



Three Rivers Community Action, Inc.

Serving people in Goodhue, Rice, and Wabasha Counties

**Three Rivers Community Action, Inc.
Board of Directors Meeting Minutes
Wednesday, February 16, 2011
1414 North Star Drive, Zumbrota MN 55992**

Members Attending: Stephanie Stumpf, Dave Windhorst, Ted Seifert, Heather Robins, Julie Steberg, Steve Thornton, Carol Scott, Galen Malecha, Abdullah Hared, JoAnne Krier, Deb Roschen

Staff Attending: Mike Thorsteinson, Jo Siemers, Mollie Moyer, Donna Stamschror

Members Excused: Pham Thi Hoa, Melissa Peterson

Members Un-Excused:

Call to Order: Meeting was called to order by Chairperson Carol Scott.

Determination of a Quorum: Quorum was met. Introductions were made.

Approval of the December 15, 2010 minutes (ivory enclosure in agenda packet)

Heather Robins made a motion to approve the December 15, 2010 minutes Abdullah Hared seconded, motion unanimously approved.

Approval of February 16, 2011 agenda (white enclosure in agenda packet)

There were no additions or changes to the agenda.

Case of the month – Carol Juvland, Family Development Specialist (will be presented by Colleen Hansen, Family Development Director – blue handout)

This was story of a single mother of three with domestic abuse issues. She learned about our Transitional Housing program on our website and applied. She entered the program in April 2010 and successfully completed it in February 2011. She feels that she has taken control back of her life and is eager for a fresh start.

The case management piece of Transitional Housing (TH) is key about 100% of the time. We have nine TH units which we lease. Clients can stay for up to two years. TH is funded by HUD, State Office of Economic Opportunity, and local United Ways. We get referrals for the program from domestic abuse shelters, county, other social service agencies and word of mouth.

Mike shared that Colleen Hansen does an exceptional job. She puts together the homeless assistance program grant and the State had called to ask if they could use her format.

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Director's Report

1) If you saw the State of the Union speech you know Community Action was mentioned. The proposal is to cut CSBG (Community Services Block Grant) in half - \$350 million instead of \$700 million across the country. It would cut us to \$74,000 a year. The other component is that the money available would be competitive. How it will play out? We do not know. There is some discussion of partnering with some agencies in the 20 county region. We already do things on a regional basis and this may present some opportunities. 2) Ted shared that he attended the meeting regarding combining county services. It basically comes down to what the structure of the 12 counties would be. Perhaps centralize low touch things such as child support, but high touch programs would stay in county. If the structure can be agreed on it may move forward. The Bush Foundation is facilitating. 3) Mike reviewed the Energy Assistance Program statistics comparing this year with the last two and the age range of applicants approved so far this year.

***Policy Action Items Consent Agenda**

A) Financials: December 2010 and January 2011 (handout at meeting)

B) Mutual of America
December 31, 2010 Monthly Report (stardust enclosure)
January 31, 2011 Monthly Report (stardust enclosure)

C) American Express Management Spending Summary (pink enclosure)

D) Contracts & Contributions Received:

- Housing Assistance Council – (\$45,000) – THRIVE FUNDS application to launch a comprehensive communication and outreach initiative, increase housing staff training, and expand Three Rivers' research and program development.
- St. Paul Foundation – (\$25,000) – Funding to continue Words Work activities with Head Start families through June 30, 2011.
- U.S. Department of Housing & Urban Development – (\$175,915) – Renewal of RHASP to provide housing assistance to 166 households in the 20 counties in southeastern Minnesota.
- U.S. Department of Housing & Urban Development – (\$149,665) – Renewal of Transitional Housing Program to support nine transitional housing units in Goodhue and Rice counties.
- Southeastern Minnesota Area Agency on Aging, Inc. – (\$46,000) – Renewal of Caregiver Advocacy Program.
- Southeastern Minnesota Area Agency on Aging, Inc. – (\$105,840) – Renewal of Home Delivered Meals Program.
- Southeastern Minnesota Area Agency on Aging, Inc. – (\$8,806) – Renewal of Wabasha Transportation Program.
- Minnesota Department of Transportation (\$810,050 – Operating and \$132,000 – Capital) – 2011 renewal of Hiawathaland Public Transit operating grant and capital grant for purchase of two buses.

E) Grants & Requests Submitted or to be Submitted:

- U.S. Department of Health & Human Services – (\$1,315,391) – Renewal of Federal Head Start grant to serve 169 children in Goodhue, Rice and Wabasha counties.
- Community Action of Minneapolis – (\$40,500) – Renewal of Minnesota Energy Resources Conservation Improvement Program to weatherize thirty (30) units.
- Community Action of Minneapolis – (\$7,750) – Renewal of CenterPoint Energy Conservation Improvement Program to weatherize five (5) units.
- Community Action of Minneapolis – (\$85,176) – Renewal of XCEL Energy Conservation Improvement Program to weatherize thirty-two (32) units.
- United Way of Goodhue, Wabasha & Pierce Counties – (\$3,750) – Request for local match for Transitional Housing Program.
- United Way of Goodhue, Wabasha & Pierce Counties – (\$2,000) – Request for local match for Caregiver Advocate Program.
- United Way of Goodhue, Wabasha & Pierce Counties – (\$6,000) – Request for local match for Home Delivered Meals Program.
- Carl & Eloise Pohlاد Family Foundation – (\$5,000) – Renewal of Camp Scholarship Program.
- Wabasha County Family Services Collaborative – (\$6,000) – Renewal of contingency funding.

F) Monitoring Reports Received: None

G) Mortgage Foreclosure Houses:

- 832 – 12th Street NW, Rochester - **Sold**
- 311 Cherry Street, Northfield – Green House Model Home – “Home Matters” - **Sold**
- 400 8th Street NW, Northfield – **Ready to be sold**
- 208 – 6th Avenue NW, Faribault – **Completing rehabilitation**
- 911 – 12th Street NW, Rochester - **Sold**
- 1380 East Avenue, Zumbrota - **Sold**
- 406 – 8th Street West, Northfield – **Ready to be sold**
- 710 College Street, Northfield – **Completing rehabilitation**
- 1215 – 9th Avenue NW, Rochester – **Completing rehabilitation**
- 808 Park Street West, Cannon Falls – **Purchasing**

Galen Malecha made a motion to approve the consent agenda, Ted Seifert seconded, motion unanimously approved.

***Individual Action Items**

- A) Three Rivers Community Action/Hope Coalition Red Wing joint application for Domestic Violence Transitional Housing; \$250,000 – 3 years, Office of Violence Against Women

This will expand units of Transitional Housing in an area which is in need. It allows for expansion to Wabasha and pays for leasing of units. We will get an agreement with the Hope Coalition on how the administration will work. Deadline is March 25, 2011.

Mike just needed consensus to move forward. Everyone agreed to move forward and no one objected. This will be on the March Agenda.

B) Approval of the Impasse Policy (goldenrod handout)

This is required federally in case the Board of Directors and Policy Council reach an impasse. This is the format we would use to resolve any conflict.

Dave Windhorst made a motion to approve the Impasse Policy and Procedure, Julie Steberg seconded, motion unanimously approved.

C) Recommendation to adopt the Compensation Statement to the Salary plan in our Personnel Policies (green enclosure in agenda packet)

This says we agree not to pay Head Start staff or any other employee over \$172,200.

Galen Malecha made a motion to approve the adoption of the Compensation Statement to the Salary Plan in Three Rivers Community Action, Inc. Personnel Policies, JoAnne Krier seconded, motion unanimously approved.

Policy Discussion Items

A) Budget Projections 2011 – updates on state and federal budget actions affecting Three Rivers (lavender enclosure in agenda packet)

Mollie reviewed a new operating report she created that board members will receive in addition to the program report. Everyone liked the new report.

Mike reviewed the projections with the board. We are conservative when we prepare projections. We know where the problem areas are. Mike discussed the continuing resolution. If CSBG money becomes competitive we could compete with anyone in the country. We have received many awards over the years and have a good reputation. Mike discussed possibilities of what to do with the reserves and how to prioritize them.

Mollie will break down the projection report into departments and see if that format is helpful to board members.

Carolina Bradpiece, Executive Director at Scott, Carver, Dakota CAP Agency is going to be setting up a meeting with Congressman John Kline. As meetings surface we will kick out information via email and if anyone wants to attend they can.

B) Multi-Family Housing Proposals for Northfield and Rochester

Defer to April agenda.

C) Quick Start Loan Program update (yellow enclosure in agenda packet)

Mike reviewed the Quick Start Loan statistics. We did the best we could to reach out to people. We called, sent mailings, and attended the weekly meetings.

D) Phoenix Project (buff enclosure in agenda packet)

The Phoenix Project is a non-profit organization that will provide a 6-12 bed emergency shelter for unaccompanied homeless youth between the ages of 16 and 24. It will offer assistance to at risk youth as they move from foster homes, juvenile detention centers, or abusive homes into independent young adults.

The facility will not only provide shelter, but also will provide case management by licensed social workers, life skills groups, counseling, employment skills, educational opportunities, medical referrals, and efforts to reunite families.

This will be Southeastern Minnesota's first and only facility to offer both safe, accessible emergency shelter and support services to at-risk and homeless youth.

Defer to April agenda.

E) MCIT (Minnesota Counties Intergovernmental Trust) Legal Update!

We received an injunction for next year. The Minnesota Council of Non-Profits is looking at other insurance company options. Decision meeting is on March 14, 2011.

Advisory Committee

A) Head Start Policy Council (minutes from December 14, 2010 and January 18, 2011 white enclosures in agenda packet)

There was no report.

Other

The Hiawathaland Public Transit Advisory Committee meeting was held on February 10, 2011. Julie Steberg and Deb Roschen attended. We are getting three new buses this year. One will go to Wabasha, one to Lake City and one to Red Wing. The Red Wing Transit Hub and Park and Ride facility has been scaled back because the site preparation cost more than expected.

Mike presented Abdullah Hared with a certificate for his participation in the ECHO Minnesota public television project working with the Somali, Sudanese, and Latino, etc. communities.

Old Business

New Business

Comments

Date, Time and Location of Next Meeting: 9:00 a.m., March 16, 2011 in the Zumbrota office conference room

Adjournment

Julie Steberg made a motion to adjourn the meeting, Heather Robins seconded, motion unanimously approved.

Carol Scott

Signature

5-18-11

Date