THREE RIVERS COMMUNITY ACTION, INC.
Board of Director’s Annual Meeting Minutes
Wednesday, January 15, 2020
Three Rivers Community Action, Inc.
1414 North Star Drive, Zumbrota MN
9:00 to 10:45

Members Participating: Meredith Erickson, Brian Goihl, Julie Steberg, Erick Maki, Mark Thein, Heather Robins, Jo Anne Krier, Jodi Johnson, Dave Windhorst

Staff Attending:
Jennifer Larson, Executive Director
Kindra Papenfus, Chief Financial Officer
Jane Adams Barber, Head Start Director
Leah Hall, Community Development Director
Tracy Holguin, Transportation Director
Donna Stamschror, Administrative Support Manager
Krystal Dube, Administrative Assistant

Members Excused: Ruth Boudet, Abdullah Hared, Barney Nesseth, Galen Malecha

Call to Order: Meeting was called to order at 9:00 am by First Vice Chair Brian Goihl.

Determination of a Quorum – Quorum was met.

Ratify the December 18, 2019 actions of the Committee of the Whole as follows:

Approval of the November 20, 2019 Meeting Minutes

Julie Steberg made a motion to approve the November 20, 2019 meeting minutes, Meredith Erickson seconded, motion unanimously approved.

Approval of the December 18, 2019 Agenda

Mark Thein made a motion to approve the December 18, 2019 agenda with one change: item 13, Executive Director’s Review, will be deferred to the January meeting. Julie Steberg seconded, motion unanimously approved.

Consent Agenda

Meredith Erickson made a motion to approve the consent agenda, Mark Thein seconded, motion unanimously approved.
Individual Action Items

a) **Ridgely Park Apartments, Kasota, MN - apply for financing**

     Mark Thein made a motion to approve staff to apply for financing for the Ridgely Park project, Erick Maki seconded, motion unanimously approved.

b) **Northern Oaks Townhomes, Northfield, MN - approve the proposed Community Resource Bank loan and authorize Jenny Larson to execute loan documents**

     Erick Maki made a motion to approve the proposed Community Resource Bank loan in the amount of up to $63,500, with the loan terms Leah shared, to repay the Northern Oaks Townhomes GMHF deferred loan and authorize Jenny Larson to execute loan documents needed to secure the new mortgage. Julie Steberg seconded, motion unanimously approved.

c) **Approval for the Federal Head Start Grant of $1,751,355 for the 2020-21 school year**

     Mark Thein made a motion to apply for and accept the Federal Head Start Grant of $1,751,355, Meredith Erickson seconded, motion unanimously approved.

d) **Approval of 2020 Operating Budget**

     Erick Maki made a motion to approve the 2020 Operating Budget, Mark Thein seconded, motion unanimously approved.

e) **Approval of 6% retirement match for 2020**

     Mark Thein made a motion to approve 6% retirement match, Meredith Erickson seconded, motion unanimously approved.

f) **Recommend salary/benefit increase**

     Brian Goihl made a motion to approve a 72 cents an hour increase for all staff to begin the pay period starting December 21, 2019, Mark Thein seconded, motion unanimously approved.

g) **Transportation**

     Meredith Erickson made a motion to give notice to the City of Winona to exit the contract, Brian Goihl seconded, motion unanimously approved.

     Mark Thein made a motion to ratify the December 18, 2019 actions of the Committee of the Whole, Julie Steberg seconded, motion unanimously approved.
Approval of the December 18, 2019 Meeting Minutes

Mark Thein made a motion to approve the December 18, 2019 meeting minutes, Erick Maki seconded, motion unanimously approved.

Approval of the January 15, 2020 Agenda

Dave Windhorst made a motion to approve the January 15, 2020 agenda Jodi Johnson seconded, motion unanimously approved.

Case of the Month – Carla Pearson, Senior Programs Coordinator

Carla’s stories highlighted our Home Delivered Meals program and the importance of our volunteer drivers. She has once recipient who does not have family in the area and cannot easily get around her home. Many of the volunteers do extra little tasks for her. The program really has allowed her to stay in her home. The second story was about a call she received from a volunteer who told her about a recipient who appeared to be a vulnerable adult. Carla followed up with the client, contacted the police, and the county. Carla said not only is our Home Delivered Meals program important for the nutrition it provides, it is also important for the daily check in.

Director’s Report – Jenny Larson gave the director’s report.

1. Federal funding for 2020 has now been approved by congress and the president. Highlights related to our work include:
   a. Community Services Block Grant - $15 million increase to $740 million
   b. Energy Assistance - $50 million increase to $3.74 billion
   c. Weatherization – 20% increase to $308.5 million
   d. Head Start - $547 million increase to $10.6 billion
   e. Housing - $12 billion increase to many HUD programs, including rental assistance, homeless assistance grants, community development, senior housing and preservation
   f. Transportation – 3.6% decrease to $12.9 billion for public transportation

2. The Minnesota Legislative Session begins on February 11, 2020. The Minnesota Community Action Partnership, which is our state association that does advocacy and lobbying for community action programs, has put together its legislative priorities. We will review those today, and ask for a resolution supporting the 2020 legislative priorities.

3. The US Census is coming in April 2020. Minnesota is making a large push for turnout in an effort to preserve our congressional seats and ensure that we receive our share of federal funding (each person = $28,000 in federal funding to the state). Complete Count Committees are forming throughout our service area, and Three Rivers staff are attending these meetings. The clients we serve are some of those that are traditionally undercounted, including highly mobile households, those experiencing homelessness, immigrants and refugees, rural households, and small
children. The Census is also still hiring staff, with wages starting at $16/hour and flexible hours. We are letting clients know about these employment opportunities.

4. Donated bikes – For the last 20 years, an anonymous donor has dropped off 8-10 bikes outside the door of our Zumbrota office. This year, we said thank you via social media, and the story caught the attention of KIMT Channel 3, who did a feel-good story.

5. Upcoming Events:
   a. Town Hall Meeting in Zumbrota - January 18, 11:00 a.m. at Zumbrota High School – Rep. Angie Craig is holding a town hall meeting, open to the public.
   b. Project Community Connect in Rochester - January 24, 10:00 am – 2:00 pm at John Marshall High School in Rochester – services and resources fair for individuals and families facing homelessness or at risk of homelessness in Olmsted County

*Policy Action Items

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

Contracts, Awards & Contributions
   Received
- Associated Bank - $10,000 - Support for Achieve Homeownership & Down payment Assistance Programs

Not Received
- None

Grants & Requests Submitted or to be Submitted
- Minnesota Department of Health – up to $100,000 - Expansion of Evidence Based Home Visiting Grant

Monitoring Reports & Responses
- Minnesota Housing Finance Agency Letter, dated December 11, 2019, regarding Impact Funds Quality Control Audit.

Approved Purchases between $10,000 and $150,000
- None

Mark Thein made a motion to approve the consent agenda, Dave Windhorst seconded, motion unanimously approved.

*Individual Action Items

a) By-Law Committee Recommendation and meeting minutes
The By-Laws Committee is recommending changes to Section 2 of the By-Laws, clarifying the definition of At-Large board members. The proposed changes highlighted are in yellow. Strike out of previous language in red. The affected paragraph in Section 2 is:

The general management of the affairs of the corporation shall be vested in the Board of Directors. The board shall consist of fifteen (15) directors, at least twelve (12) directors equally divided between residents of Goodhue, Olmsted, Rice and Wabasha service areas (which includes all cities located in whole or in part within each of the counties). The remaining three (3) directors, shall be at large from the State of Minnesota, with not more than one (1) from any county. The county residents, one (1) director at large from the State of Minnesota and two (2) directors from the twenty county service area of Southeast and Southcentral Minnesota (regions nine and ten), exclusive of Goodhue, Olmsted, Rice and Wabasha counties (collectively, the “Service Area”). At the sole discretion of the Board of Directors, the Board of Directors may be expanded to eighteen (18) directors; provided that such expansion of the number of Board of Directors shall be accomplished by the simultaneous addition of three (3) seats on the Board of Directors. Without limiting the foregoing, the Board of Directors shall consist of representatives as follows:

The board reviewed the recommended change, including the discussion from the by-law committee meeting and comments from the December meeting. We are making the three at large seats less specific, with not more than one from any county to prevent over-representation from any one area.

Dave Windhorst made a motion to approve the by-law committee recommendation and make the language change in the by-laws. Meredith Erickson seconded, motion unanimously approved.

b) Nominations Committee Recommendation - Election of Officers

Each year, the Board elects the organization’s officers. A Nominating Committee met to make recommendations. Brian said these positions are the leadership core and talked about the importance of being present. Jenny said the committee did a good job of making sure they had someone from each of the four counties represented.

Dave Windhorst made a motion to elect the following slate of officers:

- Chairperson – Galen Malecha
- First Vice Chairperson – Brian Goihl
- Second Vice Chairperson – Jo Anne Krier
- Secretary – Ruth Boudet
- Treasurer – Julie Steberg

Mark Thein seconded, motion unanimously approved.

c) Seat board members whose terms have expired – Brian Goihl, Heather Robins, and Jo Anne Krier
Board members are elected to five year terms. Three members are at the end of a five year term: Brian, Heather and Jo Anne. All have all said they would be interested in being reseated for another term on the board.

Dave Windhorst made a motion to reseat Brian Goihl, Heather Robins, and Jo Anne Krier to a five year term, Meredith Erickson seconded, motion unanimously approved.

d) Support the Minnesota Community Action Partnership’s 2020 Legislative Priorities

There are 24 Community Action Programs in the state of Minnesota that are in the Minnesota Community Action Partnership, our state association that does advocacy, lobbying and membership services. Each year they put together a legislative priorities, and they are asking individual agency boards to support the 2020 legislative agenda. Jenny presented the legislative priorities, and the full document was in the agenda packet.

Mark Thein made a motion to support the Support the Minnesota Community Action Partnership’s 2020 Legislative Priorities, Dave Windhorst seconded, motion unanimously approved.

Policy Discussion Items

a) 2020 Board Calendar

Jenny reviewed the draft 2020 calendar. The last few years we did not have meetings in March, July, or October, and that is how we drafted the 2020 calendar. Brian would like to see us have the March and October meetings back on the board calendar. There was board discussion. Erick said video conferencing would be a nice option, especially if we add more meetings.

Mark Thein made a motion to approve the proposed 2020 Board Calendar with the addition of March and October meetings, Dave Windhorst seconded, motion unanimously approved.

b) Community Services Block Grant (CSBG) Report

Each year we prepare the Community Services Block Grant report, which is a compilation of all of our program work for the past year. We will present our annual results in two parts, at this meeting and at the February meeting. This meeting highlighted the demographics of the clients that we served in the past year. Jenny handed out charts that show our demographics. The data will be broken out by county and we will use it for our annual report and the county fact sheets.

Jenny reviewed the report. We served 14,071 individuals and 5,495 households. There was a demographic chart by age, gender, race, ethnicity, disability status, housing status, household size, income type, and poverty level.
c) Winona Transit Update

Based on board action December, Jenny sent the City of Winona a letter informing them we would like to exercise the 120 day termination clause. The board was given the response from the City of Winona accepting our termination of contract. Last day of our service is April 30, 2020. We will work with the City of Winona and the new contractor to ensure a smooth transition.

Advisory Committee


Comments from the public: None

Date, Time, and Location of Next Meeting: 9:00 a.m., February 19, 2020, Three Rivers Conference Room, 1414 North Star Drive, Zumbrota MN

Closed Session for Executive Director’s Review
Mark Thein made a motion to enter closed session, Dave Windhorst seconded, motion unanimously approved. The Board met with Jenny Larson to conduct her performance review and approve her salary.

Jo Anne Krier made a motion to exit closed session, Jodi Johnson seconded, motion unanimously approved.

Adjournment

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

[Signature]
Board Chair

February 19, 2020
Date