

**Anoka County Community Action Program, Inc.
1201 89th Avenue N.E., Suite 345, Blaine, Minnesota 55434**

**Governing Board Meeting
December 6, 2018**

Governing Board Members Present

Dee Guthman
Jon Erickson
Tamara Mattison
Jolynn Olson
Jerry Pederson
Nicole Swanson
George Steiner
Robyn West

Staff

Patrick McFarland
Jackie Cross
Brittany Hatfield
Terri Hoffman
Jodi Madsen
Jessica Milos
Barb Sopp
Kristy Sahr
Tim Schardin
Lori Manzoline

Guests

Jenna Anderson
Barbara Erickson
Timothy Gadson
Tyler Huntsinger
Andre Koen
Evelyn LaRue
Casey Nepper
Don Olson
Mary Olson
Rose Marie Steiner
Jay West

Call to Order and Introductions of Governing Board

- Mr. Erickson called the meeting to order at 7:20 p.m.

Presentation of 2019 Insurance

- Mr. Nepper presented on the General Liability, Property Casualty and Workman's Compensation Insurance package for 2019.

Approval of Minutes

- Mr. Pederson moved to approve the minutes of the Governing Board Meeting, November 1, 2018. Ms. Guthman seconded; it was voted on and passed unanimously.
- Mr. Steiner moved to approve the minutes of the Policy Council Meeting, November 20, 2018. Ms. Guthman seconded; it was voted on and passed unanimously.

Financial Report

- Mr. Steiner moved to approve the Financial Report for October 2018 Ms. Swanson seconded; it was voted on and passed unanimously.

Executive Director's Report

Mr. McFarland reported on the following:

- Mr. Steiner moved to approve the use of the 10% De Minimus Indirect Costing rate for all ACCAP Programs

effective January 1, 2019. Ms. West seconded, it was voted on and passed unanimously.

- Ms. Swanson *moved to approve the Equity Statement.* Ms. Guthman seconded, it was voted on and passed unanimously.

Update on Head Start Matters

Ms. Cross reported on the following:

- The credit card statements for October 2017 and the Head Start/Early Head Start Updates from November/December were shared as well as recruitment and enrollment updates.
- Mr. Pederson moved *to approve the United Way grant application, Emergency Preparedness Safety plan and the Budget Revisions to reflect the 10% De Minimus indirect costing plan for Basic and EHS CCP grants.* Ms. Swanson seconded; it was voted on and passed unanimously.

Updates on Housing Matters

Ms. Sopp reported on the following:

- Vacancy rates are around 5 percent
- Energy Assistance staff are busy processing applications.

New Business

- Review of 2018 Strategic Plan goals and outcome updates and client feedback.
- Review of Risk Assessment Summary Report
- Mr. Steiner move *to approve the 2019 General Property, Inland Marine, Business Auto, Workers Compensation and Umbrella Insurance Policy Renewal.* Ms. Guthman seconded; it was voted on and passed unanimously.
- Mr. Steiner moved *to approve Personnel Policies* Ms. Swanson seconded; it was voted on and passed unanimously.
- Ms. Guthman moved *to approve the 2018 Audit Engagement* Letters. Mr. Pederson seconded, it was voted on and passed unanimously.
- Mr. Erickson *moved to approve Dr. Tamara Mattison to the open private sector Governing Board seat.* Ms. West seconded, it was voted on and passed unanimously.
- Ms. Guthman *moved to approve Ms. Swanson as the Governing Board Secretary.* Mr. Pederson seconded, it was voted on and passed unanimously.
- Ms. Swanson moved *to approve funding Cars for Neighbors for three months in the amount of \$15,000.* Mr. Pederson seconded, it was voted on and passed unanimously.
- Mr. Pederson made a motion to approve 18-07;

Resolution of the Governing Board

18-07

Authorizing 2018 HOME and CDBG Funding application.

WHEREAS, the Anoka County Board of Commissioners requires the Governing Body's approval for entities applying for HUD HOME and HUD Community Development Block Grant funding requires; and,

WHEREAS, the Governing Board of Directors of Anoka County Community Action Program, Inc. (ACCAP) is the Governing body of ACCAP; and,

WHEREAS, it is legal and lawful for ACCAP to apply for these funds.

NOW THEREFORE BE IT RESOLVED, that the Governing Board of ACCAP authorize its staff to submit applications for HOME and CDBG for the following programs:

1. Manufactured Homes Revitalization Program
2. Senior Programs

3. Affordable Housing Program

BE IT FUTHER RESOLVED, that copies of this Resolution be forwarded to appropriate staff at Anoka County.

- Mr. Steiner Seconded; it was voted on and passed unanimously.

Grants and Contracts

- Ms. Swanson moved to approve the following grants and/or contracts:

<u>Number</u>	<u>Source</u>	<u>Amount</u>	<u>Period</u>	<u>For</u>
	MAAA	\$50,550	1/1/19-12/31/19	Senior Chore Services
GRK%149898	DHS	\$69,511	11/15/18-6/30/20	Senior Services Live Well At Home
C0006799	Anoka County	\$226,132	1/1/19-12/31/19	Senior Services

- Ms. Guthman seconded; it was voted on and passed unanimously.

Adjournment

Mr. Erickson adjourned the meeting at 8:39 p.m.

Respectfully Submitted
Nicole Swanson, Secretary

NS/jm