

# *Three Rivers Community Action, Inc.*

Serving people in Goodhue, Rice, and Wabasha Counties

**Three Rivers Community Action, Inc.  
Board of Directors Meeting Minutes  
Wednesday, June 16, 2010  
1414 North Star Drive, Zumbrota MN 55992**

**Members Attending:** Stephanie Stumpf, Robin Baumgartner, Julie Steberg, Carol Scott, Dave Windhorst, Ted Seifert

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

**Members Excused:** JoAnne Krier, Heather Robins, Galen Malecha

**Members Un-Excused:** Abdullah Hared

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

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

**Approval of the April 21, 2010 Minutes:** (cream enclosure in agenda packet)

Ted Seifert made a motion to approve the April 21, 2010 minutes, Julie Steberg seconded, motion unanimously approved.

**Approval of the June 16, 2010 Agenda:** (white enclosure in agenda packet)

Dave Windhorst made a motion to approve the June 16, 2010 agenda, Ted Seifert seconded, motion unanimously approved.

**Case of the month – Marla Lodermeier, Energy Assistance Coordinator (blue handout)**

Marla reviewed her case of the month about a household who was over income for energy assistance in October 2009. In January 2010, we received Reach Out For Warmth (ROFW) funds which has higher guidelines. This household qualified for \$500 of ROFW, which is the max. They sent Marla a thank you note expressing their gratitude.

Marla also reviewed the program statistics. The Assurance 16 program encourages our clients to make a reasonable payment to their vendor each month. If they make their payments and still owe we can help them with additional funds. Agreement is between us and client not the vendor.

We have seen an increase in people who have never needed help before. In many cases it is because they are out of work.

201 South Lyndale Avenue  
Faribo Town Square  
Faribault, MN 55021  
Phone: 507-333-6450 Voice/TTY  
Fax: 507-333-6462

Equal Opportunity Employer

1414 North Star Drive, Zumbrota, MN 55992  
Phone: 507-732-7391  
TTY: MN Relay Service: 1-800-627-3529  
Fax: 507-732-8547  
www.threeriverscap.org

Reasonable Accommodations Are Available  
ADA

611 Broadway Avenue  
Wabasha, MN 55981  
Phone: 507-732-7391  
Fax: 651-565-2754

Equal Housing Opportunity

The scanning system is wonderful. It allows us to use our time more efficiently, we do not have to transfer files to other offices, and any of the EAP staff can look up a clients information. Mike said Marla does a great job coordinating the Energy Assistance program.

### **Director's Report**

1) The Emerging Markets Homeownership program began in 2008. The program has helped 86 families achieve homeownership. 2) Funders of the 311 Cherry Street energy efficient home in Northfield came in to see the project. It has been valuable for contractors who can see all the options in one home. We have educated realtor, bankers, and contractors. The neighbors are happy with the changes to the house. 3) There was a vote at MCIT not renew our membership. We will look into other options, but hope to be able to stay with MCIT. 28 community action agencies are members of MCIT. (white handout-letter from MCIT)

### **Policy Action Items**

#### Consent Agenda

- A) Financials: April 30, 2010 (pink handout)  
May 31, 2010 (pink handout)
- B) Mutual of America – April 30, 2010 and May 31, 2010 Monthly Report (stardust enclosure)
- C) American Express Management Spending Summary (pink enclosure)
- D) Contracts & Contributions Received:
  - United Way of Faribault – (Received \$3,200 – Requested \$5,000) - Request for local match for Transitional Housing Program.
  - United Way of Faribault – (Received \$1,200 – Requested \$4,000) - Request for local match for Senior Caregiver Advocate Program.
  - United Way of Faribault – (Received \$8,800 – Requested \$15,000) - Request for local match for Home Delivered Meals Program.
  - United Way of Faribault – (Received \$6,800 – Requested \$15,000) - Request for fund for Economic Bridging.
  - City of Winona – (\$1,106,025) – Three Year bid to provide public transit services for the City of Winona at an hourly rate - total hours for three years is 48,161 – average hourly rate \$22.97 per hour.
- E) Grants & Requests Submitted:
  - Minnesota Housing Finance Agency – (\$40,000) – Homeownership Education, Counseling and Training Fund (HECAT) 2010-2011 renewal application to provide Home Stretch classes in Spanish and African immigrant households through the Emerging Markets program.

- Minnesota Department of Education – (\$280,461) – Renewal of Minnesota Head Start grant to provide Head Start services to 37 Head Start eligible children in Goodhue, Wabasha and Rice Counties.
- F) Monitoring Reports Received:
- Minnesota Office of Energy Security – March 25, 2010 DOE/WX ARRA monitoring report for visit conducted on March 10, 2010. (yellow handout)
  - Southeastern Minnesota Area Agency on Aging –Monitoring Report for November 24, 2009 visit. (lavender handout)
- G) Mortgage Foreclosure Houses:
- 710 College Street, Northfield

Mike said we will begin operating Winona Transit on July 1, 2010. The amount for item G is \$85,000.

Julie Steberg made a motion to approve the consent agenda, Robin Baumgartner seconded, motion unanimously approved.

**\*Individual Action Items**

- A) Head Start Transportation Waiver to allow us to operate without having riders on the bus.

We apply for a waiver each year or else we would have to pay someone to ride the Head Start bus.

Ted Seifert made a motion to approve the Head Start Transportation Waiver to allow us to operate without having riders on the bus, Dave Windhorst seconded, motion unanimously approved.

- B) New Board Member Seating

We have open seats Mike is looking to fill. Mike is looking for professionals representative of minority populations. The Center for Asian and Pacific Islanders is assigning someone. We have an EDA representative who may be interested. We will get another seat from Rice and Wabasha Counties.

No action needed today.

**Policy Discussion Items**

- A) Health Insurance Update

Mike said after researching Health Coops we decided it is not the way to go. We are interested in looking at public insurance. We could possibly purchase through a sate group plan. We have two retired insurance brokers on the committee looking at other options. A non-profit organization could buy an existing insurance agency with an

approved plan from Department of Commerce.

B) Ready for K and Early Childhood Plans. Impact on Head Start.

1) Kim Scanlan, Head Start Director, put a summary (white handout) together regarding Early Childhood. She explained who each of the five major early childhood planning groups are and what their focus is. She included web site addresses so board members can do their own research. Each group impacts us differently and they all change frequently. 2) The Department of Health and Human Services, Administration for Children and Families, Office of Head Start has told the grantees that they will not be notified in advance of the date of their triennial review. 3) Kim gave a medical/dental update. 4) Kim was asked How the coming year looks. She said we may move a program to where there are more kids. Rice County always has a wait list, while we are having trouble filling Red Wing.

C) Allocation of Resources in 2011. Review of CSBG programs supported. (enclosure)

Defer to August 18, 2010 meeting.

D) Faribault Office – Discussion.

We continue to look at other options that include leasing or building. We have an architect drawing up a plan. More information at the August, 18, 2010 meeting.

**Advisory Committee**

A) Head Start Policy Council (minutes from April 20, 2010 and May 18, 2010 white enclosure)

1) There was no meeting last night. 2) At the last meeting they discussed the new school year which will begin September 13, 2010 and end May 11, 2011. 3) Staff are currently working on recruitment and filling slots.

In March we served the following meals:

Breakfast - 1676 Snack - 1328 Lunch - 3014

In April we served the following meals:

Breakfast - 1733 Snack - 1347 Lunch - 3091

**Other:** None

**Old Business:**

Mike said we received additional Weatherization funding based on our good performance.

Julie Steberg had attended the last Hiawathaland Public Transit Advisory Board Meeting and reported that Zumbrota transit hours will be Monday through Friday, 8:00 am to 4:00 pm and that Amy Repinski, Transportation Director, has prepared a Request for Proposal

(RFP) for an Architect and Engineer for the Red Wing Transit Hub project.

**New Business:**

Carol Scott made a recommendation that the board minutes be posted on the Three Rivers web site.

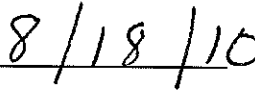
**Comments:** None

**Date, Time and Location of Next Meeting:** 9:00 a.m., August 18, 2010 in the Zumbrota office conference room.

**Adjournment**

Ted Seifert made a motion to adjourn the meeting, Julie Steberg seconded, motion unanimously approved.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date