THREE RIVERS COMMUNITY ACTION, INC.
Board of Director’s Meeting Minutes
Wednesday, September 18, 2019
Three Rivers Community Action, Inc.
1414 North Star Drive, Zumbrota MN 55992
9:00 to 10:15

**Members Participating:** Meredith Erickson, Ruth Boudet, Mark Thein, Brian Goihl, Heather Robins, Galen Malecha, Jo Anne Krier, Dave Windhorst, Jodi Johnson, Barney Nesseth

**Staff Attending:**
Jennifer Larson, Executive Director
Kindra Papenfus, Chief Financial Officer
Jane Adams Barber, Head Start Director
Tracy Holquin, Transportation Director
Leah Hall, Community Development Director
Vicki McKay, Human Resources Director
Donna Stamschror, Administrative Support Manager
Chelsey McNamara, Head Start ERSEA/Data Specialist

**Members Excused:** Julie Steberg, Abdullah Hared, Erick Maki

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

**Determination of a Quorum –** Quorum was met

**Approval of the August 21, 2019 Meeting Minutes**

Ruth Boudet made a motion to approve the August 21, 2019 meeting minutes, Mark Thein seconded, motion unanimously approved.

**Approval of the September 18, 2019 Agenda**

Mark Thein made a motion to approve the September 18, 2019 agenda, Heather Robins seconded, motion unanimously approved.

**Case of the Month -** Jane Adams Barber, Head Start Director

Jane shared a thank you letter that was sent to her by a parent involved in our Early Head Start Home Visiting program with Home Visitor Laurie. The parent did a great job of explaining how important the Home Visitors are and how much they become part of their family. The parent expressed gratitude for the wonderful job Laurie did assisting her and her child.
Director's Report

The current administration has proposed a change to SNAP (Supplemental Nutrition Assistance Program). They would like to get rid of categorical eligibility. For example, if a senior has a savings account, in Minnesota the savings account is not held against them when they apply to qualify for assistance. Moving forward, Administration would like to take away the flexibility that states have to make changes. The Minnesota Department of Human Services has written a letter opposing the changes. They estimate that 35,500 low-income Minnesotans, including working families and seniors, would not be eligible for SNAP if this were to go into effect.

We currently have two board vacancies: the Head Start Liaison and the Early Childhood Expert. It is a challenge to keep the Head Start Liaison filled. Because of our county designation, we must fill it with someone from Rice County making it a challenge for them to get here. We also have an opening for the Early Childhood Expert who has to be from outside our four counties. Our at-large designation in our by-laws right now states two of the spots are for people within 20 counties but outside our four counties, and one of them is a state-wide, at-large spot. It might help us recruit if those at large spots could be from anywhere including our four counties. Jenny may get the by-law committee together to review the at large language.

There is no meeting in October.

There is an item today on the agenda to give Kindra Papenfus, CFO, authority to sign documents when Jenny is not available. Galen said it should be a permanent document to use in Jenny's absence.

*Policy Action Items

Consent Agenda Items
August Financial Reports
Mutual of America – August Statement
August Head Start Credit Card Expenses Summary – Share at Meeting

Contracts, Awards & Contributions Received

• Minnesota Housing Finance Agency - $10,000 - Additional grant funds to provide financial empowerment coaching as part of Three Rivers' Achieve Homeownership program
• Minnesota Housing Finance Agency - $418,933 - Family Homeless Prevention Assistance Funds (FHPAP) additional funding to support eviction prevention services and re-housing of households facing a housing crisis – two years
• Minnesota Housing Finance Agency - $123,920 - Funding for Homeownership education, counseling, and training for 2 years
• Minnesota Department of Transportation - $8,104,000 - 2 year funding of operations for Hiawathaland Transit (2020-2021)

Not Received

• None
Grants & Requests Submitted or to be Submitted

- Department of Housing and Urban Development - $172,439 - Renewal of rapid rehousing program, providing deposits, rent and supportive services to homeless families and individuals throughout the region
- Department of Housing and Urban Development - $51,068 - Expansion of rapid rehousing program, to provide additional rehousing services to households in Olmsted & Goodhue Counties
- Department of Housing and Urban Development - $166,043 - Renewal of funds to provide long-term housing and support services for five homeless clients in Prairiewood Townhomes, and support services for four clients in Fox Pointe townhomes
- Department of Housing and Urban Development - $134,047 - Renewal of funds to support the CoC's Coordinated Entry referral system and navigation services
- Department of Housing and Urban Development - $64,998 - Renewal of funds to support the planning of Continuum of Care activities in our 20-county region
- Department of Housing and Urban Development - $69,263 - Additional funds to expand housing navigation services to western half of region
- Department of Housing and Urban Development - $25,000 - Expansion of housing navigation services for domestic violence victims
- Minnesota Department of Commerce - Amount TBD - Renewal of Federal / State Funds to provide energy assistant & crisis funding to households in Olmsted, Wabasha, Goodhue & Rice Counties
- Hormel Foundation - $30,000 - Funding to support serving homeless families at Fox Pointe Townhomes
- Hormel Foundation - $30,000 - Funding to support Achieve Homeownership program activities in the Austin Community
- Bremer Foundation - $65,000 - Funding to support Achieve Homeownership program activities throughout our service area
- Bremer Foundation - $150,000 - Partial funding of Zumbrota office addition

Monitoring Reports & Responses

- Southeastern Minnesota Area Agency on Aging letter dated August 22, 2019 – on-site monitoring from the same date for the Volunteer Transportation program.
- Southeastern Minnesota Area Agency on Aging email dated August 21, 2019, covering on-site monitoring that took place on August 20, 2019 for the Home Delivered Meals program.

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

- None

Other Items

- Department of Housing & Urban Development – Application to provide secondary financing assistance was approved

Heather Robins made a motion to approve the consent agenda items, Brian Goihl seconded, motion unanimously approved.
*Individual Action Items*

a) 403B Audit for the year ended December 31, 2018 – Prepared by BergenKDV - Handout at the meeting

This audit was distributed at the meeting. We are required to have an audit due to the number of employees we have. Kindra reviewed the audit. Each employee selects their own investments.

Ruth Boudet made a motion to approve the 403B Audit, Barney Nesseth seconded, motion unanimously approved.

b) Signature Authority – Resolution # 2019-9

Currently, Jenny is the only one who has signature authority for all documents. This resolution would allow authority to Kindra Papenfus to sign documents for occasions when Jenny is taking PTO leave or out of state for training.

We prepare many loan documents for our single family homeownership programs. They have a short turnaround so Jenny would like to give Leah Hall, Community Development Director, the ability to sign these documents so closings are not delayed for our participants. Leah will give Jenny a report on what loans have closed or are in process. When Jenny was the Community Development Director, she signed these loans.

Galen asked for Meredith’s opinion; she said if you have confidence in the people designated to sign, you are fine.

There was a wording change paragraph six:
RESOLVED, that the Executive Director may from time to time designate Kindra Papenfus, as Chief Financial Officer of the Corporation, to execute Documents on behalf of the Corporation without further Board of Director approval.
The words “From time to time designate” were replaced with “designate in her absence”

Jodi Johnson made a motion to approve Resolution # 2019-9 with the wording change, Mark Thein seconded, motion unanimously approved.

c) Family Homeless Prevention and Assistance Program – Resolution # 2019-10

Minnesota Housing approved an extra $418,000 for the Family Homeless Prevention and Assistance Program. The legislature recently designated more funds to this program. We use these funds for people experiencing homelessness now or are facing an eviction. We help pay rent and provide case management to help the household gain stability.
Mark Thien made a motion to approve Resolution # 2019-10, Ruth Boudet seconded, motion unanimously approved.
d) Approval of Updated Fiscal Policies and Summary of Changes.

Kindra reviewed the summary of proposed fiscal policy changes. Language was added to allow the Executive Director to designate signature authority, with Board approval. Eagle Ridge was added to the list of properties to hold petty cash. Purchasing limits were updated to reflect changes in Federal micro-purchase and small purchase limits. We included a policy that eliminates issuing paper checks under $10 to individuals except at program year end and fiscal year end. Payments for less than $10 will still be made via ACH/direct deposit at any time. There was a change to the deferred grant revenue policy to comply with ASU-606.

Heather Robins made a motion to approve the updated fiscal policies, Meredith Erickson seconded, motion unanimously approved.

e) Executive Director’s Succession Plan

Jenny reviewed the proposed updates to the agency’s Succession Plan. The last Succession Plan approved by the Board was in 2014. The plan includes both short term and long term vacancy planning.

Brian Goihl made a motion to approve the Executive Director’s Succession Plan, Mark Thein seconded, motion unanimously approved.

Policy Discussion Items

a) Head Start Annual Report

Jane presented her Early Childhood Program training and annual report. The programs are Head Start, Early Head Start Home Visiting, Evidence Based Home Visiting, and Child Care partnership. The foundation of Head Start is all the comprehensive services that we offer families above and beyond education. Out of 36 grants in Minnesota, 27 are community action agencies.

Head Start

- Ages 3-5
- Five sites serving Goodhue, Wabasha, and Rice counties
- Faribault serves 85 children; both full-day and part-day programming
- Northfield serves 34 children; full-day programming
- Zumbrota serves 17 children; half-day programming
- Red Wing serves 34 children; half-day programming (Inclusive partnership with school district to serve children with disabilities)
- Wabasha serves 17 children; half-day programming

Early Head Start Home Visiting:

Pregnant Mothers to Age 3

Early Head Start (EHS) is an evidence-based, intensive, home-based program for low-income families with infants and toddlers, as well as pregnant women.
Its mission is to promote healthy prenatal outcomes for pregnant women; to enhance the development of very young children, and to promote healthy family functioning.

- Two Home Visitors serve 10 families in Rice County and 10 families in Goodhue and Wabasha
- One Home Visit per week per family (48 visits per year)
- Each visit lasts 90 minutes
- Two group socialization activities per month (22 per year)

**Evidence Based Home Visiting** is a Department of Health grant from the state. Follows the same federal requirements of the Early Head Start model and uses the same curriculum.

Partner agencies: Families First of Minnesota, Semcac, and Jeremiah Project

- Serves a total of 106 families between Three Rivers and partners
- Three Rivers has three Home Visitors, each serving a caseload of 12 families (36 total)
- Four-year year grant ends December 31, 2022
- Total grant funds $2,270,607

**Child Care Partnership (CCP):** The EHS-CCP initiative brings together the best of Early Head Start and child care through layering of funding to provide comprehensive and continuous services to low-income infants, toddlers, and their families. The EHS-CCP brings together the strengths of child care and Early Head Start program producing more highly educated and fully qualified workforce to provide high-quality infant/toddler care and education.

- Ages infant through age 3
- Child Care centers follow Head Start performance standards
- Transition plans to Head Start program

Chelsey McNamara reviewed Head Start program data. We served 223 families in the 2018-2019 Head Start year. Twenty-one percent of those served were over income. Chelsey pointed out that they are just a little over the poverty line, but still experiencing some level of need. We are one of the top Head Start programs in the state. Our statistics show that 9.7/10 of our four-year-olds are ready for kindergarten. Chelsey also reviewed Wabasha County Head Start demographics.

**Advisory Committee**

a) Head Start Policy Council – Meeting minutes from August 27, 2019. Minutes were in the agenda packet for review. The next meeting is on October 15, 2019.

**Comments from the public:** None

**Date, Time, and Location of Next Meeting:** 9:00 a.m., November 20, 2019 in the Three Rivers Conference Room, 1414 North Star Drive, Zumbrota MN
Adjournment

Mark Thein made a motion to adjourn the meeting, Ruth Boudet seconded, motion unanimously approved.

Chair

November 20, 2019
Date