



THREE RIVERS COMMUNITY ACTION, INC.  
Board of Director's Meeting Minutes  
Wednesday, November 16, 2022  
Three Rivers Community Action, Inc.  
1414 Northstar Drive, Zumbrota MN, and Remote via Zoom  
9:00 a.m. to 10:15 a.m.

**Members Participating:** Galen Malecha, Julie Steberg, ReJean Schulte, Ruth Boudet, Heather Robins, Bob Walkes, Meredith Erickson, Jodi Johnson, Susan Betcher, Jo Anne Krier

**Staff Participating:**

Jenny Larson, Executive Director  
Kindra Papenfus, Chief Financial Officer  
Leah Hall, Community Development Director  
Vicki McKay, Human Resources Director  
Peter Schepers, Transportation Director  
Donna Stamschror, Administrative Support Manager  
Krystal Dube, Human Resources Specialist

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**Members Excused:** Maritza Navarro, Dave Windhorst, Stephanie Podulke, Erick Maki, Abdullah Hared

**Call to Order:** Meeting was called to order at 9:05 am by Treasurer, Julie Steberg. Chair, Galen Malecha, arrived at 9:10 and chaired the remainder of the meeting.

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

**\*Approval of the September 21, 2022, Meeting Minutes**

Ruth Boudet made a motion to approve the September 21, 2022, meeting minutes, Meredith Erickson seconded, motion unanimously approved.

**\*Approval of the November 16, 2022, Meeting Agenda**

Susan Betcher made a motion to approve the November 16, 2022, meeting agenda, Bob Walkes seconded, motion unanimously approved.

**Director's Report**

Jenny gave the Executive Director's report.

- 1. Underwood Terrace Apartments Groundbreaking – We were thrilled to celebrate the groundbreaking of Underwood Terrace Apartments in Lake City on Oct 26. We were joined by many of our funders and local partners from the city and county.

2. Kenyon Meals on Wheels – We began serving Meals on Wheels to clients in Kenyon on Nov 1. For many years, the Sunset Nursing Home in Kenyon operated a Meals on Wheels program in the community. When the nursing home announced it was closing in November, they approached Three Rivers to see if we could add Kenyon to our service area for our own MOW program. After much due diligence around the number of meals, catering options, funding availability, and access to volunteers, we say yes. We are grateful that the local volunteers stayed on and are working with us to do the delivery. With the addition of Kenyon, we now provide Meals on Wheels in 10 communities.
3. Elections – In our four-county service area, Three Rivers is represented by 10 MN house members and 6 MN senators. 8 of these were open seats, and the remaining 8 seats were all retained by incumbents.

MN Senate: (new to their seat are marked with an \*, note that Drazkowski & Bolden moved from the house to the Senate)

- 19 – John Jasinski (R) – Faribault, Kenyon, Owatonna, Waseca
- 20 – \*Steve Drazkowski (R) – Red Wing, Wabasha, Plainview, Elgin, Eyota, Zumbrota
- 22 – Rich Draheim (R) – small part of Rice Cnty
- 24 – Carla Nelson (R) – Rochester, Stewartville, Kasson, Dodge Center
- 25 – \*Liz Bolden (D) – Rochester, Oronoco
- 58 – \*Bill Lieske (R) – Northfield, Lonsdale, part of Goodhue, Dakota & Scott counties

MN House:

- 19A – Brian Daniels (R) – Faribault, Kenyon
- 20A – \*Pam Altendorf (R) – Red Wing, Lake City, Wabasha, Cannon Falls
- 20B – \*Steve Jacob (R) – Zumbrota, Plainview, Pine Island, Eyota, St Charles
- 22B – Brian Pfarr (R) – small part of Rice Cnty
- 24A – Duane Quam (R) – Byron, Stewartville, Kasson, Dodge Center
- 24B – Tina Liebling (D) – Rochester
- 25A – \*Kim Hicks (D) – Rochester, Oronoco
- 25B – \*Andrew Smith (D) – Rochester
- 58A – \*Kristi Pursell (D) – Northfield, Lonsdale
- 58B – Pat Garofalo (R) – part of Rice & Goodhue counties, Dakota county

4. Donna's Retirement – It is with mixed emotions that I report that Donna Stamschror has announced that she will retire from Three Rivers Community Action in December. Donna joined Three Rivers as a receptionist in 1988 when the office was located in downtown Zumbrota. She has spent an incredible career here working to support the organization in SO many ways, including her support of the Board of Directors. We are grateful for the life and energy that Donna has poured into the agency and wish her the very best as she retires to spend more time with the people she loves, doing the things that she loves.

## **Action Items:**

### **\*Consent Agenda**

Bob Walkes made a motion to approve the consent agenda, Jodi Johnson seconded, motion unanimously approved.

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

#### a) Personnel Policies – Changes for Review/Approval by the Board of Directors

The board reviews and approves our Employee Handbook and Personnel Policies. The Board was provided with a detailed summary of the recommended policy changes and the full version of the personnel policies was available on the board page of the website. Jenny reviewed the proposed changes to the personnel policies.

Heather Robins made a motion to approve all the proposed changes to the personnel policies, Susan Betcher seconded, motion unanimously approved.

#### b) Strategic Plan

Jenny presented the Strategic Plan. As part of the organization's commitment to responding to community needs, Three Rivers Community Action has been using the Real Time Strategic Planning methodology since 2017. The planning process followed last year's community needs assessment. Board and staff participated throughout 2022, and this is the final report.

Bob Walkes made a motion to approve the Strategic Plan, Meredith Erickson seconded, motion unanimously approved.

#### c) Approval of the Risk Assessment Executive Summary

Jenny presented the results of an agency-wide Risk Assessment. The Risk Assessment is done every two years, using a tool by the Nonprofit Risk Management Center that assesses the organization in 14 areas. The assessment gave some suggestions on areas for policy and process improvements, but there were no glaring areas of risk.

Julie Steberg made a motion to approve the 2022 Risk Assessment, Susan Betcher seconded, motion unanimously approved.

#### d) Brewery Creek, Duluth, MN, Project Update & Board Action Request

Leah presented the project background, update, and board action request on this housing project that is set to close near the end of the year. This project is a partnership with the nonprofit One Roof Housing.

1. Approve Brewery Creek Resolution #2022-17

Heather Robins made a motion to approve Brewery Creek resolution #2022-17, Ruth Boudet seconded, motion unanimously approved.

2. Authorize Jenny Larson to approve and/or execute all necessary documents related to the loan document and closing for the Brewery Creek project

Meredith Erickson made a motion at authorize Jenny Larson to approve and/or execute all necessary documents related to the loan document and closing for the Brewery Creek project, Bob Walkes seconded, motion unanimously approved.

e) Updated Hiawathland Transit Language Assistance Plan (Title VI Plan) and Resolution #2022-16

Jenny presented the Title VI Plan and resolution #2022-16 that calls for the board to approve the plan. This plan is a requirement from the Minnesota Department of Transportation to ensure meaningful access for limited English proficient individuals. Three Rivers is committed to access for these individuals and the plan is a summary of our work in that area.

Jodi Johnson made a motion to approve the updated Hiawathland Transit Language Assistance Plan (Title VI Plan) and resolution #2022-16, Julie Steberg seconded, motion unanimously approved.

f) Approval of Board Governance Committee recommendation regarding term limits for Officers

The Board Governance Committee has been meeting to discuss officer roles and term limits. Jenny discussed the Board Governance Committee recommendations to add term limits to Officer positions.

Recommendation: Officers are elected to a 2-year team and may serve up to 3 consecutive terms (6 years) in the same office.

Heather Robins made a motion to approve implementing new term lengths and limits starting at the next election, ReJean Schulte seconded, motion unanimously approved.

**Policy Discussion Item**

a) 2023 Draft Operating Budget

Kindra reviewed the 2023 draft operating budget and answered questions. The 2023 operating budget will be an action item in December.

b) Transportation Annual Report

Peter presented the Transportation Annual Report. Hiawathland Public Transit operates 27 buses in Goodhue, Rice, and Wabasha counties. In 2021, we had 149,753 riders.

Hiawathland Auxiliary Regional Transit (HART) is a volunteer driver program. In 2021, the HART program provided 3,296 trips (6,664 hours and over 120,000 miles).

**Advisory Committee**

- a) Head Start Policy Council meeting minutes from October 20, 2022, were in the board packet.
- b) Hiawathland Public Transit Advisory Council meeting minutes from November 10, 2022 were in the board packet.

**Comments from the public:** None

**Date, Time, and Location of Next Meeting:** 9:00 a.m., December 21, 2022, Three Rivers Conference Room, 1414 Northstar Drive, Zumbrota, MN or via Zoom.

**Adjournment**

Ruth Boudet made a motion to adjourn the meeting, Bob Walkes seconded, motion unanimously approved.

  
Chair

December 21, 2022  
Date