THREE RIVERS COMMUNITY ACTION, INC.  
Board of Director's Meeting Minutes  
Wednesday, January 20, 2021  
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, Maritza Navarro, Erick Maki, Brian Goihl, Gregg Wright

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

Members Excused: Abdullah Hared, Jodi Johnson, Dave Windhorst

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

Determination of Quorum: Quorum was met.

*Approval of the December 16, 2020 Meeting Minutes*

ReJean Schulte made a motion to approve the December 16, 2020 meeting minutes, Julie Steberg seconded, motion unanimously approved.

*Approval of the January 20, 2021 Meeting Agenda*

Galen announced one proposed change to the agenda.

Paul Drotos made a motion to approve the January 20, 2021 meeting agenda with the change of moving the Update on Exploration of Banking Option from Policy Discussion to Individual Action, Maritza Navarro seconded, motion unanimously approved.

Case of the Month — Kenedy Beebe, Community Support Specialist

Kenedy said she has been privileged to help many families and clients in need. The programs she has worked with the most are Family Homeless Prevention and Assistance Program (FHPAP), Economic Bridging, Supplemental Nutrition Assistance Program (SNAP), Covid Housing Assistance Program (CHAP), and Community Services Block Grant (CSBG). Kenedy
shared a story about a single Mother who had fled domestic violence and was disabled. Kenedy was able to utilize several different types of funding to help this family with security deposit, rent, and utilities. In October of 2020, she received a shut off notice from her internet provider. Her children were homeschooling and needed internet access to continue. Kenedy utilized CSBG funds to pay the past due bill. The household is now stable. She told Kenedy that she is so thankful for all the help she has received, and she hopes to be able to help others in need to show her gratitude.

Jenny thanked Kenedy for coming today. Kenedy was one of our superstars who helped process the CHAP program applications. Kenedy and other staff, who have a lot of other jobs to do, stepped up to help families for this temporary program.

**Director’s Report**

Jenny began her report by welcoming Gregg Wright, Olmsted County Commissioner to the board. He is replacing Mark Thein on our board.

1. As we move into the new year, we plan to continue operating as we have been, with some staff working in each office and many staff assigned to work from home. Head Start classes remain in-person, with occasional temporary moves to remote learning when there is an exposure in the classroom. Transportation continues to be dial-a-ride only in an effort to keep physical distancing on our buses. Zumbrota and Rochester offices are open to walk-in clients, and Faribault is open by appointment. As the state rolls out its vaccination plan, we know that teachers and bus drivers are part of group 1b, which will be the next group of recipients. We will work with public health on getting staff who qualify informed of the process for vaccination.

2. Federal Funding Outlook: In late December, Congress passed funding bills that secure our federal programs through next September. These bills include increased funding for Energy Assistance, Weatherization, Community Services Block Grant, Head Start, Senior Nutrition and Caregiver, Homeless Assistance, Rental Assistance, various Housing Development funding, and Transportation. Overall, this is great news for our agency programs.

3. In addition to their spending bills, Congress also passed the Coronavirus Relief Package. The bill provides additional SNAP and childcare funding. It makes more food support available. The relief bill includes $250 million for Head Start. It provides support to rural transit programs to cover lost revenue from reduced ridership. The bill also creates a $25 billion in new emergency rental assistance. Minnesota is expected to receive about $375 million, and we can expect that some of that funding will get passed to agencies like ours to administer at the local level. The bill also has extended provisions for unemployment and expanded services for mental health and public health to help those directly impacted by the virus. The new Congress is also looking at additional relief funding in 2021.

4. The COVID-19 Housing Assistance Program (CHAP) ended in December and we are completing processing of over 1400 applications. We have provided over $2.1
million to assist households in need. Of these funds, 68% paid rent, 20% paid utilities, 7% paid mortgages, and 5% paid mobile home or lot rent payments. The program has ended, but need for assistance has not. Our phones are flooded with calls from households and landlords. We hope that the newly passed federal funding will soon be available to start helping households in need.

5. On January 12, I had the opportunity to testify at the Minnesota Senate’s Housing Committee, which is chaired by Senator Draheim, who represents part of Rice County. I presented on our local experience administering the COVID-19 Housing Assistance Program, and the continued need for assistance to households and landlords in our area.

Paul asked about the relationship we have with landlords. Jenny said that through the Covid Housing Assistance Program, we have made payments to about 400 landlords. The applicant applies and we make the payment directly to the landlord.

*Policy Action Items*
Jenny reviewed the consent agenda items.

*Consent Agenda Items*

*Financial Reports*
- Preliminary December Financial Reports
- December Head Start Credit Card Expenses Summary

*Contracts, Awards & Contributions*

*Received*
- Minnesota Housing Finance Agency - $180,000 - Gap loans for qualified homebuyers.
- Minnesota Housing Finance Agency - $948,000 - additional funding for December & January to support clients who had income loss due to Covid-19 with housing costs

*Not Received*
- None

*Grants & Requests Submitted or to be Submitted*
- None

*Monitoring Reports & Response*
- MNDOT Audit certificate dated 12/14/2020 for Plainview Dispatch Center capital grant # 1002154 and Three Rivers response
- MNDOT follow up response to CY2017 Audit and Three Rivers response

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

Heather Robins made a motion to approve the consent agenda, Erick Maki seconded, motion unanimously approved.
*Individual Action Items*

a) Nominations Committee Recommendation - Election of Officers and meeting minutes
   Each year, the Board elects its officers.
   1) Chairperson
   2) First Vice Chairperson
   3) Second Vice Chairperson
   4) Secretary
   5) Treasurer

   The nominations committee met to propose a slate of officers. Committee members are Galen Malecha, Paul Drotos, Heather Robins, and Ruth Boudet. They met on January 8, 2021. The minutes were provided in the agenda packet. The committee nominated the following slate of officers:
   Chairperson - Galen Malecha
   First Vice Chairperson - Paul Drotos
   Second Vice Chairperson - Jo Anne Krier
   Secretary - Ruth Boudet
   Treasurer - Julie Steberg

   Galen asked for any other nominations from the floor. The call for nominations was made three times. There were none.

   Heather Robins made a motion to approve the slate of officers as follows:
   Chairperson Galen Malecha, First Vice Chairperson Paul Drotos, Second Vice Chairperson Jo Anne Krier, Secretary Ruth Boudet, Treasurer Julie Steberg.
   ReJean Schulte seconded, motion unanimously approved.

b) Seat new board member Gregg Wright, Olmsted County Commissioner

   One of the board seats is a County Commissioner from Olmsted County. The position had previously been filled by Mark Thein. Olmsted County Commissioners requested that Commissioner Gregg Wright be considered for that position.

   Paul Drotos made a motion to add Gregg Wright to the Three Rivers Board. Maritza Navarro seconded, motion unanimously approved.

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

   Jenny said this project has been on the board agenda before. We are days away from closing this acquisition/rehabilitation project. The legal team at the State of Minnesota has requested an additional wording change prior to closing. Leah explained the change, which was minor.

   Ruth Boudet 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 Execute the Officer
Certificate that accompanies the Riverwood Apartments LLC Operating Agreement. ReJean Schulte seconded, motion unanimously approved.

d) Update on Exploration of Banking Options

Jenny introduced the topic. As we discussed previously with the board, we have been looking at our agency’s banking needs, which have changed with our growth. Our needs have surpassed the capabilities of our current bank. CFO Kindra Papenfus has led efforts to look at several other bank options, in close consultation with board Treasurer, Julie Steberg. Kindra said we reached out to four banks for proposals. Three gave us a proposal and one was not able to provide everything we required them to have. Julie and Kindra met with the banks, narrowed it down to two, and recommend that we select Home Federal Savings Bank, which is headquartered in Rochester. Home Federal is a good fit for the agency and staff there are proactive with solving problems and offering solutions. Kindra is asking the board’s approval to move forward to set up accounts at Home Federal Savings Bank and begin the transfer process. She noted that the Rochester office of Three Rivers is across the parking lot of the Home Federal headquarters.

Julie Steberg made a motion to set up a checking account and associated sweep account with Home Federal Savings Bank. Maritza Navarro seconded, motion unanimously approved.

Policy Discussion Item

a) 2021 Board Dates

Jenny reviewed the proposed meeting dates and noted that there are three months where we do not have a meeting scheduled. Galen said we could always hold a special meeting if needed, and as always these dates are subject to change based on needs of the organization.

b) Community Services Block Grant (CSBG) Demographics Report

Each year, Three Rivers compiles data on all clients served and reports it to in our Community Services Block Grant report. The demographic report is was in the agenda packet and displayed on the screen. It is based on the federal fiscal year. Jenny reviewed the persons and households served. She reviewed the ages, gender, race, ethnicity, disability status, housing stats, and income. Jenny asked for questions, there were none. The full report will be provided next month for review and approval.

Advisory Committee

a) Head Start Policy Council met on January 19, 2021. Minutes will be provided in the February agenda packet.

Comments from the public: None
**Date, Time, and Location of Next Meeting:** 9:00 a.m., February 17, 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.

**Adjournment**

Ruth Boudet made a motion to adjourn the meeting, Paul Drotos seconded, motion unanimously approved.

February 17, 2021
Date

Galen Malech
Chair