THREE RIVERS COMMUNITY ACTION, INC.
Board of Director Meeting Minutes
Wednesday, April 18, 2018
Three Rivers Community Action, Inc.
1414 North Star Drive, Zumbrota Minnesota

Members Attending: Ruth Boudet, Brian Goihl, Heather Robins, Mark Thein, Jo Anne Krier, Julie Steberg, Dave Windhorst, Galen Malecha, Jodi Johnson, Meredith Erickson

Staff Attending:
Jennifer Larson, Executive Director
Kindra Papenfus, Chief Financial Officer
Leah Hall, Community Development Director
Jane Adams Barber, Head Start Director
Jennifer Prins, Planning Director/CoC Coordinator
Donna Stamschror, Administrative Support Manager
Randi Callahan, Family Advocacy Services Coordinator
Carla Pearson, Senior Programs Coordinator

Members Excused: Abdullah Hared, Barney Nesseth, Alicia Norton, Anita Swift

Call to Order: Meeting was called to order by Chair Malecha

Determination of a Quorum: Quorum was met.

*Approval of the February 21, 2018 Meeting minutes (agenda packet pages 4-13)

Julie Steberg made a motion to approve the February 21, 2018 minutes, Dave Windhorst seconded, motion unanimously approved.

*Approval of the April 18, 2018 Agenda (agenda packet pages 1-3)

Mark Thein made a motion to approve the April 18, 2018 agenda with the addition Individual Action Item H, forming a committee to select the next audit firm, Ruth Boudet seconded, motion unanimously approved.

Case of the Month – will be part of the Family Advocacy Services Report later on the agenda

Director’s Report
1. March update – was sent via email. The main item was the federal budget, which was generally good news for our programs – Head Start, Energy Assistance, Weatherization, and housing programs were all increased. CSBG was held steady. The negotiations for FY19 are up next
**Director’s Report**

2. March update – was sent via email. The main item was the federal budget, which was generally good news for our programs – Head Start, Energy Assistance, Weatherization, and housing programs were all increased. CSBG was held steady. The negotiations for FY19 are up next

   a. Homes for All – focusing on housing infrastructure bonds and workforce homeownership

   b. Minnesota Asset Building Coalition is working on a bill focusing on fines and fees. When you get pulled over for speeding and do not pay the ticket and fees, you can lose your license. If they lose their license they cannot get to work. The bill would allow Judges to be able to waive some of the fees and keep them from losing their license. Those living paycheck to paycheck struggle with fees and fines. This would help to stop the downward spiral.

   c. Minnesota Community Action Partnership – trying to make the increase in the Community Action Grant permanent (non-budget year, so this is largely a placeholder for next year)

   d. Head Start – the Governor continues to put early childhood as a priority and has additional funding in his supplemental budget (of particular interest to Head Start are the Early Learning Scholarships), so we will watch how that plays out in the legislature

3. By-laws Committee will meet following the Board meeting.

4. Our staff was selected for a Program Excellence award from the United Way of Olmsted County – the announcement was in the Board packet page 14. Congratulations to Leah Hall and her staff on doing excellent work on homeownership and financial literacy in Olmsted County.

5. This Friday we will be closing our offices for an all-staff training day. Transit will remain open. We have a facilitator to do team building and we are doing staff awards.

6. We would like to find a day to do the Board site visit in Faribault. Donna has prepared a survey to gather your input. The site visit was a board suggestion. We will show the Faribault office, have a business meeting, ride the bus, and tour the Prairie Wood housing project.

**Policy Action Items**

**Consent Agenda**

**Consent Agenda Items**


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Contracts, Awards & Contributions
Received

- Minnesota Housing Finance Agency - $30,000 - Funds to work with the Laura Baker Services Association in Northfield developing 2-3 project models to provide additional units of housing for persons with disabilities
- United Way of Goodhue, Wabasha and Pierce Counties - $15,000 - Three year grant for supplemental funding for HART Volunteer Transportation program
- United Way of Goodhue, Wabasha and Pierce Counties - $15,000 - Three year grant for supplemental funding for Homeless Assistance and Prevention
- United Way of Goodhue, Wabasha and Pierce Counties - $15,000 - Three year grant for supplemental funding for Home Delivered Meals and Senior Advocacy services
- The Henkel Foundation - $3,000 - Funds to provide volunteer rides to help keep clients in their homes and communities
- Olmsted Medical Center - $2,000 - construction of Public Transit facility in Plainview, MN
- 4Imprint - Printed products valued at $500 - to act as promotional items for volunteer driver recognitions.
- HUD – Continuum of Care application, including
  - $62,144 – renewal of grant for administering the 20 county Continuum of Care
  - $74,183 – renewal of Coordinated Entry grant
  - $59,864 – expansion of Coordinated Entry grant to provide additional support to CoC members
  - $178,807 – renewal of RHASP grant for Homeless Assistance in southeastern Minnesota
  - $87,692 – renewal of Permanent Supportive Housing grant to provide long term housing for 4 homeless clients at Prairiewood Townhomes
  - $94,554 – expansion proposal to add Permanent Supportive Housing at Fox Pointe Townhomes in Austin, MN
- Minnesota Department of Transportation - $321,600 - Funds for the purchase of 4 new buses in 2018
- Wabasha County Family Services Collaborative - $5,000 - funds to contribute to family housing stability

Not Received

- Minnesota Department of Health, Community and Family Health Division - amount to be determined - Funding for 30 new Early Head Start families in Goodhue, Wabasha and Rice counties
- Wabasha-Kellogg Area Community Foundation - $3,000 - Funds to provide
volunteer rides to low income families

**Grants & Requests Submitted or to be Submitted**
- Minnesota Department of Transportation - $75,000 - Funds to establish the Regional Transit Coordinating Council for the southeast Minnesota 11 county region
- USDA – amount to be determined - application for Multi-Family Housing Preservation and Revitalization funds to pay for critical rehabilitation on Clover Patch apartments
- Minnesota Department of Human Services - $37,000 – Innovation grant to expand capacity by helping to fund a navigator to facilitate services to homeless clients on the coordinated entry list.
- Minnesota Department of Transportation - $232,900 - funds for continuation of 2017 service expansion
- Rice County Family Services - $7,500 - Contingency funds for the prevention of homelessness in families in Rice county
- City of Winona - $3,295,175 - Application to manage public transportation in the city of Winona, MN for 5 years (2018 - 2023)
- People's Energy Cooperative Trust - $25,000 - Request for funds to purchase furniture and technology for new Plainview facility

**Monitoring Visits & Reports**

Heather Robins made a motion to approve the consent agenda, Mark Thein seconded, motion unanimously approved.

**Individual Action Items**

A) Approval of Gregory J. Griffiths, Attorney at Law as our new employment attorney - Agenda packet page 37

Our long time employment law attorney Nancy Vollertson retired in December. She worked at Lindquist & Vennum which is now Ballard Spahr. We took that as a good opportunity to make it more local. Jenny has talked to other non-profits in the area about who we should talk to. We met with and liked Greg Griffiths from Dunlap and Seeger in Rochester. Nancy originally hired him when she was at Dunlap and Seeger. He works with a
lot of non-profits and government agencies. We have checked his references. We work with Dunlap and Seeger on some of our real estate work. The cost is way down. Nancy was over $500/hour. Greg’s proposal is $270/hour, less for associate attorneys. The board asked that we revisit in one year.

Brian Goihl made a motion to approve Gregory J. Griffiths, Attorney at Law as our new employment attorney, Dave Windhorst seconded, motion unanimously approved.

B) Resolution Number 2018-3 – Approval of Hiawathaland Transit - second year of the two year expansion. Agenda packet overview page 38, resolution page 39

This resolution is for the 2nd year of expansion services within the Hiawathaland Transit service areas. In July of 2017, we received grant funds for a 2-year pilot project to operate expansion service hours. These projects were funded at 100% of the operating deficit with no local match requirement for the two year pilot phase. Even though this grant was written and approved for two years by MnDOT, the contracts are done annually. This will be the final year of the 2 year grant cycle. Upon completion, these services will be written into the annual operating grant where they will require a 15% local match requirement.

Brian Goihl made a motion to approve resolution number 2018-3, Heather Robins seconded, motion unanimously approved.

C) Resolution Number 2013-4 – Hiawathaland Transit for the purchase of four vehicles. Agenda packet page 40

For 2018, Three River’s Community Action, Inc. has been awarded four replacement vehicles as part of MnDOT’s capital improvement process. In an effort to maximize our partnerships with the bus vendors as well as procure buses that our local maintenance and repair vendors are familiar with, we will be purchasing the following:
Telin Transportation – 2 class 400 vehicles for Wabasha and Lake City
North Central Bus – 1 class 400 vehicle for Northfield
Hoglund Bus – 1 class 500 vehicle for Red Wing
Three Rivers currently uses all three of these bus vendors for our existing fleet. The replacement vehicles will provide an ease in transition for the drivers operating them as well as the local garages that complete the vehicle maintenance and repairs.
Dave Windhorst made a motion to approve resolution number 2013-4, Julie Steberg seconded, motion unanimously approved.

D) Head Start Transportation Waiver Request
Agenda packet pages 41-45

Jane said Head Start requires that we have bus monitors, who are staff, on every bus that transports children. These are difficult positions to fill. This waiver allows us to not have staff on the bus. We have sophisticated technology (cameras) on the bus that does allow us to monitor activity on the bus. We have asked for, and received, this waiver for the past several years.

Ruth Boudet made a motion to approve the Head Start Transportation Waiver Request, Brian Goihl seconded, motion unanimously approved.


The letter of intent was for Three Rivers to be considered for a new project doing place based community organizing. United Way has identified the Meadow Park neighborhood as an area to do in depth programming and provide more intensive services and assistance. We are one of two applicants interested in being the neighborhood services coordinator to come in and work with the United Way. Jenny was going to ask the board to approve a full application submission, but she is backing off a bit. Leah, Jennifer and Jenny met with the United Way yesterday and what they are proposing is different than how we would propose to approach the community organizing work. They want both interested parties to organize a community event and then select a lead organization based on the results on the test event. In our approach, we would propose that a lead agency be selected and then to planning with the neighborhood as a driver and partner. We would quietly build leadership, work with community organizations and partners who have relationships in the community, do leadership development, create a leadership team from the neighborhood and build the programming from there. We are hesitant about the proposed process, so we plan to withdraw from consideration for the organizing role. There will be opportunities for us to participate with the initiative through the programs we operate because it is a high need area. We will be offering our support to the United Way and the organization selected to do the community organizing, and we will continue to work with and support the United Way in other programs and initiatives.
F) Minnesota Department of Human Services – 2018 Organizational standards review memo and results
Agenda packet pages 48-52

As a Community Action agency, we are required to follow and submit documentation that we are following the national organizational standards, which were newly launched in 2016. Our state monitors have reviewed our submission of documentation for 2017. There are 58 standards. Page 52 has the summary. A year ago we had 10 in progress and 48 met, this year we had 57 met and one unmet which is the Risk Assessment that we are going to talk about next. We were doing most of these, we just weren’t documenting it correctly. This is a recognition that we as an organization and you as the Board are doing what we are supposed to be doing.

Ruth Boudet made a motion to accept the Minnesota Department of Human Services 2018 Organizational standards results, Mark Thein seconded, motion unanimously approved.

G) Risk Assessment Executive Summary
Agenda packet pages 53-59

The Risk Assessment was completed using the tool from the Nonprofit Risk Management Center. The tool is customized for community action agencies. The management team completed the assessment. Jenny has the full tool available if anyone would like to see it. After the assessment questions are filled out, a large report is generated. She did not make copies for everyone but has a copy here if you would like to look at it. If you would like a copy let her know. You have the Executive Summary that highlights the recommendations from the full assessment. Jenny reviewed the entire summary and asked the board to let her know if they have questions. The recommendations were numbered in the summary to make discussion easier. Number 11 is to consider a board self-assessment, the board should let Jenny know if that is something you would like to do and we will put it on the calendar. On page 54 human resources was an area with several recommendations. The emphasis is on updating polices and making sure they are as comprehensive as they can be and consistently applied across the agency. We will be looking into in-depth training for supervisors and keep risks as low as possible. Transportation on page 56 is highly regulated for us because of our state and federal funding. One thing that jumps out is we do a really good job with our paid drivers, maybe not as good with our volunteers as far as screening and training. Numbers 56 and 58 we will be training the staff on how to avoid computer scams. On page 58 a crisis management plan is recommended. We have pieces in place but need to put it together in one place. Volunteer risk management could be improved
by being consistent across the board on how we work with our and train volunteers.

Heather Robins made a motion to approve the Risk Assessment Executive Summary, Meredith Erickson seconded, motion unanimously approved.

H. Selection of a three person Audit Committee to work over the summer to evaluate and rank RFPs for audit services, and ultimately select an auditor or auditors for the next 3-5 years. (Page 1 of board day handout)

Kindra said we are wrapping up our 2017 audit. This is our fifth year with the audit firm CliftonLarsonAllen. We are required to bid it out every five years. We will be writing the RFP in the next month and send out. We need a committee from the board to review the RFP responses. This will be 2 to 3 hours of your time to review, followed by a meeting. We can do this over the phone, likely a half an hour to an hour meeting. Second half of July or August is when we will review. Kindra will provide a scoring matrix. The committee will be Dave, Brian, and Heather.

Policy Discussion Items

A. Sale of Charter Oaks (Waseca Leased Housing) – Notification only - Charter Oaks was sold to Metroplains on 1/31/2018 for $2,175,000. It was sold as part of a portfolio of housing developments as the result of a lawsuit by the limited partner over the control of the property. Three Rivers estimated income from the sale is $39,168. At this time, the investor limited partner has not agreed to the distribution schedule, and timing for the receipt of the sale funds is currently unknown. Because we are not the managing GP, the agency’s role in the sale has been notification only.

Charter Oaks is a project that was built in 2000-2001. We partnered with a private developer, who was looking for a nonprofit partner, to build and own a tax credit project in Waseca called Charter Oaks. We are a co-general partner, but we are not the managing partner so we had with no say in how it operates. We are informing you that this happened. This is the only project that we were involved in that we don’t have any control on.

B) Space – handout at meeting (Pages 2 and 3 of board day handout)

We have 185 staff. We have grown quickly and busting at the seams everywhere. Plainview has been an issue for transit staff, and we are working on building there with the MnDOT grant. We are full in Zumbrota with people doubling up. Faribault is very tight. Staff have been thinking about space and want to bring board into the discussion. We own our
building in Zumbrota. We would ideally like to have 1500 additional square feet in Zumbrota to accommodate staff and additional parking, which is currently an issue for visitors and staff. We could front an expansion with reserves and then allocate to programs, paying ourselves back over time. The Vet Clinic next door is for sale, the assessed value is somewhere around $200,000. We would have to gut it, and it could cost a lot to rehab. Transit needs bus storage and it may be possible to build there. We could buy it and make it parking. Jenny reviewed page three regarding the Faribault space issues. There is a need for more classroom and office space for staff. Jenny reviewed a few options of existing buildings. The old Washington School is owned by the City and is used for recreation purposes. The City has said it might be interested in selling when the Senior Center is complete. The building has four classrooms, but no office space so it would need an addition or reconfiguration. It was built in the 1940’s. ISG is an engineer design firm with an office in Faribault, located across the street from Town Square. They are selling the building because they cannot find enough workers who want to work in Faribault, so staff are moving to their other locations. That building is listed at $1.2 million. Jenny was asked about working with the school district. We had been working with the school district who had planned to build an early childhood facility, where we could co-locate with the school, but the referendum was voted down. The school district would love to have us and we would love to be with them but it is not clear that project would happen given the referendum. There was discussion about various options. Galen appointed a building committee. It will be Galen, Dave, Brian, Ruth, and Heather.

C) Family Advocacy Services Annual Report, Agenda packet pages 60-85

Each department gives you an update and training at least once a year. Leah Hall is the director who oversees Family Advocacy Services. This is a new staffing configuration after a reorganization in 2017. The PowerPoint was in the board agenda packet. Leah began the overview and was joined in the presentation by two of her program coordinators. Carla Pearson, Senior Programs Coordinator, reviewed the senior program slides. Brian Gohil said that in Wabasha County they have a budgetary request which is a line item in the budget every year. Someone has to make the request. Randi will follow up on this. There was a question on how we work with public health and if we duplicate services. We do not duplicate but work closely and make referrals to each other all the time. Leah and Randi Callahan, Family Advocacy Coordinator, reviewed the Homeless Prevention and Assistance Programs slides.

Randi shared a story about a veteran who returned home with severe PTSD and struggled to adjust to life. He ended up homeless and was forced to
live in his car. Without a stable home and mental health support he turned to alcohol and served several months in jail after a DWI. After he was released he went back to living in his car. A Three Rivers advocate worked with him and found him an affordable rental unit, provided deposit and several months of rental assistance. He accepted a full time job. He lives on his own, paying his own rent without any assistance and he is receiving mental health services. He is now a mentor for other men released from jail and lack their own support system. He believes everyone deserves a hand up and a second chance at dignity. Jenny said she shared this story in Washington DC. Jason Lewis’ staff were very interested in the programs that promote self-sufficiency and loved the fact that a little assistance can get people off assistance in the long run. The stories make a difference. Randi and Leah were asked about the homeless who winter in warm states and return here in the spring. Leah said we do have some of them and also campers, those who double up in the winter and camp in tents in the warmer months. We hope with the Coordinated Entry process we are able to identify who they are and where they are at. The hardest part is locating them. We do organize outreach activities to reach the people who are out there.

Advisory Committees

A) Head Start Policy Council – Minutes from March 20, 2018 included in agenda packet on pages 86-91
   Next meeting is on May 15, 2018

Strategic Planning: No update

Comments: None

Date, Time and Location of Next Meeting: The next meeting will be 9:00 a.m., May 16, 2018 in the Zumbrota office conference room.

Adjournment:
Mark Thein made a motion to adjourn the meeting, Ruth Boudet seconded, motion unanimously approved.

Chair

May 16, 2018

Date