



THREE RIVERS COMMUNITY ACTION, INC.
Board of Director's Meeting Minutes
Wednesday, February 16, 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: Meredith Erickson, Galen Malecha, Erick Maki, Jo Anne Krier, Paul Drotos, Julie Steberg, Bob Walkes, Abdullah Hared, ReJean Schulte

Staff Participating:

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

Members Excused: Ruth Boudet, Jodi Johnson, Dave Windhorst, Stephanie Podulke, Heather Robins, 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 January 19, 2022, Meeting Minutes**

Paul Drotos made a motion to approve the January 19, 2022, meeting minutes, ReJean Schulte seconded, motion unanimously approved.

***Approval of the February 17, 2022, Meeting Agenda**

Bob Walkes made a motion to approve the February 17, 2022, meeting agenda, ReJean Schulte seconded, motion unanimously approved.

Director's Report

Jenny gave the executive director's report.

1. **Rent Help** – On January 25, Minnesota Housing Finance Agency abruptly announced the end of the Rent Help MN program. The program stopped accepting applications on January 28, 2022. Three Rivers is a funded field partner, and our staff will continue to assist applicants get all the way through the process. We continue to see a high volume of calls from people who are in need of assistance. I have been working with other field partners and housing advocates to communicate continued need with our state legislators.

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2. **2022 Legislative Session** – The legislative session is underway and there is much discussion on what the state will do with its projected \$7.7 billion surplus. The Governor recently released his priorities, which include many proposals that could benefit Three Rivers and/or the clients we serve. Of note are investments in Weatherization, FAIM (matched savings for asset building), Early Childhood including Head Start, Child Care Assistance, and Housing. Also of note is a proposal to provide funding to Community Action Agencies to launch Community Resource Hubs. MinnCAP, our state association, has prepared a summary of these items, attached to this report.
3. **Underwood Terrace, Lake City** – We are excited to have our proposed housing project in Lake City selected for funding by Minnesota Housing Finance Agency. Underwood Terrace Apartments will provide 32 new units of workforce housing, and include 8 units of permanent supportive housing where Three Rivers staff will provide on-site case management. The award of Low Income Housing Tax Credits will generate a \$9.6 million investment from a tax credit syndicator. We will be working closely with the City for final approvals that will get us to a project closing later in 2022.
4. **Housing Projects in Process for June 2022 Application** – Housing staff are working on development projects to submit to Minnesota Housing this summer. Projects in Austin and Rochester are likely to be ready for funding in this round. The biggest challenge right now is the rapidly increasing cost of construction, which creates financing challenges when trying to plan projects so far in advance.
5. **Exploring a Future Red Wing Housing Project** - In late January, Three Rivers' Housing Director Leah Hall was invited to provide the Red Wing City Council with a Tax Credit 101 presentation that highlighted the agency's work in housing development. After this meeting, City Council members asked City staff to find out if Three Rivers could explore the possibility of creating a tax credit housing development proposal for the MHFA HTC 2023 funding round. On February 14th, the City Council will be presented with a request from City Staff to have Three Rivers begin a project feasibility analysis and on February 28th, it is anticipated that the City will formally approve this work. If approved, staff plan to organize an advisory committee with local leadership, including City staff members and the HRA that will help guide the beginning planning stages of a possible project and present the feasibility analysis by April to the City Council, as well as an outline of next steps leading to the July 2023 funding competition.
6. **Rice County** has extra land and is interested in homeownership development. We will work with County staff to explore possibilities for single family ownership housing.

Action Items:

***Consent Agenda**

Bob Walkes made a motion to approve the consent agenda, Meredith Erickson seconded, motion unanimously approved.

***Individual Action Items**

- a) CSBG (Community Services Block Grant) Overview. Community Action Report FFY2021 and Community Action Report-Cares Funding FFY2021.

The board members were sent the reports. Jenny presented a PowerPoint CSBG overview.

Paul Drotos made a motion to approve the CSBG reports, ReJean Schulte seconded, motion unanimously approved.

- b) Housing Stabilization Services (HSS)

Leah had presented an HSS overview at our December meeting. HSS services are designed to help people with disabilities and seniors find and maintain stable housing. Today Clara gave the board additional background, current status, partner roles, and the information we will need from board members.

Paul Drotos made a motion to approve the launch of Housing Stabilization Services as a new housing service at Three Rivers Community Action and authorize staff to submit required documentation to DHS for approval as an HSS provider, Meredith Erickson seconded, motion unanimously approved.

- c) 2022-2023 Head Start Transportation Waiver

Head Start rules require someone ride the bus with the children. For the last several years we have received a waiver because of the technology on our buses such as cameras and GPS tracking.

Bob Walkes made a motion to approve the 2022-2023 Head Start Transportation Waiver, Jo Anne Krier seconded, motion unanimously approved.

- d) Spring Creek II – Authorize Approval of Electronic Vote. Update, MHFA Term Letter, and Draft Borrowing Resolution #2022-02.

Leah reviewed the Northfield Spring Creek II Project background, update, financial package, and a draft of Resolution #2022-02.

ReJean Schulte made a motion to authorize approval of electronic vote for the Spring Creek II project, Julie Steberg seconded, motion unanimously approved.

- e) Marco Managed IT Contract – 3 year

Kindra said the contract was quoted for the same price as the last contract.

Julie Steberg made a motion to approve a 3-year Marco Managed IT contract, Abdullah Hared seconded, motion unanimously approved.

Policy Discussion Item

a) COVID-19 Safety Protocols

Jenny reviewed the COVID-19 safety protocols and recommends that we continue to operate as we have been with the protocols described in place, including encouraging but not requiring vaccination.

b) Board Training

Board members watched a training video by CAPLAW on the roles and responsibilities of a nonprofit board: All a-Board! Series: Duty of Care (Purpose) <https://vimeo.com/caplaw/download/618225816/9963b14d44>

Advisory Committee

a) Head Start Policy Council minutes from January 20, 2022, meeting was in the packet.

b) Hiawathaland Public Transit Advisory Committee minutes from the February 10, 2022, meeting was in the packet.

Comments from the public: None

Date, Time, and Location of Next Meeting: 9:00 a.m., April 20, 2022, Three Rivers Conference Room, 1414 Northstar Drive, Zumbrota, MN or 201 South Lyndale Ave, Faribault, MN and Zoom.

Adjournment

Paul Drotos made a motion to adjourn the meeting, Bob Walkes seconded, motion unanimously approved.


Chair

April 20, 2022
Date