THREE RIVERS COMMUNITY ACTION, INC.
Board of Director’s Meeting Minutes
Wednesday, September 19, 2018
Three Rivers Community Action, Inc.
1414 North Star Drive, Zumbrota MN
9:00 to 10:15

Members Attending: Brian Goihi, Jo Anne Krier, Julie Steberg, Dave Windhorst, Galen Malecha, Heather Robins, Ruth Boudet, Jodi Johnson, Mark Thein

Staff Attending:
Jennifer Larson, Executive Director
Kindra Papenfus, Chief Financial Officer
Leah Hall, Community Development Director
Jane Adams Barber, Head Start Director
Donna Stamschror, Administrative Support Manager
Jennifer Prins, Planning Director

Members Excused: Anita Swift, Meredith Erickson, Barney Nesseth, Alicia Norton, Abdullah Hared

Call to Order: Meeting was called to order at 9:00 a.m. by Chair Malecha

Determination of a Quorum: Quorum was met

*Approval of the August 15, 2018 Meeting minutes (agenda packet pages 5-11)

Brian Goihi made a motion to approve the August 15, 2018 minutes, Ruth Boudet seconded, motion unanimously approved.

*Approval of the September 19, 2018 Agenda (agenda packet pages 1-4)

Mark Thein made a motion to approve the August 15, 2018 agenda, Julie Steberg seconded, motion unanimously approved.

Case of the Month - Amy Tudor, Family Advocacy Specialist (agenda packet page 12 & video presentation)

Amy shared a story of a client in a housing crisis when they first met. The client was a survivor of severe physical, emotional, and mental abuse. She had a minimal income and was living in a tent in the back yard of one
of her relatives. Amy worked with her and they spoke weekly. Eventually the client found an apartment she could afford. Amy was able to use ESG funding to pay first month’s rent and deposit along with an on-going housing subsidy. She is in stable housing, rides Hiawathaland Transit to get to her appointments, and is eligible for Energy Assistance. She is grateful for Amy’s help and happy to be on her feet. Her therapist has seen huge improvements in her mental health and her current stability greatly contributes to that.

Amy was asked about the first step for someone with housing difficulties. Amy explained that people are entered into the Coordinated Entry System which is a priority list for those who are currently homeless or within two weeks of being homeless. She does an assessment that takes about 20 minutes to complete. Based on answers to the questions, they are given a score and then placed on a housing list. They are pulled off that list based on need and eligibility. The client she talked about today had been on the list for about 6 months.

**Director’s Report**

1. It’s fall, so both Head Start and Energy Assistance staff are back at work. Energy Assistance applications are available on our website and in all of our offices. Funds should be available in early October. With outreach funds from the Department of Commerce, we are trying some different outreach activities this year, like billboards and radio ads.

2. The Building Committee of the board met this morning and has us moving forward on the next steps for both Zumbrota and Faribault.

3. The Plainview transit building has run into a delay. We found out that we need to have a conditional use permit from Wabasha County, which requires public notice and a public hearing. It’s in process, but it means a delay in the start of construction, which should happen the first week of October pending the permit approval.

4. We need to notify the board of a pending lawsuit stemming from a bus accident in 2015 in Faribault. The plaintiff has given us notice of their intent to file a lawsuit. Our insurance company, AmTrust, is covering the defense and has retained legal counsel for us. We will keep you updated, but we know that these things are not likely to move quickly.

5. FTA is monitoring MnDOT and has selected us for an on-site file review of our drug and alcohol records. Tracy Holguin, our new Transit Director, is with the FTA in Plainview today for that audit.
6. Yesterday the Senate passed a spending bill that would prevent a federal shutdown. It includes a small increase for CSBG funding for next year and funding for Energy Assistance and Head Start. The Energy bill passed last week, also with a small increase for the Weatherization program. Assuming the President signs, it looks like stable federal funding for the coming year.

7. We continue to engage with our state elected officials. House members are all in campaign mode, but Senators are not up for election this year so they tend to have more availability. Senator Goggin will be visiting our office this afternoon. If anyone is interested in attending any of our site visits, you are very welcome.

8. Three Rivers has transitioned to a new phone system. Please note that we are in the process of transitioning our phone numbers, listed on our website. Old numbers will work during the transition, but we will eventually cut off after volume of calls stops.

9. Reminder that we don't have a meeting scheduled for October, and the November meeting has been moved up a week because of Thanksgiving to November 14th. Donna will be sending you a form for my annual review, which will be held during the November board meeting.

*Policy Action Items

Consent Agenda

**Consent Agenda Items**

- August 2018 Financial Reports – Agenda packet pages 13-20
- Mutual of America – August Monthly Reports – Pages 1-2 of the board day handout
- August Credit Card Expenses Summary – Share at meeting

**Contracts, Awards & Contributions**

Received
- Minnesota Housing Finance Agency - $46,000 - funding for Homeownership education, counseling and training
- Minnesota Department of Human Services - $5,000 - Funds to explore integration of social security advocacy and SOAR programs in the SE MN CoC region's Coordinated Entry system

Not Received
- None

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

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**Monitoring Visits & Reports**
- None

It is a Head Start requirement that we pass out the credit card statement to the board. The $46,000 for Homeownership education, counseling and training is an increase.

Heather Robins made a motion to approve the consent agenda, Jo Anne Krier seconded, motion unanimously approved.

**Individual Action Items**

a) Ratify Riverwood Resolution #2018-10 (agenda packet pages 21-23)

We polled the board in between meetings about the Riverwood project. Because it was an electronic vote, we thought we would ratify the action you took.

Ruth Boudet made a motion to ratify Riverwood Resolution #2018-10, Brian Goihl seconded, motion unanimously approved.

b) 403B Audit (agenda packet pages 24-35)

Kindra said that because we have over 100 staff participating in the plan it is audited every year. The auditors did not have any findings. One thing to note is that between 2016 and 2017, the value of our investments have gone down. In 2017, we had two very long term employees retire and take their funds out of our plan. The market was so good in 2017 that it made up for almost half of that. This is great for our plan and a good audit.

Mark Thein made a motion to accept the 403B Audit, Jodi Johnson seconded, motion unanimously approved.

c) Shift Differential Policy (agenda packet page 36)

The updated version of the policy is on page 3 of the board day handout. The reason we are proposing shift differential for transit staff is because we have a severe shortage of drivers particularly in the evening, morning, and weekend shifts. In Northfield, we have a contract with the colleges where we are supposed to be running a bus until 11:00 pm, and we have no driver who can drive until that time. We had to cut that short and stop at 9:00 pm. The colleges are not happy. We are finding that our wages are not competitive with other driving positions out there. We hope to attract a few more drivers by offering a shift differential. We start at 4:30 am in Red
Wing, many others at 6:00 am. We go until 11:00 pm in Northfield and the safe ride in Winona goes until 2:00 am Saturday and Sunday mornings. MN Dot requires a policy in order for us to pay a shift differential with grant funds. Drivers can be full time or part time, if they are over 30 hours they are eligible for benefits. We believe it will cost about $30,000 per year, less than 1% of the budget.

Mark Thein made a motion to approve the Shift Differential Policy, Dave Windhorst seconded, motion unanimously approved.

**Policy Discussion Items**

a) Qualify for Insurance Update

There is not a lot new from last month. We were told by BlueCross Blue Shield that our participation is too low and they are not bidding on our plan, so renewal with them is not an option. Our agent is shopping for a new plan. One has come in at a 28% increase. Jenny was asked if we qualify for PEIP (Public Employee Insurance Plan). We will check, but don't think so. The Minnesota Council of Nonprofits is very close to launching their nonprofit collective. They are pricing plans now but we are not sure if will be ready in time for our enrollment. We think United Health Group will give us a quote. Health Partners turned us down. We need to look at ways to get our participation up to encourage more bids. We did a survey asking staff why they are not taking our insurance. Many are on their spouses insurance. We are going to talk to every employee at enrollment time and make sure they understand the benefits of our plan.

b) Strategic Plan Update (agenda packet pages 37-40)

About a year ago we finalized our strategic planning and came up with real time planning model that allows us to continually make strategic decisions. Jennifer Prins is leading our planning efforts. We wanted to give you an update on the work we have been doing.

Jennifer reminded the board that we use a Real Time Strategic Planning model which is different than what a lot of agencies use, but good for us because things can change rapidly. We created a process to respond to the opportunities and challenges we face. We reviewed our mission and what our values. Our values:
- Respect the people we work with
- Embrace diversity
- Inspire mutual trust
- Listen to community needs
• Seek collaborative solutions
• Lead with integrity
• Promote empowerment and self-sufficiency

Based on our values, we created a strategy screen; a tool we use when we have an opportunity or challenge to help us make decisions. Jennifer shared the 2018 priority areas:
• Community level – Develop coordinated strategies in Olmsted County
• Client level – Increase access to transportation to support client goals
• Agency level – Improve internal and external communications to advance mission

Jenny highlighted the outcomes beginning on page 38. There you will find the big question followed by goals, lead staff, strategies and the work plan/next steps for all of the items that Three Rivers worked on in the past year. Diversity, technology and communications, positive work environment and preparing/responding to changes in funding were agency wide big questions. She reviewed the big questions that are program-division specific. She noted that each action item was brought to the board, such as the launching of the Northfield childcare center. Jenny asked for questions or suggestions on the reporting format. We are more than willing to walk the board through any specific planning screens that you would like to see. Jenny said we thought it was important to show you what was happening since we launched the process a year ago. Some of the plans have dates and some are ongoing. Leah explained how they used the screen in housing. Galen thanked the staff and said the board needs to read through it, and we could revisit it again in a couple months.

Advisory Committee
a) Head Start Policy Council – minutes from August 21, 2018 (agenda packet pages 41-45) Jane said the next Policy Council meeting is in October.

Comments

Date, Time and Location of Next Meeting: 9:00 a.m., November 14, 2018 in the Zumbrota office conference room, 1414 North Star Drive, Zumbrota, MN 55992

Adjournment

Galen Madsen

Date

November 14, 2018