



THREE RIVERS COMMUNITY ACTION, INC.
Board of Director's Meeting Minutes
Wednesday, June 17, 2020
Three Rivers Community Action, Inc.
Remote Meeting via Zoom
9:00 to 9:45

Members Participating: Paul Drotos, Meredith Erickson, Erick Maki, Galen Malecha, Heather Robins, Mark Thein, ReJean Schulte, Julie Steberg, Jo Anne Krier

Staff Participating:

Jenny Larson, Executive Director
Kindra Papenfus, Chief Financial Officer
Vicki McKay, Human Resources Director
Leah Hall, Community Development Director
Jane Adams Barber, Head Start Director
Donna Stamschorr, Administrative Support Manager
Krystal Dube, Administrative Assistant

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300 11th Avenue NW #110
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611 Broadway Avenue
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Members Excused: Dave Windhorst, Ruth Boudet, Brian Gohl, Abdullah Hared, Maritza Navarro, Jodi Johnson

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

Determination of Quorum: Roll call was done. Quorum was met.

***Approval of the May 20, 2020 Meeting Minutes**

Paul Drotos made a motion to approve the May 20, 2020 meeting minutes, ReJean Schulte seconded, motion unanimously approved.

***Approval of the June 17, 2020 Meeting Agenda**

Meredith Erickson made a motion to approve the June 17, 2020 meeting agenda, Heather Robins seconded, motion unanimously approved.

Director's Report

Jenny gave the director's report.

1. COVID Operating Update – Following our COVID operating plan, we have now entered a new phase of operating during the COVID-19 pandemic. While most of our work continues to happen remotely, clients and staff may now meet in person by appointment. We have meeting rooms with plexiglass shields available at all of our locations, and visitors and staff will wear masks during the visits. Unless they have appointments or are

scheduled to be in the office, most office and program staff will continue to work remotely. Administrative staff are rotating shifts in the offices. Enhanced cleaning and disinfecting, masks, and social distancing protocols are in place for all staff who are in any of our office locations.

Buses continue to operate as Dial-A-Ride only in all communities. Passengers are being screened when making appointments. We are limiting the number of riders, and all passengers are now being asked to wear face coverings while riding the bus. We will continue to provide food delivery services all summer in partnership with food shelves and schools.

The Northfield childcare center will re-open on June 22 with enhanced screening and cleaning procedures. The center will serve infants and toddlers who are qualified for the child care assistance program. Children and families will be screened each day before drop off. Parents and visitors will not be allowed in the classrooms.

2. Expanded Resources – With newly committed funding, Three Rivers is expanding our ability to provide programs and services. Expanded services include:

Meals on Wheels – We have received additional funding allowing us to deliver two meals to each enrolled participant. We also continue to see an increase in enrollment in the program.

Head Start – We have received additional funding to allow us to work with families in July and August to help prepare the children for kindergarten and to ensure that households are receiving the support and resources they need during the summer. We will be recalling some of our teachers, assistants and aides to work with families who enroll in the summer program.

Emergency Assistance – With new CSBG funding, we will be launching an assistance program to help households with emergency needs, particularly housing (rent, utilities, deposits) and transportation (car repairs or bus tokens). Part of the new CSBG funding will also be used to hire diverse outreach staff who will help us reach households of color who may not be accessing our programs and services. Additionally, we have received additional funds for emergency assistance from Rochester Area Foundation, United Way of Goodhue, Wabasha & Pierce counties, and the Wabasha Area Community Resource Center. We also raised \$2,000 in funds from individuals during the Give at Home MN campaign.

Energy Assistance – We can help families with additional crisis funding, and the regular program year has been extended to June 30. We anticipate additional funding may also be available in the fall.

Homework Starts with Home – This new grant will allow us to work directly with schools to identify and assistance families with children who are experiencing homelessness in our region.

Transportation – The FTA has provided additional funding to waive the local match, which allows us to stay fully operational despite lower program revenue. Additionally, MnDOT just announced that they will be reducing the amount of local contribution required for new vehicles, which will reduce the funds we ask from our cities and counties when we replace vehicles in their communities.

3. Race, Equity and Inclusion – With the tragic death of George Floyd and the weeks of demonstrations that have been happening in Minnesota and across the country, there has been a lot of information about racism and the resulting racial disparities that exist. Minnesota has work to do. Black, brown and Indigenous people in Minnesota come in last nationally on indicators of social and economic well-being. In terms of home ownership, educational achievement and food security, Minnesota ranks at or near the bottom if you are a person of color. Three Rivers is one of 1000 Community Action agencies across the country working to address the causes and conditions of poverty, and we can't deny that racism plays a role in poverty. While Three Rivers has been working on race, equity and inclusion work with our staff, the recent events have brought the issue to the forefront and we will be talking more and doing more work on this issue in the months to come.
4. Zumbrota Addition - The building addition in Zumbrota is moving along on schedule. Utility work is nearing completion, and site work on the parking lot is underway. The building pad is poured and framing has started.

***Policy Action Items**

Consent Agenda Items

- May Financial Reports
- Mutual of America - May Statement
- Head Start Credit Card Expenses Summary

Contracts, Awards & Contributions

Received

- Wings - \$6,000 - Grant application to support staffing ratios in Northfield Child Care Center
- SE Minnesota Area Agency on Aging - \$58,139 - funding to provide a second meal each day to Home Delivered Meals participants due to COVID-19
- Rice County Family Services - \$15,000 - 2 year grant funding for the prevention of homelessness in families in Rice county
- Minnesota Housing Finance Agency - \$55,650 - Funds to support the regions' Continuum of Care and Coordinated Entry programs

Not Received

- Somali Community Resettlement Services - 2 year grant to train & employ 1 Somali speaking Early Head Start Home Visitor

Grants & Requests Submitted or to be Submitted

- Minnesota Department of Commerce – amount TBD - Renewal of Federal / State Funds to provide weatherization services to approximately 28 households in Goodhue, Rice and Wabasha counties.
- Minnesota Department of Education – Reimbursement Agreement – Renewal of Child & Adult Food program reimbursement agreement for Head Start

Monitoring Reports & Responses

- Minnesota Department of Transportation – audit certificate dated 5/13/2020 for 2018 Bus capital grant, and Three Rivers response email dated 6/8/2020

Approved Purchases between \$10,000 and \$150,000

- None

Jenny reviewed the items on the consent agenda.

Julie Steberg made a motion to approve the consent agenda, ReJean Schulte seconded, motion unanimously approved.

***Individual Action Items**

- A) Resolution #2020-3, Ridgely Park Apartments, Kasota MN - request to form the project ownership entity

Leah reviewed the Ridgely Park Apartments project background, update, summary and operating agreement. The project was awarded tax credits, a deferred loan from Minnesota Housing and a first mortgage from Greater Minnesota Housing Fund. Staff are now beginning the USDA and MHFA intake process. As part of this process, organization documents must be accepted by the Three Rivers Board.

Heather Robins made a motion to approve the Ridgely Park Apartments general partner LLC Resolution #2020-3 of the sole member and adopt the operating agreement, Paul Drotos seconded, motion unanimously approved.

- B) Clover Patch Apartments, St. Charles MN

- 1) Authorize the acceptance of the \$1,094,000 USDA 515 loan to address interior improvements as summarized above.
- 2) Authorize Jenny Larson to sign all loan documents and other due diligence items related to the new USDA 515 loan with the terms noted above.

Leah reviewed the project background, gave a funding update, and reviewed the loan terms.

Erick Maki made a motion to approve the acceptance of \$1,094,000 USDA 515 loan to address interior improvements, Mark Thein seconded, motion unanimously approved.

Paul Drotos made a motion to authorize Jenny Larson to sign all loan documents and other due diligence items related to the new USDA 515 loan, ReJean Schulte seconded, motion unanimously approved.

- C) Summary and Resolution #2020-4 authorizing Three Rivers to accept the Homework Starts with Home Grant from MHFA and begin the implementation process with project partners in participating school districts

Leah reviewed the project background and summary of the implementation plan. Leah said Three Rivers was one of four grantees in the state that was selected for funding to prevent and end homelessness for students and families in Rochester, Mankato, and Owatonna public school districts. Three Rivers also secured \$186,000 in Housing Trust Fund (rental assistance) dollars that will be administered by Olmsted County HRA.

This project will be delivered through a collaborative effort between Three Rivers and its subgrantee, Minnesota Valley Action Council, along with Olmsted County HRA (HTF Administrator), to provide outreach, case management, advocacy and other supportive services for eligible students and their families and unaccompanied youth.

Paul Drotos asked if there is any discussion of expanding this program to other communities in the future because it seems like a fantastic idea. Leah said that the hope is to eventually expand the program. The first year will be the pilot year, the second year will be continuing services, and the third year we will have the opportunity to secure additional resources. We know there is a need in other counties and hope we will be able to expand.

Meredith Erickson made a motion to approve resolution #2020-4 and authorize Three Rivers to accept the Homework Starts with Home Grant from MHFA and begin the implementation process with project partners in participating school districts, Paul Drotos seconded, motion unanimously approved.

Policy Discussion Item

- A) Riverwood Apartments, Cannon Falls, MN – Information on the borrowing resolution that will be needed once the final loan amount is determined

Leah gave the board an update on the Riverwood Apartments project. As part of the closing process, an MHFA Borrowers Resolution outlining the final project funding package will be presented to the Board, as soon as the loan amounts are finalized. Leah provided an overview of the loan. The Three Rivers Board will be updated once these dollar amounts are finalized and a request to pass the MHFA Borrowing Resolution will be presented.

Jenny said in order to expedite the closing we may need written action of the board before the August meeting. We could email the information to the board and ask for a remote vote. Galen said that would be fine especially since you brought us

information today. Galen polled board members and the consensus was that it will be ok to vote remotely.

Advisory Committee

A) Head Start Policy Council Meeting May 19, 2020 Minutes were included in the agenda packet.

Other Comments: None

Comments from the public: None

Date, Time and Location of Next Meeting: 9:00 a.m., August 19, 2020, by Zoom, Three Rivers Community Action Conference Room, 1414 North Star Drive, Zumbrota MN, or Three Rivers Community Action Faribault Conference Room, Faribo Town Square, 201 South Lyndale Avenue, Faribault.

Adjournment

Mark Thein made a motion to adjourn the meeting, Erick Maki seconded, motion unanimously approved.


Chair

August 19, 2020
Date