



THREE RIVERS COMMUNITY ACTION, INC.
Board of Director's Meeting Minutes
Wednesday, May 18, 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, Stephanie Podulke, Meredith Erickson

Administrative Office
1414 Northstar Drive
Zumbrota, MN 55992
Phone: 507-316-0610
www.threeriverscap.org
TTY: MN Relay Service:
1-800-627-3529

Faribault Office
201 South Lyndale Avenue
Faribault, MN 55021

Plainview Office
55049 241st Avenue
Plainview, MN 55964

Rochester Office
300 11th Avenue NW
#110
Rochester, MN 55901

Wabasha Office
611 Broadway Avenue
Suite 120
Wabasha, MN 55981

Staff Participating:

Jenny Larson, Executive Director
Kindra Papenfus, Chief Financial Officer
Jane Adams Barber, Head Start Director
Leah Hall, Community Development Director
Donna Stamschror, Administrative Support Manager
Lynette Engelhardt Stott, Energy Programs Manager

Members Excused: Heather Robins, Maritza Navarro, Dave Windhorst, Abdullah Hared

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 April 20, 2022, Meeting Minutes**

Paul Drotos made a motion to approve the April 20, 2022, meeting minutes, Julie Steberg seconded, motion unanimously approved.

***Approval of the May 18, 2022, Meeting Agenda**

Erick Maki made a motion to approve the May 18, 2022, meeting agenda with the addition of Individual Action Item C – Spring Creek II, ReJean Schulte seconded, motion unanimously approved.

Director's Report

Jenny gave the Executive Director's report.

- Meals on Wheels Expansion** – We received a grant from the Southeast Minnesota Area Agency on Aging to expand our Meals on Wheels program by adding the community of Lonsdale in Rice County. Staff will be issuing an RFP to find a caterer and will be recruiting volunteers and clients in the Lonsdale community. Hot meals will be delivered weekdays at lunchtime.

2. **Frontline Worker Pay** – The Minnesota legislature has approved \$500 million in frontline worker pay to thank those who worked in specific frontline industries during the pandemic. The flyer for this program is attached. Some of our Three Rivers workforce will be eligible for this pay, including our public transit drivers, early childhood & Head Start classroom staff and front desk workers. We are watching for the application to come out and will assist staff to access the application. There is a short 45 day window for employees to apply.
3. **Housing Stabilization Services Update** – We are finalizing our program policies and preparing to submit our final application documents for the HSS program with the Mn Dept of Human Services. As part of this, we are required to turn in information on our board members as well, and you will receive an email from Donna with the information we need to collect. As you will recall from previous meetings, enrolling as an HSS provider will allow us to provide housing case management services that will be paid by Minnesota health care programs. Staff are currently undergoing the required training for the program. If approved, we hope to be enrolling clients later this year.
4. **Community Action Month** – May is national Community Action Month and we are joining 1000 other Community Action agencies across the country to celebrate the work of our network. You can follow our postings on social media. We are on Facebook, Instagram and Twitter.
5. **Staff Appreciation Events** – During Community Action Month, we are holding six staff appreciation events at our various locations. A food truck will be on hand to provide a meal to our staff to thank them for their work. We would love to have Board members join us as well, so feel free to stop at any of the events!
6. **Staff Retiring** – After 27 years, Head Start teacher Martha Meyer is retiring from Three Rivers Community Action. We will be celebrating with Martha at our food truck event in Wabasha on May 19. Congratulations to Martha! Rich Robinson, a Northfield Bus Driver, will be retiring after seven years with Three Rivers. Congratulations to Rich!
7. **Site Visit** - The head of Rural Housing Services, Joaquin Altoro, from DC will be in Minnesota next week. We have been asked to host him at our Riverwood housing project in Cannon Falls on Tuesday, May 24th at 1:00 pm. He will be joined by Rural Development State Director Colleen Landkamer and other USDA staff, MHFA Commissioner Ho and other agency staff. Board members are welcome.

Action Items:

***Consent Agenda**

Meredith Erickson made a motion to approve the consent agenda, ReJean Schulte seconded, motion unanimously approved.

***Individual Action Items**

- a) Approval of a 2.28% COLA retroactive to May 1, 2022 totaling \$41,974
- b) Approval of Quality Improvement funds totaling \$10,000 retroactive to May 1, 2022

Staff are requesting board approval to accept additional federal HS funding. We use the COLA for raises we already gave in December. The quality improvement funds are to raise the scale for low wage earners in the program, which would also be the raises we gave in December.

Paul Drotos made a motion to approve a 2.28% COLA retroactive to May 1, 2022 totaling \$41,974 and approve the Quality Improvement funds totaling \$10,000 retroactive to May 1, 2022, Bob Walkes seconded. Motion unanimously approved.

- c) Spring Creek II, Northfield MN

Leah Hall gave an update on the Spring Creek II housing project. MHFA's Board reviewed and had no issues with the current proposed plan to have Three Rivers leverage Rice County funds and the Northfield HRA contribution to pay for a portion of the street construction/infrastructure extension. Weis Builders provided Three Rivers with final pricing increase of an additional \$53,695. Staff are asking for the board to use internal housing reserves to cover this cost increase so we can get to closing.

Board action request today is approval for Three Rivers to contribute a total \$176,747 to the project; this is more than the initial \$160,000 authorized by the Board last month. Staff will approach Northfield with a request to participate with additional fee waivers to funding, so that number may be reduced prior to closing.

Next steps will be to close the project and begin construction by July 1st, our target date. Construction would be complete by August 2023.

Erick Maki made a motion to approve Three Rivers Community Action to contribute \$176,747 to Spring Creek II, Paul Drotos seconded, motion unanimously approved.

Policy Discussion Item

- a) Head Start Selection Criteria - SNAP has now been added as categorically eligible for Head Start and Early Head Start enrollment.

The Board was provided the revised Eligibility Determination and Selection Record document that now includes SNAP. A family eligible for SNAP will automatically be eligible for Head Start and Early Head Start. It will simplify the enrollment process for families.

- b) Energy Programs Annual Report by Lynette Engelhardt Stott, Community Services Manager

Jenny introduced Lynette Engelhardt Stott, who has been running our energy programs for many years. This will be Lynette's last meeting, as she and her family are moving to California next month. Lynette is a leader in the State of Minnesota when it comes to running the EAP and WX programs. Jenny thanked her for her years of service and said she will be missed.

Lynette gave a PowerPoint presentation to the board on the Energy Assistance Program (EAP) and Weatherization Assistance Program. She reviewed accomplishments of EAP, staffing, changes over the years and moving forward, the demographics of households served, application count comparisons, and maximum grants. She told the board about the challenges Covid had on the Weatherization program, along with accomplishments and funding information.

Board members thanked Lynette for the presentation, and for her work at Three Rivers.

Advisory Committee

- a) In lieu of an April meeting Head Start Policy Council was emailed an update on April 11, 2022 and included in the agenda packet. Next Head Start Policy Council meeting is on May 19, 2022.

Jenny said the Policy Council report in your packet includes the in-kind report, enrollment update, disability report, mental health report, and Parent, Family and Community Engagement report.

- b) Hiawathaland Transit Advisory Committee minutes from meeting on May 12, 2022, were included in the agenda packet.

Comments from the public: None

Date, Time, and Location of Next Meeting: 9:00 a.m., June 15, 2022, Three Rivers Conference Room, 1414 Northstar Drive, Zumbrota, MN or via Zoom.

Adjournment

Merredith Erickson made a motion to adjourn the meeting, Paul Drotos seconded, motion unanimously approved.


Chair

June 15, 2022
Date