



Helping People. Changing Lives. Building Community.

*Serving Beltrami and Cass Counties*

**Bi-County Community Action Programs, Inc.**

**ANNUAL REPORT 2018**



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**Message from the Board Chair...**

*Bi-County Community Action Programs, Inc. remains a vibrant part of both Cass and Beltrami Counties. It is a crown jewel in our communities that goes unrecognized much of the time, but it continues to touch so many lives in such a positive way. With its multiple programs, BI-CAP continues the war on poverty begun so many years ago.*

*A special thanks to the BI-CAP staff for the work you do on a daily basis. Without your time and dedication to the mission, it would be impossible to obtain the positive results that we do. Thanks for taking care of one person/family at a time. You are the best!*

*It has been another year of change for the Board of Directors. Turnover of board members continues to occur but to me that signifies new ideas and opportunities as we go forward as a board. Thanks to all for volunteering your time and energy. It remains my pleasure and honor serving with each one of you.*

*BI-CAP has been around for many years and will be here long into the future. We remain focused on our mission of helping low-income people obtain self-sufficiency. Our achievements this year have been many and no doubt we will continue to build on these successes. I look forward to the upcoming year and feel privileged to serve with such a high performing team. Always remember to help people; change lives; build community.*

*Scotty Allison*

Board Chair

**Thank-you to Outgoing Board Members: Mary Ann Reitmeir -January 2012-2018; Sarah Smith - November 2015-May 2017; Caleb Newman - July 2016-December 2017; Tamika Jo Andy - November 2016-August 2017; Brittany Vaughn - April 2017-March 2018; Soren Sorenson - June 2017 - January 2018**

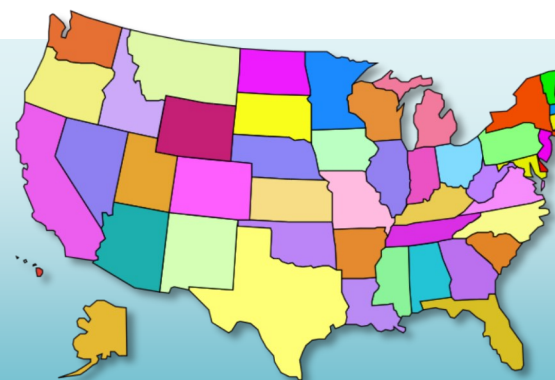


**...Community Action Serving Beltrami and Cass Counties**

# Community Action

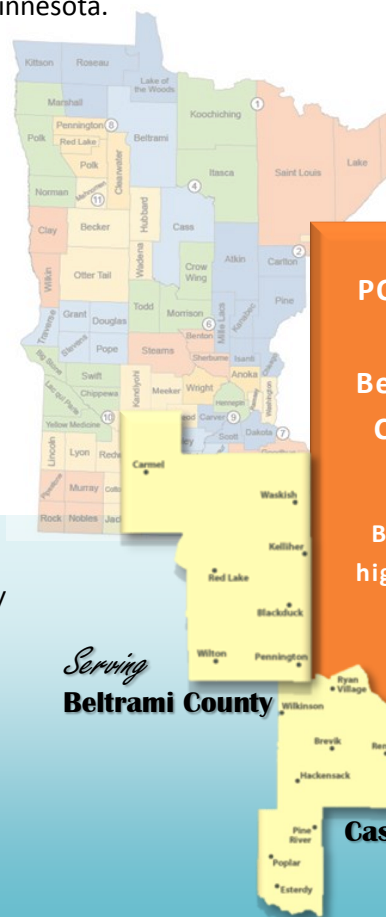
*COMMUNITY ACTION WAS ESTABLISHED IN 1964 UNDER THE ECONOMIC OPPORTUNITY ACT DECLARING A WAR ON POVERTY - TODAY, MORE THAN 34.5 MILLION PEOPLE WHO LIVE IN POVERTY RECEIVE SERVICES IN THE UNITED STATES*

*Bi-County Community Action Programs, Inc. (Bi-CAP) is a private non-profit corporation organized September 7, 1966, under the Minnesota Non-profit Corporations Act. BI-CAP was organized to plan, administer and implement programs under the Economic Opportunities Act of 1964. BI-CAP receives funding from federal, state and local sources to provide services to low-income families in the north central Minnesota counties of Cass and Beltrami. The general management of the affairs of the corporation is vested in a 15 to 18 member board of directors. The board of directors consists of representative from the consumer sector, public sector, and the private sector.*



**N**ationwide - there are over 1,100 Community Action Agencies working to help people help themselves and each other in achieving self-sufficiency.

According to the 2015 American Community Survey from the U.S. Census, 10.2% of Minnesotans live in poverty. In 2015, 514,000 people in 201,300 families were served by Community Action in Minnesota.



**POVERTY - 15.3 %**  
of people in  
Beltrami and Cass  
Counties live in  
poverty

Beltrami ranks 2nd  
highest county in MN  
Cass ranks 7th

MDH - Poverty Data 2010-2014

## BOARD of DIRECTORS



- 1/3 Public Officials or Designee
- 1/3 Community Groups
- 1/3 Consumer Representation

**TRI-PARTITE:** BI-CAP is governed by an 18-member volunteer Board, and is represented by a TRI-PARTITE membership.

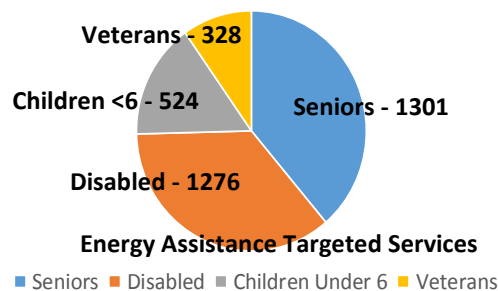
The Board provided 454 hours of volunteer time in 2017.

*51,235 documented Volunteer hours were provided through service delivery*

# Volunteers

## Programs and Services:

Households served in FFY2017 - All Programs



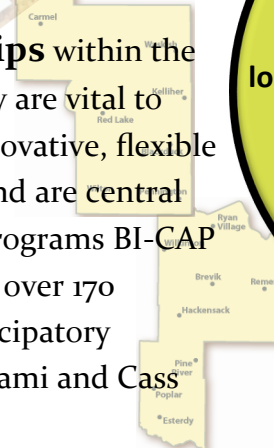
In FY17, BI-CAP provided 24,437 services to individuals, children and families from Pre-Birth to Senior Citizens.

We attend a number of community events and provide outreach to share information about our services and programs.



**In FY17, BI-CAP served 3,613 Households.**

**P**artnerships within the Community are vital to provide innovative, flexible and local solutions and are central to the services and programs BI-CAP delivers. BI-CAP has over 170 collaborative or participatory relationships in Beltrami and Cass Counties.



**Note:**

Each Community Action Agency has received designation by either a local or state entity. CAAs provide services within county districts and often serve multiple counties. BI-CAP serves two counties - Beltrami and Cass

*BI-CAP employs 107 staff with an annual payroll of \$4,776,440.00*

**Mission** - To help low income people obtain self-sufficiency

**Vision** - A thriving, healthy and inclusive Beltrami & Cass Counties

**Purpose** - Helping People . Changing Lives . Building Community.

**Values** - Collaboration, Innovation and Compassion

### Income-Based PROGRAMS & SERVICES:

are provided at 2 offices, 4 sites and 6 collaborative school locations.

- Early Head Start Prenatal - 3
- Head Start 3 - 5
- Energy Assistance
- Weatherization
- Supportive Housing
- YouthBuild



# Head Start: Prenatal to Five

## Comprehensive Family Support Services

**Getting Young Children and Their Families Ready for School and Ready for Life by Promoting Learning, Health and Family Well-Being**

### Early Learning :

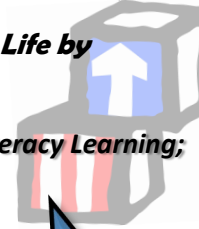
**Social and Emotional Skill Development; Language and Literacy Learning; Concept Development**

### Health :

**Health and Development Screening; Nutritious Meals; Oral Health and Mental Health Support**

### Family Well Being :

**Family Engagement; Parent goals; Strengthening Parent - Child Relationships**



2017

## Head Start Employs 75 Staff

### Program Revenue Streams:

- Federal Funds = \$2,920,178
- State Funds = \$504,133
- MDE Parent Aware = \$150,000

### Community Supports include:

- 75 Staff Wages - \$ 2,844.762
- ISD's Collaborative - \$12,195
- Contracted Services - \$19,700

- **332 Children Served 0-5**
- **329 Families/952 Individuals Served**
- **1,600 Head Start Programs Nationwide**

**EARLY HEAD START** - Prenatal to Five promotes healthy prenatal outcomes, enhances the development of infants and toddlers, and promotes healthy family functioning. Services are designed to meet the unique needs of each community.

**HEAD START** - Prenatal to Five programs promote school readiness by enhancing the social and cognitive development of children. Programs encourage parents to be involved in their children's learning and help them in working toward their educational, literacy and employment goals. Head Start stresses the importance of parent involvement in all areas of the program.



**Head Start: Prenatal to Five Team**

**MISSION STATEMENT:** "BI-CAP Head Start: Prenatal to Five is committed to offering diverse groups of children and families individualized opportunities to continue their growth and development through comprehensive services such as health, education and community connections."

# BI-CAP Head Start Prenatal to Five is a Four-Star Rated Parent Aware Program



**Early Learning:**



BI-CAP's Four Star Parent Aware rating verifies the highest rating in using Kindergarten ready best practices.



4-STAR PARENT AWARE RATING



**Health:**

The objective of Education and Early Childhood Development is to provide all children with a safe, nurturing, engaging, enjoyable, and secure learning environment, in order to help them gain the awareness, skills, and confidence necessary to succeed in their present environment, and to deal with later responsibilities in school and in life. Each child is treated as an individual in a program that values diversity.

The objective of Child Health and Development Services is to ensure that all child health and developmental concerns (including social-emotional and mental health concerns) are identified, and children and families are linked to an ongoing source of continuous, accessible care to meet their basic health needs.

For Parent aware information visit <http://parentaware.org/learn/stars>

## Parent Engagement...



Sarah Peters, Head Start parent and Tyanna Smith, Early Head Start parent visited with Legislators at the Minnesota State Capital in April 2018. They shared their stories and the powerful impact and support the Head Start program with their children and families.

Our Head Start: Prenatal to Five program encourages a two-generation approach that addresses prevalent needs of our families.

1. We recognize parents as their child's primary teacher and nurturer.
2. We implement intentional strategies to engage the parent in their child's learning
3. We provide parents with opportunities to participate in the program through volunteering, parent meetings and Policy Council.

**Family Well Being:**

The objective of Family Partnerships is to support parents as they identify their own strengths, meet their own goals, support the development of their children, and advocate for community support. Staff and parents work together to build trusting relationships that allow them to share with and learn from each other.

## Minnesota Head Start Heroes Award Ceremony



April 2018 - BI-CAP has two Minnesota Head Start Hero Winners. Amy Gordon won the Category, *Head Start Alumni who has become involved in their local program* and Ashley Charwood won the category, *Head Start Parent Alumni who is going on to achieve their educational goals by attending an institute of higher learning*. See their stories on our website, [www.bicap.org](http://www.bicap.org).

**The Head Start program has 13 preschool classrooms serving 212 children and families; five Early Head Start classrooms serving 40 toddlers and families; and 44 home-base children and families.**

**100% of 4 year olds have met the bench mark of 80% and are ready for kindergarten when they complete 2 years of Head Start program.**

**For Head Start records and statistics, look for the Head Start Annual Report on Bi-CAP's website at [www.bicap.org](http://www.bicap.org)**

L to R: Yasmina Vinci, NHSA Executive Director, Amy Gordon, BI-CAP Head Start Teacher, Ashley Charwood, BI-CAP Board of Director, and Michele Andringa, Head Start Director



1,106 Households received \$449,593 in Crisis funds to assist with energy emergencies.



**Emergency funds are available to respond to no-heat. Emergencies.**

# Energy Assistance



**Funds from the federal Low-Income Home Energy Assistance Program (LIHEAP) are used to reduce home heating costs.**

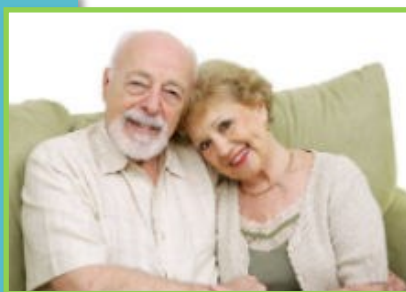
**BI-CAP provided 120 furnace repairs and 12 furnace/heating unit replacements.**

**Funds totaling \$2,405,023 from the Federal Department of Human Services are passed through MN Department of Commerce and are awarded to local Energy Vendors supporting community energy assistance needs.**

## ***Making a difference...***

An elderly couple that has received energy assistance and furnace repair services ran into some life changing events this fall. The 70 year old male had some serious medical issues and needed to be placed in a nursing home 65 miles from Bemidji due to no local openings for him. He had handled everything in the past and now his wife was alone to navigate day to day without her spouse.

She had called with some furnace issues in November and the service technician was not able to repair it. The ERR program was able to replace the furnace for her and she now has dependable heat in her home. She does not have to worry about the old furnace not running and her energy can be spent enjoying the visits with her husband. She has reliable heat and in her words, "It's warm in here now, just like being at the beach. Thank you!" A grateful husband also called and thanked us for taking care of his wife. If he is able to return home, they will both be warm and happy!!



**126 Households received (ERR) Emergency Related Repair, for a total of \$81,169.00, paid through BI-CAP to local contractors**



## ***Messages from our EAP clients. Energy Assistance Matters!***

- ♦ "I wouldn't be able to afford to heat my house and pay my normal monthly bills without this assistance. Thank you so very much."
- ♦ "I am 83 years old; without fuel assistance, I'd probably be in a nursing home."
- ♦ "Knowing there is heat even when times are tough has enabled sound sleep and happy children."
- ♦ "With the help on heating and also the weatherization work, I am saving on the heating bill. It helps me to keep up elsewhere. Thank you so very much. You people are great!"

**4 FTE & 5 Seasonal Staff support EAP**

**\$\$ Funds are available for furnace replacement and repair \$\$**

## ***We educate homeowners about energy efficiency...***

Proactive Self-Sufficiency classes were offered in both Beltrami and Cass Counties. 24 participants with children under the age of 6 were educated in specific self-sufficiency building skills to assist them in reducing their energy burden and increasing their available resources.

***LIHEAP serves over 3,096 households with an average primary heat benefit of \$771.***



# Weatherization

SWITCH TO ENERGY  
EFFICIENT BULBS...  
AND THEN SWITCH THEM  
OFF WHEN NOT IN USE.

HowToGYST.com

## Weatherization Funding Streams:

- DOE Contract Award - \$262,645
- EAP WX Carry Over - \$415,849 ; PROPANE - \$25,605
- CIP (Conservation Improvement Programs) - Beltrami Electric \$43,114 and \$16,000—Ottertail Power Co.

2018

With these funds we will retrofit 67 clients homes to become more energy efficient with upgrades to insulation, air leaks, furnace replacements, window and door repairs, wall and rim insulation and safety items like smoke and co alarms and ventilation fans.

## Helping People -Changing Lives

- WX homes save 8,030 gallons of water every year
- Helps the country reduce its dependence on foreign oil
- Over 7.4 million homes nationwide have been weatherized since 1976
- Saves families \$283 per year in energy costs

3 FTE Staff support Weatherization

## WEATHERIZATION | SOCIETAL BENEFITS



HOMES ARE  
MORE LIVABLE



IMPROVED  
OVERALL HEALTH  
FOR CLIENTS



FEWER MISSED  
DAYS OF WORK



REDUCED  
ASTHMA-RELATED  
MEDICAL COSTS



MORE USABLE  
INCOME FOR  
LIVING EXPENSES



REDUCED DOCTOR  
OR ER VISITS



**\$14,148**

IS THE AVERAGE TOTAL HEALTH  
RELATED SAVINGS FOR EACH  
WEATHERIZED UNIT

**HEALTH  
& SAFETY**

"My husband passed away and never finished the house. It's such a piece of mind to now have the insulation completed and the furnace looked at by professionals. I can't thank you enough for the work done!"

Leann-Hackensack

CIP program replaced  
300 light bulbs and  
17 refrigerators in 22  
homes



"Everybody was so nice. I can already tell a huge difference in the way my house feels and I have not had to fill my tank yet. It's amazing this old house could feel this warm..."

- Betty (Walker, MN)



# Supportive Housing

***BI-CAP's Supportive Housing Program helps serve households on the continuum from homelessness to homeownership.***



Over 15 different housing programs

Emphasis on prevention.

Housing First Strategy - rapid rehouse, then support services.

Services range from one time assistance to ongoing case management and rental subsidies.

Continuum of Care - Statewide Coordinated Entry System for Homelessness.



**BI-CAP owns and manages 10 transitional housing units in Beltrami and Cass County - provides interim stable housing while participants work on permanent housing goals.**

***105 Long Term Homeless and Rental Assistance Vouchers provides \$1,325,000 in rental subsidies over 2 years, promoting housing affordability.***

***Supportive Housing Services are supported by 6 FTE Staff***

## ***A Journey -***

### ***From Homelessness to Self-sufficiency:***

JG and her four-year-old son entered BI-CAP's Transitional Housing Program after a long stint of homelessness in the twin cities and staying at a local homeless shelter in Bemidji. With housing stability and dedicated case management JG thrived.

JG faced many barriers. She never finished high school, had few job skills, no driver's license, and her son experienced learning disabilities and challenging behaviors which were made worse with unstable housing. JG's Supportive Housing

Specialist worked with her to focus on her strengths, of which she had many, including a high motivation to succeed and get off of public assistance, deep religious faith, good social and parenting skills along with some good personal values such as cleanliness, honesty, and punctuality.

As soon as JG entered the transitional housing program she immediately established goals to move her and her son in the direction of self-sufficiency. After exiting BI-CAP's Transitional Housing program earlier this year, JG continuously tried

## ***Supportive Housing Services:***

### **Prevention**

- Family Homeless Prevention & Assistance Program

### **Transitional Housing:**

- OEO Transitional Housing
- Conifer Transitional Housing

### **Rapid Rehousing:**

- Cass Scattered Site Rapid Rehousing
- ESG Rapid Rehousing

### **Rental Assistance:**

- Long Term Homeless Rental Assistance
- RAP Rental Assistance

### **Permanent Supportive Housing (PSH):**

- Beltrami County PSH
- American Indian PSH
- Chronic PSH

### **Home Ownership:**

- MURL

to improve her overall financial situation. Currently she works as a full-time CNA at a local nursing home, her son is thriving in school, she owns her own car and is very proud to say that she no longer receives any county public assistance.

***FY17 - 239 Individuals obtained or maintained affordable housing.***





### Success Story: Serrena

“ In the beginning of May I had recently moved into my own place with my fiancé and our two boys. We were transitioning from living with family members to living on our own. Knowing that I was in need of some type of em-

ployment, my mother had suggested the YouthBuild Program. So after going through the orientation process, I decided to give it a try and that was honestly the best decision I have ever made. During my time at YouthBuild, the team and I set some goals, and with a plan in place I was ready to get the ball rolling. They offered some carpentry training such as NCCER, along with that goes First Aid/CPR and lead safety, so the students can help build houses. They helped me study for my GED and got me into a CNA class. From there they helped me to get my Drivers Permit. I did all of this in three short months and now I am currently working at a long term care facility and hope to attend college to go for my LPN and RN. I can honestly say, I never thought I'd be where I am today, if it weren't for the amazing team at YouthBuild going above and beyond for their students. I probably would still be struggling to pay bills and not know what I want to do with my life.”

*“I can honestly say, without the support and resources at YouthBuild, I would not be where I am today. I appreciate everything they have done for me and what they continue to do for others. I will always speak highly of YouthBuild.” -YouthBuild participant*

*YouthBuild is supported by 7 FTE Staff*

# YouthBuild

## ***A comprehensive work-training program for youth at risk.***

- Time is divided between classroom, on-site construction/work experience training, and community service. Participants can earn their high school diploma/GED, earn certifications, learn valuable life skills, receive employment/post-secondary placement services, and more. The program is delivered to participants over 6 months, with a 1-year follow-up period.

***\*YouthBuild Revenue Streams:***



**\*DOL- \$972,000 2 year**  
**\*DEED- \$109,000 1 year**  
**\*Evergreen Youth at Work - up to \$120,000—2 years**

- Students (age 16-24), work up to 29 hours a week and earn a stipend @ minimum wage.



***The 1207 Bemidji Ave N home was completed in April 2018***

*YouthBuild strives to build a new single-family house within a 2 year grant cycle.*



### **In 2017-18— 38 participants:**

- 17 Students graduated with a High School Diploma and/or GED and 8 are actively working towards their diploma
- 38 Students finished NCCER (National Center for Construction Education and Research) training.
- 35 Students completed CPR/1st Aid/AED Training.
- 6 students are credited with OSHA
- 15 received a Drivers License or Permit



**Life Skills**  
**Work Experience**  
**Job Readiness**

*Once the homes are completed, they are sold to a low-income buyer.*

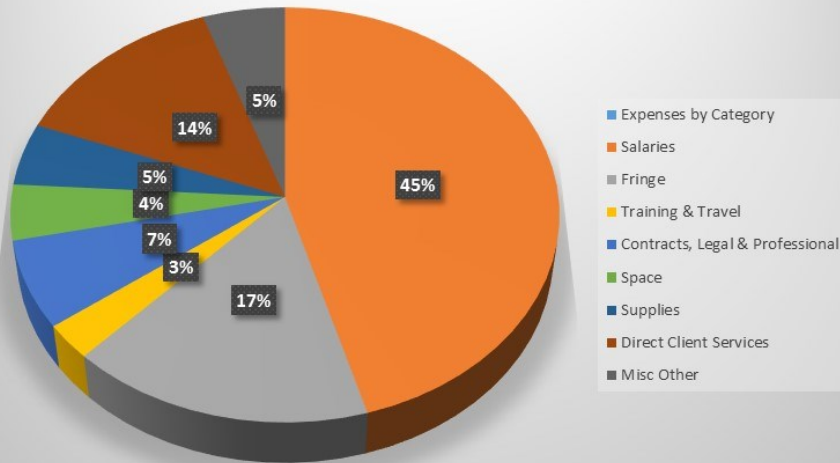
***YouthBuild partners with: Cass Lake ALC . Evergreen YFS . Rural MN CEP . And, other providers***



**Fiscal Year 2017\***

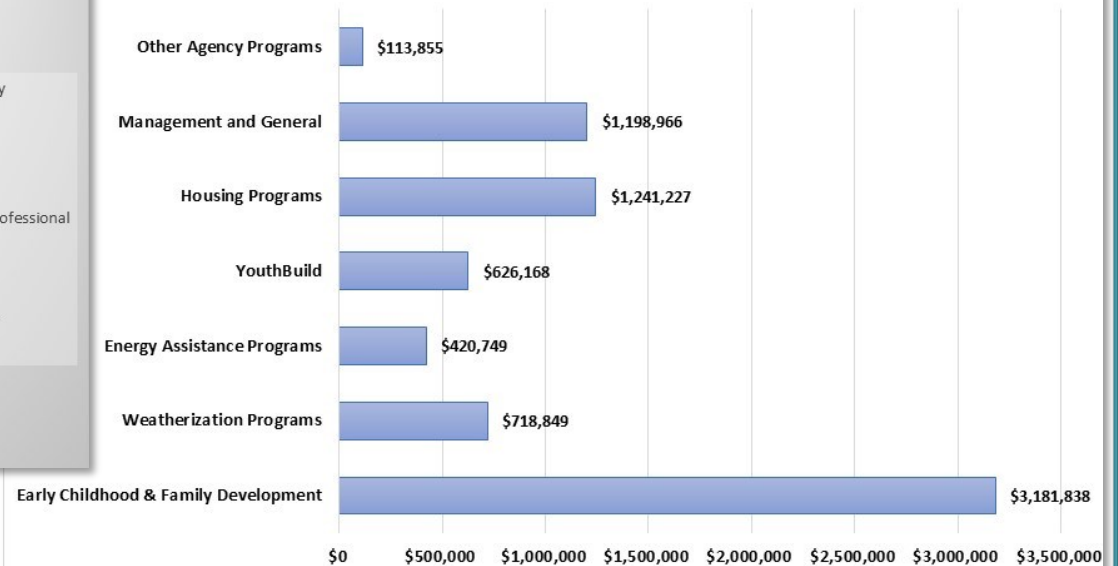
# Financials

**Expenses by Category**



**\*Numbers reflect grant revenues of active grants 10/1/2016—9/30/2017**

**Expenses by Function**



**B** I-CAP receives revenue from over 11 funding sources and 30 different grants, bringing federal, state and local dollars into our communities, totaling approximately \$7 million .

**Financial Statement:** BI-CAP is audited each fiscal year by independent Certified Public Accountants. The audit is conducted in accordance with U.S. generally Accepted Auditing Principles (GAAP). The summarized data that appears on this page are from the audit.



## FUNDING SOURCES



- U.S. Department of Agriculture
- U.S. Department of Energy
- U.S. Department of Health and Human Services
- U.S. Department of Homeland Security
- U. S. Department of Housing and Urban Development
- U.S. Department of Labor
- Minnesota Department of Commerce
- Minnesota Department of Education
- Minnesota Department of Employment and Economic Development
- Minnesota Department of Human Services
- Local Grants and Program Support

## Years of Service:

### STAFF – OVER 30 YEARS OF SERVICE

Linda L.—Program Director	39+ years
Pam E.—Office Mgr/Executive Assistant	37+ years
Keith B.—ERSEA & Family Support Manager	32+ years
Dixie W.—Teacher Assistant	32+ years

### STAFF – 25 TO 30 YEARS OF SERVICE

Hyacinth S.—Supportive Housing/ Resource Development Director	25+ years
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### STAFF – 20 TO 24 YEARS OF SERVICE

Paula H.—HS Program Coordinator	23+ years
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### STAFF – 15 TO 19 YEARS OF SERVICE

Britta S.—Family & Classroom Support Coordinator	19+ years
Mary D.—EHS Family Coach	19 years
Jennifer N.—Supportive Housing Specialist	19 years

Jill K.—EHS Family Coach	18+ years
Becky A.—Energy Assistance Specialist	18+ years
Betsy S.—YouthBuild Records Technician	18+ years
Clare B.—Cook	17+ years
Beth S.—Health, Nutrition & Safety Support Manager	17 years
Kenny B.—YouthBuild Construction Trainer	16+ years
Laina H.—HS Office Support Specialist/ Teacher Sub	15+ years
Debbie J.—Energy Assistance Manager	15+ years
Cathy S.—Supportive Housing Records Technician	15+ years

### STAFF – 10 TO 14 YEARS OF SERVICE

Lauri C.—Family Support Coordinator	14+ years
Tracey M.— Classroom Coordinator	14+ years
Jody B.—Teacher	14+ years
Jennifer A.— Classroom Coordinator	13+ years
Caryn J.—Teacher	13 years
Jennifer W. —Classroom Coordinator	13+ years
Dawn G.—Family & Classroom Support Coordinator	12+ years

Linda B.—Family Support Coordinator	12+ years
Sandy W.—Supportive Housing Specialist	12 years
Anna H.—Teacher	11+ years
Barb M.—Executive Director	11+ years
Kirk K.—Supportive Housing Specialist	11 years
Jeff F.—Weatherization Manager	11 years
Chris M.—YouthBuild Manager	10+ years
Jacqui C.—Teacher	10+ years
Jerry R.—Facilities Maintenance I	10+ years

### STAFF – 5 TO 9 YEARS OF SERVICE

Danette H.—Energy Assistance Specialist	8+ years
Heather P.—Teacher	8+ years
Jak K.—Facilities Maintenance II	7+ years
Deb B.—Supportive Housing Specialist	7+ years
Megan E.—Teacher	7+ years
Rina N.—Teacher	6+ years
Dawn P.—Supportive Housing Specialist	6 years
Charmaine S.—Family Support Coordinator	5+ years
Rebecca M.—Teacher	5+ years

## The Promise of Community Action

**Community Action changes  
people's lives, embodies the spirit  
of hope, improves communities,  
and makes America a better place  
to live.**

**We care about the community,  
and we are dedicated to helping  
people help themselves and each  
other.**

***B*I-CAP has over 170  
collaborative or  
participatory relationships in  
Beltrami and Cass Counties.  
Thank-you to all who work  
together to make the  
Community Action Promise  
live in our communities.**

