



THREE RIVERS COMMUNITY ACTION, INC.
Board of Director's Meeting Minutes
Wednesday, April 20, 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: Galen Malecha, Erick Maki, Jo Anne Krier, Paul Drotos, Julie Steberg, Bob Walkes, ReJean Schulte, Ruth Boudet, Jodi Johnson, Dave Windhorst, Stephanie Podulke, Heather Robins

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300 11th Avenue NW
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Wabasha Office
611 Broadway Avenue
Suite 120
Wabasha, MN 55981

Staff Participating:

Jenny Larson, Executive Director
Leah Hall, Community Development Director
Donna Stamschror, Administrative Support Manager
Krystal Dube, Client Support / Human Resources Specialist
Randi Callahan, Housing Advocacy Services Manager
Kenedy Beebe, Housing Advocacy Services Team Lead

Members Excused: Maritza Navarro, Abdullah Hared, Meredith Erickson

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 February 16, 2022, Meeting Minutes**

Paul Drotos made a motion to approve the February 16, 2022, meeting minutes, ReJean Schulte seconded, motion unanimously approved.

***Approval of the April 20, 2022, Meeting Agenda**

Bob Walkes made a motion to approve the April 20, 2022, meeting agenda, Julie Steberg seconded, motion unanimously approved.

Director's Report

Jenny gave the Executive Director's report.

- 2022 Federal Appropriations** – Congress passed and President Biden signed an omnibus appropriations bill for FY22. The budget includes many of the federal programs that we operate. Highlights of the bill, with the comparison to last year's funding level, include:
 - Community Services Block Grant (CSBG) - \$755M (+\$10M); includes increasing eligibility to 200% of the federal poverty level
 - Weatherization Assistance Program - \$313M (+\$3M)
 - Head Start & Early Head Start - \$11.0B (+\$288.7M)
 - Low Income Home Energy Assistance Program - \$3.8B (+\$50M)
 - SNAP - \$140.4B (+\$26.4M)

- Child Care & Development Block Grant - \$6.17B (+\$254.3M)
 - Tenant-Based Rental Vouchers – \$27.4B (+\$1.7B)
 - Rural Housing - \$2.8B (+\$182M)
2. **2022 Minnesota Legislative Session** – The Minnesota legislature remains in session (although they are out on spring recess this week) and continues to negotiate with the Governor on strategies for the historic \$9.25 billion surplus and \$1.15 billion in unspent federal ARPA funds. We continue to monitor activities at the legislature and share our experiences with legislators. Of note, I recently met with Senator Rich Draheim (chair of the Senate Housing Committee) and Rep. Liz Bolden who services on the Health and Human Services committee.
 3. **Additional CSBG for Rental Assistance** – Three Rivers will be receiving an additional \$64,000 in federal CSBG-CARES Act funding. We will be using the funds to provide emergency rental assistance to households who have been affected by COVID and are at imminent risk of eviction. We will make funds available as soon as we receive a contract from the state, and we anticipate that funds will be spent quickly.
 4. **Federal CSBG Re-authorization** – There is currently a bill in the US Congress (HR 5129) to re-authorize the federal Community Services Block Grant (CSBG). This is the core funding for 1000 community action agencies across the country. The CSBG reauthorization has bi-partisan support and I am please that Congresswoman Angie Craig is one of 110 co-sponsors of this legislation. As the bill moves through Congress, the National Community Action Foundation is asking for widespread endorsement of this legislation. If you are willing to endorse, please let me know and I will send you the link to sign on.
 5. **Wabasha-Kellogg Area Community Foundation** – Three Rivers is again pleased to be part of the Wabasha-Kellogg Area Community Foundation’s annual “Give Local” event. Residents of Wabasha-Kellogg are sent a donation card and asked to support the local nonprofit(s) of their choice. Three Rivers will be using any donations we receive to support our older adults programs, including Meals on Wheels and the HART Volunteer Driver program.
 6. **“Water’s Off” Event in Rochester** - Every year, the Local Plumber and Pipefitter’s union members in Rochester volunteer to visit the homes of some of our Energy Assistance clients to help with plumbing repairs. The event was very successful, and we want to thank the volunteers who came out for the event on March 26. There was a great article in the [Post Bulletin](#), and below is a photo of our staff member Lynette Engelhardt Stott with the volunteers and elected officials who joined in the day. Elected officials attending included County Commissioner Gregg Wright, Senator Dave Senjem, and City Council member Molly Dennis.
 7. **Staff Appreciation Events in May** – We will be hosting several staff appreciation events across our four counties in May. We have arranged for food trucks to come to our offices in Rochester, Zumbrota, Faribault, Wabasha, Northfield and Red Wing. We will be sending the flyer with locations and times to board members, and we would love to have you join us for a meal and the opportunity to thank our staff.

Jenny added that Kindra Papenfus, CFO and Jane Adams Barber, Head Start Director, are not here today because our Federal Head Start review is this week.

Jenny reminded the Board of her previous update to the board emailed on March 11, 2022, as the board did not have a March meeting. The updated included: Spring Creek II in Northfield, Northfield Childcare Partnership, Energy Assistance, Head Start Monitoring Visit, Legislative Update, and Opioid Response in Rice County.

Action Items:

***Consent Agenda**

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

***Individual Action Items**

- a) Head Start State Grant \$361,469.00. Funds 10 Early Head Start families in Home Visiting and 22 Head Start children, funding period is July 1, 2022 - June 30, 2023

Julie Steberg made a motion to approve the Head Start State Grant of \$361,469.00 ReJean Schulte seconded, motion unanimously approved.

- b) Spring Creek II, Northfield MN

Leah Hall shared a presentation about the project history and current status. Staff are working with partners to fill a gap due to the escalating costs of construction. Erick applauded staff on their creativity to rework the project.

- 1) Authorization to leverage County & HRA Funds to enter into a contract with Weis to construct a portion of the street for the project (not to exceed \$800,000) utilizing secured funds from Rice County and the Northfield HRA. Resolution #2022-03

Ruth Boudet made a motion to approve Resolution #2022-03, Erick Maki seconded the motion, motion unanimously passed.

- 2) Authorization to contribute Three Rivers funds to the project not to exceed \$160,000 Goal is to pay this back with construction contingency and ask the City of Northfield to waive fees.

Heather Robins made a motion to contribute Three Rivers funds to the project not to exceed \$160,000, Erick Maki seconded, motion unanimously passed.

- 3) Authorization to accept the land donation from the Northfield HRA and transfer it to the project's Limited Partnership (LP)

ReJean Schulte made a motion to authorize staff to accept the land donation from the HRA and transfer it to the project (LP), Paul Drotos seconded, motion unanimously passed.

- 4) Authorization to move forward with MHFA & Cinnaire to secure funding (Borrowing Resolution #2022-04)

Ruth Boudet made a motion to approve Resolution #2022-04, Erick Maki seconded, motion unanimously passed.

c) Underwood Terrace, Lake City MN

Leah Hall gave the board a project update and reviewed the action requests for an upcoming project in Lake City. The project has been funded and we are working through City approvals. We hope to be under construction in September.

- 1) Approve the Borrowing Resolution #2022-05

Paul Drotos made a motion to approve borrowing resolution #2022-05, ReJean Schulte seconded, motion unanimously approved.

- 2) Approve the Borrowing Resolution #2022-06

Paul Drotos made a motion to approve borrowing resolution #2022-06, Ruth Boudet seconded, motion unanimously approved.

- 3) Approve the MHEG resolution #2022-07 authorizing Jenny Larson to execute closing documents on behalf of Three Rivers

Bob Walkes made a motion to approve resolution #2022-07, Jo Anne Krier seconded, motion unanimously approved.

- 4) Approve the MHEG resolution #2022-08 authorizing Jenny Larson to execute closing documents on behalf of the Underwood Terrace GP LLC (wholly owned by Three Rivers)

Bob Walkes made a motion to approve the resolution #2022-08, Heather Robins seconded, motion unanimously approved.

d) Succession Plan – Updated to include Associate Executive Director

Paul Drotos made a motion to approve the Succession Plan dated April 20, 2022, ReJean Schulte seconded, motion unanimously approved.

Policy Discussion Item

- a) Housing Advocacy Services Annual Report, Randi Callahan, Housing Advocacy Manager

Housing Advocacy Services Manager Randi Callahan and Housing Program Lead Kenedy Beebe presented the annual report on housing services at Three Rivers. The department oversees homeless prevention, rapid re-housing, and permanent supportive housing. During COVID, the department administered temporary funding to help with emergency rental assistance. The team told the board about the housing advocacy department's philosophy and shared program delivery model, key outcomes, demographics, accomplishments,

funding sources, and future plans. They answered questions from board members.

Board members thanked the team for the report and continued good work in the community.

b) Strategic Plan update

Jenny updated the board on the fact that we are due for a strategic plan update (required every five years). Since 2017 we have been using the Real Time strategic planning model, which means we use screening tools and priority setting to make strategic adjustments as things come up in "real time". We have asked our consultant to engage with staff and board to update our plan in 2022, and we will engage the board at a future meeting.

c) Board Meetings Update Format Discussion

The board discussed the meeting format. Since the start of COVID, members have been meeting via Zoom, or in a hybrid with some members present in the person and some on Zoom. Board members shared their experiences and preferences on meeting format moving forward.

After the discussion, Galen stated that we will continue with a hybrid model, giving members the option to appear in person in Zumbrota or virtually using the Zoom option. Galen and Jenny will work on a schedule to have a couple of meetings in person throughout the year.

Advisory Committee

- a) February 2022 report to Policy Council and Head Start Policy Council meeting minutes from March 17, 2022, were in the board packet.

Comments from the public: None

Date, Time, and Location of Next Meeting: 9:00 a.m., May 18, 2022, Three Rivers Conference Room, 1414 Northstar Drive, Zumbrota, MN or via Zoom.

Adjournment

Julie Steberg made a motion to adjourn the meeting, Dave Windhorst seconded, motion unanimously approved.


Chair

May 18, 2022
Date