

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

**Governing Board Meeting
November 5, 2020**

Governing Board Members Present

Jon Erickson, Chair
Jill Brown
Dee Guthman
Timothy Gadson
Jill Hillebregt
Jennifer Moreau
George Steiner
Nicole Swanson

Staff Present

Patrick McFarland
Jackie Cross
Jessica Milos
Kristina Sahr

Call to Order and Introductions

- Mr. Erickson called the meeting to order at 5:09 pm and introductions were made.

Approval of Minutes

- Ms. Swanson moved *to approve the minutes of the Governing Board Meeting, October 1, 2020*. Ms. Hillebregt seconded; it was voted on and passed unanimously.
- Mr. Steiner moved *to approve the Policy Council Meeting Minutes from October 20, 2020*. Ms. Swanson seconded; it was voted on and passed unanimously.
- Mr. Steiner moved *to approve the Personnel Committee Minutes from October 9, 2020*. Ms. Swanson seconded; it was voted on and passed unanimously.

Financial Report

- Ms. Brown moved *to approve the Financial Report for September 2020*. Ms. Swanson seconded; it was voted on and passed unanimously.

Executive Director's Report

Mr. McFarland reported on the following:

- Election Results

New Business

- Dr. Gadson moved *to approve the 2019 403B employee Retirement Plan Annual Statement and Audit*. Ms. Hillebregt seconded, it was voted on and passed unanimously.

Consideration of Resolution 20-03

- Mr. Steiner introduced the following Resolution and moved ITS ADOPTION.

Establishing reimbursement rates and allocations for Agency employees and volunteers.

WHEREAS, the Board of Directors of Anoka County Community Action Program, Inc. recognizes that local, i.e., travel distances within One Hundred (100) miles, and out of the area is necessary to achieve the goals of the organization; and,

WHEREAS, the Board of Directors have established policies requiring the annual establishment of various allocations for its employees and volunteers; and,

WHEREAS, the Board approved its travel and general expense reimbursement policy on January 14, 1982; and,

WHEREAS, the Board via Resolution 82-31 has set reimbursement rates and has further provided for periodic review of said rates; and,

WHEREAS, the Board has completed this review.

NOW THEREFORE BE IT RESOLVED, that the Agency adopts the General Expense and Reimbursement Policy and the following maximum reimbursement rates for travel and per diem related expenses:

- a. Reimbursement rate for use of personal vehicle for Agency business related activities at IRS approved rates for employees and volunteers. A Department Head may set a lower rate for volunteer mileage reimbursement for budget or other reasons subject to the prior approval of the Executive Director.
- b. Meal reimbursement for local travel activities requiring the participant to be out of Anoka County during mealtime (amounts may change at any time dependent on current IRS per diem):

Breakfast:	\$11.00
Lunch:	\$13.00
Supper:	\$20.00

-Please reference State Contracts for further Clarification.

- c. For out of area travel, per diem amounts are established by the Federal Government and updated periodically in The Federal Register. ACCAP uses the Federal Government Standards for amounts and administrative rules. ACCAP complies with the State of Minnesota's current Commissioner's Plan for travel expenses.

BE IT FURTHER RESOLVED, that the employee or volunteer be reimbursed for unusual or extraordinary expenses incurred that are over and above the established Federal Government Rate with the presentation of receipts and/or other documentation and the determination of the reasonableness by the Executive Director of said expenses. In the case where advance per diem exceeds the Federal Government standards or rules, the employee or volunteer will immediately reimburse the Agency the difference; and,

BE IT FURTHER RESOLVED, that the Board set the following employee allocations:

- a. A voluntary employee retirement program \$3,500.00 or ten percent (10%) of annual gross, whichever is less, subject to the employee contributing one dollar (\$1.00) for each one dollar (\$1.00) the Agency contributes for all regular employees effective July 1, 2018.
- b. The health, dental, and life insurance allocation for all full-time regular employees will be set at \$760.00 per month, effective January 1, 2021. Additional Agency contribution of \$318.66 for ACCAP family medical premiums only. Also, a Health Savings Account of no more than 50% of deductible for each employee in medical plan will be included in allocation.
- c. Cellphone options for eligible staff include the use of an Agency phone, in which the employee will be charged \$20 per month. Alternatively, the staff may use their own device and ACCAP will reimburse the employee \$35 per month. Mobile data devices are also available at a cost of \$10 per month to the employee.
- d. That "on call" compensation be set at \$5.00 for any part of or all of any twenty- four (24) hour period.

BE IT FINALLY RESOLVED, that copies of this Resolution be forwarded to all employees of ACCAP.

- Mr. Moreau seconded; it was voted on and passed unanimously

Update on Head Start Matters

Ms. Cross reported on the following:

- Ms. Cross shared an overview of the Credit Card Statement for August the Head Start updates for October and November as well as information on the 2020-2021 Federal Monitoring Review – Focus Area 1.

Mr. Steiner moved to approve the Monthly Report to Governing Board and Policy Council for October 2020, Background Study/Criminal Record Check & Emergency Hiring and Termination Policies and Procedures, Building a Bridge to Program Excellence, Child Care Program Plan, Curriculum Master Plan, Diversity Plan, Program Action Plan, Strategic Plan Transition Plan, Volunteer Policies and Procedures, and the Wellness Policy. Ms. Moreau seconded; it was voted on and passed unanimously.

Grants & Contracts

- Dr. Gadson moved to approve the following grants and contracts:

<u>Number</u>	<u>Source</u>	<u>Amount</u>	<u>Period</u>	<u>For</u>
	Share Our Strength	15,669	11/3/2020-6/30/2021	Cooking Matters Education for Families
	Anoka County	137,300		Foley Overpass
	DHHS	2,529,728	11/1/2020-10/31/2021	Head Start Federal Basic & EHS Grant

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

Adjournment

Mr. Erickson moved to adjourn at 6:14 pm.

Respectfully Submitted
 Nicole Swanson
 Secretary

NS/jm