

**THREE RIVERS COMMUNITY ACTION, INC.
Board of Director Meeting Minutes
Wednesday, August 16, 2017
Three Rivers Community Action, Inc.
1414 North Star Drive, Zumbrota Minnesota**

Members Attending: Heather Robins, Ekta Prakash (on phone), Jo Anne Krier, Abdullah Hared, Ruth Boudet, Galen Malecha, Jody Schwarzhoff, Brian Goihl

Staff Attending:

Jennifer Larson, Executive Director
Kindra Papenfus, Chief Financial Officer
Kim Scanlan, Human Resources Director
Amy Repinski, Transportation Director
Jane Adams Barber, Head Start Director
Donna Stamschror, Support Staff Coordinator

Members Excused: Alicia Norton, Dave Windhorst, Julie Steberg, Mark Thein, Barney Nesseth, Eileen Wallace

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

Determination of a Quorum: Quorum was met

***Approval of the June 21, 2017 meeting minutes (enclosed in agenda packet)**

Galen Malecha made a motion to approve the June 21, 2017 minutes, Ruth Boudet seconded, motion unanimously approved.

***Approval of the August 16, 2017 agenda (enclosed in agenda packet)**

Galen Malecha made a motion to approve the August 16, 2017 agenda, Jo Anne Krier seconded, motion unanimously approved.

Case of the Month – Susan Strandberg, Community Development Officer (enclosed in agenda packet)

Jenny said Susan has been with Three Rivers for over 15 years and is a real expert in multi-family housing projects.

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Suite 120
611 Broadway Avenue
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Susan said we just successfully completed our North and South Oak project in Northfield. These were built in the 1980s. This project was at risk of going market rate and concerned a lot of people including us. Three Rivers started working on assembling the financing for the project in 2015 and acquired the property in October 2016. Many things needed to be replaced due to the age of the building. This was an occupied rehab, working on a block of units at a time in order to minimize disruption to the tenants. They turned about four to five units each week. Interior work was completed spring of this year and then the exterior work began. By the time they were done everything old was new again. We were able to convert one unit into an office for the site manager and meeting space. This property is now affordable at least for the next 30 years.

We held an open house last week. We invited our funding partners, community partners, and HRA. Mayor Rhonda Pownell, Representative David Bly, city staff and most of our funders were there. It was a really nice community event. Jenny added that we received a lot of good feedback, with many speakers saying really nice things about the project and the partnerships we formed.

Susan was asked if most of the current tenants stayed. Most of the tenants did stay. There were a few households above the tax credit income limits that we needed to do a relocation process on. We provided moving expenses, replacement rent, and had a consultant working with them to find new apartments. It is completely full with 10 or 12 on the waiting list.

Susan was asked about drainage. A few years ago there was a huge rain and flooding occurred as a result of blocked storm sewer. Susan said that was not addressed as part of this project. There is a ravine behind the north building. That particular storm resulted in seven or more inches of rain in a short amount of time and culverts were blocked throughout the city. We are not sure what the city of Northfield has done. It was one of those extreme weather events.

Director's Report

1. Jody Schwarzhoff has announced she is stepping down from the board and this will be her last meeting. Jody has been our early childhood expert on the board for many years and has been an invaluable link to the schools, particularly in Wabasha County. Thank you Jody.

Jody said this is a great group and she is going to miss us. The main reason she said she is leaving is sub shortages, it is difficult for the school district to find someone to take over her room when she comes to the meetings.

Eileen Wallace also submitted her resignation yesterday due to work conflicts.

2. We are working to identify candidates for the board vacancies and will be bringing candidates back to the board at future meetings.
3. As a reminder, we include all monitoring reports on the consent agenda for your review each month. This month I want to highlight Head Start. All of our Head Start our teachers were evaluated in the classroom this spring, and as a group they had some of the highest scores in the country. Great work by our staff!

Jane asked the group to refer to the yellow handout. The highest 10% is on the far right. For emotional support the highest 10% was 6.3 and we had 6.5, in classroom organization the highest 10% was 6.1 and we had 6.7, instructional support the highest 10% was 3.5 and we had 4.01. Jane said she is proud of her staff.

4. Last week, we were visited by the Assistant Commissioner at the MN Department of Human Services, Jim Koppel, and the Director of the Office of Economic Opportunity, Tikki Brown. They were interested in hearing about the collaborative work we are doing, and in particular wanted to hear about how we are working to address the needs of the Somali community in Faribault. In fact, OEO awarded Three Rivers a partnership award at our state conference in early August for this work.
5. Head Start and Energy Assistance will be returning from summer layoffs at the end of the month. We have added new staff in several departments and we are now bursting at the seams in all of our locations, which means we will be monitoring our space needs carefully. In Faribault, we continue to talk with the school district about the possibility of co-locating with them in the event that they get their school referendum approved this fall.
6. In our Wabasha office, our administrative assistant has taken a job with Head Start. Given the light amount of walk-in traffic there, and the heavy amount in our Rochester office where we have only had one assistant (we have two in Faribault and Zumbrota), we are moving that position to Rochester. We will be trying out a new service model where the Wabasha office will be by appointment only. We will have Energy Assistance staff, family advocates and Head Start staff in the office on a regular basis to take appointments. Next year when the Plainview transit hub is open, we anticipate that will serve as the Wabasha County office that is open to the public, while Wabasha will continue to be by appointment.

7. Community Needs Assessment is in the final stages. We had over 700 surveys submitted and conducted six focus groups. We will present the preliminary findings in September and final in October. I will be working with county administrators to bring summary information, as well as basic information about Three Rivers, to each of the county boards this fall/winter (at their convenience).
8. Strategic Planning will kick off on September 29, 2017 with an all-day session, followed by two half-day sessions on October 18th and 27th. We welcome Board participation, particularly in the morning of September 29th, where we will be doing an overview of the agency mission, values, programs and competition analysis. We have also scheduled a session with the board at our October 18, 2017 meeting.
9. I am starting to meet with our elected officials during the off-season. We had Representative Drazkowski in for a visit in July and will work on scheduling others before session starts again in January.

***Policy Action Items**
Consent Agenda

- A) July 2017 Financial Reports – (enclosed in agenda packet)
- B) Mutual of America – June and July Monthly Reports (enclosed in agenda packet)
- C) Credit Card Expenses Summary (share at meeting)
- D) Contracts, Awards & Contributions Received
 - MHFA - CHDO –\$25,000 - Grant to assist in building the capacity of Community Housing Development Organizations in underserved communities
 - Minnesota Head Start Grant – \$455,635. Provide Early Head Start service for 10 children aged birth – 3 years old, and regular Head Start to 39 children aged 3 – 5.
 - Office of Economic Opportunity (OEO) - \$240,000 - 2 year renewal of THP and ESG grants to provide scattered site transitional housing and rapid re-housing services throughout our four county area.
 - Olmsted County United Way - \$16,200 – support for Achieve Homeownership program.
 - Affinity Plus Foundation - \$5,000 – support for Achieve Homeownership program.

- Minnesota Department of Commerce - \$331,365 – Renewal of Federal/State funds to provide weatherization services to approximately 17 households in Goodhue, Rice, and Wabasha counties.
- Minnesota Department of Transportation - \$166,000 – funding to purchase 2 new buses.
- Goodhue County Health & Human Services - \$1,500 – pilot program to fund workplace wellness initiative for employees in Zumbrota office.
- Minnesota Homeownership Center - \$8,000 – Project Reinvest – funding for our emerging markets program, to help move clients toward financial capability.
- Approval of the Head Start Bus Monitor waiver (included in agenda packet)

Not Received

- None

E) Grants & Requests Submitted or to be Submitted

- Minnesota Board on Aging & Allina Health - \$50,000 – 3 year grant to provide support to persons living with Alzheimer’s Disease and their caregivers.
- Emergency Food & Shelter Program – funds to provide rent or mortgage assistance to residents of Goodhue, Rice & Wabasha counties.
- Wabasha Area Community Resource Center – funds to provide basic human needs and prevent crisis for families in Wabasha and Kellogg

F) Monitoring Visits and Reports

- Department of Human Services – Letter dated 6/23/2017 for monitoring visit for SNAP program on May 23, 2017 (enclosed)
- Office of Head Start – Letter dated 6/26/2017 for onsite CLASS reviews conducted between 4/17/2017 and 4/20/2017 (enclosed)
- Department of Human Services – Letter dated 7/7/2017 for onsite monitoring visit for CSBG program on May 23, 2017 (enclosed)
- MHFA – Letter dated 6/22/2017 for case review of Impact Fund loan file (enclosed)
- Minnesota Department of Human Services Four Star Parent Aware Rating (included in agenda packet)

Galen Malecha motion to approve the August Consent Agenda, Julie Steberg seconded, motion unanimously approved.

***Individual Action Items**

- A) Two Expansion Grant Vehicles from Telin Transportation Resolution # 2017-7 (included in agenda packet)

Part of the transportation expansion for this year is the purchase of two new vehicles. Ruth Boudet made a motion to approve Resolution # 2017-7, Two Expansion Grant Vehicles from Telin Transportation, Julie Steberg seconded. Motion unanimously approved.

- B) Approval Fiscal Policies – no changes (email to board members and a set at the meeting)

Nationally there are new organizational standards for Community Action that were put in place last year to promote high quality practices across the country. The Board approves any policy changes individually, but a best practice is for all of the policies to be reviewed and approved on a regular basis. Kindra presented the fiscal policies, which did not have any changes from the previous year.

Galen Malecha made a motion to approve the Fiscal Policies, Abdullah Hared seconded, motion unanimously approved.

- C) Approval of the Operational Personnel Policies, Plans and Procedures (emailed to board members and a set at the meeting)

Kim Scanlan has been working on getting our personnel policies and operational policies and plans all in one place for our staff. We wanted to make sure the board saw all of them. There are three that are clarifications from previous versions approved by the board (summary of clarifications distributed at meeting). They have all gone to the attorney to make sure they were written correctly.

FMLA Intermittent Leave for Exempt Employees

If an employee is considered "exempt" and requires intermittent leave or a reduced schedule under FMLA, Three Rivers may make deductions from the employee's salary for any hours taken as leave within a workweek. If the employee has no accrued PTO from which to deduct the leave time, the employee's salary will be reduced by applying their hourly rate to the missed hours in the work week. Employees will still be required to use their PTO concurrently with FMLA leave.

TRAVEL POLICY: Overnight Travel

When a non-exempt employee is required to travel for work overnight and such travel occurs outside of the employee's normal work schedule, regardless of the day of the week, and when no work is being performed,

the time will be unpaid. Time spent outside of regular working hours as a passenger on an airplane, train, boat, bus or automobile will not be considered work time, and will not be compensated. This includes wait time at airports, train, and bus stations.

If an employee normally works 9 am to 5 pm and travels for an overnight trip from 3 pm to 7 pm, they will be compensated for their time only from 3 pm to 5 pm. If an employee with the same normal work schedule travels from 6 pm to 8 pm, none of that travel time will be compensated.

A non-exempt employee who works while traveling (reading and responding to emails, preparing work materials, etc.) should perform this work within normal work hours only – staff must plan their travel schedule ahead of time so that no overtime occurs, unless they have the prior approval of their Program Director.

Nursing Mothers Policy

Three Rivers Community Action, Inc. supports employees who are breastfeeding mothers by accommodating the employee who wishes to express breast milk during her workday when separated from her child.

Three Rivers will provide reasonable unpaid break time each day to an employee who needs to express breast milk for her infant child. The break time must, if possible, run concurrently with any break time already provided to the employee and may not unduly disrupt the operations of the employer.

Three Rivers will make reasonable efforts to provide a designated location at the worksite which provides privacy for the employee expressing breast milk.

Galan Malecha made a motion to approve the Operational Personnel Policies, Plans and Procedures, Brian Goihl seconded, motion unanimously approved.

Policy Discussion Items

- A) Head Start Self-Assessment Report Program Year 2016-2017 (included in agenda packet)

Jane said the board was part of the self-assessment data back in May which was one piece of the data collection for the annual Self Assessment. Jane reviewed the data collection tools listed on page two.

The purple document distributed today is what she put this long document into and also sends it to the regional office. It breaks down the areas that we looked at. It lists the areas, areas of improvement, action steps, person responsible, and completion date. 1) We are working on getting children screened in their home language. 2) Policy Council turn over has been high so they are changing the frequency of the meetings and allow them to call into meetings. On the months that they do not meet they mail all the reports. 3) They are going to have a Supervisor Training in September. 4) They are seeing a need for transition activities for children going into kindergarten and will target at risk children and create a transition plan. 5) We had inconsistent follow up on children with less than 85% attendance. They came up with an attendance success plan and review every month. 6) Class score you saw earlier are for individual teachers. They want to look at team scores as we are doing a lot of team teaching this year. 7) There was some confusion on whether the Teachers or the Mental Health Coordinator uploads the data into the system. We are streamlining the process so there is no confusion. 8) We are going to implement parent education curriculum.

Heather said you can see the parent comments are reflected in this document. She found the parent comments very touching.

Advisory Committees

- A) Head Start Policy Council - minutes from June 20, 2017 meeting and Head Start Parent Satisfaction Survey (included in agenda packet)

The Policy Council Representative could not make it today.

Jane was asked about enrollment. We are 78% enrolled. Full day is 100% full. Class starts on September 11.

- B) Hiawathaland Public Transit Advisory Council meeting August 10, 2017

Amy said the meeting was last Thursday in Zumbrota. It was a good meeting, there were no problems reported. We did get the expansion grant, you approved the bus purchase earlier. We started Sunday service in Red Wing and had 14 passengers the first Sunday. We now start service at 4:30 am in Red Wing to accommodate the early morning work flow. We added Saturday service in Wabasha and Lake City. We added evening services in Northfield. Lonsdale is doing very well and averaging between 40 and 50 riders a day. We do have a trip from Lonsdale to Northfield. 26

kids have signed up in Plainview. The next couple weeks are really busy. Staff will all help out with driving as we continue to fill open driver positions.

Comments: none

Date, Time and Location of Next Meeting: 9:00 a.m., September 20, 2017 in the Zumbrota office conference room.

Executive Session: Abdullah Hared made a motion to enter Executive Session, Ruth Boudet seconded, motion unanimously approved.

Galen Malecha made a motion to exit Executive Session, Jo Anne Krier seconded, motion unanimously approved.

Adjournment

Brian Goihl made a motion to adjourn the meeting, Abdullah Hared seconded, motion unanimously approved.



Chair

September 20, 2017
Date