

# *Three Rivers Community Action, Inc.*

Serving people in Goodhue, Rice, and Wabasha Counties

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

**Members Attending:** Stephanie Stumpf, Dave Windhorst, Ted Seifert, Heather Robins, Julie Steberg, Steve Thornton, Abdullah Hared, Deb Roschen, Pham Thi Hoa, Melissa Peterson

**Staff Attending:** Mike Thorsteinson, Jo Siemers, Mollie Moyer, Jenae Pagel

**Members Excused:** JoAnn Krier, Galen Malecha, Carol Scott

**Members Un-Excused:**

**Call to Order:** Meeting was called to order by Vice-Chairperson Heather Robins.

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

**Approval of the February 16, 2011 minutes (ivory enclosure in agenda packet)**

Dave Windhorst made a motion to approve the February 16, 2011 minutes, Julie Steberg seconded, motion unanimously approved.

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

Heather Robins said there was one change to the agenda under Policy Discussion item B. We are going to postpone the discussion of the Phoenix Project to next month.

Stephanie Stumpf made a motion to approve the March 16, 2011 agenda with noted changes, Pham Thi Hoa seconded, motion unanimously approved.

**Case of the month – Pat Kimble, Senior Program Coordinator (blue enclosure in agenda packet)**

Pat Kimble will not be sharing her case of the month stories. Instead she shared about the Senior Programs department. She said there are three different components. 1) Home Delivered Meals (HDM) 2) Senior Advocacy and 3) Caregiver Advocacy. Pat gave an overview of all three programs and what they entail.

One of our Senior Programs staff has received scholarships to be trained in two new programs that enhance the existing Advocacy Program. The first one is Powerful Tools for Caregiving which was developed in Portland Oregon by Legacy Caregiver Services. In 2007, this program received the National Family Caregiver Award for innovation, responsiveness and effectiveness.

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Reasonable Accommodations Are Available  
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Now our agency will be able to offer this valuable program for a fee (we are writing a grant to Mardag in hopes that we can offer scholarships to those in financial need). The class consists of a two and a half hour session for six weeks. There is a condensed version available for Employers and Organizations to offer (contracting with us for a fee) that is 90 minutes per session. The second new program is Senior Financial Safety which was developed by the Institute for Financial Literacy. This program covers a wide variety of financial issues including budgeting, retirement financial management, and how to avoid scams and fraud. We are applying for grants and funding to initiate this valuable program for both those who are in retirement and those who will be in retirement. Pat asked Board members for suggestions on financing these programs and options for time, place, and audience for presentations in our geographical area.

Dave Windhorst asked if she has tried getting a class for caregivers into Community Education. Pat said that they used to do that but haven't for a very long time. She did say that there is a Lunch and Learn at St. Elizabeth's in Wabasha for caregiver support every third Monday of the month and she would like to get something like that started in the Zumbrota area. Pat stated that they are just trying to keep these programs going at this point; funding is not keeping up with the amount of people needing the services.

### **Director's Report**

1) Mike shared that Isabel Mendoza one of our Head Start Teachers was honored by Minnesota Head Start Heroes. This is an event that honors members of the Minnesota Head Start community who overcame tremendous challenges and achieved personal and family success. 2) Mike passed out a copy of the State of Minnesota House of Representatives House file #789 and reviewed item B. 3) The Minnesota Council of Non-Profits is looking at other insurance companies. They have been looking at purchasing the Morse Agency who has long term understanding of nonprofit companies. 4) Triangle Park Creative will be here on March 25, 2011 to discuss their plan to help us update our website and Three Rivers image. Mike passed out a questionnaire from the communications committee for the board to fill out regarding agency image from their perspective.

Steve Thornton would like someone on the board or a staff member to send congratulations to Isabel Mendoza for her honor in Head Start.

### **Policy Action Items Consent Agenda**

- A) Financials: February 2011 (pink enclosure in agenda packet)
- B) Mutual of America  
February 28, 2011 Monthly Report (stardust enclosure in agenda packet)
- C) American Express Management Spending Summary (pink enclosure in agenda packet)

D) Contracts & Contributions Received:

- 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.

E) Grants & Requests Submitted or to be Submitted:

- Northfield Area United Way – (\$2,500) – Request for local match for Transitional Housing Program.
- Minnesota Department of Human Services, Office of Economic Opportunity – (Amount to Be Determined) – Request for local match for Transitional Housing Program.
- United Way of Faribault, Inc. – (\$5,000) – Request for local match for Transitional Housing Program.
- United Way of Faribault, Inc. – (\$3,000) – Request for local match for Caregiver Advocate Program.
- United Way of Faribault, Inc. – (\$12,000) – Request for local match for Home Delivered Meals Program.
- Southern Minnesota Initiative Fund – (\$20,000) – Request for a planning grant to initiate a PACE, i.e. Property Assessed Clean Energy, project in Rice County.

F) Monitoring Reports Received: None

G) Mortgage Foreclosure Houses:

- 832 – 12<sup>th</sup> Street NW, Rochester - **Sold**
- 311 Cherry Street, Northfield – Green House Model Home – “Home Matters” - **Sold**
- 400 8<sup>th</sup> Street NW, Northfield – **Sold (closing is pending)**
- 208 – 6<sup>th</sup> Avenue NW, Faribault – **Ready to be sold**
- 911 – 12<sup>th</sup> Street NW, Rochester - **Sold**
- 1380 East Avenue, Zumbrota - **Sold**
- 406 – 8<sup>th</sup> Street West, Northfield – **Ready to be sold**
- 710 College Street, Northfield – **Sold (closing is pending)**
- 1215 – 9<sup>th</sup> Avenue NW, Rochester – **Completing rehabilitation**
- 808 Park Street West, Cannon Falls – **Purchasing**
- 1525 4th Ave NW, Rochester – **Purchasing**

Julie Steberg was wondering why the merchandise and supplies category under the American Express management spending summary was so high in February. Mollie said it was because our transportation department purchased car seats.

Stephanie Stumpf made a motion to approve the consent agenda, Dave Windhorst 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 (yellow enclosure)

Mike said that last month we talked about being the grantee for the HOPE Coalition's application for domestic violence. He said that instead HOPE coalition will be the grantee and Three River Community Action, Inc. will be a partner in the project. If approved we would see about six Transitional Housing units for homeless domestic violence victims.

Abdullah Hared made a motion to approve the Three Rivers Community Action/Hope Coalition Domestic Violence Transitional Housing application, Julie Steberg seconded, motion unanimously approved.

## **Policy Discussion Items**

- A) Multi-Family Housing Proposals for Northfield and Rochester (included on lavender enclosure)

Staff is working with the City of Northfield on sites for a family rental project to meet the demand for three and four bedroom units. Staff has also been working with First Homes to identify sites in Rochester.

Mike reviewed the Emerging Markets Homeownership Initiative.

Jo reviewed the weatherization statistics. We are working on multi-family units in Northfield, Red Wing, and Cannon Falls. Three Rivers has one auditor (Rick Halverson) and we have contracted out a piece of it with Red Wing HRA.

- B) Phoenix Project

Postponed.

- C) Budget and Projection Alignment by Department (handout at meeting)

Mollie reviewed the projections. This month she broke them down by departments and highlighted the flexible revenues. Mollie was wondering if the breakdown of the projections is something they would like to see quarterly.

- D) State and Federal Update

Mike discussed the continuing resolution which was extended until March 18, 2011. He said that each program has been seeing cuts. The spending bill for fiscal year 2011 was introduced and included the largest cut in Head Start's history. It would be a disaster for the Head Start program if this bill passes. Governor Dayton also gave his budget which will include cuts to Community Action. The talk now is whether or not the government will shut down. If this happens Mike would call a special board meeting to get responses, decisions

and approvals on everything.

Proposed cuts to the CSBG would result in the elimination of the only federal investment exclusively focused on reducing poverty. Three Rivers Community Action Inc.'s share of CSBG is \$148,000 annually. Mike discussed what that funding has allowed our agency to do and what would happen without it. There are several programs at risk right now.

Mike passed out contact information for Three Rivers' US Congressional Delegation to the board members and encouraged them to contact someone on the list about all of these proposed budget cuts.

Pham Thi Hoa was wondering if the families on our programs knew what was going on and if they knew what to expect with the potential government shut down. Heather Robins wanted to know at what point we would let these families know what our plan will be if this occurs. Mike said if the government shuts down he will call an emergency board meeting to go over everything.

E) Quick Start Loan Program (lavender enclosure)

Applications for the program ended February 14, 2011. Mike reviewed the Quick Start Loan statistics.

F) MCIT (Minnesota Counties Intergovernmental Trust) update on settlement efforts.

We agreed to step out from MCIT.

**Advisory Committee**

A) Head Start Policy Council (minutes from February 22, 2011 white enclosure)

Previously covered in State and Federal Update.

**Other:** None

**Old Business:** None

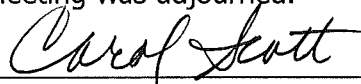
**New Business:** None

**Comments:** None

**Date, Time and Location of Next Meeting:** 9:00 a.m., April 20, 2011 in the Zumbrota office conference room

**Adjournment:**

Meeting was adjourned.

  
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Board Chair

5-18-11  
Date