



THREE RIVERS COMMUNITY ACTION, INC.  
Board of Director's Meeting Minutes  
Wednesday, September 15, 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, Julie Steberg, Gregg Wright, Ruth Boudet, ReJean Schulte, Dave Windhorst

**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  
Donna Stamschror, Administrative Support Manager  
Krystal Dube, Client Support / Human Resources Specialist

**Members Excused:** Maritza Navarro, Erick Maki, Brian Goihl, Abdullah Hared, Jo Anne Krier, Jodi Johnson

**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 August 18, 2021 Meeting Minutes**

Julie Steberg made a motion to approve the August 18, 2021 meeting minutes, Paul Drotos seconded, motion unanimously approved.

**\*Approval of the September 15, 2021 Meeting Agenda**

Paul Drotos made a motion to approve the September 15, 2021 meeting agenda, Heather Robins seconded, motion unanimously approved.

**Case of the Month** – Part of the annual report.

**Director's Report**

Submitted by Jenny Larson September 9, 2021 for Board meeting on September 15, 2021

- 1. Head Start – We welcomed back our Head Start staff, kids and parents for the new school year. We look forward to sharing a full early childhood update at the board meeting

2. Transportation – Rob Cooper has given notice and we will once again be without a transportation director after September 10. I will be working closely with the current staff and am confident that transit will continue to operate smoothly while we work to fill the position. Like other companies, staffing our transportation program has been a challenge. Currently, we have several openings in the department, including a lead driver in Red Wing, an operations manager, and a few drivers. We have also been short on dispatch staff and have decided to reduce our evening and weekend dispatch hours due to the staffing shortage.
3. Zumbrota bus garage – After a delay with the building permit, construction on a 4-stall bus garage should start by mid-September.
4. Customer service changes – As we work to meet the needs of our clients, we have changed the title of our front desk staff to Client Support Specialists. These staff are the first points of contact at the agency, both on the phone and for clients who walk into our offices. While all of the CSS staff will be able to help direct any client to the right program, we are also giving each CSS a specific program that they will be supporting. We are pleased that this restructure includes staffing the Wabasha office with a Client Support Specialist, and the office is now open to the public Monday - Thursday from 8:00 a.m. – 4:00 p.m. We are also pleased to have added bilingual Client Support Specialists. We have Spanish and Somali speaking staff in Faribault, and recently added two part-time Somali speaking staff Rochester.
5. Community Needs Assessment – Every 3 years we conduct a community needs assessment that includes a survey, demographic data analysis, and focus groups. Over the past few weeks, our consultant has conducted focus groups with Head Start parents, members of the Somali community, members of the LatinX community, older adults, and people who have experienced homelessness. The needs assessment survey is now available online and accepting responses. We are also putting paper copies at all of our offices and on our buses. The project is being led by our new Associate Executive Director, Clara Krause. We look forward to sharing the results by the end of 2021.
6. Site Visit – On September 16, Congresswoman Angie Craig will be visiting our newly acquired/preserved/renovated Riverwood Apartments in Cannon Falls. We welcome any board members who would like to attend this meeting.
7. President Biden announced new COVID-19 vaccination requirements for employers with over 100 employees, which would include Three Rivers. There was also a directive specifically requiring vaccinations for Head Start staff. At this time, we are waiting for more details on these announcements, the implementation of them, and exactly what this will mean for our staff.

## **\*Policy Action Items**

Jenny reviewed the consent agenda items.

### **Consent Agenda Items**

- August Financial Reports
- August Head Start Credit Card Expenses Summary

### ***Grants & Requests Submitted or to be Submitted***

- South East Minnesota Area Agency on Aging (SEMAAA) - \$58,443 – Renewal of Caregiver Advocate program for Goodhue, Rice, and Wabasha counties.
- Southeast Minnesota Area Agency on Aging (SEMAAA) – \$188,824 - Meals on Wheels program for Goodhue, Rice and Wabasha counties.
- South East Minnesota Area Agency on Aging (SEMAAA) - \$31,293 - Renewal of Senior Volunteer Transportation program for Goodhue, Rice, and Wabasha counties.

### ***Contracts, Awards & Contributions***

#### **Received**

- Minnesota Department of Human Services - \$1,171,682 - Renewal of 2-year Community Action Block Grant and MN Community Action Grants - flexible funding to provide a variety of programs in our 4 county service area
- Minnesota Housing Finance Agency - \$130,776 - funding for Homeownership education, counseling and training for 2 years
- Southeast Minnesota Area Agency on Aging (SEMAAA) – \$188,824 - Meals on Wheels program for Goodhue, Rice and Wabasha counties.

#### **Not Received**

- None

### ***Monitoring Reports & Responses***

- Minnesota Department of Human Services, Office of Economic Development – letter dated August 17, 2021 – monitoring results for CSBG, MCAG and Cares contracts

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

- Sage Intacct Financial Software licensing - \$40,800

Heather Robins made a motion to approve the consent agenda, Julie Steberg seconded, motion unanimously approved.

## **\*Individual Action Items**

- a) Head Start – Approval to authorize Jennifer Larson, Executive Director, to act as the Identified Official with Authority (IOWA) for Three Rivers Community Action 7046-84

Ruth Boudet made a motion to approve Jennifer Larson, Executive Director, to act as the Identified Official with Authority for Three Rivers Community Action 7046-84,

Paul Drotos seconded, motion unanimously approved.

b) Mutual of America Resolution #2021-13

Staff have been working through a process to evaluate potential providers for the agency's 403(b) retirement plan and are recommending that the agency select Mutual of America as the new provider. Jenny presented materials, including Mutual of America Resolution #2021-13, the decision making process, a summary provided by Mutual of America, and performance and fee comparisons.

Paul Drotos made a motion to approve Mutual of America resolution #2021-13, ReJean Schulte seconded, motion unanimously approved.

c) Brewery Creek, Duluth MN – Project Update

1. Approve the attached Three Creeks LLC Articles of Organization and Operating Agreement

Leah summarized the Brewery Creek project summary and Three Creeks LLC Articles of Organization and Operating Agreement.

Meredith Erickson made a motion to approve the Three Creeks LLC Articles of Organization and Operating Agreement, ReJean Schulte seconded, motion unanimously approved.

2. Authorize Jenny Larson to execute all necessary documents related to the creation of the Three Creeks LLC and the Brewery Creek ownership entity

Heather Robins made a motion to approve Jenny Larson to execute all necessary documents related to the creation of the Three Creeks LLC and the Brewery Creek ownership entity, Ruth Boudet seconded, motion unanimously approved.

d) Hiawathaland Transit Customer Service Policy update

Jenny went over the Hiawathaland Transit Customer Service Policy updates.

Meredith Erickson made a motion to approve the Hiawathaland Transit Customer Service Policy update, Heather Robins seconded, motion unanimously approved.

e) Hiawathaland Transit Drug and Alcohol Policy update

Jenny reviewed the Hiawathaland Transit Drug and Alcohol Policy updates.

Ruth Boudet made a motion to approve the Hiawathaland Transit Drug and Alcohol Policy update, ReJean Schulte seconded, motion unanimously approved.

f) Hiawathaland Transit Technology and Capital Needs Grant

Jenny presented items that the staff are considering for a MnDOT grant due at the end of the month.

We are planning on upgrades to the tablets on the buses, this will improve efficiency as we work through the dispatch and routing software upgrades that have already been funded. We are also looking to upgrade the security cameras on the buses. Finally we are looking at the purchase of a non-revenue vehicle for staff to use to travel between our transit sites, for uses such as fare box pickups, maintenance trips, and management. Having an agency vehicle would reduce the amount of mileage being paid to staff for use of their personal vehicles. The board discussed and agreed that these items are priorities for the transit program. The board also suggested that when considering vehicles, we look into electric vehicles to reduce the environmental impact of our program. Paul asked Galen to ask for consensus from the board so Jenny knows she should proceed.

Although formal action not required, Galen asked the board to say aye if they were in favor of Jenny pursuing the three items, all were in favor. Galen asked anyone opposed to say nay, there were no nays.

Galen asked the board to say aye if they were in favor of an electric transit vehicle, there were several in favor. Galen asked anyone opposed to an electric vehicle to say nay, there were no nays.

### **Policy Discussion Item**

#### a) Child Care in Northfield

Jenny shared a document on the screen and talked about potential plans for child care partnership in the Northfield Community Resource Center. Three Rivers, in partnership with Healthy Community Initiative, would like to model a project to support a private entrepreneur to run a child care business. There would be support from Three Rivers and other agencies in the building. The Southern Minnesota Initiative Foundation is also partnering on the project by providing a business consultant that is working with us and will also work with the entrepreneur. We are continuing to evaluate this model and would be looking at community support to launch this model.

#### b) Early Childhood Annual Report

Jane presented the Early Childhood Annual Report. Jane reviewed demographics, family services we offer, family engagement/advocacy services we provide, and outcomes for early childhood programs. Over 95% of our students met widely held expectations and exceeded targets in all categories. Jane ended by reviewing funding sources.

Board members thanked Jane for the presentation. They congratulated Jane on how phenomenal the results are and thanked her for the important programs she

runs. Galen thanked Jane for the educational opportunity the presentation gives to all of them as a board.

**Advisory Committee**

- a) Head Start Policy Council minutes from August 24, 2021. Next meeting is October 19, 2021.

**Comments from the public:** None

**Date, Time, and Location of Next Meeting:** 9:00 a.m., November 17, 2021, by Zoom, Three Rivers Community Action Board Room, 1414 Northstar Drive, Zumbrota MN, or Three Rivers Community Action Conference Room, Faribo Town Square, 201 South Lyndale Avenue, Faribault.

**Adjournment**

Ruth Boudet made a motion to adjourn the meeting, Julie Steberg seconded, motion unanimously approved.

  
Chair

November 17, 2021  
Date