

# *Three Rivers Community Action, Inc.*

Serving people in Goodhue, Rice, and Wabasha Counties

Three Rivers Community Action, Inc.  
Board of Directors Meeting Minutes  
Wednesday, May 18, 2011  
1414 North Star Drive, Zumbrota MN 55992

**Members Attending:** Carol Scott, Ted Seifert, Julie Steberg, Steve Thornton, Abdullah Hared, Deb Roschen, Pham Thi Hoa, Melissa Peterson, JoAnn Krier

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

**Members Excused:** Galen Malecha, Stephanie Stumpf, Dave Windhorst, Heather Robins

**Members Un-Excused:** None

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

**Determination of a Quorum:** Quorum was met.

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

Julie Steberg made a motion to approve the March 16, 2011 minutes, Ted Seifert seconded, motion unanimously approved.

## **Approval of May 18, 2011 agenda (white enclosure in agenda packet)**

Mike had two changes: 1) Individual Action Item D will be removed. 2) Under Policy Discussion Items the order will be item B, followed by item A.

JoAnn Krier made a motion to approve the May 18, 2011 with the changes, Pham Thi Hoa seconded, motion unanimously approved.

## **Case of the month – Rick Halverson, Weatherization Coordinator (blue enclosure in agenda packet)**

Rick shared a story about a client with high CO levels in their home and described how he was able to help them. He pointed out that there was a typo in the fourth paragraph it was the gas regulator "on the LP tank" that was defective, not "in the stove". This case was a referral from Carol Juvland, Family Development Specialist in our Faribault office. Sometimes the referrals come through the Energy Assistance Program, Head Start or a Senior Program. Mike said Rick does an exceptional job. Mike said there is

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Faribo Town Square  
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Phone: 507-732-7391  
TTY: MN Relay Service: 1-800-627-3529  
Fax: 507-732-8547  
[www.threeriverscap.org](http://www.threeriverscap.org)

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Wabasha, MN 55981  
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public awareness of CO dangers, but when people are strapped with fuel bills they do sometimes use the oven. We take care of health and safety issues in the home first and then work on energy saving measures. We are required to make sure any homes we work on have CO monitors.

## **Director's Report**

1) Mike gave an overview of the leadership we have in various programs locally, regionally and state wide. We have been working on a regional basis for years. About six weeks ago he met with the State Office of Economic Opportunity where state wide marketing strategies were discussed. They also looked at collaborative partnerships – we already are involved in many. Mike met with Semcac, Olmsted and Minnesota Valley Action Council (all other community action programs) on April 26<sup>th</sup> and had a discussion about things that could be done statewide such as payroll. They also talked about other regional sharing opportunities. Are there any objections to Mike looking at partnerships, mergers or statewide networks? Carol said we have to be open to change in order to serve our clients. Mike reviewed our best practices and innovations awards and the funding breakdown. There was a discussion about management and general fundraising being at 3%. Historically it is around 4% to 5% but it is thrown off because of the ARRA funds. Also we are very efficient. We scan all EAP files which reduced staff needs. For Weatherization we contract with private contractors so we do not have to keep internal staffing for that. 2) Amy Repinski, Transportation Director, received an email from Donald Walski, Director of Winona State University Campus Security, telling her she did an excellent job this year on the Winona Transit system. Everything went smooth and when he had questions or concerns he always received a prompt response. He also sent a copy of this email to the people at the City of Winona who are in charge of the transportation contract. 3) There is a state statute that may work in our favor regarding the MCIT situation. Mike passed a copy of the statute around the table. (MCIT is dropping us from their insurance at the end of this year) 4) Construction bids will go out on Friday or Monday for the Red Wing Transit Hub. 5) Mike distributed and reviewed the Flood Recovery Quick Start Loan update.

Jo reviewed the Energy Assistance Program (EAP) application count comparison and the status of EAP Crisis and Energy Related Repair (ERR) handout. We are nearing the end of the EAP season.

## **Policy Action Items Consent Agenda**

- A) Financials: April 2011 (handout)
- B) Mutual of America  
March 31, 2011 and April 30, 2011 Monthly Reports (stardust enclosure in agenda packet)
- C) American Express Management Spending Summary (pink enclosure in agenda packet)

D) Contracts & Awards & Contributions Received:

- 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. Received Financial Assistance Award for partial funds (\$657,696) due to funding limitations under the continuing resolution.
- United Way of Goodhue, Wabasha & Pierce Counties – (Requested \$3,750, but received \$2,500) – Request for local match for Transitional Housing Program.
- United Way of Goodhue, Wabasha & Pierce Counties – (Requested \$2,000, but received \$1,750) – Request for local match for Caregiver Advocate Program.
- United Way of Goodhue, Wabasha & Pierce Counties – (Requested \$6,000, received \$4,750) – Request for local match for Home Delivered Meals Program.
- Carl & Eloise Pohlrad Family Foundation – (\$5,000) – Renewal of Camp Scholarship Program.
- Wabasha County Family Services Collaborative – (\$6,000) – Renewal of contingency funding.
- Southern Minnesota Municipal Power Agency – Lake City Utilities – (\$3,928) – Renewal of Weatherization Conservation Improvement Program (CIP) – Appliance replacements.
- People's Cooperative Services, Inc. – (\$6,000) – Conservation Improvement Program – Weatherization Conservation Improvement Program (CIP) – Appliance replacements.
- Northfield Area United Way – (Requested \$2,500, but received \$1,500) – Request for local match for Transitional Housing Program.

E) Grants & Requests Submitted or to be Submitted:

- State Farm Foundation – (\$10,000) – Support for Achieve Homeownership – Homebuyer Counseling/Emerging Markets program.
- Southern Minnesota Municipal Power Agency – Lake City Utilities – (\$3,928) – Renewal of Weatherization Conservation Improvement Program (CIP) – Appliance replacements.
- People's Cooperative Services, Inc. – (\$6,000) – Conservation Improvement Program – Weatherization Conservation Improvement Program (CIP) – Appliance replacements.
- Mardag Foundation – (\$20,000) – Pilot project to train 50 caregivers and 4 small businesses utilizing a caregiver curriculum called "Powerful Tools for Caregivers" designed to build caregiver capacity.
- Minnesota Department of Transportation – (\$57,600) – Maximum of federal share for the purchase of one Class 400 bus for Hiawathaland Public Transit.
- Minnesota Department of Human Services, Office of Economic Opportunity – (\$359,399) – Renewal of Community Action Grant includes both Minnesota Community Action Grant and Community Services Block Grant funds.

F) Monitoring Reports Received:

- Minnesota Department of Commerce - Office of Energy Security – March 10, 2011 Energy Assistance Program (Buff Enclosure in agenda packet)
- Minnesota Department of Commerce - Office of Energy Security – April 15, 2011 Weatherization Program (Buff Enclosure in agenda packet)

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**
- 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**
- 1215 – 9<sup>th</sup> Avenue NW, Rochester – **Completing rehabilitation**
- 808 Park Street West, Cannon Falls – **Purchased & rehabbing**
- 1525 4th Ave NW, Rochester - **Purchased & rehabbing**

Pham Thi Hoa made a motion to approve the consent agenda, Abdullah Hared seconded, motion unanimously approved.

**Individual Action Items**

**A) 5311-Public Transportation Dispatch Software for 2011 Resolution (yellow enclosure in agenda packet)**

Basically the dispatching is currently being done by hand. This will automate the dispatching by allowing information to go straight to the driver and adjust routes accordingly. Regular riders will not have to call each week for a standing ride or appointments, the software will automatically have it saved as a reoccurring ride.

Steve Thornton made a motion to approve the 5311-Public Transportation Dispatch Software for 2011 Resolution, Pham Thi Hoa seconded, motion unanimously approved.

**B) 5311-Public Transportation Vehicle Procurement for 2011 Resolution (yellow enclosure in agenda packet)**

The cities of Lake City, Wabasha, and Red Wing are in line to receive the three new buses. Mike gave an overview of the Hiawathaland Public Transit history.

Julie Steberg made a motion to approve the 5311-Public Transportation Vehicle Procurement for 2011 Resolution, Ted Seifert seconded, motion unanimously approved.

**C) Northfield Multi-family Housing Project (white enclosure in agenda packet)**

Jenny Larson, Community Development Director, came in to give an overview of this project. There is demand for multi-family housing in Northfield. The HRA is donating the site. It looks like Tax Increment Financing through the City of

Northfield will go through. Housing gets funded once a year in Minnesota. One out of every nine projects gets funded. The developer fee is a great revenue source for the agency. They looked at having Transitional Housing but it creates gaps and we get 20 points if there are no gaps. No one has funds to provide support services at this time. The housing is open to anyone who meets the income limits. Typically it is working households. We see a lot of single mothers. The second page of the enclosure was an editorial from the Northfield News supporting the project.

Abdullah Hared made a motion to approve the Northfield Multi-family Housing Project, JoAnne Krier seconded, motion unanimously approved.

**D) Rochester Multi-family Housing Project (white enclosure)**

Removed from agenda.

**E) Head Start Transportation Waiver**

We have had this waiver in place for ten years. We have to meet harness requirement and are suppose to have riders on the bus. We meet the harness requirements but ask for a waiver on the bus rider. It would cost \$105,000 to meet that requirement. The teachers do ride if they are able. Without the waiver if there is no rider available there is no transportation which impacts families. Public transit transports some of our children and the driver is always in contact with dispatch. Volunteers are becoming scarce so that is not an option. Policy Council approved this last night at their meeting.

Deb Roschen made a motion to approve the submission of the Head Start Transportation Waiver, Ted Seifert seconded, motion unanimously approved.

**Policy Discussion Items**

**A) Northfield Community Resource Center (green enclosure)**

Mike reviewed the information on the enclosure regarding future lease options for the center. Regarding 2C, purchasing the facility as partners, Mike said we would not want to pay market rate.

**B) Head Start Planning**

Kim reported on the changes going on in Head Start. We are up for our peer review this year (this happens every three years). There are three major areas they are focusing on: 1) School readiness; 2) Parent engagement; 3) Staff professional development.

We are in the process of gathering school readiness goals from school districts in our service area. We are finding that many districts do not have school readiness goals. MHSA and the state of Minnesota Department of Education are working together to

develop state wide school readiness goals. We will have to have ours in place before the peer review. Parent engagement is going to be a big part of school readiness goals and outcomes. Minnesota will be one of the first states in the nation to have statewide school readiness.

The Head Start Act states that by September 2011 all teachers will have either an AA or BA in early childhood education and by 2013 all aides will have a CDA in early childhood. Also, Head Start Education Coordinators need to have a BA in early childhood. Four Head Start programs that had their federal review this year and had teachers that did not meet these qualifications were found deficient. Staff in our program that do not meet these qualifications will not be recalled next program year. This could impact up to 50% of our current staff. If a staff person who is currently a teacher but does not have an AA or BA, but does have a CDA would not qualify as a teacher but could come back as a classroom aide. Another possible option would be for staff that do not qualify as teachers or aides could come back next year as family advocates. If staff chooses to do this they would have to take the Family Services Credentialing class over the summer.

There will be more discussion/updates at the June meeting. Head Start falls under Health and Human Services.

**C) Home Delivered Meals (gray handout)**

The handout included ages, income and gender of our Home Delivered Meals recipients and compared that to nursing home costs. This item will be on the agenda next month.

**D) Legislative Update / State / Federal**

The Community Action Grant is in the House and Senate bill. No cut and no increase at this point and it has strong bipartisan support. Head Start is in the same situation – no cuts. We have no idea what will happen with public transportation, cuts could be anywhere from 8% to 27%. CSBG (Community Services Block Grant) is fine for this fiscal year. Mike distributed a draft from the Minnesota Council of Nonprofits titled "Elements for Successful Implementation of Pay for Performance Bonds."

**Advisory Committee**

Head Start Policy Council (minutes from March 15, 2011 and April 18, 2011 white enclosure)

Melissa Peterson gave the meal report.

	Breakfast	Lunch	Snack
December	1321	2241	911
January	1641	2785	1139
February	1521	2622	1105
March	1780	3115	1335

April

1697

2882

1173

Head Start has a waiting list. She said that Kim already covered most of what they talked about last night.

**Other** - None

**Old Business**

Mollie said there was a question on American Express question as to why the "Merchandise and Supplies" line was so high, what is included: Included in the total is the cost of the tally counters for the Red Wing Hiawathaland Public Transit Route buses, which was \$3,382.93. These were purchased using the AMEX card but the same fiscal procedures are still followed, a purchase order completed and approved, etc.

There was also question as to why the legal expense was so high. All of the flood loans we have been processing need to be recorded and that cost is a legal line item.

**New Business:** - None

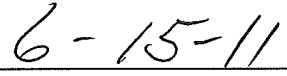
**Comments:** – None

**Date, Time and Location of Next Meeting:** 9:00 a.m., June 15, 2011 in the Zumbrota office conference room

**Adjournment:**

Ted Seifert made a motion to adjourn the meeting, Abdullah Hared seconded, motion unanimously approved.

  
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Board Chair

  
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Date