



THREE RIVERS COMMUNITY ACTION, INC.
Board of Director's Meeting Minutes
Wednesday, June 16, 2021
Three Rivers Community Action, Inc.
1414 North Star Drive, Zumbrota MN, and Remote via Zoom
9:00 to 10:15

Members Participating: Paul Drotos, Meredith Erickson, Galen Malecha, Heather Robins, Julie Steberg, Maritza Navarro, Erick Maki, Gregg Wright, Ruth Boudet, ReJean Schulte

Staff Participating:

Jenny Larson, Executive Director
Kindra Papenfus, Chief Financial Officer
Vicki McKay, Human Resources Director
Leah Hall, Community Development Director
Jane Adams Barber, Early Childhood Director
Rob Cooper, Transportation Director
Donna Stamschror, Administrative Support Manager
Krystal Dube, Administrative Assistant

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55049 241st Avenue
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Rochester Office
300 11th Avenue NW
#110
Rochester, MN 55901

Wabasha Office
611 Broadway Avenue
Suite 120
Wabasha, MN 55981

Members Excused: Brian Goihl, Abdullah Hared, Dave Windhorst, Jo Anne Krier, Jodi Johnson

Call to Order: Meeting was called to order at 9:00 am by Chair, Galen Malecha.

Determination of Quorum: Quorum was met.

***Approval of the May 19, 2021 Meeting Minutes**

Heather Robins made a motion to approve the May 19, 2021 meeting minutes, Paul Drotos seconded, motion unanimously approved.

***Approval of the June 16, 2021 Meeting Agenda**

Paul Drotos made a motion to approve the June 16, 2021 meeting agenda, Ruth Boudet seconded, motion unanimously approved.

Case of the Month – included in Hiawathaland Transportation report

Director's Report

Submitted by Jenny Larson June 10, 2021 for Board meeting on June 16, 2021

1. Staff are Back in the Office – While many of our staff have been in the office throughout the pandemic, we welcomed the rest of our staff back to their offices this week. As staff return and things continue to open up,

we are following the CDC guidelines and allowing staff and visitors who are vaccinated to go without masks. Unvaccinated staff and visitors are asked to continue to wear masks. State and federal rules continue to require masks in classrooms and on public transportation, so those staff are required to comply regardless of their vaccination status.

2. Annual Report – Our 2020 Annual Report is now complete. In addition to information pulled from our audit and demographic reporting to the state, the report includes a success story of one of our clients. The report is attached to this report and is also available on our website.
3. State Budget – We continue to wait for the state legislature to pass a 2-year budget for the new state fiscal year that starts on July 1. There is still a chance of a shutdown and we are planning accordingly for our programs that might be affected.
4. Employee Survey – We recently surveyed staff about their thoughts about the agency and their work environment. The topics were agency management, supervision, diversity/equity/inclusion, job satisfaction, and communication. Overall, the responses were very positive. I will present some highlights to the board during the meeting.
5. Staff Appreciation – To thank our staff for their work over the past year, we invited food trucks to our offices in Faribault, Zumbrota, Plainview and Rochester. Here are a few photos of these successful events.

***Policy Action Items**

Jenny reviewed the consent agenda items.

Consent Agenda Items

- May Financial Reports
- May Head Start Credit Card Expenses Summary

Contracts, Awards & Contributions

Received

- Rice County Area United Way - \$4,400 - funds to support caregivers & their families in Rice County and Meals on Wheels in the city of Faribault
- Department of Health and Human Services Office of Head Start - \$202,209 - American Recovery Plan funding to increase supports to children affected by Covid

Not Received

- None

Grants & Requests Submitted or to be Submitted

- Minnesota Department of Commerce - amount to be determined - Renewal of Federal / State Funds to provide weatherization services to households in Goodhue, Rice and Wabasha counties.
- Minnesota Housing Finance Agency - \$148,136 - funding for Homeownership education, counseling and training for 2 years
- Minnesota Housing Finance Agency - \$264,000 - Funding to provide financial empowerment coaching as part of Three Rivers' Achieve Homeownership program for 2 years
- Otto Bremer Trust - \$65,000 - funding to support Achieve Homeownership program activities throughout our service area
- Wabasha County - \$5,000 - funding to support the HART Volunteer transportation system in Wabasha County
- Minnesota Department of Human Services - \$488,400 - 2 year combined application to provide scattered site transitional housing services and support eviction prevention and re-housing of households through our 4 county area.
- Minnesota Housing Finance Agency - \$1,544,963 - Family Homeless Prevention Assistance Funds (FHPAP) 2-year grant to support eviction prevention services and re-housing of households facing a housing crisis
- Minnesota Department of Transportation - \$4,354,594 - Funding for Hiawathaland Transit Operations for 2022
- Minnesota Department of Education – Reimbursement Agreement – Renewal of Child & Adult Food program reimbursement agreement for Head Start

Monitoring Reports & Responses

- Three Rivers Response to MN Department of Commerce Weatherization monitoring – letter dated June 7, 2021

Approved Purchases between \$10,000 and \$150,000

- School Health Corporation – \$12,212 – Vision & Hearing screening kits

Heather Robins made a motion to approve the consent agenda, ReJean Schulte seconded, motion unanimously approved.

****Individual Action Items***

- a) Review/approval of 403(b) investments and fees presented by Dan Delianedis, Retirement Plan Counselor, American Funds/Capitol Group

Dan gave an overview of the 403(b) plan investments and fees.

Paul Drotos made a motion to approve the 403(b) investments and fees from American Funds/Capitol Group, Ruth Boudet seconded, motion unanimously approved.

- b) 403(b) Audit for the year ended December 31, 2020 – Prepared by Mahoney CPA.

Due to our size an independent 403(b) audit is required. Kindra reported we had a clean audit and no significant events or transactions to disclose. Mahoney Ulbrich Christiansen Russ P.A. performed the 403(b) audit.

Julie Steberg made a motion to approve the 403(b) Audit for the year ended December 31, 2020, Meredith Erickson seconded, motion unanimously approved.

- c) Approve staff to apply for financing for the construction of Eastside Apartments in Rochester, through the Minnesota Housing Multifamily RFP due July 15, 2021.

Leah reviewed the project background, details, proposal summary, and financing. She answered board questions regarding rents, tenant involvement, and waiting lists for the project.

Gregg Wright made a motion to approve staff to apply for financing for the construction of Eastside Apartments in Rochester through the Minnesota Housing Multifamily RFP, Paul Drotos seconded, motion unanimously approved.

- d) Approve staff to apply for financing for the construction of Underwood Terrace in Lake City through the Minnesota Housing Multifamily RFP due July 15, 2021.

Leah reviewed the project background, details, proposal summary, and financing. The project received a unanimous vote of support from the City Council.

Board members congratulated Leah for her hard work with this project.

Ruth Boudet made a motion to approve staff to apply for financing for the construction of Underwood Terrace in Lake City through the Minnesota Housing Multifamily RFP, Meredith Erickson seconded, motion unanimously approved.

- e) Minnesota Department of Education - \$368,176.00, this amount will fund 10 children in Early Head Start Home Visiting and 22 children in Head Start

Staff requested approval to accept the state funding for Head Start and Early Head Start programming. In response to the cost per child of the program, Jane said that the cost per child in Early Head Start is around \$10,000 and the cost of Head Start is around \$8,000 to \$9,000.

In response to a question regarding long-term results of how Head Start kids do compared to other kids through grade school, Jane said we are part of a statewide study that is tracking Head Start kids through 3rd grade. That study is in the 3rd year, comparing kids that went to Head Start and those who did not, but who have the same demographic background. The study is showing that Head Start kids do as well as the other group, Head Start dual language learners do better, and Head Start kids have better attendance.

ReJean Schulte made a motion to accept \$368,176.00 from Minnesota Department of Education to fund 10 children in Early Head Start Home Visiting and 22 children in Head Start, Maritza Navarro seconded, motion unanimously approved.

f) Hiawathaland Public Transportation 2022 Operational Grant, Resolution #2021-7

Jenny reviewed the resolution to apply for the public transportation operating grant from the MN Department of Transportation.

Paul Drotos made a motion to approve the Hiawathaland Public Transportation 2022 Operational Grant, Resolution #2021-7, Heather Robins seconded, motion unanimously approved.

g) Approval of the Updated Title VI Plan, Resolution #2021-8

Jenny reviewed the Title VI plan and resolution #2021-8. The plan is one of the requirements for our public transportation operating grant.

Heather Robins made a motion to approve the updated Title VI Plan, Resolution #2021-8, Ruth Boudet seconded, motion unanimously approved.

h) Zumbrota Bus Garage, Building Committee Minutes

The board's ad hoc Building Committee met to review options for the addition of a bus garage in Zumbrota. Jenny reviewed the minutes where the committee reviewed bids and recommended selection of Briggs & Rabehl Construction.

Jenny said that they can get started on the project in August, and it will take about 60 days to complete.

Paul Drotos made a motion to approve the Building Committees decision to select Briggs & Rabehl Builders to build a 4-stall heated and insulated Zumbrota Bus Garage, ReJean Schulte seconded, motion unanimously approved.

Policy Discussion Item

a) Hiawathaland Public Transit Annual Report

Rob presented the Hiawathaland Public Transit Annual Report. The presentation was made available to board members prior to the meeting. The presentation highlighted the past year of operations, including the adjustments made to keep staff and passengers safe during the pandemic. We are making preparations to return to normal deviated fixed-route service in Redwing (June 28, 2021), Northfield (July 19, 2021), and Faribault (August 2, 2021).

Board members and staff leadership wanted to thank the driving staff for being on the front lines, and express gratitude for their work during the pandemic.

b) Employee Satisfaction Survey

In May, agency leadership sent out a satisfaction survey to staff. Jenny presented the results of the employee satisfaction survey to the board. The topics included: Agency Management, Supervision, Diversity/Equity/Inclusion, Job Satisfaction, and Communication. Overall, we received very positive results. The survey was done internally using surveymonkey.

Board members were happy to see positive results. There was a suggestion to look into more ways to address employee satisfaction. Board members asked Jenny to communicate to Three Rivers staff that the board supports them and are appreciative of their work.

Advisory Committee

a) Head Start Policy Council minutes from May 18, 2021. Next meeting is on August 24, 2021


The Policy Council minutes provided detailed information on Head Start operations for the year. Board members appreciated that the minutes were very thorough and descriptive. They thanked staff and the Policy Council for their work.

Comments from the public: None

Date, Time, and Location of Next Meeting: 9:00 a.m., August 18, 2021, by Zoom, Three Rivers Community Action Board Room, 1414 North Star Drive, Zumbrota MN, or Three Rivers Community Action Conference Room, Faribo Town Square, 201 South Lyndale Avenue, Faribault.

Adjournment

Meredith Erickson made a motion to adjourn the meeting, Paul Drotos seconded, motion unanimously approved.


Chair

August 18, 2021
Date