



THREE RIVERS COMMUNITY ACTION, INC.  
Board of Director's Meeting Minutes  
Wednesday, August 18, 2021  
Three Rivers Community Action, Inc.  
1414 North Star Drive, Zumbrota MN, and Remote via Zoom  
9:00 to 10:15

**Members Participating:** Paul Drotos, Meredith Erickson, Galen Malecha, Heather Robins, Julie Steberg, Erick Maki, Gregg Wright, Ruth Boudet, Brian Gohl, Abdullah Hared, Dave Windhorst, Jo Anne Krier, Jodi Johnson

**Staff Participating:**

Jenny Larson, Executive Director  
Clara Krause, Associate Executive Director  
Kindra Papenfus, Chief Financial Officer  
Vicki McKay, Human Resources Director  
Leah Hall, Community Development Director  
Jane Adams Barber, Early Childhood Director  
Rob Cooper, Transportation Director  
Donna Stamschror, Administrative Support Manager  
Krystal Dube, Client Support / Human Resources Specialist

**Administrative Office**  
1414 North Star Drive  
Zumbrota, MN 55992  
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1-800-627-3529

**Faribault Office**  
201 South Lyndale  
Avenue  
Faribault, MN 55021

**Plainview Office**  
55040 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

**Members Excused:** ReJean Schulte, Maritza Navarro

**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 June 16, 2021 Meeting Minutes**

Paul Drotos made a motion to approve the June 16, 2021 meeting minutes, Ruth Boudet seconded, motion unanimously approved.

**\*Approval of the August 18, 2021 Meeting Agenda**

Abdullah Hared made a motion to approve the August 18, 2021 with the addition of Individual Action Item E, Resolution #2021-12 Authorizing Acceptance and Execution of Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program to the meeting agenda, Jo Anne Krier seconded, motion unanimously approved.

**Case of the Month** – Part of the annual report.

**Director's Report**

Submitted by Jenny Larson August 11, 2021 for Board meeting on August 18, 2021

1. COVID-19 Operations - We are carefully watching the news and recommendations around the delta variant of COVID-19. Upon the recommendation of public health officials and our funding partners at state and federal government, we have re-instated our indoor mask policy for all staff. While not mandating it, we are asking visitors to wear masks as well. At this time, our staff are all back in the office, although we are still allowing some flexibility to work from home for some of our staff.
2. Wabasha Office – For the past few years, our Wabasha office location has been open by appointment only. Starting in September, we will again be staffing the Wabasha office with a Client Support Specialist, and the office will be open to the public Monday - Thursday from 8 a.m. – 3:30 p.m.
3. Energy Assistance – With a significant increase in federal funding, we are preparing for the new program year that will have broader eligibility guidelines (see below) and more funding per household. We will also be administering the new Water Assistance Program, and the Weatherization program will have more resources as well. In preparation for this new funding, we are making some staffing changes in the department, adding an assistant program coordinator, a second energy auditor, and additional specialists to work directly with households.

### 2022 Maximum EAP Income Guidelines

Based on 60% SMI

Household Size	Annual Income	3 Month Max. Guidelines	Household Size	Annual Income	3 Month Max. Guidelines
1	\$35,237	\$8,809	11	\$99,614	\$24,903
2	\$46,080	\$11,520	12	\$101,647	\$25,411
3	\$56,922	\$14,230	13	\$103,680	\$25,920
4	\$67,765	\$16,941	14	\$105,713	\$26,428
5	\$78,607	\$19,651	15	\$107,746	\$26,936
6	\$89,450	\$22,362	16	\$109,779	\$27,444
7	\$91,483	\$22,870	17	\$111,812	\$27,953
8	\$93,515	\$23,378	18	\$113,845	\$28,461
9	\$95,548	\$23,887	19	\$115,878	\$28,969
10	\$97,581	\$24,395	20	\$117,911	\$29,477

4. Community Needs Assessment – Every 3 years we conduct a community needs assessment that includes a survey, demographic data analysis, and focus groups. The survey will be primarily online, but we will have paper copies available as needed. We will be reporting the results of the assessment by the end of 2021.
5. July update & State Legislative Summary - I emailed a director’s report in July to keep the board informed of a few new items, including our local Continuum of Care and the Zumbrota bus garage. That report also included a summary of the state legislative session and how it impacts our work. I am including the legislative summary again in this board packet in case there are any questions.

6. New Initiatives – We are continuing to explore the feasibility of a new child care model in Northfield. A business consultant with the Southern Minnesota Initiative Foundation is helping with this project, and we hope to have a report for the board in September. We are also in the process of looking at the feasibility of a thrift store in our service area, that we could use to generate income for our programming. Finally, we are exploring the feasibility of new housing opportunities, including becoming a housing stabilization provider, developing homeownership models that would work for large families, and working with local partners on mobile home repair and replacement. Look for these to be discussion topics at upcoming board meetings.
7. Site Visit – On September 16, Congresswoman Angie Craig will be visiting our newly acquired/preserved/renovated Riverwood Apartments in Cannon Falls. We welcome any board members who would like to attend this meeting.

**\*Policy Action Items**

Jenny reviewed the consent agenda items.

**Consent Agenda Items**

- July Financial Reports
- July Head Start Credit Card Expenses Summary

***Grants & Requests Submitted or to be Submitted***

- Minnesota Department of Human Services - \$51,999 - SNAP outreach and application assistance renewal

***Contracts, Awards & Contributions***

**Received**

- Otto Bremer Trust - \$65,000 - funding to support Achieve Homeownership program activities throughout our service area
- Wabasha County Family Services Collaborative - \$5,000 - funds to contribute to family housing stability
- Minnesota Department of Transportation - \$400,000 - Capital Request for 4 Replacement Buses with no local match requirement for 2021
- Minnesota Housing Finance Agency - \$1,251,800 - Family Homeless Prevention Assistance Funds (FHPAP) 2-year grant to support eviction prevention services and re-housing of households facing a housing crisis
- Minnesota Department of Commerce - \$1,021,788 - Renewal of Federal / State Funds including ARPA funding to provide weatherization services to households in Goodhue, Rice and Wabasha counties.
- Minnesota Department of Education - \$368,176 - funds to provide Head Start programming to 22 children ages 3-5 and Early Head Start to 10 children ages 0-3 for the 2021-2022 program year
- Minnesota Department of Human Services - \$291,644 - 2 year combined application to provide scattered site transitional housing services and support eviction prevention and re-housing of households through our 4 county area.

- Minnesota Housing Finance Agency - \$55,650 - Funds to support the region's Continuum of Care and Coordinated Entry programs

**Not Received**

- None

***Monitoring Reports & Responses***

- MN Department of Commerce Weatherization monitoring conclusion – emails dated June 8 & June 15, 2021
- Minnesota Housing Finance Agency – Letter dated 6/16/2021 – no unresolved concerns on the Covid-19 Housing Assistance Program

***Approved Purchases between \$10,000 and \$150,000***

- Briggs & Rabehl Builders - \$189,478 – Construction of bus storage garage at Zumbrota MN location
- Marco Technologies - \$10,215 – 1 year contract renewal for support of M Files Software

Heather Robins made a motion to approve the consent agenda, Paul Drotos seconded, motion unanimously approved.

**\*Individual Action Items**

a) Public Transportation Vehicle Procurement for 2020 Resolution #2021-9

The resolution finalizes the procurement process for replacement vehicles that were funded in 2020. The process was delayed at the state level, but MnDOT has now authorized this purchase pending final board approval.

Dave Windhorst made a motion to approve the Public Transportation Vehicle Procurement for 2020 resolution #2021-9, Meredith Erickson seconded, motion unanimously approved.

b) Ridgely Park Apartments, Kasota, MN, Update & Action Request

Leah presented the Ridgely Park Apartments update and action request. We are very close to closing this project, scheduled for August 31, 2021.

1. Approve and execute the two (2) Ridgely Park Acquisition and Financing resolutions (#2021-10 & #2021-11) and authorize Jennifer Larson to sign all documents related to the Ridgely Park Apartments closing

Ruth Boudet made a motion to approve resolution #2021-10, Paul Drotos seconded, motion unanimously approved.

Heather Robins made a motion to approve resolution #2021-11, Abdullah Hared seconded, motion unanimously approved.

2. Approve and execute the Ridgely Park Apartments Officers Certificate

Meredith Erickson made a motion to approve and execute the Ridgely Park Apartments Officers Certificate, Dave Windhorst seconded, motion unanimously approved.

c) Knollwood Apartments, Pine Island, MN, Update & Action Request

Leah presented the Knollwood Apartment update and action request.

1. Approve the attached Knollwood Apartments First Amendment to the Limited Partnership Agreement and the Written Action approving the Amendment to the LP.

Jo Anne Krier made a motion to approve Knollwood Apartments to the Limited Partnership Agreement and the Written Action approving the Amendment to LP, Meredith Erickson seconded, motion unanimously approved.

2. Authorize Jenny Larson and Leah Hall Leraas to execute the Knollwood Limited Partnership Amendment, Written Action and other related documents.

Paul Drotos made a motion to authorize Jenny Larson and Leah Hall Leraas to execute the Knollwood Limited Partnership Amendment, Written Action and other related documents, Abdullah Hared seconded, motion unanimously approved.

d) Approval of Updated Fiscal Policies

The board was provided the Fiscal Policies and a summary of fiscal policy changes. Kindra reviewed the changes.

Julie Steberg made a motion to approve the updated fiscal policies, Dave Windhorst seconded, motion unanimously approved.

e) Resolution #2021-12 Authorizing Acceptance and Execution of Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program (FHPAP).

Jenny reviewed resolution #2021-12 and the summary. MHFA requires us to go to every county board to get them to allow us to accept these funds. The funded amount for the program is \$1,251,800.

Julie Steberg made a motion to approve resolution #2021-12 authorizing acceptance and execution of Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program, Dave Windhorst seconded, motion unanimously approved.

**Policy Discussion Item**

a) Community Development Annual Report, Unit Summary and Housing Operations Summary

Leah presented the Community Development Annual Report, Unit Summary and Housing Operations Summary.

Jenny said that Leah and our housing development team are very well known in our area and throughout the state, and they participate in many housing committees and meetings throughout our service area. There is a lot of demand for our community development services. We are very lucky to have this team doing great housing work for Three Rivers.

**Advisory Committee**

- a) Head Start Policy Council next meeting is on August 24, 2021

**Comments from the public:** None

**Date, Time, and Location of Next Meeting:** 9:00 a.m., September 15, 2021, by Zoom, Three Rivers Community Action Board Room, 1414 North Star Drive, Zumbrota MN, or Three Rivers Community Action Conference Room, Faribo Town Square, 201 South Lyndale Avenue, Faribault.

**Adjournment**

Ruth Boudet made a motion to adjourn the meeting, Meredith Erickson seconded, motion unanimously approved.



Chair

September 15, 2021  
Date