



THREE RIVERS COMMUNITY ACTION, INC.  
Board of Director’s Annual Meeting Minutes  
Wednesday, January 19, 2022  
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, Erick Maki, Jo Anne Krier, Paul Drotos, Julie Steberg, Ruth Boudet, Bob Walkes, Stephanie Podulke, Maritza Navarro, Dave Windhorst

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**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  
Peter Schepers, Transportation Director  
Lynette Engelhardt Stott, Energy Programs Coordinator  
Donna Stamschorr, Administrative Support Manager  
Krystal Dube, Client Support / Human Resources Specialist

**Members Excused:** Jodi Johnson, Abdullah Hared, ReJean Schulte

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

**Determination of Quorum:** Quorum was met.

**Welcome and Introductions:** Galen welcome Stephanie Podulke and Bob Walkes to the board.

**\*Approval of the December 15, 2021, Meeting Minutes**

Paul Drotos made a motion to approve the December 15, 2021, meeting minutes, Meredith Erickson seconded, motion unanimously approved.

**\*Approval of the January 19, 2022, Meeting Agenda**

Jo Anne Krier made a motion to approve the January 19, 2022, meeting agenda, Ruth Boudet seconded, motion unanimously approved.

**Case of the Month** – Lynette Engelhardt Stott, Energy Programs Coordinator, shared a story about a senior household we helped with furnace and water heater replacement.

## Director's Report

Jenny gave the executive director's report.

1. **Rent Help** – Three Rivers has been approved for a second grant to continue to provide outreach and 1:1 assistance to households applying for the RentHelpMN program. Our staff are available to help clients complete their applications, which are then processed by a third party administrator. The RentHelpMN program is funded with federal COVID-19 Emergency Rental Assistance funds. Renters who have experienced a COVID-19 hardship and who are earning less than 80% of the area median income can apply to receive assistance with past due rent, past due utilities, and one month of future rent. We are proud of the work our staff have done so far, helping 765 households to access the program.
2. **Operating During COVID** – We (like many employers) are experiencing staffing issues as the latest surge moves through our communities. All of our programs continue to operate, our offices remain open, and we have staff doing great work to keep services and programs operating while their coworkers are out. Many of our Head Start classrooms have temporarily shifted to distance learning, but we look forward to bringing students back to class as soon as possible.
3. **Vaccination Policy** – Today, the Supreme Court blocked the OSHA vaccine mandate that was the basis for the Three Rivers vaccination policy approved by the Board in November. With the new ruling from the Supreme Court, I would like us to re-visit the agency's vaccination policy that was approved in November. I've added this as an item on today's Board agenda.
4. **Minnesota Community Action Partnership (MinnCAP) Legislative Agenda** – MinnCAP, our state association, has put together its 2022 state legislative agenda. With a significant state budget surplus (\$7 billion), there will be a lot of competing priorities. Our association is committed to keeping households with low incomes as a priority for our legislators. The 2022 agenda is attached.

### Action Items:

#### \*Consent Agenda

Ruth Boudet made a motion to approve the consent agenda, Paul Drotos seconded, motion unanimously approved.

#### \*Individual Action Items

- a) Nominations Committee Recommendation - Election of Officers
  - 1) Chair – Galen Malecha
  - 2) First Vice Chair – Paul Drotos
  - 3) Second Vice Chair – Dave Windhorst
  - 4) Secretary – Ruth Boudet
  - 5) Treasurer – Julie Steberg

The nominations committee met on January 10, 2022. They propose the above slate of officers. Galen asked for any other nominations from the floor three times. There were none.

Heather Robins made a motion to approve the slate of officers as follows:  
Chairperson Galen Malecha, First Vice Chairperson Paul Drotos, Second Vice Chairperson Dave Windhorst, Secretary Ruth Boudet, Treasurer Julie Steberg, JoAnne Krier seconded, motion unanimously approved.

Heather Robins said the committee had discussed implementing a more deliberate officer succession system for officers.

Heather Robins made a motion to create a governance structure committee to look into chair progression and change the bylaws if necessary, by the end of the year, Erick Macki seconded, motion unanimously approved.

Governance Structure Committee will include four members plus Galen. Committee members will be Heather Robins, Meredith Erickson, Paul Drotos and one more volunteer.

- b) Seat new board members Stephanie Podulke, Olmsted County Commissioner and Bob Walkes, Wabasha County Commissioner

Paul Drotos made a motion to seat Stephanie Podulke and Bob Walkes to the board, Julie Steberg seconded, motion unanimously approved.

- c) Seat board member whose term expired - Galen Malecha

Meredith Erickson made a motion to reseat Galen Malecha to a five-year term, Heather Robins seconded, motion unanimously approved.

- d) Signature Authority - Resolution #2022-1

The signature authority was updated to include the Associate Executive Director.

Ruth Boudet made a motion to approve Resolution #2022-1, Jo Anne Krier seconded, motion unanimously approved.

- e) Vaccination Policy

In November the board approved a vaccination policy that put Three Rivers in compliance with federal OSHA guidelines for employers with more than 100 employees. The US Supreme Court heard challenges to the OSHA mandate and ruled in favor of the challenge, making the OSHA rule no longer in effect. Jenny asked the Board to review the policy in light of the Supreme Court ruling. She would like to continue to encourage vaccinations, but only require it for programs and staff whose funding requires it. Head Start's vaccination policy was stricter than OSHA and would remain in effect for Head Start staff.

Bob Walkes made a motion to terminate the vaccination policy approved in November, Ruth Boudet seconded, motion approved.

There was board discussion. Board members expressed concern over the welfare of staff and clients during the public health emergency. They expressed desire to see staff choose to get vaccinated. They also want to promote workplace safety. Board asked staff to put together some policy recommendations and guidelines to be brought back to the next meeting for further discussion.

### **Policy Discussion Item**

a) Northfield Child Care Update

Jenny explained the new Child Care model in Northfield. Applications will be open soon.

b) 2022 Board Dates

The 2022 proposed Board schedule reviewed. There are nine scheduled meetings. The Board will meet monthly, with the exception of March, July and October. Galen said we may make changes as needed through the year.

### **Advisory Committee**

- a) In lieu of a December meeting, Head Start Policy Council was emailed an update on December 20, 2021. It was included in the Board packet. Next Head Start Policy Council meeting is January 20, 2022.

**Comments from the public:** None

**Date, Time, and Location of Next Meeting:** 9:00 a.m., February 16, 2022, Three Rivers Conference Room, 1414 Northstar Drive, Zumbrota, MN or 201 South Lyndale Ave, Faribault, MN and Zoom.

### **Adjournment**

Ruth Boudet made a motion to adjourn the meeting, Stephanie Podulke seconded, motion unanimously approved.



Chair

February 16, 2022

Date