



THREE RIVERS COMMUNITY ACTION, INC.
Board of Director's Meeting Minutes
Wednesday, August 19, 2020
Three Rivers Community Action, Inc.
Remote Meeting via Zoom
9:00 to 9:45

Members Participating: Paul Drotos, Meredith Erickson, Galen Malecha, Heather Robins, Mark Thein, ReJean Schulte, Julie Steberg, Jo Anne Krier, Ruth Boudet, Brian Goihl, Jodi Johnson

Staff Participating:

Jenny Larson, 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
Randi Callahan, Family Advocacy Services Coordinator
Anna McCann, Support Staff Coordinator

Members Excused: Abdullah Hared, Maritza Navarro, Erick Maki, Dave Windhorst

Call to Order: Meeting was called to order at 9:00 am by Chair, Galen Malecha.

Determination of Quorum: Roll call was done. Quorum was met.

***Approval of the June 17, 2020 Meeting Minutes**

Paul Drotos made a motion to approve the June 17, 2020 meeting minutes, Ruth Boudet seconded, motion unanimously approved.

***Approval of the August 19, 2020 Meeting Agenda**

Meredith Erickson made a motion to approve the August 19, 2020 meeting agenda, Julie Steberg seconded, motion unanimously approved.

Director's Report

Jenny gave the director's report that was included in the agenda packet.

- 1. COVID Operations - Minnesota is not yet where we all hoped we would be with COVID-19, so we continue to look at the best ways that we can stay as safe as possible at work while meeting the needs of our clients and the community. Here is where we are with operations:

- Offices continue to be open to the public by appointment. Each office has administrative staff daily. Program staff come in at designated times, although most continue to work from home. All visitors and staff are required to wear masks in all common areas of all offices.
 - Program staff may schedule in-person meetings using masks and physical distancing. Most work with clients continues to be over the phone or via video chat.
 - Head Start classrooms are scheduled to re-open in all of our locations with smaller class sizes and enhanced safety protocols. We are closely monitoring COVID cases in each of our service areas, and we are ready to switch to remote learning if things change. Staff return on Aug 17, and classes resume on Aug 31 (with some locations resuming on Sept 8).
 - Transportation continues to operate as dial-a-ride only.
 - Child Care Center in Northfield has been open since mid-June and does have openings.
 - Meals on Wheels continues to operate with volunteers, and the program continues to offer 1-2 meals per day to all clients.
2. New Funding – As the COVID-19 Pandemic continues, Three Rivers has received significant additional resources to help meet the needs in our communities. These funds will be used to enhance existing programs, or in some cases offer new programs, with the goal of helping those affected by the pandemic. The total new funding we have received, or been notified we will receive, totals over \$3.5 million.

Program	Funder	Type	Amount
Early Childhood			
	Dept. of Health & Human Services	Head Start Covid Funds	148,518.00
	WINGS Fdn/St. Paul & MN Foundation	Daycare donation	6,000.00
Older Adult			
	SEMAAA	MOW Covid Funds 1	58,139.00
	SEMAAA	MOW Covid Funds 2	112,512.00
Transportation			
	SEMAAA	Volunteer Trans Covid	1,500.00
	MN Dept of Transportation	Covid Funds - local share	505,825.00
Family Advocacy / Direct Service			
	3M Foundation	Covid Direct Support	3,000.00
	Give at Home MN	Covid Donations	2,075.33
	MN DHS, Office of Economic Opportunity	Cares Act Funds	508,208.00
	Rochester Area Foundation	Together Grant	10,000.00
	United Way of Goodhue, Wabasha & Pierce	Red Wing Homeless Prevention	1,500.00
	United Way of Goodhue, Wabasha & Pierce	Covid Response Funds	5,000.00
	Minnesota Housing Finance Agency	Covid - client support	2,000,000.00
	EFSP	Cares Act Funds	161,484.00
			3,523,761.33

3. Covid-19 Housing Assistance Program (CHAP) – As I mentioned in my July report, Governor Walz recently launched a statewide housing assistance program for people affected by the pandemic. Three Rivers applied to be an administrator of this program, and we just found out that we will have \$2 million in funding to help households in our

four counties with housing expenses like rent, mortgage payments, utilities, lot rent, association fees, or homeowner insurance. Staff will work quickly to distribute payments, as the funds expire in December 2020.

4. Three Rivers Cares Fund – With the CSBG funding, we set up the Three Rivers Cares Fund to help households with basic needs like housing and transportation. The timeline for CSBG is two years, so we anticipate that we will first connect households with CHAP, and then use Cares for other needs or after CHAP funds are gone. A brochure for the Cares program is in your packet.
5. Office Space Projects – We have several capital projects currently underway at our offices.
 - a. Zumbrota - The building addition continues on schedule. This week, they are siding, mudding the sheetrock, and completing the parking lot. The project expected to be complete in September.
 - b. Faribault - The small improvement projects to expand space and security in Faribault have experienced delays in obtaining building permits, but we hope these projects will also be completed in September.
 - c. Northfield - We will be leasing additional office space in Northfield to allow our teaching staff and managers to have space they need for social distancing during the pandemic. The extra space will be available after the school district moves out at the end of August. We don't anticipate any large capital needs with the additional space.
 - d. Rochester - We have installed a buzzer door in Rochester that allows visitors to call staff and be let in the building without physical contact. This will also allow us to keep the number of people in the small lobby area down at any given time.
6. New Transportation Director – I am pleased to introduce you to Rob Cooper, who has joined us as the Director of Transportation. Rob has 30 years of bus transportation experience, working in many different roles throughout his career including operations, customer service, safety, maintenance, training, and data management. Rob is quickly getting up to speed by visiting all of our transit operations and diving in with MnDOT.

Jenny was asked about eligibility for the new funds and if there will be counseling. Randi and Jenny reviewed eligibility, certification of the Covid emergency, what the money can be used for, and our estimate of average funds per household. There will be some counseling, but it will be hard to help everybody. Randi has a lot of social workers on her team who make referrals and help people with budgets all the time.

***Policy Action Items**

Consent Agenda Items

- June & July Financial Reports
- Mutual of America – June & July Statements
- June & July Head Start Credit Card Expenses Summary

Contracts, Awards & Contributions

Received

- Families First - \$103,064 - Funding to support Head Start programming for 16 children in Northfield Care Center
- Minnesota Department of Education - \$368,167 - funds to provide Head Start programming to 22 children ages 3-5 and Early Head Start to 10 children ages 0-3 for the 2019-2020 program year
- Minnesota Department of Commerce - \$432,932 - Renewal of Federal / State Funds to provide weatherization services to approximately 28 households in Goodhue, Rice and Wabasha counties.
- Rice County Area United Way - \$2,400 - funds to support caregivers & their families in Rice County and Meals on Wheels in the city of Faribault
- Minnesota Department of Transportation - \$505,825 - Cares Act Funding to replace local share of public transportation cost through February 2021
- SE Minnesota Area Agency on Aging - \$94,367 - funding to provide additional meals and cover increased program costs due to COVID-19
- Minnesota Department of Human Services, Office of Economic Opportunity - \$508,208 - Funds to address COVID-19 needs in the community
- SE Minnesota Area Agency on Aging - \$1,500 - funding for sanitization supplies for Volunteer Drivers
- 3M Red Wing - \$3,000 - Support for Clients affected by Covid-19 in Goodhue County
- Department of Health and Human Services Office of Head Start - 148,518 - Head Start funding for COVID-19 related costs
- Minnesota Housing Finance Agency - \$2,000,000 - Direct assistance to households negatively impacted by Covid-19
- Emergency Food and Shelter Program - \$161,484 - Phase 37 & Cares Act funding to assist homeless families in Goodhue, Rice, Wabasha & Olmsted counties

Not Received

- None

Grants & Requests Submitted or to be Submitted

- None

Monitoring Reports & Responses

- Letter from Minnesota Housing Finance Agency dated 7/23/2020 & agency response – Gap Loan audit
- Letter & email dated 6/23/2020 to Minnesota Department of Commerce – response to February 11-12 administrative monitoring

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

- Schmidt Goodman Office Products - \$20,205.20 – purchase of 10 workstations for expanded office space in Faribault
- Ron Carlson - \$11,700 – reconfiguration of Faribault office entrance
- Jim's Truck & Trailer - \$10,310 – several repairs to bus 28G to correct issues arising from MNDOT inspection

Jenny reviewed the items on the consent agenda.

Brian Gohl made a motion to approve the consent agenda, Ruth Boudet seconded, motion unanimously approved.

***Individual Action Items**

- a) Authorization to apply for up to 4 new replacement vehicles for the Three Rivers/Hiawathaland Public Transit system. The resolution # 2020-5 states that we will provide up to 20% in local match. Note that in 2021, MnDOT has stated that the local match on vehicles will be 10%. We ask our local communities to provide the required matching funds for the buses that will be servicing their communities.

The Kenyon-Wanamingo and Red Wing systems are each getting one bus, Faribault is getting two.

Jenny was asked if there has been any discussion about electric buses. MnDOT does not give us many choices other than the color. We hope it is something MnDOT is considering.

Paul Drotos made a motion to approve Resolution # 2020-5 to authorize staff to apply for up to four new replacement vehicles for Three Rivers/Hiawatha Public Transit system, Heather Robins seconded, motion unanimously approved.

- b) 403b Audit for the year ended December 31, 2019 – Prepared by Mahoney Ulbrich Christiansen Russ P.A.

Due to our size an independent 403b audit is required. We provided the documents to the board prior to the meeting. Kindra reported we had a clean audit and the program year was uneventful. Mahoney Ulbrich Christiansen Russ P.A. performed the 403b audit this year. They do all the audits on our housing partnerships.

Heather Robins made a motion to accept the 403b Audit for the year ended December 31, 2019, Mark Thein seconded, motion unanimously approved.

- c) Review of 403b Investments and Fees (Agenda packet pages 45 - 54)

Vicki said there is not a lot of change from last year. Plan fees are paid from the employee accounts. Vicki gave an overview of the fees and reviewed the target date retirement series.

Paul Drotos made a motion to approve the 403b investments and fees, Mark Thein seconded, motion unanimously approved.

Policy Discussion Item

- a) Family Advocacy Services and Community Development Annual Report
Housing Operations Summary 2019
Unit Summary

Randi gave the Family Advocacy Services presentation. She reviewed the program delivery model, demographics of those served in 2019, and where the grants come from. She provided a general overview of Homeless Prevention and Rapid Re-housing, Permanent Supportive Housing, Homework Starts at Home, and Covid 19 Crisis funds.

Leah gave the Community Development presentation. She began with an overview of the projects completed to date resulting in a total of 795 affordable housing units created/preserved. A unit summary providing more detail was in the agenda packet. She talked about what it takes on a local level to make these projects a reality. The board packet included a 2019 Annual Report of Housing Development Project spreadsheet that provides many details including what we have invested in property taxes. Leah said developer fees are unrestricted funds that come to the agency and help us do a variety of things in our department and across the agency overall. The next slides showed Fox Pointe Townhomes in Austin, Jeremiah Program Rochester Campus which are completed, followed by Spring Creek II in Northfield, Ridgely Park Apartments in Kasota, Clover Patch Apartments in St. Charles, and Riverwood in Cannon Falls in progress. Brewery Creek in Duluth, Knollwood Apartments in Pine Island, and Eastside Apartments in Rochester are projects we applied for in July 2020. She gave an overview of projects we are working on for next funding cycle.

Paul said the Fox Pointe units are very attractive, modern, and necessary. Leah said many of our units are designed for families and cost more to build but are needed. Many developers make mostly one or two bedroom units. Board members appreciated the thoroughness of the report and thanked Leah and Randi.

Advisory Committee

- a) Head Start Policy Council Meeting is on August 25, 2020.
- b) Hiawathaland Transit Advisory Committee meeting date August 13, 2020. Minutes will be provided at the next meeting.

Other Comments: None

Comments from the public: None

Date, Time and Location of Next Meeting: 9:00 a.m., September 16, 2020, by Zoom, Three Rivers Community Action Conference Room, 1414 North Star Drive, Zumbrota MN, or Three Rivers Community Action Faribault Conference Room, Faribo Town Square, 201 South Lyndale Avenue, Faribault.

Adjournment

Mark Thein made a motion to adjourn the meeting, Meredith Erickson seconded, motion unanimously approved.



Chair

September 16, 2020

Date