



**THREE RIVERS COMMUNITY ACTION, INC.  
Board of Director Annual Meeting Minutes  
Wednesday, January 17, 2018  
Three Rivers Community Action, Inc.  
1414 North Star Drive, Zumbrota Minnesota**

**Members Attending:** Ruth Boudet, Brian Goihl, Heather Robins, Mark Thein, Jo Anne Krier, Julie Steberg, Dave Windhorst, Galen Malecha

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**Wabasha Office**  
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**Staff Attending:**

Jennifer Larson, Executive Director  
Kindra Papenfus, Chief Financial Officer  
Amy Repinski, Transportation Director  
Jane Adams Barber, Head Start Director  
Leah Hall, Community Development Director  
Donna Stamschror, Administrative Support Manager

**Members Excused:** Alicia Norton, Abdullah Hared, Barney Nesseth

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

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

**\*Approval of the December 20, 2017 Meeting minutes  
(agenda packet pages 4-13)**

Galen Malecha made a motion to approve the December 20, 2017 minutes, Dave Windhorst seconded, motion unanimously approved.

**\*Approval of the January 17, 2018 agenda (agenda packet  
pages 1-3)**

Ruth Boudet made a motion to approve the January 17, 2018 agenda Julie Steberg seconded, motion unanimously approved.

**Case of the Month – Brenda Benson, Energy Assistance Specialist  
(handout)**

Brenda shared a story about a client who had an error on her bill due to an unexpected move as a result of a water main issue.

Brenda was able to work with the vendor and all interest and late fees were waived. The client was grateful to Brenda for advocating on her behalf.

### **Director's Report**

1. Regional Transportation Coordinating Council – MnDOT has a grant open for regions to plan for the creation of regional transportation coordinating councils in greater MN. The planning grant will create a group of stakeholders interested in improving mobility for the "transportation disadvantaged" – older adults, individuals with disabilities, individuals with low incomes, and/or military veterans. The grant is due in March and will be awarded in July. MnDOT will be looking for a lead organization to facilitate the planning of the group, and partners in the region are interested in seeing Three Rivers take the lead. As the planning must be separate from our transportation program, Three Rivers has assigned Jennifer Prins to play the lead role at Three Rivers. Jennifer has a strong planning background. She is the coordinator of the Continuum of Care for homeless services in the region, and is the lead staff member for the agency's strategic planning process internally. We have made some changes to her duties so that she has time for this and other planning projects at the agency. It's also likely we will contract out some of the planning services if we get the grant. No match required.
2. Needs Assessment Summary (handout) – Staff have completed the summary pages for each county. The documents are included in today's handouts and available on our website. I will be asking each county to give me a few minutes at an upcoming county board meeting to give a report on our findings. I attended the Wabasha County board meeting in January.
3. The governor has pulled together a statewide housing task force. From this area, there are four members – Sheila Kiscaden (county commissioner in Olmsted County), Mike Paradise (builder from Rochester), Mar Valdecantos (human rights commissioner from Northfield), and Senator Draheim (Rice and LeSueur Counties, includes Northfield). There will be at least one regional meeting in southeast MN, and I anticipate that we will be asked to participate in that meeting.
4. Board Meeting schedule (handout) – In response to requests from some members, and the nominating committee, we have mapped out a proposed schedule for the year. It looks like we could have up to three months without a meeting. Based on anticipated action items, we are proposing not scheduling meetings in March or October. Additionally, we are suggesting that we schedule a site visit meeting in Faribault sometime in June or July. This would be a half day event, and we will be sending out a survey to see what dates would work best for the board. It may or may not fall on a regular board meeting day. We do have to meet every ten weeks according to our by-laws. If something comes up we can change the schedule.

**\*Policy Action Items  
Consent Agenda**

- A) December 2017 Financial Reports – agenda packet pages 14-20
- B) Mutual of America – December Monthly Reports – agenda packet pages 21-24
- C) Credit Card Expenses Summary – Share at meeting
- D) Contracts, Awards & Contributions  
Received
- Faribault United Way - \$2800 - Local support for senior services such as Home Delivered Meals and Caregiver Advocacy
- Not Received
- None
- E) Grants & Requests Submitted or to be Submitted
- United Way of Goodhue, Wabasha and Pierce Counties - \$24,000 - Three year grant for supplemental funding for HART Volunteer Transportation program
  - United Way of Goodhue, Wabasha and Pierce Counties - \$29,250 - Three year grant for supplemental funding for Homeless Assistance and Prevention
  - United Way of Goodhue, Wabasha and Pierce Counties - \$32,100 - Three year grant for supplemental funding for Home Delivered Meals and Senior Advocacy services
  - Olmsted Medical Center - \$50,000 - construction of Public Transit facility in Plainview, MN
  - Insty-Prints - \$1,000 - supplemental funding to provide volunteer transportation for low income individuals
  - Kwik Trip - \$300,000 - construction and contingencies for Public Transit facility in Plainview, MN
  - Mayo foundation - amount to be determined - construction of Public Transit facility in Plainview, MN
  - Minnesota Department of Health, Community and Family Health Division - amount to be determined - Funding for 30 new Early Head Start families in Goodhue, Wabasha and Rice counties

F) Monitoring Visits and Reports

- Minnesota Housing Finance Agency letter dated January 9, 2018 for on-site monitoring visit of Family Homeless Prevention program on December 7, 2017 - agenda packet pages 25-26

Mark Thein made a motion to approve the consent agenda, Galen Malecha seconded, motion unanimously approved.

**\*Individual Action Items**

A) Election of officers (Nominations Committee meeting notes – handout)

Mark Thein made a motion to approve the slate of officers recommended by the Nominations Committee effective February 21, 2018 as follows:

- Chair – Galen Malecha (Rice County)
- 1<sup>st</sup> Vice Chair – Brian Goihi (Wabasha County)
- 2<sup>nd</sup> Vice Chair – Abdullah Hared (Olmsted County)
- Secretary – Ruth Boudet (Olmsted County)
- Treasurer – Julie Steberg (Goodhue County)

Dave Windhorst seconded, motion unanimously approved.

The Board thanked outgoing Board Chair Heather Robins for her many years of service as Chair. Heather will remain on the Board.

B) Seating of Board Members

Jenny reviewed the openings

Geographic Representation

1. Wabasha County – 1 vacancy
2. 20 counties (outside of Goodhue, Wabasha, Rice, Olmsted) – 2 vacancies
3. Statewide At-large – 1 vacancy

Sector Representation

1. 1 of the seats is the Early Childhood representative (in the by-laws as public sector)
2. 3 of the seats are private sector

The Nominations Committee reviewed the biography of Meredith Erickson, private sector, attorney, Steele County and the resume of Anita Swift, public sector – early childhood, migrant Head Start, LeSueur County. Meredith used to work in the attorney's office in Rice County. She is retired and has a small practice. She lives in Owatonna and would represent Steele County. Anita is a director at Migrant Head Start and has worked in schools. The by-laws allow us, the Board, to select an organization and they can send

someone. We talked about having someone from Wabasha Social Services or Public Health. Brian said it would be Jodi Johnson. Jenny has talked to her supervisor and that is who she recommended. This leaves us with one statewide vacancy position that Jenny will work on.

Mark Thein made a motion to approve the seating of three new members screened by the nominations committee to the board, these members are Meredith Erickson, of Steele County, Anita Swift, of LeSueur County, and Jodi Johnson from Wabasha County Human Services, Galen Malecha seconded, motion unanimously approved.

- C) Northern Oaks – Rehabilitation Project  
Request for Board Approval of Matching Funds for CDBG Rehab Application  
Included in agenda packet – Page 27

Leah reviewed the project summary, operating information, and rehabilitation proposal. Northern Oaks is an eight-unit rental townhome development in Northfield that was constructed in 1998 and owned by Three Rivers. It was one of our first projects. It is full with a waiting list. When built, there were no deposits into the reserve that was created inside the operating budget. We have been exploring options on how to address the larger capital needs of the complex. Each year Northfield HRA puts together a CDBG application and invited us to be one of the sub-applicants. They will apply for up to \$52,000 for the rehabilitation of this project and have asked us to come up with \$20,000 in matching funds. We are looking at taking the \$20,000 out of the housing reserve.

Leah was asked about the seemingly high construction cost estimates. She said we have to estimate higher because we will pay prevailing wages for this project. How many more of these properties do we have that will need rehabilitation but don't have reserves? Leah said that Hayfield Greens in Hayfield is another property we are looking at a plan for. With Northern Oaks, we know that by doing some of the capital replacements now, we can buy some time before 2022 when the property can start generating some reserves after the mortgage is paid off. We are talking to Minnesota Housing about refinancing one of our loans for Hayfield Greens. This would help with bringing down operating costs, potential improvements and/or another loan for new rehabilitation. Leah has also been working with Kindra about some options for creating a dedicated capital needs reserve inside our housing reserve account. Our newer projects have capital replacement requirements built in up front, so those projects will have funds available for rehab.

When we did Clover Patch in St. Charles, it needed a lot more work than we got funded to do. We have reserves but it needs more work than we have

in the reserves. Those are the three most vulnerable projects. Our others have reserve accounts with good balances.

How much more money over how much time? -It depends, you have to think about when it will need new roofs, siding, etc. This project is 20 years old, there was hail damage and we got new roofs from the insurance claim. On this project, the debt will be paid off in four years and we will have money coming in from rent to use for repairs.

Where is the \$20,000 coming from? Reserves. There is roughly a million and a half in housing reserves. The agency reserve balance over all is about three million dollars if we liquidated some other assets. Leah and Kindra discussed a loan to cover the \$20,000, but it would take time and cost interest to formalize the funds with a mortgage. It is not worthwhile when we have reserves that are making very little interest in this market.

Ruth Boudet made a motion to approve the \$20,000 matching funds for Northern Oaks CDBG rehab application, Brian Goihl seconded, motion unanimously approved.

D) Review and Approval of 2017 CSBG (Community Services Block Grant) Report - Included in agenda packet - Pages 28-58

Every year we are required to turn this report into the state who then turns it in to the Federal Government. This report covers the Community Services Block Grant and the Minnesota Community Action Grant, and is also an overview of all of the agency's activities for the past year. Jenny reviewed the report. Pages 28 and 29 are the narrative. They asked for a highlight of the year and we chose the Permanent Supportive Housing initiative in Faribault. We also talked about how we have helped other Community Action Agencies with their housing projects. Page 32 talks about our work with the cities of Plainview and Wabasha to get kids to their summer activities and the outreach video for seniors to get them more comfortable with transit services. Pages 33-37 are the financial information. What are linkages? -Things like volunteer transportation where you are helping clients get services. Jenny reviewed the demographics on page 39. We served 14,312 people last year. This is down slightly from the year before and we think the improved economy has something to do with it. Energy Assistance applications were also down this year. Page 41 is the program activity report. The national performance indicators begin on page 43. We help people with budgeting and track it on page 45. We report on things we can track so these numbers are probably low. We know Head Start teachers talk to parents about employment but we do not know how many get jobs. We had 17,750 volunteer hours donated to the agency. 9,591 of those hours are donated by low income individuals. Page 52 lists the 444 partnerships we work with. We worked with 3,106 seniors to keep them in

their home on Page 54. The next pages show the numbers for Energy Assistance and Child and Family Development. We do planning for this report in September and fill out the final reports in November.

Brian Goihl made a motion to approve the 2017 Community Services Block Grant, Mark Thein seconded, motion unanimously approved.

- E) Approval for Implementation and Expansion Early Head Start Home Visiting Grant - agenda packet page 59

Jane reviewed the letter of intent proposing to expand Early Head Start services to 30 more families in Goodhue and Wabasha Counties. Highest priorities will be families at risk due to teen pregnancy, homelessness, and single moms. Goodhue and Wabasha counties have more teen parents and single moms than the state average. We will partner with Hispanic Outreach in Goodhue County.

Galen Malecha made a motion to approve the submission of the Expansion Early Head Start Home Visiting Grant, Ruth Boudet seconded, motion unanimously approved.

### **Policy Discussion Items**

- A) Affirmative Action Report – agenda packet pages 60 – 70

We turn this in every year. On page 62 managers are director level employees. Professionals are teachers, social workers. Technical is our bus drivers, energy assistance and weatherization staff. On page 68 terminated employees include lay-offs. Page 70 shows how many we have in each category and the state shows the availability.

- B) Insurance Premium Renewal Rates - agenda packet page 71

We received the premium notice the end of December. Overall the rates are up around the country due to the number of natural disasters. Work Comp went down this year. We have been working with staff to get injured workers back on the job as soon as possible and re-assigned if necessary. Our auto premium jumped quite a bit, due to several claims in transit. The insurance agents are very concerned about that number and if we have another bad year they might say no to renewing us next year. We wanted the board to be aware, and that we are working on addressing this. Amy said accidents do happen and we had 15 claims this year. Some were glass claims, including windshields that needed to be replaced and the destination signs that are expensive. We were rear-ended in a few instances. Amy said

there were some claims that we could have prevented. These have all been addressed with the individual drivers. We are having mandatory defensive driver training for all drivers that will occur at our February driver meetings. Amy is assigning someone to do safety investigations who can determine how to do things concerning access points and areas drivers should or shouldn't go to. Those findings will be used to as examples for training all drivers. Amy added that we also have a lot more hours on with road as a result of expansion.

Kindra said our first nonprofit insurance company was bought by Amtrust North America about a year and a half ago. We will be looking for another company to bid when we renew for next year. The problem is very few companies insure the mix of things we do. We can look at splitting the auto from the rest of the policies that we have. We do get a discount for combining it and that will almost surely make our rates go up. We will investigate options.

### **Advisory Committees**

A) Head Start Policy Council – meeting January 16, 2018.

Jane said they did meet yesterday. The Policy Council representative was unable to be here today.

**Strategic Planning:** No update.

**Comments:** None

**Date, Time and Location of Next Meeting:** 9:00 a.m., February 21, 2018 in the Zumbrota office conference room.

### **Adjournment:**

Galen Malecha made a motion to adjourn the meeting, Ruth Boudet seconded, motion unanimously approved.



Chair

February 21, 2018

Date