



THREE RIVERS COMMUNITY ACTION, INC.
Board of Director's Meeting Minutes
Wednesday, February 17, 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, Jo Anne Krier, Maritza Navarro, Erick Maki, Brian Goihl, Gregg Wright, Jodi Johnson

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 Stamschorr, Administrative Support Manager
Krystal Dube, Administrative Assistant

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611 Broadway Avenue
Suite 120
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Members Excused: ReJean Schulte, Ruth Boudet, Abdullah Hared, Dave Windhorst

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 20, 2021 Meeting Minutes**

Meredith Erickson made a motion to approve the January 20, 2021 meeting minutes, Jodi Johnson seconded, motion unanimously approved.

***Approval of the February 17, 2021 Meeting Agenda**

Paul Drotos made a motion to approve the February 17, 2021 meeting agenda Maritza Navarro seconded, motion unanimously approved.

Case of the Month – Lynette Engelhardt Stott, Energy Programs Coordinator

At the end of 2020, our Weatherization inspector went to a home to assess whether the home was a good candidate for Weatherization. Due to several issues we were not able to Weatherize the home, but we discovered the

boiler was in terrible condition. The inspector shared his findings with our Energy Assistance crisis specialist and suggested we follow up with the homeowner. The contractor we had contacted said the boiler did indeed need to be replaced and said that pipes and radiators would need to be repaired and/or replaced as well. Following our procurement procedures, we sent a second contractor out to bid the job. The second contractor suggested that a much more cost-effective approach to restoring heat in this home would be to replace the boiler with a high efficiency forced air furnace. In addition to the new furnace, we also provided referrals to the homeowner, including letting her know about a rehabilitation loan that could possibly help her address the structural issue with the home.

Galen asked how many people have contacted us with furnaces issues. Lynette said many. We have staff on call in case of emergencies and this weekend we had 14 furnace calls. Some of the calls are cases where the furnace cannot keep up to the extreme cold outside, but we do have many no heat emergencies. If contractors are not able to restore heat immediately they drop off space heaters. Lynette was asked about liability issues with the space heaters. It would be the contractor's liability, not Three Rivers. Our contractors must be insured, bonded, and licensed.

Jenny thanked Lynette for her presentation today.

Director's Report

Submitted by Jenny Larson February 11, 2021 for Board meeting on February 17, 2021

1. **Energy Assistance.** The federal Low-Income Heating and Energy Assistance Program (LIHEAP, or in Minnesota we call it EAP) is administered by local agencies across the state and country. This seasonal program helps households pay their heating bills, but also helps support those who are facing a utility crisis or require a furnace repair or replacement. Today's case of the month highlights the importance of this program. We have served over 4,000 households with \$1.693 million so far this year. The program typically ends May 31 but may be extended if there are additional funds allocated in a new COVID relief bill.

COUNTY	APPS RECEIVED	PRIMARY HEAT AWARDED	CRISIS PAID	COMPLETED Emergency		TOTAL FUNDS PAID
				Repair/Replacement (ERR)	PAID ERR	
Goodhue	678	\$255,365.00	\$21,116.00	11	\$40,443.58	\$316,924.58
Olmsted	2,185	\$687,599.00	\$67,215.00	28	\$41,904.37	\$796,718.37
Rice	861	\$293,276.00	\$21,117.00	28	\$36,439.00	\$350,832.00
Wabasha	372	\$193,735.00	\$12,478.00	12	\$22,720.72	\$228,933.72
TOTAL	4096	\$1,429,975.00	\$121,926.00	79	\$141,507.67	\$1,693,408.67

2. **Covid Housing Assistance Program.** We are wrapping up processing of CHAP applications, including helping process some from outside of our service area. Overall, we have provided over \$2.204 million in assistance to almost 1,100 households, as follows:

	Olmsted	Goodhue	Wabasha	Rice	Others
# of Households	580	214	78	206	16
Amount of Funding	\$ 1,188,631.84	\$ 439,246.73	\$ 128,860.29	\$ 429,953.15	\$ 18,175.08

Staff are now processing new assistance requests coming to our agency using other funding we have secured, including funds from the Community Services Block Grant, Altra Credit Union, and the United Way. These funds are limited.

3. **Next Round of Emergency Rental Assistance.** Congress passed Emergency Rental Assistance in December, and Minnesota is receiving \$375 million in assistance. The Minnesota Housing Finance Agency is administering the program for the non-metro parts of the state. They have decided to centralize the admin of this new program and will not be using local agencies to process applications. We, along with many other providers across the state, are concerned about how centralized processing will affect applicants who need assistance understanding the program and completing applications. We will be learning as much as we can about the program so that we can share the information with community members who are waiting for assistance. There will be a role for navigators, through a yet-to-be-announced RFP that we will consider responding to. No timeline for the roll-out of this new program has been announced.
4. **Additional Federal Relief.** Congress is working on elements of a new relief package. While none of this has passed, the proposals include \$4.5 billion for LIHEAP, \$1 billion for Head Start, \$25 billion for housing assistance, child care grants, stimulus checks, extension of unemployment, temporary expansion of the Child Tax Credit, Earned Income Tax Credit and Dependent Care Tax Credit, and extensions of temporary paid sick and family leave benefits.
5. **Riverwood Project in Cannon Falls.** After a long prep period on this financially complex project, we finally closed on the acquisition and construction financing for the Riverwood Project in Cannon Falls. Kraus-Anderson will be the contractor on the project, and construction will begin as soon as materials arrive. The renovation will occur while residents are living there, so we will be working closely with tenants, management company, and contractors to ensure a safe construction process. With the addition of these units, Three Rivers now owns and operates 531 units of affordable rental housing (not counting 119 units we have assisted other nonprofits to develop). We have another 108 units that are funded and are working toward closings.
6. **Associate Executive Director Opening.** In the past five years, Three Rivers has grown substantially. We have always been lean (efficient!) on management and administration, but I feel the time has come to add a leadership position. I have posted an Associate Director position to be a leader on the program side of our operations. The job description is attached to this report. Please send any candidates my way.
7. **Vaccinations.** We are extremely grateful for our local and state public health organizations who have done a very good job of keeping us informed of opportunities for our staff to receive vaccinations. All of our childcare and Head Start staff, along with many of our transportation drivers, have been given access to vaccination clinics.

8. **55th Anniversary.** February marks the 55th year of Three Rivers Community Action, which started as the Goodhue-Rice Citizens Action Council.

Paul expressed his concern about the new process for the next round of emergency rental assistance and would like us to become navigators if possible.

Jodi reported that they have not received their shipment of vaccines this week due to weather. She will let Jenny know when it arrives.

Paul said the Associate Executive Director position is an excellent idea and supports it 100%. He is impressed by the board agenda each month and how much we do.

Heather heard Governor Walz is proposing money for affordable housing. Jenny said the Governor's budget had a \$14 million increase to the housing programs across the board from home ownership to homeless prevention and housing development. He is also proposing \$100 million in housing infrastructure bonds. Jenny had an opportunity to testify early in the session. Senator Draheim is chair of the senate's committee on housing.

***Policy Action Items**

Jenny reviewed the consent agenda items.

Consent Agenda Items

- January Financial Reports
- Mutual of America – December Statement
- December & January Head Start Credit Card Expenses Summary – posted on board website

Contracts, Awards & Contributions

Received

- Goodhue County Family Service Collaborative - \$5,000 - Funds to prevent or end homelessness for families with young children in Goodhue County

Not Received

- None

Grants & Requests Submitted or to be Submitted

- Minnesota Department of Human Services - 8,500 - additional funds to support the Northfield Child Care
- United Way of Goodhue, Wabasha and Pierce Counties - \$10,000 -support HART Volunteer transportation program in Goodhue & Wabasha Counties
- United Way of Goodhue, Wabasha and Pierce Counties - \$15,000 -support Meals on Wheels and Older Adult Caregivers in Goodhue & Wabasha Counties
- United Way of Goodhue, Wabasha and Pierce Counties - \$10,000 - funding to prevent homelessness in Goodhue & Wabasha Counties

Monitoring Reports & Responses

- None

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

- None

Heather Robins made a motion to approve the consent agenda, Maritza Navarro seconded, motion unanimously approved.

***Individual Action Items**

a) Knollwood Apartments, Pine Island, MN, Project Update & Board Action Request

Leah gave the project background and update. This project was selected for funding in July 2020. Leah reviewed the two action items.

- 1) Approve the attached Knollwood Apartments GP LLC Resolution #2021-1 of the Sole Member the attached Operating Agreement and the Limited Partnership Agreement

Heather Robins made a motion to approve the attached Knollwood Apartments GP LLC Resolution #2021-1 of the Sole Member the attached Operating Agreement and the Limited Partnership Agreement, Erick Maki seconded, motion unanimously approved.

- 2) Authorize Jenny Larson to execute all necessary documents related to the creation of the Knollwood Apartments ownership entity

Meredith Erickson made a motion to authorize Jenny Larson to execute all necessary documents related to the creation of the Knollwood Apartments ownership entity, Julie Steberg seconded, motion unanimously approved.

b) Brewery Creek Project, Duluth MN, Summary and Board Action Request

Leah reviewed the project background, update, the pre-development loan terms, and the board actions she is requesting.

Gregg asked why we are doing this project in Duluth since it is so far away, and we have need right here in SE Minnesota. Leah said besides our local projects we have also been providing assistance to other nonprofits in the state. We either consult or enter and exit these projects briefly rather than owning them long-term.

Galen said we have been doing these for a while. Our organization is known for our housing development work and we get asked to help others. There are not many people well versed in low income housing and housing projects so Three Rivers is probably one of the premier housing consultants in the state of Minnesota. We get called upon to partner with other entities or organization because they do not have the staff or expertise. It says a lot about our organization.

- 1) Approve Three Rivers to accept the pre-development loan offered by the One Roof Community Lending, as outlined in the attached Term Sheet

Brian Goihl made a motion to approve Three Rivers to accept the pre-development loan offered by the One Roof Community Lending, as outlined on the term sheet, Julie Steberg seconded, motion unanimously approved.

- 2) Approve and execute the attached Borrowing Resolution #2021-2 to secure the above described pre-development loan from the One Roof Community Lending and authorize Jenny Larson to execute all documents related to the pre-development loan closing

Paul Drotos made a motion to approve and execute the Borrowing Resolution #2021-2 to secure the above described pre-development loan from the One Roof Community Lending and authorize Jenny Larson to execute all documents related to the pre-development loan closing, Jo Anne Krier seconded, motion unanimously approved.

- c) Home Federal Savings Bank Resolution (#2021-3) to open checking & money market operating accounts

Resolution #2021-3 is to open a checking account only at Home Federal Savings Bank. The Board Chair, Treasurer, Kindra Papenfus, and Jenny Larson will be signers of the account.

Heather Robins made a motion to approve resolution #2021-3, Maritza Navarro seconded, motion unanimously approved.

Policy Discussion Item

- a) Lake City Apartment Project Summary

When we are working on a new project or in a new community, we like to give you some background and welcome your comments and ideas. Staff have been working closely with City Staff in Lake City on a rental project on city-owned land. The Lake City staff and council are aware of our other projects and wanted us to come in and present a proposal. Leah gave the board project background and proposal summary, project update, and the next steps. Leah will let board members know when the public meeting is. If all goes well, this project will be submitted to the state for funding this summer.

- b) ROMA (Results Oriented Management and Accountability) Overview

Jenny provided the board with background information on the ROMA cycle. She noted that in our work, we use research, results and evaluation to make decisions in our work. We assess local needs by doing a needs assessment every three years, it is due this year. We take the needs, plan around those, implement, observe and report

progress, and evaluate the results. It is a cycle. Jenny reviewed the National Community Action Network goals, services and strategies, core principals, and performance management.

c) CSBG (Community Services Block Grant) Annual Report

Each year we prepare the Community Services Block Grant annual report (the 2020 report was provided to board in the agenda packet), which is a compilation of all our program work from the past year. This report is a comprehensive report on everything we do. Jenny walked the board through the detailed report that showed outcomes and program service numbers. The demographics were provided to you in graph form last month, with the details also included in this report.

The same reporting information is gathered from 1,000 Community Action agencies across the country. In Minnesota, DHS combines the report into a statewide report.

d) County Profile Sheets

Staff have broken down our programs and services by county, and these reports have been updated. The data sheets include program information and demographics of people we served in 2020. Jenny said they are very helpful when she has meetings in various counties. They are available on our website, and you can let Donna know if you would like copies.

Heather said Three Rivers was created as part of Johnson's War on Poverty legislation to get federal money down to the neighborhood level. It was a brand-new way of doing that. This is the kind of work she wants her tax money to do. The charts Jenny just showed, shows her how her federal and state taxes end up doing the work that she wants it to do. She finds this very interesting and thanked Jenny.

Jenny said if anyone wants to see the data in a different format that you would find more helpful please let her know.

e) Board Training Video on Roles and Responsibilities of a Community Action Board

The board watched a video on the Roles and Responsibilities of a Community Action Board. As a Community Action agency, we are required in our organizational standards to provide board training.

Advisory Committee

a) Head Start Policy Council meeting minutes from January 19, 2021 were in the agenda packet. Next meeting is on March 16, 2021.

Maritza, our Policy Council Representative, is here if anyone has any questions. There were none.

b) Hiawathaland Public Transit Advisory Committee met on February 11, 2021. The

minutes were in the agenda packet.

Comments from the public: None

Date, Time, and Location of Next Meeting: 9:00 a.m., April 21, 2021, by Zoom, Three Rivers Community Action Board Room, 1414 North Star Drive, Zumbrota MN, or Three Rivers Community Action Faribault Conference Room, Faribo Town Square, 201 South Lyndale Avenue, Faribault.

Jenny will email a board update in March.

Adjournment

Meredith Erickson made a motion to adjourn the meeting, Erick Maki seconded, motion unanimously approved.


Chair

April 21, 2021
Date