

Community Action Partnership of Ramsey & Washington Counties
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BOARD OF DIRECTORS MEETING
450 Syndicate Street North, Suite 20
St. Paul, MN 55104
February 21, 2019

MINUTES

Members Present:	Blake Huffman, Connie Greer, Heather Meyers, Marcie Jefferys, Sara Appolon, Keith Schuler, Michelle Kemper, Alex Hines, Ta'Lisa Lissimore, Trista MatasCastillo, Minerva Munoz, Luvidia Williams
Members Absent:	Jane Prince, Shereen Page, Esmeralda Cortes
Staff Present:	Clarence Hightower, Dean Dalzell, Cindy Webster, Catherine Fair, De Humphrey, Brooke Walker, Cassidy Titcomb, Sarah Hayes, Denise Kenyon, Ankit Bangar, Hannah Franklin, Theresa Lumpkins
Guests Present:	Rachel Flanders (CliftonLarsenAllen)

CALL TO ORDER

The meeting was called to order at 6:04 pm by Board President, Blake Huffman. A quorum was present.

The Board reviewed the amended agenda for February 21, 2019, and the minutes for January 17, 2019.

February 21, 2019, Amended Agenda

MOTION, SECONDED, AND CARRIED TO APPROVE THE FEBRUARY 21, 2019, AMENDED AGENDA

January 17, 2019, Minutes

MOTION, SECONDED, AND CARRIED TO APPROVE THE JANUARY 17, 2019, MINUTES

CHAIR COMMENTS

The Board Chair asked that introductions be made by all present Board members to welcome the three new members. He also discussed the Resource Buddy List. All new Board members were assigned a buddy from the Board that will serve as a resource for issues, questions, and processes.

Trista MatasCastillo gave a brief overview of the New Board Member Orientation that the four newest Board members completed prior to the Board meeting this evening.

STUDY SESSIONS

A. Fiscal Year 2018 Audit Presentation

A presentation was given by Rachel Flanders from CliftonLarsonAllen on the Fiscal Year 2018 Financial Audit. The audit was previously reviewed in great detail at the last Finance Committee meeting. The purpose of the Audit Letter to Governance is to communicate to governance the required items under accounting standards as well as provide an update on the audit since the planning meeting. There were no changes in the scope of the audit and no changes in accounting policies. There were no material weaknesses or significant deficiency. There were no audit adjustments and one passed adjustment that was immaterial to the prior year. Community Action received an unmodified opinion which is the highest level of assurance that can be given.

B. Head Start Community Needs Assessment Update

Ankit Bangar presented an update on the Head Start Community Needs Assessment. Based on the Performance Standards, the Community Needs Assessment must be done every five years and updated annually. A Summary of Findings of the 2018-2019 Head Start/Early Head Start Community Needs Assessment was reviewed. There weren't any significant changes this year. Based on the Community Needs Assessment no changes were made to the Eligibility Criteria from 2018. The full assessment of the 2018-2019 Community Needs Assessment can be found on the agency website.

- C. **Head Start Enrollment, Recruitment, Selection, Eligibility & Attendance (ERSEA)**
Hannah Franklin presented on the Head Start Eligibility, Recruitment, Selection, Enrollment, & Attendance (ERSEA). The Selection Criteria is reevaluated every year for changes. No changes were made to the Selection Criteria this year. The Selection Criteria is used to determine the children most at risk and in need.
- D. **Head Start Application**
Hannah Franklin presented on the Head Start Application. A Head Start Application was distributed to all present Board Members for review. The Application did not change due to the Selection Criteria remaining the same from 2018.

NEW BUSINESS

- A. **Fiscal Year 2018 Financial and Single Audit**
- a. Auditor Presentation
 - b. **Auditor Letter to Governance – Draft**
The Auditor Letter to Governance was previously discussed during the Study Session.
 - c. **Audited Financial Statements - Draft**
The Fiscal Year 2018 Financial and Single Audit Presentation was previously discussed during the Study Session.
- MOTION, SECONDED, and CARRIED TO APPROVE THE AUDITOR LETTER TO GOVERNANCE DRAFT AND THE AUDITED FINANCIAL STATEMENTS DRAFT**
- B. **Head Start Community Needs Assessment Update**
The Head Start Community Needs Assessment Update was previously discussed during the Study Session.
MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START COMMUNITY NEEDS ASSESSMENT UPDATE
- C. **Head Start Application and Selection Criteria**
The Head Start Application and Selection Criteria was previously discussed during the Study Session.
MOTION, SECONDED, and CARRIED TO APPROVE THE HEAD START APPLICATION AND SELECTION CRITERIA
- D. **2018 Executive Director Performance Evaluation & Compensation**
Blake Huffman discussed the 2018 Executive Director Performance Evaluation & Compensation. A memorandum was read by the Board President. Based on the score of the survey results, the Executive Committee is recommending a 1% salary adjustment and ten (10) additional days of Paid Time Off (PTO) for the Executive Director. The Executive Director was offered a 2.75% salary increase, but declined the offer. The Board President thanked Dr. Hightower for his leadership. Other Board Members thanked Dr. Hightower and staff for all their hard work.
MOTION, SECONDED, and CARRIED TO APPROVE THE 2018 EXECUTIVE DIRECTOR PERFORMANCE EVALUATION & COMPENSATION OF 1% SALARY ADJUSTMENT AND TEN ADDITIONAL DAYS OF PAID TIME OFF (PTO)
- E. **Grant Summary – Head Start, Cost of Living Adjustment (COLA)**
Dean Dalzell presented a Grant Summary for the Head Start Cost of Living Adjustment (COLA). The Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, contains an increase of approximately \$200 million (nationally) for programs under the Head Start Act for Fiscal Year 2019 (October 1, 2018 – September 30, 2019). A portion of the increase provides a cost of living adjustment (COLA) of 1.77 percent to assist grantees in increasing

staff salaries, benefits, and offsetting higher operating costs. Community Action received notification of the amount and specific funding instructions on January 11, 2019, from the funder. The grant amount is \$180,154 and the grant due date is March 1, 2019. Implementation of the COLA will increase the Community Action compensation plan (inclusive of staff funded by the Federal Head Start) by 1.77% in compliance with the Acts noted above.

MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE HEAD START COST OF LIVING ADJUSTMENT (COLA)

F. Grant Summary – Head Start, Pathway II Scholarship

Dean Dalzell presented a Grant Summary for the Head Start Pathway II Scholarship. Funds have been made available through the Minnesota Department of Education for a seventh and eighth year of Head Start programming via Pathway II scholarships. This is a state appropriation scholarship grant and is intended to increase access to high-quality programming for children with high needs. The funder has updated and clarified application criteria for the upcoming funding period; to receive full funding, the program will demonstrate that 92 children meet the income requirements of the Pathway Scholarships per year. (The funding amount per child awarded to the program is a maximum of \$7,500/child.) The funds received by CAPRW will be used to support the transporting of children, mental health services, and behavioral support specialists/education assistants. The funds will not directly pay for specific slots but rather the funds will be used by the program to pay for services that help support our Head Start comprehensive services and increase the quality of services. The grant amount is approximately \$1,382,280 and the grant duration is July 1, 2019-June 30, 2021.

MOTION, SECONDED, and CARRIED TO APPROVE THE GRANT SUMMARY FOR THE HEAD START PATHWAY II SCHOLARSHIP

G. Grant Summary – HealthPartners Lease Agreement

Dean Dalzell presented a Grant Summary for the Health Partners Lease Agreement. HealthPartners Midway Dental Clinic has been a valued tenant of the Community Action Building for fifteen years. This grant summary represents the tenant's request to enter into a lease agreement with Community Action for a period of 60 months; the tenant will continue to occupy 6,050 square feet in Suite 300. The proposed lease agreement will also include an option to renew for one additional 60-month term. No tenant improvements have been requested by the tenant as a part of the lease. The lease will provide \$477,466 of unrestricted revenue to Community Action for a period of five years. Included within this total amount are biannual rent increases of 2.5% to maintain alignment with the market range for similar office space.

MOTION, SECONDED, and CARRIED TO APPROVE THE HEALTHPARTNERS LEASE AGREEMENT

H. Grant Summary – Immigrant Law Center of MN Lease Agreement

Dean Dalzell presented a Grant Summary for the Immigrant Law Center of MN (ILCM) Lease Agreement. Immigrant Law Center has been a valued tenant of the Community Action Building for nearly fifteen years. This grant summary represents the tenant's request to enter into a lease agreement with Community Action for a period of 60 months; the tenant will continue to occupy 5,400 square feet in Suite 200. The proposed lease agreement includes an annual rent increase of 3.1%, Right of First Refusal is space becomes available on the 2nd Floor, one-month free rent, and improvements to the office space. The lease will provide \$398,702 of unrestricted revenue to Community Action for a period of five years.

MOTION, SECONDED, and CARRIED TO APPROVE THE IMMIGRANT LAW CENTER OF MN LEASE AGREEMENT

I. Recommendation for Head Start/Early Head Start Director Hire

Dr. Hightower discussed the recommendation for the Head Start/Early Head Start Director hire. A handout was provided outlining the candidate's qualifications. The candidate was ranked 2nd in the initial interview pool. The recommendation for hire will go to the Head Start Policy Council meeting next Tuesday for approval prior to seeking approval from Region V. If all approvals are granted, the anticipated start date would be April 1, 2019.

MOTION, SECONDED, and CARRIED TO APPROVE THE RECOMMENDATION FOR THE HEAD START/EARLY HEAD START DIRECTOR HIRE

EXECUTIVE DIRECTORS REPORT – DR. CLARENCE HIGHTOWER

1. Head Start Duration Grant

Dean Dalzell discussed the Head Start Duration Grant to extend service hours for Head Start participants from partial day to full day. The original grant summary was for approximately \$1.5 million (annual operating budget). The \$1.5 million may increase to \$3.7 million. This is still a work in process and nothing has been finalized at this time. It was suggested to bring this grant back to the Board for ratification at a later Board meeting.

2. Annual Board Meeting Dinner

Cassidy Titcomb discussed the Annual Board Meeting dinner that will take place on March 21, 2019, immediately following the Annual Meeting. There will be an amended agenda followed by a dinner. Each Board Member was given an invitation to the dinner along with four additional invitations to be distribute to individuals they would like to invite to the dinner. Cassidy will email an electronic invitation to all Board Members to distribute as well. This will also be a public unveiling of the Community Needs Assessment. The regular Board Meeting will be held in the Technology Training Room in Suite 30. The dinner will take place in the Wellstone Conference Room.

EXECUTIVE COMMITTEE REPORT

The Executive Committee did not meet.

BYLAWS & NOMINATIONS COMMITTEE REPORT – HEATHER MEYERS

The committee discussed the preliminary Slate of Officers for 2019. The 2019 Slate of Officers will be voted on for approval during the March Board meeting. The committee also discussed the Board member terms in the Bylaws. The committee is still working on the language, but the principal idea is to keep the three two-year terms, but after a minimum of a year off the Board, a member could serve for an additional three two-years terms. This will be brought to the Board for approval at the next meeting in March.

Michelle Kemper asked if someone served on the Board for two years and went off for one year would the 12 year total still apply. The Bylaws & Nominations Committee will discuss this at their next meeting.

PLANNING & EVALUATION (P&E) COMMITTEE REPORT

The Planning & Evaluation Committee did not meet.

FINANCE COMMITTEE REPORT – MICHELLE KEMPER

Michelle Kemper provided the Finance Committee Report. Financial statements for the month of December were reviewed. December is the 3rd month of the fiscal year. Agency expenditures and revenue are above target of the budget for the fiscal year. The building is 100% occupied and all tenants are current. The December credit card statements were also reviewed.

MOTION, SECONDED, and CARRIED TO APPROVE THE DECEMBER 2018 FINANCIAL SUMMARY REPORT AND CREDIT CARD STATEMENT AS PRESENTED

HEAD START POLICY COUNCIL REPORT (HSPC) – CONNIE GREER

Connie Greer commented on the good job that Denise Kenyon and the Head Start staff have been doing since Karri Kerns left the position.

Brooke Walker reported that some Community Action staff and a participant of the Car Ownership Program recently testified at the Legislature.

PROGRAM REPORTS

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

ANNOUNCEMENTS/INFORMATION

A Board Roster and Board Calendar were provided in the Board packet.

NEXT BOARD MEETING DATE:

March 21, 2019 – 6:00 pm

March 21, 2017 – 7:00 pm (Annual Meeting/Dinner)

An Executive Session was held.

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

The Board meeting was adjourned by Board President, Blake Huffman at 7:18 pm.