



THREE RIVERS COMMUNITY ACTION, INC.
Board of Director's Meeting Minutes
Wednesday, December 15, 2021
Three Rivers Community Action, Inc.
1414 Northstar Drive, Zumbrota MN, and Remote via Zoom
9:00 a.m. to 10:45 a.m.

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

Staff Participating:

Jenny Larson, Executive Director
Clara Krause, Associate Executive Director
Kindra Papenfus, Chief Financial Officer
Vicki McKay, Human Resources Director
Leah Hall, Community Development Director
Jane Adams Barber, Early Childhood Director
Donna Stamschror, Administrative Support Manager
Krystal Dube, Client Support / Human Resources Specialist

Members Excused: Maritza Navarro, Brian Goihl, Jodi Johnson, Dave Windhorst, Abdullah Hared

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

Determination of Quorum: Quorum was met.

Motion to ratify the November 17, 2021 actions of the committee of the whole

The Three Rivers Board met as a Committee of the Whole on November 17, 2021 because they were short of a quorum. The Action Items from that meeting are as follows:

Approval of the September 15, 2021 Meeting Minutes

Meredith Erickson made a motion to approve the September 15, 2021 meeting minutes, Abdullah Hared seconded, motion unanimously approved.

Approval of the November 17, 2021 Meeting Agenda

Erick Maki made a motion to approve the November 17, 2021 meeting agenda, Jo Anne Krier seconded, motion unanimously approved.

Policy Action Items: Consent Agenda

Abdullah Hared made a motion to approve the consent agenda, ReJean Schulte seconded, motion unanimously approved.

Personnel Policies – Changes for Review/Approval

Erick Maki made a motion to approve the proposed changes to the personnel policies, Meredith Erickson seconded, motion unanimously approved.

Vaccination Policy

Heather Robins made a motion to approve the vaccination policy, ReJean Schule seconded, motion unanimously approved.

Hiawathaland Transit Vehicle Procurement for 2020

1. Resolution 2021-14 – two class 400 vehicles from North Central Sales for placement in Faribault and Pine Island.
Abdullah Hared made a motion to approve resolution 2021-14, Erick Maki seconded, motion unanimously approved.
2. Resolution 2021-15 – two class 400 vehicles from United Bus Sales and two class 400 vehicles from North Central Sales for placement in Northfield, Faribault, Kenyon, and Red Wing.
Heather Robins made a motion to approve resolution 2021-15, ReJean Schulte seconded, motion unanimously approved.
3. Resolution 2021-16 – one class 400 vehicle from Telin Transportation and three class 400 vehicles from North Central Sales for placement in Northfield, Faribault, Cannon Falls and Red Wing.
Erick Maki made a motion to approve resolution 2021-16, Abdullah Hared seconded, motion unanimously approved.

Continuum of Care (CoC) – Transfer of Operating Grant

Meredith Erickson made a motion to authorize Three Rivers Community Action staff to give notice to HUD and MHFA to end CoC fiscal and administrative services effective December 31, 2021, Erick Maki seconded, motion unanimously approved.

Jo Anne Krier made a motion to authorize the transfer of the existing HUD and MHFA grants to the Institute for Community Alliances starting on January 1, 2022, including transferring any remaining grand fund balances, Heather Robins seconded, motion unanimously approved.

Northfield Child Care Partnership

Heather Robins made a motion for board to approve Three Rivers close our center-based child care and convert the space to classrooms that would be leased to private child care providers, that Three Rivers lease an additional vacant classroom at the NCRC, giving us up to three spaces that could be available providers, and that Three Rivers provide the child care classrooms at no rent for 12 months, and at reduced rent for the following 24 months, to licensed child care providers who are selected through an application process. Erick Maki seconded, motion unanimously approved.

Temporary action for staff who have reached PTO maximum

Meredith Erickson made a motion to offer staff who are affected by the pandemic and are approaching the maximum PTO an opportunity to receive a one-time pay-

out for up to 80 hours of their PTO, Erick Maki seconded, motion unanimously approved.

Adjournment

ReJean Schulte made a motion to adjourn the meeting, Erick Maki seconded, motion unanimously approved.

Paul Drotos made a motion to ratify the November 17, 2021 actions of the committee of the whole, Jo Anne Krier seconded, motion unanimously approved.

***Approval of the November 17, 2021 Meeting Minutes**

Ruth Boudet made a motion to approve the November 17, 2021 meeting minutes, ReJean Schulte seconded, motion unanimously approved.

***Approval of the December 15, 2021 Meeting Agenda**

Julie Steberg made a motion to approve the December 15, 2021 meeting agenda, Ruth Boudet seconded, motion unanimously approved.

Case of the Month – Hassan Abdullahi, Bilingual Client Support Specialist
Hassan shared a story about a RentHelpMN client he assisted.

Director's Report

Jenny gave the executive director's report.

1. Federal Infrastructure Funds - President Biden has signed into law the bi-partisan Infrastructure Investment and Jobs Act. This bill has plenty of funds for roads and bridges, but it also has some funding that will impact our work. Here are a few highlights that are good news for Three Rivers and the clients that we serve:
 - An additional \$3.5 billion for the Weatherization Assistance Program. An estimated \$116 million of that will come to Minnesota, and some of that will come to Three Rivers to boost our Weatherization program for the next several years.
 - An additional \$89 billion was appropriated to public transit to modernize fleets and boost service. Minnesota should see \$818 million from this bill, and some of that will be set aside for rural transit such as our Hiawathaland Transit system.
 - \$42 billion will go to states to expand broadband, focusing on unserved and underserved areas. States are mandated to offer a low-cost option. The bill also creates the Affordable Connectivity Benefit, a permanent program to provide low-income households with a \$30 monthly voucher to use to any internet provider of their choosing.
2. Build Back Better bill – In mid-November, the US House of Representatives passed a large "Build Back Better" recovery bill that includes funding for many programs and services that Three Rivers operates. This spending bill is not yet in law, as it needs to move through the US Senate. While the ultimate outcome is unclear, the current

version includes resources for housing, early childhood programs, older adult services, health care, and much more. We will continue to watch this funding and the opportunities it may bring.

3. Minnesota Community Action Partnership (MinnCAP) – This week, I was elected as Chair of the MinnCAP Board of Directors. MinnCAP is the state association of community action agencies. The organization provides advocacy at both state and federal levels to promote policy changes that will allow more people to find pathways out of poverty. MinnCAP also provides services to its 24 member organizations, including training, technical assistance, communications, and research.
4. Manufactured Homes - We are working with partner organizations in Rice County on a model for mobile home rehab/replacement. It is in the beginning stages at this point.

Action Items:

***Consent Agenda**

Heather Robins made a motion to approve the consent agenda, Ruth Boudet seconded, motion unanimously approved.

***Individual Action Items**

- a) Approval of Federal Head Start grant of \$1,863,128.00 for 2022-23 school year

Julie Steberg made a motion to approve the Federal Head Start grant of \$1,863,128.00 for 2022-23 school year, ReJean Schulte seconded, motion unanimously approved.

- b) Knollwood Apartments Project Update & Board Action Request

Leah Hall reviewed the project located in Pine Island and provided closing details.

1. Approve Borrowing Resolution #2021-19

Paul Drotos made a motion to approve the borrowing resolution #2021-19, Ruth Boudet seconded, motion unanimously approved.

2. Approve Exhibit A (resolution #2021-17) and Exhibit B (resolution #2021-18)

Heather Robins made a motion to approve Exhibit A (resolution #2021-17) and Exhibit B (resolution #2021-18), Erick Maki seconded, motion unanimously approved.

- c) Head Start Vaccination Policy

Jenny said the Office of Head Start came out with their vaccination and masking regulations in response to the Covid-19 pandemic. As a grantee, we are required to comply with the policy. She reviewed the policy with the Board.

Paul Drotos made a motion to approve the Head Start Vaccination Policy and that it be added to the Three Rivers vaccination policy, Ruth Boudet seconded, motion unanimously approved.

d) Needs Assessment

As part of our Community Action work, we conduct a comprehensive Community Needs Assessment every three years. Associate Executive Clara Krause took the lead on this project and shared the results. Board members thanked Clara for the information, which gives us a better picture of our families, children, and older adults in our communities.

Meredith Erickson made a motion to approve the Needs Assessment, ReJean Schulte seconded, motion unanimously approved.

e) Approve of 2022 Operating Budget

Kindra reviewed the proposed 2022 operating budget and answered questions.

Heather Robins made a motion to approve the 2022 operating budget, Julie Steberg seconded, motion unanimously approved.

f) Recommend Salary/Benefit Increase

Jenny shared her recommendation to the board and answered questions. Board members supported a larger than usual salary increase, and wanted to reward the hard work of our staff. Board members thanked the staff for their work.

Heather Robins made a motion to approve a 6% salary increase effective on the January 7, 2022 paycheck, Gregg Wright seconded, motion unanimously approved.

g) Approval of 6% Retirement Match for 2022

Gregg Wright made a motion to approve 6% retirement match for 2022, Meredith Erickson seconded, motion unanimously approved.

Policy Discussion Item

a) Introduction to Housing Stabilization Services (HSS) by Leah Hall. Leah shared the organization's work on researching HSS. We will bring our HSS plan of how to implement to a future board meeting.

b) Strategic Planning Update by Jenny Larson. She explained the real time strategic planning method we have been using since 2017. She reviewed goals and results of the past year, as well as a summary from the last five years. Board members appreciated the report, particularly the chronology and said the plan is very worthwhile, progressive, and nicely done.

Advisory Committee

- a) Head Start Policy Council minutes from November 18, 2021 meeting was in the packet. Next meeting January 20, 2022. Board members are always welcome to join Policy Council meetings if interested.
- b) Hiawathaland Transit Advisory Committee minutes from the November 18, 2021 meeting was in the packet.

Comments from the public: None

Date, Time, and Location of Next Meeting: 9:00 a.m., January 19, 2022, by Zoom, Three Rivers Community Action Board Room, 1414 Northstar Drive, Zumbrota MN, or Three Rivers Community Action Conference Room, Faribo Town Square, 201 South Lyndale Avenue, Faribault.

Executive Director’s Review – Closed Session

Paul Drotos made a motion to enter closed session, Julie Steberg seconded, motion unanimously approved.

In the closed session, the Board reviewed the Executive Director’s performance and compensation.

Julie Steberg made a motion to exit closed session, ReJean Schulte seconded, motion unanimously approved.

Adjournment

Julie Steberg made a motion to adjourn the meeting, Meredith Erickson seconded, motion unanimously approved.


Chair

January 19, 2022
Date