



**THREE RIVERS COMMUNITY ACTION, INC.  
Board of Director Meeting Minutes  
Wednesday, February 15, 2017  
Three Rivers Community Action, Inc.  
1414 North Star Drive, Zumbrota Minnesota**

**Members Attending:** Heather Robins, Julie Steberg, Jo Anne Krier, Brian Gohl, Eileen Wallace, Mark Thein, Barney Nesseth, Dave Windhorst, Galen Malecha, Jody Schwarzhoff, Abdullah Hared

**Staff Attending:**

Jennifer Larson, Executive Director  
Kindra Papenfus, Chief Financial Officer  
Colleen Hansen, Family Advocacy Services Director  
Leah Hall, Community Development Director  
Donna Stamschror, Support Staff Coordinator

**Administrative Office**  
1414 North Star Drive  
Zumbrota, MN 55992  
Phone: 507-732-7391  
www.threeriverscap.org  
TTY: MN Relay Service:  
1-800-627-3529

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

**Plainview Office**  
55049 241st Avenue  
Plainview, MN 55964

**Rochester Office**  
300 11th Avenue NW  
#110  
Rochester, MN 55901

**Wabasha Office**  
Suite 120  
611 Broadway Avenue  
Wabasha, MN 55981

**Members Excused:** Ruth Boudet, Ekta Prakash, Stephanie Stumpf

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

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

**\*Approval of the January 18, 2017 (enclosed in agenda packet) Meeting Minutes**

Galen Malecha made a motion to approve the January 18, 2017 meeting minutes, Julie Steberg, seconded, motion unanimously approved.

**\*Approval of the February 15, 2017 agenda (enclosed in agenda packet)**

Mark Thein made a motion to approve the February 15, 2017 agenda seconded, Eileen Wallace motion unanimously approved.

**Case of the Month – Amy Tudor, Family Advocacy Services Specialist (in agenda packet)**

Amy reviewed her case about a single mom, who despite her best efforts found herself on the verge of homelessness. She was able to remain stable with the help of the Family Homeless Prevention and Assistance Program.

## **Director's Report**

- Welcome to Leah Hall, new Community Development Director. Leah comes to us from AEOA, the community action agency on the iron range.
- I've been spending my time training Leah and beginning to get out to the communities and all of our sites. I have just started contacting board members for informal meetings, and will try to get to everyone over the next several months. Head Start management training – learning about the organizational standards.
- Faribault – we transferred the 10 MURL homes, currently working to get appraisals to book the value of the donation. Two are vacant and we are developing a scope of work. After the rehab is completed, we will open the application process. Homes will be sold on a contract for deed, targeting buyers who are unable to purchase on conventional market. (Example of single mom in Kellogg – daughter with a disability so that was her only income, she needed an accessible home and unable to find a rental that would fit her income)
- Austin – we met with Hormel Corporation and finalized the terms of their investment in our Fox Pointe Townhome project - \$7.5 million in the project – to close and be under construction this summer.
- Transit – written update from Amy, TAC report by Julie later in the meeting. We are currently surveying customers and community members about the need for weekend service as well as the need for a connecting route between Faribault and Northfield. There are MNDOT funds available, with a very tight grant turn around – due in 2 weeks.
- Org Standards – Staff worked very hard to provide documentation to the state Office of Economic Opportunity regarding our compliance with the Community Action Organizational Standards. We submitted over 2500 pages of documentation electronically to the state, who will review and report to the federal government. You will see items on this and future board agendas that will document our continued compliance with these standards. For example, we will have a board training at the end of today's meeting regarding the roles and responsibilities of a nonprofit board.
- Program Updates – today is the first of several annual updates that will be provided by department. We operate over 40 programs and services among 4 departments. Today Colleen Hansen will give the update from Family Advocacy Services.
- Board communication – we are continuing to work on improving the tools available to Board members. IT staff have been working on a Board section of our Sharepoint site, and are working on getting login access for all board members. That site will house Board packets, minutes, agendas and forms

you need. In the meantime, if you have any specific requests or needs, please let me or Donna know.

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

- A) January 2017 Financial Reports – (in agenda packet)
- B) Mutual of America January Monthly Reports – (in agenda packet)
- C) January Credit Card Expenses Summary (share at meeting)
- D) Contracts, Awards & Contributions Received
  - FHPAP Technology & Capacity Grant from MHFA- \$11,500. Grant was awarded to allow Three Rivers Community Action along with our 2 subgrantees for 6 total staff members to the National Alliance to End Homelessness Conference.
  - Minnesota Homeownership Center & Bremer Bank- \$15,000. Emerging Markets received funding for a pilot program which will help families initially denied for a loan become ready for homeownership.
- E) Not Received – None
- F) Grants & Requests Submitted or to be Submitted:
  - MN Department of Education – Pathways II scholarships - \$456,795 (2 years). Grant request to fund transportation of children to Head Start for 2017-2018 and 2018-2019 school years.
  - WCFSC (Wabasha County Family Services Collaborative) – \$3,000 crisis funds to support families with children in need in Wabasha County.
  - MHFA - CHDO –\$142,500 (2 years) - Grant to assist in building the capacity of Community Housing Development Organizations in underserved communities.
  - MN Department of Commerce – A16 Proactive - \$46,257. Energy assistance funds that allow Family Advocates to provide case management to energy assistance clients for energy efficient practices, budgeting for savings and to prevent crisis, and referrals to necessary agency and community resources.
- G) Monitoring Visits & Reports
  - United Way of Goodhue, Wabasha & Pierce Counties – 2/2/2017 visit to monitor housing support.

Eileen Wallace made a motion to approve the consent agenda, Mark Thein

seconded, motion unanimously approved.

In response to a question about the credit card statement, Kindra explained that business cards need to have names attached and that Jenny Larson and Kindra Papenfus are the only named credit cards holders for the agency. For Head Start it is required to report to the board that the credit card balance is paid to zero every month so that is the report distributed at the meeting. If board members have specific questions or want to see full statements, let Kindra know.

### **\*Individual Action Items**

- A) Seat new board member – Alicia Norton, Chair of the Head Start Policy Council, parent from Faribault

Mark Thein made a motion to seat Alicia Norton to the Three Rivers Board of Directors, JoAnne Krier seconded, motion unanimously approved. Alicia Norton will join the Board at the March meeting.

- B) Budget Update – new format to show a comparison column

Three Rivers often sees changes in its budget during the year as new grants are submitted and received or denied. Staff presented a new format that includes the approved budget as well as a revised budget column so the Board can review changes throughout the year. It will be adjusted based on grants coming in. When asked what amount would trigger a change, Kindra said it would depend on the size of the program, but in general a \$5,000 change would be considered significant.

- C) Review Bylaws (in agenda packet)

The Board reviewed its bylaws. There was one proposed change on page 5 to move the Annual Meeting date from October to January. There was a discussion as to whether we need to include the elements of a board meeting agenda in the bylaws. The board asked staff to research if the board meeting agenda items are required legally or by any of our funding sources. There was also a review of the term limit section. The board will continue the bylaws discussion at the next meeting.

### **Policy Discussion Items**

- A) Family Advocacy Services – program update by Colleen Hansen, Family Advocacy Services Director

Colleen Hansen presented a summary of all the Family Advocacy Services

programs – see details in handout provided to the board. The programs continue to grow as needs grow in all of our communities. Colleen was asked how we separate ourselves from the Continuum of Care when we are applying for funds through the continuum as well as being the regional coordinator. Colleen stated that proposals are ranked and voted on by member and that applicants do not vote. Jennifer Prins is the coordinator and not a voting member.

Jenny said Colleen and her staff work with the most vulnerable population. They serve a critical function and do a great job.

- B) Community Needs Assessment – discussion of the process for 2017 - Executive summary of the previous needs assessment (pages 5-6 in agenda packet) provided as a reference. (Entire document emailed as an attachment)

The needs assessment is done every three years in an effort to evaluate the needs in our service area. The assessment will engage clients, community members, partners, board, staff, and elected officials through surveys and focus groups. It will also use demographic data to provide us information on the needs in the region. The staff will issue an RFP to select a consultant for the project, and Jennifer Prins who experience planning and coordinating projects and will take the lead at the staff level. Agency-wide strategic planning will follow the needs assessment.

### **Advisory Committees**

- A) Head Start Policy Council (minutes from January 24, 2017 in agenda packet) Everyone had the minutes to review.
- B) Transit Advisory Committee  
Julie Steberg presented a summary of the Transit Advisory Committee that occurred on February 9, 2017. Only one contractor submitted a bid for the Plainview facility, and it was reviewed by a sub-committee and is now being reviewed at MnDOT. The Transit Advisory Committee reviewed annual transit activity in the service area. It also discussed the opportunity to apply for new MnDOT funds to expand services in the region. Staff are currently surveying communities to determine the need for extended services and the information will be used to write grants to MnDOT, due on March 3. Transportation Director Amy Repinski was not at the board meeting, but provided the board with a written report. She will provide a Transit overview at the March meeting.

**Old Business:** None

**New Business:** None

**Comments:** None

**Other:** None

**Date, Time and Location of Next Meeting:** 9:00 a.m., March 15, 2017 in the Zumbrota office conference room.

**Adjournment**

Jody Schwarzhoff made a motion to adjourn the meeting, Galen Malecha seconded, motion unanimously approved.



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Chair

April 19, 2017

Date