



THREE RIVERS COMMUNITY ACTION, INC.
Board of Director's Meeting Minutes
Wednesday, September 21, 2022
Three Rivers Community Action, Inc.
1414 Northstar Drive, Zumbrota MN, and Remote via Zoom
9:00 a.m. to 10:15 a.m.

Members Participating: Galen Malecha, Erick Maki, Julie Steberg, ReJean Schulte, Ruth Boudet, Stephanie Podulke, Heather Robins, Abdullah Hared, Bob Walkes, Meredith Erickson, Jodi Johnson, Dave Windhorst, Susan Betcher

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611 Broadway Avenue
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Staff Participating:

Jenny Larson, Executive Director
Leah Hall, Community Development Director
Vicki McKay, Human Resources Director
Jane Adams Barber, Early Childhood Director
Donna Stamschror, Administrative Support Manager
Krystal Dube, Client Support / Human Resources Specialist

Members Excused: Jo Anne Krier, Maritza Navarro

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 August 17, 2022, Meeting Minutes**

Erick Maki made a motion to approve the August 17, 2022, meeting minutes, Ruth Boudet seconded, motion unanimously approved.

***Approval of the September 21, 2022, Meeting Agenda**

Change to the agenda. The addition of Individual Action Item F - Approve the Rebate Bridge Loan from Three Rivers Community Action, Inc. to Underwood Terrace LP for up to \$277,868 and authorize Jennifer Larson to execute all documents related to this Bridge Loan.

Meredith Erickson made a motion to approve the September 21, 2022, meeting agenda with the noted addition, ReJean Schulte seconded, motion unanimously approved.

Director's Report

Jenny gave the Executive Director's report.

1. **Energy Assistance** – Applications are now available for the new Energy Assistance Program year, which starts on October 1. After two years of significant funding increases for the program that expanded income eligibility and increased the funding amounts to households, the program is going back to pre-pandemic funding levels. The income limit is once again 50% of the median income (down from 60% last program year), which is about \$58,000 for a family of four. The maximum assistance for heating assistance will be lower as well. We will be administering the Water Assistance Program again this year. Paper applications are available for download on our website. By the end of this calendar year, the MN Department of Commerce plans to launch an online application for the program as an additional option for program participants.
2. **Weatherization** – The federal Bipartisan Infrastructure Bill passed earlier this year has a significant amount of additional funding for the Weatherization program. The MN Department Commerce reports that Minnesota expects to see over \$55 million in new funds. We will be working closely with the state on how these funds will be allocated and how we can best gear up for this increase.
3. **Energy Staffing Update** – As I reported last spring, our long-time energy programs coordinator, Lynette Engelhardt Stott, gave notice that she was relocating out of state for her spouse’s job. The person we hired to replace Lynette spent several months training with her, but he resigned the position a few weeks ago for family reasons. With this vacancy and the anticipated increase in funding for the Weatherization program, we have decided to split the position and hire two separate coordinators, one for Energy Assistance and one for Weatherization. We will then cross-train the coordinators to back each other up.
4. **Meals on Wheels Expansion** – With caterer and funding secured, this month we are set to launch Meals on Wheels in Lonsdale. This brings the number of communities served up to 9, including Wabasha, Wanamingo, Zumbrota, Mazeppa, Cannon Falls, Goodhue, Pine Island, and Faribault. We are actively seeking additional volunteers in Lonsdale and all of our locations to help deliver meals to our clients.
5. **All Staff Training** – After a two year break from in-person training, last week we were pleased to be able to hold an all-day training and team building event for our staff. Staff completed the Gallup Strengths Assessment to identify their top 5 strengths. Presenters from Play to Your Strengths conducted the staff training that helped staff identify and celebrate their own strengths and provided tools for working with team members who have different strengths. My top 5 are: Achiever, Command, Competition, Ideation, Intellection.
6. **Visit from Senator Smith’s staff** – Bree Maki and Brennan Barber from Senator Tina Smith’s office visited our Spring Creek housing project in Northfield and then met with our Head Start staff in Zumbrota on Aug 31. Both housing and early childhood programs are important to Senator Smith, and her staff were

asking great questions about resources needed to keep programs like ours operating well in Minnesota.

7. **Spring Creek 2 Groundbreaking** – We held a successful groundbreaking event for our new townhome project on August 24. The great turnout included board members, staff, project partners, city and county representatives, funders, and community supporters. Here is a photo of the whole group.

Action Items:

***Consent Agenda**

Abdullah Hared made a motion to approve the consent agenda, Stephanie Podulke seconded, motion unanimously approved.

***Individual Action Items**

- a) Seat new board member Susan Betcher, Goodhue County Commissioner

Jenny introduced Susan Betcher. Susan is the Goodhue County Commissioner for District 5.

Stephanie Podulke made a motion to approve seating Susan Betcher to the Three Rivers Community Action Board of Directors, ReJean Schulte seconded, motion unanimously approved.

- b) 403B Audit for the year ended December 31, 2021

Tyler Hanson, CPA, Associate Director with Mahoney presented the 403B audit. Due to the size of Three Rivers' retirement plan, an independent 403(b) audit is required. Documents were provided to the board prior to the meeting. This year Three Rivers switched from American Funds to Mutual of America. Everything looked good and no significant issues were found. Tyler said the filing deadline is October 17th and does not anticipate any numbers changing on the financial statements.

Abdullah Hared made a motion to approve 403B audit for the year ended December 31, 2021, Julie Steberg seconded, motion unanimously approved.

- c) Head Start - Approval to authorize Jennifer Larson, Executive Director, to act as the Identified Official with Authority (IOwA) for Three Rivers Community Action 7046-84

Stephanie Podulke made a motion to authorize Jennifer Larson, Executive Director, to act as the Identified Official with Authority (IOwA) for Three Rivers Community Action 7046-84, Meredith Erickson seconded, motion unanimously approved.

- d) Affirm the email vote of Resolution #2022-15 for Ridgely Park Apartments, Minnesota Housing Finance Agency Financing. Email votes were all in favor.

On August 30th, 2022, Donna emailed the board the Ridgley Park Apartment update action request and Ridgley Park borrowing resolution #2022-15. The action request was unanimously approved by email vote.

Bob Walkes made a motion to affirm the email vote of the approval of Resolution #2022-15 for Ridgely Park Apartments Minnesota Housing Finance Agency Financing, Heather Robins seconded, motion unanimously approved.

e) Articles of Incorporation

Jenny reviewed the proposed changes to the Articles of Incorporation. Recommended changes include adding housing as a specific activity in the purpose of the organization, which is a requirement for some of our housing funding partners. Other items were clean-up items recommended by our attorney, including removing outdated references to "members", allowing board action by written action, broadening the limitation of liability for the board, and editing the organization's address.

Abdullah Hared made a motion to approve of the Amended and Restated Articles of Incorporation of Three Rivers Community Action, Inc. which incorporates all of the proposed changes, ReJean Schulte seconded, motion unanimously approved.

f) Approve the Rebate Bridge Loan from Three Rivers Community Action, Inc. to Underwood Terrace LP for up to \$277,868 and authorize Jennifer Larson to execute all documents related to this Bridge Loan.

Leah presented the background, proposal summary, and project update for this project located in Lake City. The loan from Three Rivers to the project will be repaid with energy and sales tax rebates upon completion of construction in late 2023.

Bob Walkes made a motion to approve the rebate bridge loan from Three Rivers Community Action, Inc. to Underwood Terrace LP for up to \$277,868 and authorize Jennifer Larson to execute all documents related to this bridge loan, Erick Maki seconded, motion unanimously approved.

Policy Discussion Item

a) Early Childhood Annual Report

Early Childhood Director Jane Adams Barber presented the Early Childhood Annual Report. Jane reviewed the demographics, funding sources, family services we offer, and outcomes for early childhood programs over the last year. She answered questions on early childhood programming. Board members thanked Jane for the good information for the great work being done by all of the staff in the department.

Advisory Committee

- a) Head Start Policy Council meeting minutes from August 18, 2022, were in the board packet.
- b) Hiawathaland Public Transit Advisory Council meeting minutes from September 1, 2022 were in the board packet.

Comments from the public: None

Date, Time, and Location of Next Meeting: 9:00 a.m., November 16, 2022, Three Rivers Conference Room, 1414 Northstar Drive, Zumbrota, MN or via Zoom.

Adjournment

Heather Robins made a motion to adjourn the meeting, ReJean Schulte seconded, motion unanimously approved.


Chair

November 16, 2022
Date