

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

Governing Board Meeting
January 7, 2010

Members Present

Jon Erickson
Gretchen Hanson
George Steiner
Elaine Voss
Robyn West
Bill Pinsonnault
Jolynn Erikson
Jill Brown

Staff

Patrick McFarland
Kelsey Gulick
Jan Backlin
Leah Cason
Jacqueline Cross
JoAnn Wright

Call to Order and Introductions

Mr. Erickson, Chair called the meeting to order at 5:17 pm. Introductions were made.

Approval of Minutes

Ms. Erikson moved to approve the minutes of the Governing Board meeting of December 3, 2009. Ms. Hanson seconded. It was voted on and passed unanimously.

Policy Council Minutes

Mr. Steiner moved to approve the minutes of the Policy Council Meeting of December 15, 2009. Ms. Voss seconded. It was voted on and passed unanimously.

Financial Report

Mr. Pinsonnault moved to approve the financial Report for November 2009. Ms. Voss seconded. It was voted on and passed unanimously.

Executive Director's Report

Mr. McFarland reported on the following:

1. The county has requested our Housing Services Department to move a home from Lake George area.
2. Discussed the increase in persons living on Food Support only income across the U.S. and in Minnesota.

Old Business:

Update on Head Start Matters

Ms. Cross reported on the following:

1. The Policy Council approved the November Monthly Meal Totals, November enrollment report and the Fostering Program Governance Guidance for Training Staff 2009-2010. *All members reviewed.*
2. Head Start is fully enrolled with a waiting list of 700.
3. Credit card bills were rounded to the board.

Updates on Housing Matters

Ms. Wright reported on the following:

1. Grasslands completed the 100% file review required by MHFA.
2. Vacancy - Significant for primarily one bedroom units. This is primarily the result of market conditions and is a problem shared by all landlords. We are receiving notices

- of vacancy from other landlords marketing for clients. We will lower the rents or provide free month of rents at Woodfield to encourage applicants. We are also sending letters to market rate landlords to inform them that we are here to serve apps they reject for insufficient income.
3. Caretakers- Significant turnover in caretakers, again related to market conditions where they are now able to purchase homes.
 4. End of 2009 improvements to property
 - Installing new carpeting and flooring at Thousand Oaks.
 - Installing new carpeting at Woodfield
 5. The Youth Coordinator and Youth Crew are working out well. The Youth Coordinator is well qualified for this position – using his considerable skills to upgrade our properties while he trains the young adults in skills to improve their employment opportunities.

Updates on ARRA Programs

Mr. McFarland reported the following:

Recovery Stimulus Grant

1. In 2009 ACCAP served 4,500 families.
2. ACCAP has hired two temporary employees to help review applications

Homeless Prevention and Rapid Re-housing Program (HPRP)

Ms. Leah Cason reported the following:

1. Ms. Cason presented a power point presentation about HPRP.

New Business:

Mr. Steiner moved to approve the move of the home located at 21647 Lake George Blvd per the request of the Board of County Commissioners. Mr. Pinsonnault seconded. It was voted on and passed unanimously.

Consideration of Resolution 10-01

Ms. Erikson introduced the following Resolution and moved ITS ADOPTION

Resolution of the Governing Board

10-01

Authorizing 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. CHDO administration.
2. Furniture Outlet.

3. First Time Homebuyer Assistance.
4. Mobile Home Redevelopment Project.
5. Senior Outreach
6. Rental Assistance
7. Down Payment Assistance
8. Affordable Housing

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

ATTEST: January 7, 2010

Passed by the Governing Board
January 7, 2010

Patrick McFarland
Executive Director

Jon P. Erickson
Chair, Governing Board

Consideration of Statement of Policy – Director Conflicts of Interest

Mr. Steiner introduced the following Statement and moved ITS ADOPTION

**Statement of Policy
Governing Board of Directors
Anoka County Community Action Program, Inc.
Director Conflicts of Interest**

1. Disclosure Statement.

a. Directors.

Each Director of Anoka County Community Action Program, Inc. (hereinafter ACCAP) and its affiliated entities shall file a Disclosure Statement by which the Director shall disclose any material financial interest of the Director, or any of any member of the Director's family member, or of an organization in which the Director or family member has a material financial interest, in a organization/entity/business with which ACCAP or related organization has a business relationship.

b. Key Employees.

Each Key Employee (Executive Director, Chief Financial Officer and Head Start Director) of ACCAP and its affiliated entities shall file a Disclosure Statement by which the Employee shall disclose any material finical interest of the Employee, or any of any member of the Officer's family, or of an organization in which the Officer or family member has a material financial interest, in a organization/entity/business with which ACCAP or related organization has a business relationship.

c. Filing.

The Disclosure Statement for each person shall be filed prior to the next regular Board meeting of ACCAP Board following the adoption of this Statement of Policy.

The Disclosure Statement for each person shall be filed annually, prior to the January regular Board meeting of the ACCAP Board.

A person shall amend and file forthwith an Amended Disclosure Statement if any new or different conflict or material financial interest situation arises.

The Disclosure Statement shall be filed by delivery to Chair of the Board.

The contents of the Disclosure Statements will be disclosed to the Executive Committee.

The existence of any conflicts revealed by Disclosure Statements will be further disclosed to the Executive Committee, the Governing Board of Directors, the Executive Director, the Chief Financial Officer and the Head Start Director.

d. Form of Disclosure Statement.

The Form of the Disclosure Statement is attached.

2. Conflict – Requirements for Approval of Contracts.

a. Procedures.

The procedure set forth in Minnesota Statutes, Section 317A.255 “Director Conflicts of Interest”, as now enacted or as it might be hereafter amended, shall be applicable to contracts or transactions involving a possible conflict of interest involving a Director or Officer.

b. Director Standard of Conduct.

The standard of conduct for a Director shall be as set forth in Minnesota Statutes Section 317A.251, as now enacted or as it might be hereafter amended.

3. Dispute in Conflict Situation – Interested Director Status.

If a dispute arises regarding respective obligations of payment or performance in a contract in which a conflict of interest exists, without regard to the contract’s form or previous process of approval, a Director with a conflict may resign, be granted a temporary and voluntary leave of absence from the Board during the period of dispute, or may be subject to the removal process as set forth in ACCAP’s By-Laws.

4. Related Organizations.

The Governing Board of Directors of ACCAP shall exercise oversight on issues of conflict of interest that might arise with related organizations.

5. Exceptions.

Section “2. Conflict – Requirements for Approval of Contracts. a. Procedure” of this Statement of Policy and its requirements do not apply to:

- a. Existing agreements with professional or business firms that have been previously approved pursuant to Minnesota Statutes Section 317A.255;
- b. Existing contracts, transactions, and practices ratified and accepted by mutual custom and assent without formal action; which are at the time of adoption of this policy known to the Chair of the Board or to the Executive Director; and which contracts, transactions, and practices will be reported and disclosed to the Board of Directors of ACCAP annually at the regular January Board meeting;
- c. Ownership of the common capital stock of a publicly traded company;
- d. Trifling matters, as determined by practical common sense.

6. Definition of Words and Phrases.

Words and phrases as used in this Statement of Policy shall have the meanings and definitions they have in Minnesota Statutes Chapter 317A in general, and Section 317A.255 and Section 317A.251 in particular, and in the court interpretations of the statute.

7. Minnesota Statutes.

Attached is a copy of Minnesota Statutes Sections 317A.251 and 317A.255 in currently enacted form.

8. Privacy of Information.

The information on the Disclosure Statement shall be considered to be private information and shall not be revealed or used by any person except as it relates conflict issues arising from the business of ACCAP and its affiliated organizations.

Anoka County Community Action Program, Inc.

Director/Officer Conflicts Disclosure Statement

I, _____, a Director or an Officer of Anoka County
(name)
Community Action Program, Inc. (ACCAP), and/or of the following named Anoka County
Community Action Program, Inc. affiliated organizations, _____

(specify)

disclose the following contracts or transactions, of ACCAP or of its affiliated organizations, in which I have a material financial interest. **If none, so states:** _____

Date: _____, 20 _____.

Signature

Grants and Contracts

Mr. Steiner moved to approve the following grant.

<u>NUMBER</u>	<u>SOURCE</u>	<u>AMOUNT</u>	<u>PERIOD</u>	<u>FOR</u>
311-10-003B-229	Metropolitan Area Agency of Aging	\$27,996.00	1/1/09 – 12/31/2011	Chores & More

Mr. Pinsonnault seconded. It was voted on and passed unanimously.

Adjournment

Mr. Erickson moved to adjourn at 7:02 pm.

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