THREE RIVERS COMMUNITY ACTION, INC.
Board of Director's Meeting Minutes
Wednesday, February 20, 2019
Three Rivers Community Action, Inc.
1414 North Star Drive, Zumbrota MN
9:00 to 10:15

Members Participating: Heather Robins, Jodi Johnson, Meredith Erickson, Brian Goihl, Dave Windhorst, Galen Malecha, Anita Swift, Ruth Boudet, Lorena Ochoa

Staff Attending:
Jennifer Larson, Executive Director
Kindra Papenfus, Chief Financial Officer
Tracy Holguin, Transportation Director
Jennifer Prins, Planning Director/CoC Coordinator
Vicki McKay, Human Resources Director
Donna Stamschorr, Administrative Support Manager
Dianne Ford, HART and Community Outreach Manager

Members Excused: Barney Nesseth, Mark Thein, Julie Steberg, Jo Anne Krier, Abdullah Hared

Call to Order: Meeting was called to order at 9:00 a.m. by Vice-Chair Goihl

Determination of a Quorum: Quorum was met

*Approval of the January 16, 2019 Meeting minutes* (agenda packet pages 4-11)

Galen Malecha made a motion to approve the January 16, 2019 minutes, David Windhorst seconded, motion unanimously approved.

*Approval of the February 20, 2019 Agenda* (agenda packet pages 1-3)

Due to the snow, Jeff Schuur, from Gardner Financial, is unable to be here today.

Ruth Boudet made a motion to approve the January 16, 2019 agenda, with the removal of Individual Action Item A, (which will occur at a future meeting), Meredith Erickson seconded, motion unanimously approved.
**Case of the Month** – Dianne Ford, HART (Hiawatha Auxiliary Regional Transit) Coordinator (Agenda packet pages 14 – 20)

Dianne explained that in 2018 there was tremendous growth in both volunteers and the number of rides we provide. 80% of rides are medically-related. We also give many rides to the elderly for shopping, visiting friends or relatives, and going to/attending church. Dianne said it is heartwarming to see riders and passengers develop friendships. Dianne often gets asked what volunteers do when they have to wait several hours. She said they read books, walk, run their own errands, or visit friends or family. We have one driver who requests the longer waits so she can get her steps in. The longest ride this year was to St. Cloud. They also have a passenger who goes to La Crosse three times a month to get special treatment at Gunderson Health Clinic. Dianne was asked how she recruits volunteers. She said they advertise, tear off ad posters, and on our website. A lot of it is word of mouth. Dianne attends many events where she is able to hand out information for both drivers and riders. She has had free press in some of the local newspapers. We gained eight new drivers after an article appeared in Rice County.

**Director’s Report**

1. The weather has been rough this month, but we have been managing to stay open for the most part. A big exception to that is in Northfield, where we had a pipe burst at the Northfield Community Resource Center, requiring us to close Head Start and the Infant/Toddler Child Care Center for two weeks. We plan to open next week. Jenny was asked if we have to make up the Head Start days in Northfield. We do not. Teachers have been doing home visits during this time. Jenny agreed and said they have been great. She said they are now working on getting the rooms back together. Jenny was asked about insurance. It is a city-owned building so their insurance will cover the facility; and we will file a claim to our policy for contents and lost time. Very little of our technology was damaged. The Zumbrota office stayed open during the cold snap and snowy days, some locations were short-staffed and Head Start was closed when schools were closed. During the cold snap, Energy Assistance staff were taking calls in the evening. Transit has also had some disruptions in service on snowy days. Jenny said a lot of our staff really stepped up during the weather conditions. Dave Windhorst said the staff deserve a special thank you, and board members agreed.

2. Federal government has avoided a second shutdown and passed funding bills for the remainder of the year. It looks like most of our programs were funded at steady or slightly increased levels in the compromise bill that was passed.
3. The state legislature is busy at work, and the Community Action Association is again working to restore previous cuts to our state Community Action Grant. Jenny will be meeting with several members of our delegation at the capitol in the next few weeks, talking to them about Community Action Grant, Head Start, housing, and transportation.

4. Friday we have guests coming to the Faribault office. Congressman Hagedorn is coming at noon, and we just found out that Commerce Commissioner Steve Kelley would also like to stop by that day at 11:00 a.m. We welcome the visits and will continue to extend and follow-up on our other invitations to new leadership in the state.

5. Jenny is also scheduling Three Rivers’ updates with each of the County boards. She started with Olmsted County in February; and will be working with Rice, Goodhue, and Wabasha over the next several months, based on their schedules.

6. There are many working groups happening in our area that we are participating in. The Rochester Mayor is convening a group on homelessness. Red Wing is convening a group on poverty. Northfield has established a transportation advisory group. Rice County is convening a group to respond to the opioid crisis; that group is applying for a state grant.

7. The Regional Transportation Coordinating Council (RTCC) is hosting a series of meetings to gather local input and prepare for the implementation grant. As a reminder, Three Rivers has been the fiscal agent for the first year of the planning grant, but we are not the ideal permanent host of the council. The RTCC steering committee is looking at who would be best suited to host the Council on a permanent basis.

8. The Building Committee has not met, but we are putting together information on lease options at the mall in Faribault, and will convene the committee in March. Weather has caused some construction delays on the Plainview building, and it looks like construction will now be complete in April.

9. We don’t have a board meeting scheduled in March. Jenny will be attending the National Community Action Foundation conference in Washington DC. We will send an update to the board in place of that meeting.

*Policy Action Items
Consent Agenda

Consent Agenda
• January 2019 Head Start Credit Card Expenses Summary – (Agenda packet pages 32 – 49)

**Contracts, Awards & Contributions**

**Received**
- Department of Housing and Urban Development - $134,047 - renewal of funds to support the CoC's coordinated entry and navigator roles
- Department of Housing and Urban Development - $64,024 - renewal of funds to support the planning of Continuum of Care activities in our 20 county region
- Department of Housing and Urban Development - $178,043 - renewal of funds to provide long-term housing and support services for five homeless clients in Prairiewood Townhomes, and support services for four clients in Fox Pointe townhomes
- Department of Housing and Urban Development - $172,439 - renewal of rapid rehousing program, providing deposits, rent and supportive services to homeless families and individuals throughout the region
- Minnesota Housing Finance Agency - $100,000 - Gap loans for qualified homebuyers
- Wabasha Area Community Resource Center - $5,000 - Funds for basic emergent needs such as rent, utilities and car repairs, for clients in the Wabasha-Kellogg area

**Not Received**
None

**Grants & Requests Submitted or to be Submitted**
- Minnesota Department of Education - $456,795 - Pathways II Scholarship funds to provide transportation for children in Zumbota and Wabasha, and surrounding areas, and to fund three staff positions that provide classroom support to teachers for two years.
- Wabasha County Family Services Collaborative - $5,000 - funds to contribute to family housing stability.

**Monitoring Visits & Reports**
- DHS letter dated 1/31/2019 releasing Three Rivers from further obligations on our 12/31/2017 audit (Agenda packet page 54)

**Approved Purchases between $10,000 and $150,000**
None

Dave Windhorst made a motion to approve the consent agenda, Lorena Ochoa
seconded, motion unanimously approved.

Policy Discussion

a) Hiawathaland Public Transit Annual Report (Agenda packet page 55 – 70)

Tracy Holguin is the Transportation Director who has been with us for about six months. She presented the annual overview of the Transportation programs, the slides were included in the packet.

She first gave a brief history of our transportation activity. In 1997, Three Rivers received its first MnDOT grant for a Dial-A-Ride (DAR) bus in Lake City. We have grown each year since then. We now operate in 20 communities across four counties.

She explained each type of service we offer:
1) Deviated Routes – same continuous route, we can deviate up to four blocks.
2) Dial-A-Ride – demand response system that happens outside of the deviated route areas.
3) HART – Volunteer program Dianne talked about earlier. Volunteers use their personal vehicle to transport people.

Tracy reviewed the cost for riders, and options for passes and tokens. The transit team has 86 staff. They have 45 buses in the fleet and are in 20 communities across four counties.

Tracy then went over ridership numbers and services in each community and what is in the works for 2019. Some key points:
• Overall ridership is down slightly from previous year. This is partly due to the need to reduce service during a driver shortage. After recruitment efforts, we are now almost fully staffed and will be adding service back in.
• In Faribault, ridership increased by over 10,000 rides. Sabah Omar, our Travel Trainer, has been reaching out to the Somali population in Faribault to teach them how to use the bus.
• A goal of 2019 is to expand outreach activities. Now that staffing is in place they will be getting out in communities to talk about transit to various groups, schools, churches, senior living communities, and businesses.
• Three Rivers also has the contract to operate service in Winona. In 2018 we provided over 233,000 rides in Winona.
• Dial-A-Ride services remain important in our smaller communities. Cities like Plainview and Wabasha have been supporting the system by providing funding to take residents to and from the pools in the summer. We continue to work with communities on ways to meet the local needs.

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• The new dispatch facility is under construction, and staff are looking forward to having new workspace.
• The unmet needs survey is going out soon, and results will be shared at the May board meeting. The survey results are used to identify community needs and priorities, and will help us prepare for the transportation grant that gets submitted in June. We can apply to expand services, acquire new equipment, etc. based on the unmet needs.
• Tracy provided the board with contact information for the Transit Team. If you ever have questions, need more information, would like us to go out to talk to a group, or have or hear of a complaint, please let us know.

Tracy was asked about student passes. These are used for children who live too close to school for the school bus to transport them, but too far to walk and students use them when they stay for after-school activities.

*Individual Action Items*

a) Review of 403B investments & fees. (Jeff Schuur, Gardner Financial) Board action to deem fees reasonable.

   Postponed to a future meeting.

b) CSBG (Community Services Block Grant) Report (Agenda packet pages 71 – 95)

   Jenny explained the background on the Community Services Block Grant (federal) and the Minnesota Community Action Grant (state). These are flexible funds that go to community action agencies based on the percentage of the population who are in poverty. Every 2 years we submit a plan for how we will use these funds, and we then report on our results each year. This is a draft of our annual report. It will be due before our next meeting in April, so we wanted you to see where we are at. Jennifer Prins has been working on the report and is here to answer questions. Jenny reviewed the report on pages 71-95 of the board packet, including financials, program numbers and demographics. It also includes narrative success stories. The report is a summary of all of our programs, showing we served 14,157 people last year, not including all of the riders of our public transit buses. Jenny is pleased with all the work staff have been doing this year. It is a big report; Jenny wants to thank Jennifer Prins and Megan Segar, Community Development Specialist, who put a lot of work into this report. The board will see the final report in April.

Dave Windhorst made a motion to approve the CSBG draft report, with modifications to come, Ruth Boudet seconded, motion unanimously

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approved.

Advisory Committee

a) Head Start Policy Council – minutes from January 22, 2019 (Agenda packet pages 96 – 100)

There were no questions.

Comments
Heather said the comments are not for board members, but rather, for members of the public who come to observe the meeting. We should note that on the agenda from now on.

Date, Time and Location of Next Meeting: 9:00 a.m., April 17, 2019, in the Zumbrota office conference room, 1414 North Star Drive, Zumbrota, MN 55992

Adjournment
Galen Malecha made a motion to adjourn the meeting, Ruth Boudet seconded, motion unanimously approved.

Chair

April 17, 2019

Date