Benefit

De presented a contract summary for the Group Dental Insurance Renewal with HealthPartners. Community Action provides dental insurance coverage to its full and part-time benefit eligible employees (20 hours or more per week) via HealthPartners. The cost of the premium is shared between the employer and the employee. Employees will continue to have the same dental plan options and coverage. All increases in the cost of dental insurance premiums are borne fifty percent by the employer and fifty percent by the employee, as outlined in the Collective Bargaining Agreement. The increase to the total (employer and employee) is 19% from 2017 to 2018 (\$141,670 to \$168,590, respectively). Fifty percent equates to a 9.5% increase for both the employer and the employee. At an individual plan level, this equates to an approximate increase of \$3.00 to \$9.00 per month for an employee's payroll deduction. The contract duration is January 1 - December 31, 2018.

MOTION, SECONDED, and CARRIED TO APPROVE THE EMPLOYEE DENTAL CARE BENEFIT CONTRACT SUMMARY

C. Contract Summary – Agency Phone System

Tom Moberg provided a Contract Summary on the Agency Phone System. Community Action Partnership of Ramsey & Washington Counties is in need of a new phone system that can tie together all of its locations and replace the current out-of-date system. The current system includes unsupported software presents a security risk and is manufactured by a company (Toshiba) that is exiting the phone business. Staff undertook a formal RFP process to solicit bids and review proposals for a new system and is proposing to replace and maintain the phone system through Cady Business Technologies. The proposed system meets the

programmatic needs of the agency and its programs, (including the Head Start requirement that a permanent phone-set is available in each room). The proposed vendor will implement the new phone system within 2 – 3 months of selection, provide training to staff and also provide ongoing support. The contract duration would be for five years from October 2017 to October 2022. The total contract amount is \$221,943 (\$85,871 for year one and \$34,018 per year for years two – five, totaling \$136,072). The Board Chair commented that the agency may need to revise some policies based on the new features that will be available with the new phone system. Dr. Hightower stated that this conversation has already started taking place with agency staff.

MOTION, SECONDED, and CARRIED TO APPROVE THE AGENCY PHONE SYSTEM CONTRACT SUMMARY

D. Grant Summary: Healthy Homes Program (Ratification)

Dean Dalzell presented a Grant Summary for the Healthy Homes Program for ratification on behalf of Cassidy Titcomb. On September 20, 2017, the Minnesota Department Health Lead and Healthy Homes Program (LHHP) announced the availability of Healthy Housing Grants. The due date for the grant application was October 13, 2017. The focus of the Healthy Homes Program is to improve living conditions for low-income people living in Ramsey, Washington, and Anoka counties by expanding Community Action's program offerings to include both prevention efforts and intervention services that will reduce housing-based health threats. Home-based health threats that would be addressed with this funding include, but are not limited to, lead contamination, high radon levels, poor indoor air quality (due to poor air circulation, high humidity and/or the presence of asthma-triggering mold), presence of toxic cleaning supplies and household chemicals, poor water quality, lack of pest control, safety concerns (particularly for young children and adults with mobility issues) lack of fire prevention equipment and other emergency preparedness supplies. The initiative will specifically target households with children enrolled in Early Head Start programs, as children under three years of age are most susceptible to the impact of home-based health threats. Community Action's Healthy Homes program will include four components that leverage CAPRW's existing infrastructure, expertise, and current funding streams. Staff respectfully sought approval by the Executive Committee to meet the grant application due date; the Executive Committee approved the grant application in the amount of \$360,000. After the Executive Committee meeting on October 3, 2017, the funder clarified that the maximum grant funds available per grantee is \$120,000 total, (not \$120,000 per year for three years as was presented in the original RFP documents). Staff revised the scope and budget of the submission to meet the application requirements. The grant duration is from December 1, 2017 to June 30, 2020.

MOTION, SECONDED, and CARRIED TO RATIFY THE HEALTHY HOMES PROGRAM GRANT SUMMARY

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

Dr. Hightower discussed the Community Action Leadership Institute that will begin next week. This is a leadership training that is made available to all employees of the Minnesota Community Action Network. There are 21 participants that will go through the year-long training. It will kick off with a reception dinner on Monday and Board President, Blake Huffman, is the keynote speaker.

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 Bylaws & Nominations Committee did not meet. They did discuss not focusing on a candidate with strong fundraising skills as this has been a challenge. They will focus on just trying to find a solid candidate.

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

Brooke Walker discussed the proposed plan to increase available car loans. De Humphrey also gave an Affirmative Action Overview during the P&E meeting.

A handout was provided to all present Board members on the proposed plan to increase available car loans and Brooke Walker gave a brief overview of the presentation she gave during the P&E meeting. The goal is to gradually increase available car loans by five loans each fiscal year.

Brooke also mentioned that the agency received a DEED Grant of \$21,000 to help with a short term car repair program.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

Michelle Kemper provided the Finance Committee Report. The Auditors attended the Finance Committee meeting and gave a presentation on the audit process. They will be back to present their findings to the Board once complete. Financial statements for the month of August were reviewed. August is the 11th 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 August credit card statements were also reviewed.

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

HEAD START POLICY COUNCIL REPORT (HSPC) – CONNIE GREER

Connie Greer and Elizabeth Omoyeni attended the HSPC meeting. Connie mentioned that the meeting was well attended and they also received training on a variety of topics including parliamentary procedures. Connie also mentioned that the meeting attendees were very interested in what Dr. Hightower looked like. She suggested that Dr. Hightower attend the next HSPC meeting. The next meeting will include HSPC elections.

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.

The Board Chair also acknowledged the Celebration of Life that is taking place for Robin Madsen on Friday, October 17.

NEXT BOARD MEETING DATE(S):

November 16, 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 7:10 pm.