THREE RIVERS COMMUNITY ACTION, INC.
Board of Director's Meeting Minutes
Wednesday, December 16, 2020
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, ReJean Schulte, Julie Steberg, Jo Anne Krier, Ruth Boudet, Jodi Johnson, Maritza Navarro, Dave Windhorst

**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
Krystal Dube, Administrative Assistant

**Members Excused:** Erick Maki, Abdullah Hared, Brian Goihl, Mark Thein

**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 November 18, 2020 Meeting Minutes*
Paul Drotos made a motion to approve the November 18, 2020 meeting minutes, Ruth Boudet seconded, motion unanimously approved.

*Approval of the December 16, 2020 Meeting Agenda*
Julie Steberg made a motion to approve the December 16, 2020 meeting agenda, Jo Anne Krier seconded, motion unanimously approved.

**Case of the Month – Dave Roberts, Transportation Driver**
Dave has been driving bus for almost four years. He said he enjoys his job immensely! He likes driving the different routes in this beautiful part of the state, watching the seasons change, crops going in and later harvested. His favorite passengers are the preschoolers. Drivers have been going to Faribault initially two times a month since May for food distribution and later four times a month. When drivers arrive, they work with other workers and volunteers, to get the food ready for distribution. The food consists of a variety of fresh produce and a nice assortment of dry goods. The program
has expanded a lot since the beginning. They started with 80 boxes and bags working out of a small building downtown. The last time he helped there were 230 and they worked out of a warehouse with a loading dock. They deliver to one apartment complex and two trailer parks. They set up by putting out signage. Orders are taken by bilingual workers who go to the lined-up vehicles, ask them questions, and put a sticker on the window indicating the type of food and quantity needed. The best part is when one of the children spot a treat and their eyes get as big as their smiles and in turn puts a smile on his face. As vehicles are loaded the workers are thanked by the recipients. Everyone is so grateful. Dave said it is a very rewarding experience.

Galen thanked him for his work and the important role he plays in society. Paul agreed, and said Dave is a great asset to the program.

**Director’s Report**

1. **COVID-19 Housing Assistance Program** – The state’s CHAP funding ends at the end of December and the applications are now closed statewide. We are working to process the remaining applications in the system. To date, we have distributed over $1.5 million in housing assistance:
   - Goodhue County: 232 Households; 132 approved for $290,757, 39 denied, 30 unresponsive, 32 remaining to process
   - Rice County: 294 Households; 133 approved for $286,965, 53 denied, 62 unresponsive, 46 remaining to process. In addition, we processed an additional $42,251 in Faribault
   - Olmsted County: 675 Households; 393 approved for $782,152, 90 denied, 98 unresponsive, 94 remaining to process
   - Wabasha County: 88 Households, 59 approved for $112,116, 5 denied, 23 unresponsive, 1 remaining to process

2. The Energy Assistance Program is off to a strong start this fall. To date, we have received 3,596 applications. Staff have approved 1,815 for a total of $853,944. In addition, we have processed $120,359 for emergency furnace repairs or replacements. The Energy Assistance Program typically operates through May, depending on funding availability.

3. **Legislative Visits** – Thanks to board members who joined our Zoom call with Congresswoman Angie Craig last month. She was very supportive of our work and knows that additional COVID response funding from Congress is needed. I am also working to connect with some of our state delegation before the state legislative session starts on January 5. Our legislative priorities from the Minnesota Community Action Partnership are attached to this report.

   Yesterday Jenny met with Senator Draheim. He was recently named chair of the housing committee.
4. Donated Bikes – For two decades, an anonymous donor drops several kids bikes at our office door in the middle of the night. We have no idea who they are from, but every year they make the lives of kids a little brighter and we are very grateful!

5. Olmsted County rotates commissioner assignments. Mark Thein will be stepping off the Three Rivers board and Commissioner Gregg Wright will be joining us starting in January.

6. Minnesota Housing Finance Agency announces the funded housing projects tomorrow. We submitted three projects. Knollwood Apartments in Pine Island and Brewery Creek Apartments in Duluth got funded. They only take six projects in Minnesota each year. A big congratulations to Leah and her staff.

*Policy Action Items*

**Consent Agenda Items**
- November Financial Reports
- Mutual of America – November Statement
- November Head Start Credit Card Expenses Summary

**Contracts, Awards & Contributions**

**Received**
- South East Minnesota Area Agency on Aging (SEMAA) - $58,443 - Renewal of Caregiver Advocate program for Goodhue, Rice, and Wabasha counties.
- South East Minnesota Area Agency on Aging (SEMAA) - $31,293 - Renewal of Senior Volunteer Transportation program for Goodhue, Rice, and Wabasha counties.
- Associated Bank - $5,000 - Support for Achieve Homeownership & Down Payment Assistance Programs
- Minnesota Department of Human Services - $25,500 - funds to support the Northfield Child Care

**Not Received**
- Enterprise - $40,000 - HUD section 4 funding to support staffing costs associated with the planning of a potential new multi-family project in Lake City

**Grants & Requests Submitted or to be Submitted**
- Goodhue County Family Service Collaborative - $10,000 - Funds to prevent or end homelessness for families with young children in Goodhue County

**Monitoring Reports & Responses**
- Meals on Wheels annual assessment, dated 12/1/2020
- Minnesota Office of Economic Opportunity acceptance of 2019 single audit, letter dated October 30, 2020
- Weatherization Monitoring report, dated 12/1/2020

**Approved Purchases between $10,000 and $150,000**
- None
Jenny reviewed the consent agenda items.

Ruth Boudet made a motion to approve the consent agenda, Meredith Erickson seconded, motion unanimously approved.

*Individual Action Items*

a) Approve final mortgage amount for the Zumbrota Addition

Jenny reviewed the request. Now that construction on the new addition is complete, the construction loan rolls into permanent financing. We are asking for final board approval of the mortgage of $650,564 from Bremer Bank. The loan is a 7-year loan at 3.8% interest (20-year amortization).

Heather Robins made a motion to approve the final mortgage amount of $650,564 from Bremer Bank for the Zumbrota addition, Paul Drotos seconded, motion unanimously approved.

b) Riverwood Apartments Preservation Project in Cannon Falls, MN – Project overview

1) Approve the Riverwood LLC Written Action and the Operating Agreement
   Riverwood and authorize Jennifer Larson to execute the LLC Written Action and the updated Operating Agreement.

2) Approve and execute the USDA RD Resolution #2020-11

Jenny reviewed the Riverwood Apartments Preservation Project in Cannon Falls that is preparing for closing in January. In the legal review, there were minor wording changes to what has been approved in the past, and recommending the board make these changes.

ReJean Schulte made a motion to approve the Riverwood LLC Written Action and the Operating Agreement Riverwood and authorize Jennifer Larson to execute the LLC Written Action and the updated Operating Agreement and approve Resolution #2020-11, Julie Steberg seconded, motion unanimously approved.

c) Head Start Budget Revision - reallocate money to the Equipment category by moving money out of the Personnel ($30,000) and Fringe Benefits ($15,000) categories for a total of $45,000 in the Equipment category.

Jenny stated that due to COVID, staff are requesting a Head Start budget modification to allow us to spend funding on technology. Moving money from staffing into equipment will allow us to purchase more smartboards for our Head Start classrooms. This will not result in any staffing changes.
Paul Drotos made a motion to approve the Head Start budget revision of reallocating $45,000 into the equipment category, Ruth Boudet seconded, motion unanimously approved.

d) Personnel Policy change – Flexible Spending Accounts

Staff are requesting a policy change in our personnel policies regarding flexible spending accounts. This change is a clarification to the policy recommendations approved by the board at the November meeting.

The requested policy is 7.8 Flexible Spending Accounts:

Three Rivers Community Action has many staff who are laid off and then recalled to employment each year due to various seasonal programs run by the Agency. Because the FSA Summary Plan Description (SPD), other related plan documents, and IRS regulations do not address how layoff/recall situations – which are different than termination/rehire situations – are handled, the Agency is defining its intentions here in this Employee Handbook. The Agency will divide the annual election of an employee in a seasonal position by the number of paychecks the Agency anticipates the employee will have before layoff plus after recall in order to establish the employee’s deduction per pay period, and will also reinstate the employee’s pre-layoff deductions at the time of the employee’s recall from layoff. Additionally, an employee who was reimbursed more than they contributed to their HCRA before their layoff date may not elect to decline participation or change their annual election to an amount less than what they were reimbursed if/when they are recalled from layoff.

Heather Robins made a motion to approve the change to the Personnel Policies, Meredith Erickson seconded, motion unanimously approved.

e) Temporary action for staff who have reached PTO maximum

Jenny stated that due to COVID-19 and workload requirements that came with new funding, we have some long-term staff who have been required to be at work and unable to take their PTO. Three Rivers has a cap on PTO carry-over, and if staff do not use it, they lose the accrued PTO. We would like offer these staff who are approaching the maximum PTO an opportunity to receive a pay-out for up to 80 hours of their PTO rather than have them lose it in 2020. This will allow us to continue to operate fully staffed through the end of the year rather than force critical employees to take PTO or lose it. PTO is accrued and this would not be a financial burden to the agency.

Galen said Rice County is doing something similar and it is not unusual with the current circumstances of COVID-19. Galen said we should do it one time and if we must approach it again next year we will. Paul said Goodhue County is having the same issue and he supports this fully due to the demands of this year especially.

Ruth Boudet made a motion to approve a one-time pay-out for up to 80 hours of
PTO for those staff who are approaching the maximum, Jo Anne Krier seconded, motion unanimously approved.

f) Approve of 2021 Operating Budget

Kindra reviewed the 2021 budget, which the board saw a draft of in November. She said most of the changes were minor. We added some staffing for the Covid-19 response funding to the plan.

Meredith Erickson made a motion to approve the 2021 Operating Budget, ReJean Schulte seconded, motion unanimously approved.

g) Recommend Salary/Benefit increase

Jenny stated that staff have worked very hard throughout the year and did a great job responding to changes brought by COVID-19. She showed the cost of various COLA amounts listed at the bottom of the operating budget. Jenny recommended 3% salary increase for staff.

Heather Robins made a motion to approve a salary increase of 3% effective pay period starting January 2, 2021, Julie Steberg seconded, motion unanimously approved. The board thanked the staff for their work this year.

h) Approval of 6% Retirement Match for 2021

Staff who work more than 20 hours per week and have been with the agency for one year are eligible for a retirement match. The current match is 6%, and Jenny recommended a 6% retirement match for the coming year as well.

Ruth Boudet made a motion to approve a 6% retirement match for 2021, ReJean Schulte seconded, motion unanimously approved.

i) Select Nominations Committee

January is our annual meeting where we have election of board officers. A nominations committee gets together prior to the meeting and provide a slate of officers at the meeting.

Committee will be Galen Malecha, Heather Robins, Paul Drotos, and Ruth Boudet.

**Policy Discussion Item**

Julie Steberg gave an update of the meetings she and Kindra have had researching bank options. They will continue to update the board.
Advisory Committee

a) Head Start Policy Council Meeting - November 17, 2020 Minutes were provided to the board.

Comments from the public: None

Date, Time and Location of Next Meeting: 9:00 a.m., January 20, 2021, by Zoom, Three Rivers Community Action Board Room, 1414 North Star Drive, Zumbrota MN, or Three Rivers Community Action Faribault Conference Room, Faribo Town Square, 201 South Lyndale Avenue, Faribault.

Executive Directors Review – closed session

Heather Robins made a motion to enter closed session, Paul Drotos seconded, motion unanimously approved.

During the closed session, the Board of Directors conducted a performance review of the Executive Director and acted on her compensation for 2021.

Paul Drotos made a motion to exit closed session, Jo Anne Krier seconded, motion unanimously approved.

Adjournment

Meredith Erickson made a motion to adjourn the meeting, Julie Steberg seconded, motion unanimously approved.

[Signature]
Chair

January 20, 2021
Date