



**THREE RIVERS COMMUNITY ACTION, INC.  
Board of Director Meeting Minutes  
Wednesday, April 19, 2017  
Three Rivers Community Action, Inc.  
1414 North Star Drive, Zumbrota Minnesota**

**Members Attending:** Heather Robins, Julie Steberg, Brian Goihl, Mark Thein, Dave Windhorst, Ruth Boudet, Ekta Prakash, Jo Anne Krier, Stephanie Stumpf, Galen Malecha, Barney Nesseth, Alicia Norton

**Staff Attending:**

Jennifer Larson, Executive Director  
Kindra Papenfus, Chief Financial Officer  
Amy Repinski, Transportation Director  
Jane Payton, Head Start Director  
Colleen Hansen, Family Advocacy Services Director  
Leah Hall, Community Development Director  
Donna Stamschror, Support Staff Coordinator

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**Members Excused:** Eileen Wallace, Jody Schwarzhoff, Abdullah Hared

**Call to Order:** Meeting was called to order by Chair Heather Robins

**Determination of a Quorum:** Quorum was met

**\*Approval of the March 15, 2017 meeting minutes of the Committee of the Whole (enclosed in agenda packet)**

Ruth Boudet made a motion to approve the March 15, 2017 minutes, Brian Goihl seconded, motion unanimously approved.

**\*Approval of the April 19, 2017 agenda (enclosed in agenda packet)**

Brian Goihl made a motion to approve the April 19, 2017 agenda, with the addition of one item to ratify the March 25, 2017 actions of the Committee of the Whole, Ruth Boudet seconded, motion unanimously approved.

**Ratify the March 25, 2017 actions of the Committee of the Whole**

Heather said only one motion was need to approve all activity of the committee of the whole, we do not need to address each action item separately.

Brian Gohl made a motion to ratify the March 25, 2017 actions of the Committee of the Whole, Dave Windhorst seconded, motion unanimously approved.

**Case of the Month – Athieei Lam, Emerging Markets Officer (enclosed in agenda packet)**

Athieei shared one of her Achieve Homeownership success stories. Athieei told us about the process Bahn went through to ultimately become a first time homeowner. The process included Homestretch classes, one-to-one per-purchase counseling, cleaning up her credit, managing finances, and saving up for a down payment.

**Director's Report**

1. Welcome to Alicia Norton who is the Head Start Policy Council chair and elected by policy council to serve as liaison with our Board. Alicia introduced herself and said she has three girls and a boy. The girls went to PICA Head Start in Minneapolis before moving here, and her son is enrolled in our Faribault Head Start center. Alicia is a nursing/EMT student.
2. Thank you to Stephanie Stumpf who has been a long-time board member, and has announced she needs to step down from the Board for family and career reasons. Stephanie sent her kids through Head Start and has been a dedicated Board member. She thanked the Board and staff for her time on the Board. We will be working on a process for filling that seat and bring you more information next month.
3. President's Budget – The day after the last board meeting, the President released his "skinny budget" proposal to Congress. This also happened to be during the national Community Action Foundation conference in Washington DC. As I sent to Board members in an email after this happened, the President's budget specifically proposed to eliminate some of our key funding, including Community Services Block Grant (CSBG), Weatherization and Energy Assistance (including \$2.5 mil that goes directly to 50 vendors, including municipalities and cooperatives). During visits to Congress in March, agencies from across the country reported continued bi-partisan support for these programs, and it seems unlikely that Congress will pass the President's budget. The federal government has been operating on a continuing resolution that expires on April 28, and the expectation is that Congress will pass an omnibus spending bill on or right before that date. We will continue to monitor and keep you informed on how this affects our funding. I did have good meetings in DC with Congressman Jason Lewis's staff, Senator Klobuchar's staff, and a nice chat with Congressman Walz on the plane on the way back to Minnesota. Back home, Senator Franken

invited us to participate in a small group discussion in Red Wing on seniors and other needs in greater MN. One of our senior programs staff joined me at the meeting and we were able to share some of our clients' stories with the Senator.

4. State Budget – The state House and Senate have passed their spending bills and are expected to name their conference committee attendees soon to negotiate the final state bill. The good news is that the restoration of prior cuts to the Minnesota Community Action Grant is in both the House and Senate bills, so we are hopeful that will remain intact during conference. In other areas, we are watching Head Start closely as there is some concern about possible changes in funding, particularly the Pathways scholarships funds. We are also watching funding for housing and homeless programs which may see some reductions as well.
5. Community Needs Assessment and Strategic Planning – We have hired Brenda Holden to conduct our agency needs assessment that will include community focus groups that will help us do a deeper dive into community needs. We are also doing a three hour visioning session with the staff on May 19 in Zumbrota that will serve as a kickoff to the needs assessment and planning process. We are working on a schedule for the agency strategic planning process that will take place in the second half of 2017, and we will be asking for Board involvement in that process.
6. Energy Assistance – Funds are expected to be fully expended at the state by the end of this week. We still process applications, but cannot approve funds for any applications submitted after the official “run out of money” date provided by the MN Department of Commerce.
7. Other quick updates:
  - a. We passed out the Minnesota Community Action Report that shows the results from the entire state, and is a good way to see how Three Rivers compares to other agencies. It also has good descriptions of ROMA (Results Oriented Management and Accountability), programs, success stories and general community action information.
  - b. Federal Head Start reviewer is here this week observing all of our teachers in every classroom. They will not tell us anything this week, but will send a written report.
  - c. Auditors are in our offices this week. The final audit will be presented to the Board in June.
  - d. I will be on a panel at the state’s Financial Capability Roundtable in Minneapolis next week, highlighting the financial coaching and homeownership work we are doing.

- e. Mid-America Community Action Association (5 states) is hosting a training for new executive directors in Chicago this week, so I will be leaving this afternoon to attend that. Minnesota is well-represented at the training, as we have 9 agencies with new directors within the last two years. Last week I completed part two of the MN Head Start Leadership Training.

**\*Policy Action Items**  
**Consent Agenda**

- A) March 2017 Financial Reports – (enclosed in agenda packet)
- B) Mutual of America March Monthly Reports – (enclosed in agenda packet)
- C) Credit Card Expenses Summary (share at meeting)
- D) Contracts, Awards & Contributions  
Received
- Sustainable Resources Center - \$5600 – CIP funds to implement energy efficiency measures for clients who are customers of CenterPoint Energy.
  - WCFSC – \$3,000 crisis funds to support families with children in need in Wabasha County.
  - United Way GWP - \$7,500 for Transitional Housing in Goodhue & Wabasha Counties.
  - Minnesota Department of Transportation - \$620,600 over 2 years for expansion of service of public transportation in current service area, purchase of 2 new buses, and hiring a cultural navigator to increase ridership.
  - Bremer Foundation - \$15,000 for Emerging Markets Pilot Program.
  - MHFA - \$44,667 for Continuum of Care planning and Coordinated Entry for remainder of 2017.
  - Southern Minnesota Initiative Fund (SMIF) - \$5,000 – Google Transit Application and SE Minnesota Together coordination. Matched by \$1,250 from Winona County.
  - Minnesota Department of Public Safety – 10 Car Seats / Booster seats to distribute to families at 200% of the poverty limit. In-kind value of \$500.
- Not Received
- None
- E) Grants & Requests Submitted or to be Submitted
- MHFA – Family Homeless Prevention (FHPAP) - \$1,077,801 – 2 year grant for homeless prevention & assistance in southeastern Minnesota. Three Rivers portion of the grant budget is \$467,176.

- BookStart – 250 books to distribute to Northfield Head Start Children. In-kind value of \$4,250.
- Office of Economic Opportunity - This is a renewal application for a total of \$967,274.00 to provide scattered site transitional housing and rapid re-housing services throughout our four county area to 150 households for the 2017-2019 biennium.

F) Monitoring Visits and Reports

- None

Stephanie Stumpf made a motion to approve the April Consent Agenda, Ruth Boudet seconded, motion unanimously approved.

**\*APRIL Individual Action Items**

A) Head Start Transportation Waiver (enclosed in agenda packet)

Each year Three Rivers asks for a waiver of the requirement to have a monitor riding the buses with the children. Amy Repinski said this has been in place a number of years where we have not had monitors on the bus. Because of the length of our rural routes, it is costly and logistically complicated to have monitors. Wabasha Head Start has buses come in from Plainview and Lake City. To have a monitor board the bus Plainview would be a problem because we would have to get them back to Plainview. We also tried volunteers in the past and that was unsuccessful. We do have cameras on the bus as a safety measure.

Dave Windhorst made a motion to submit the Head Start Transportation Waiver, Stephanie Stumpf seconded, motion unanimously approved.

B) Purchase Agreement - Woodknoll Apartments and Rivers Edge Apartments in Cannon Falls (enclosed in agenda packet)

Leah Hall reviewed the document that was provided to the board. This is an affordable housing preservation project. Leah was asked about vacancy rates and said that we do look at vacancy rates before entering a project like this and there has not been a problem. There are 29 one bedroom units, and 10 two bedroom units. One building is for seniors and are all one bedroom. She was also asked if one unit will be for the on site manager. She said we are not sure about that at this point, but it is always a priority to have a resident manager if we can. We will likely go with Lloyd Management who manages many of our properties and is also the current manager of this property. Today we are asking permission to negotiate a purchase agreement, contingent on financing. Funding proposals will be

submitted in June to Minnesota Housing Finance Agency.

Ruth Boudet made a motion to approve staff to negotiate a purchase agreement with Rivers Edge Associates and Woodknoll Associates, Mark Their seconded, motion unanimously approved.

### **Policy Discussion Items**

- A) Leah Hall, Community Development Director – Annual Report on housing and energy programs (enclosed in agenda packet)

Community Development Director, Leah Hall, provided the board with an update. Her PowerPoint presentation was included in the board packet along with two spreadsheets. One, a Housing Development Unit Summary and the other the 2016 Annual Review of Housing Development Projects.

Three Rivers has developed 603 units of housing and another 152 are funded and in some stage of development. Current projects include North & South Oak Apartments in Northfield (rehab of 43 units, under construction), Fox Pointe Townhomes in Austin (new construction of 38 units, closing this summer). We are also co-developers with AEOA on Ivy Manor in Virginia (rehab of 41 units, under construction), and co-developers with Tri-Valley Opportunity Council of Agassiz Towhomes in Crookston (new construction of 30 units, closing this summer). Staff are working on an acquisition-rehabilitation project in Cannon Falls to submit for funding in June. Developer fees for these development projects come to the agency as unrestricted funds that help us support our work.

The Achieve Homeownership program is culturally tailored to provide financial literacy, financial coaching, pre-purchase counseling, downpayment assistance and post-purchase services to clients working on homeownership. The regional program is targeted to underserved populations (including households of color and households with low incomes), but we serve anyone. Athieei's case of the month earlier today explained a great example of what the program entails.

Energy programs include Energy Assistance and Weatherization. Last year we served over 5000 households with Energy Assistance, and 1200 households received crisis assistance. The Weatherization program provided energy improvements to 22 homes.

Leah was asked about the net loss line of the 2016 Annual Review of Housing Development Projects. She explained that it is a book loss, calculated after the depreciation of each project and not unusual in a real

estate portfolio.

Leah explained that we look at multiple ways to create and preserve affordable housing. We work closely with the local community, and in fact many times cities come to us to partner on projects. We do more rental versus single home rehab at this time.

### **Advisory Committees**

- A) Head Start Policy Council met on March 21, 2017 (enclosed in agenda packet)

Alicia Norton said they are watching what is happening with the legislature regarding education funding and they talked about Performance Standards changes. The next Policy Council meeting will be in June.

**Old Business:** None

**New Business:** None

**Comments:** None

**Other:** None

**Date, Time and Location of Next Meeting:** 9:00 a.m., May 17, 2017 in the Zumbrota office conference room.

### **Adjournment**

Brian Gohl made a motion to adjourn the meeting, Julie Steberg seconded, motion unanimously approved.



Chair

May 17, 2017

Date