

## Community Participation Program 2011 Annual Report

### 1. Accomplishments

The Jordan Area Community Council (JACC) for the past four years has operated under the leadership and guidance of a community board of directors, which has overseen all day to day operations, including oversight and approval of expenses. During the first half of the fiscal year the agency employed no fulltime staff, however in the fourth quarter of 2011, the board of directors hired two part-time staff; an Outreach Worker and an Administration/Communications Coordinator. The agency has employed a consultant over the past few years in the role of bookkeeper/accountant capacity to assist with financial management. The board of directors also hired Larson Allen, LLP to perform an audit and grant analysis to determine the financial status and over health of the agency.

It should be noted that in November of 2008 and into January of 2009, JACC had a major disagreement over the leadership and financial management of the organization among its board of directors and Executive Director. That disagreement resulted in a protracted legal struggle between the “old board” and the “New Board” this struggle has only recently been resolved with all judgments and appeals inclusive (available upon request) ruled in the favor of the new board, which is the board that governs the organization today. During this extended period of litigation the board thought best to govern the organization in a fiscally and socially conservative manner and only during the last 12 months has started to re-engage the community in a fashion for which it is designed. The majority of governance was directed at re-establishing the organization credibility and financial soundness. Having accomplished these 2 key points the “JACC is back” logo was created as a signature message re-introducing the organization to the neighborhood. It is now transitioning to the JACC logo.

More importantly, JACC has been fiscally responsible and efficiently used funds in the following manner:

- JACC renegotiated the lease (established under the old board) and moved its main administrative offices from a single occupant space 2009 James Ave N. to multi-occupant shared, ADA accessible space located at 2901 Emerson Avenue North; reducing the monthly rent expenditures ~ 75% (2012)
- JACC renegotiated our commercial mortgage with Franklin Bank for the Hennepin County probation house at 2539 Irving Ave. N. (2011)
- We completed the variance and rezoning application, committee hearings and city council discussions to change the Probation house from residential to residential commercial to bring the facility more in line with city zoning requirements (2011)
- We are in the process of generating a scope of work, obtaining CPED approval on the scope, going to Bid under CPED guidance and hiring a contractor to complete the work. (In process)
- We hired a consultant to guide the board in reestablishing an ED position, hiring an ED as well as setting operational guidelines for running the organization. (2012)
- We established (7-9) block clubs
- Working with another non-profit, JACC is sharing its office space and has repurposed a section of the JACC garden at 26<sup>th</sup> and Knox for growing vegetables and supporting a major city initiative for people to eat healthier. (Appetite for Change)

- Our Housing committee has extensively surveyed the Tornado damaged areas of Jordan, compiled an extensive report and provided that report to multiple city organizations (List available upon request)
- Operating in an inner city neighbor hood also has its difficulties, our recently installed ED as well as the organization was robbed of her cell phone and the organization its computers. “The neighborhood is not W/O its challenges.
- We have re-established an operation office and are now able to serve the walk in community during normal business hours 5 days a week as well as represent the organization at nightly events such as Crime and Safety, Housing and board meetings as well as monthly listening sessions and outreach events.
- We scheduled and completed a multi-weekend strategic planning session for new board members in spring and summer of 2011, a version of this will however have to be repeated for the newer board members.
- We participated in the harvest festival (Fall 2012) and have had several block events.
- JACC donated funding to the Boys and Girls club for the Girls basketball uniforms (2010-2011)
- We collaborated with multiple North side Neighborhoods in opposing a badly conceived “Hub project”
- We have collaborated with the “Pohlad” foundation on numerous projects, specifically the 30-31 James Ave N block to rebuild and beautify that area after the tornado; this was a very successful outreach project that also recruited a board member.
- JACC advertises in the North News, which targets and reaches over 3000+ north Minneapolis households and expands beyond Jordan boundaries to raise awareness about our agency.
- In Fiscal year 2011 we converted our books from cash to accrual, this was on the recommendation of our auditor, and the accrual method provides a more accurate picture of the organization and inhibits manipulation of the books.

In 2011 the major accomplishments that JACC under went were:

- improve Internal Control Issues
- improve Budgeting by financial statements being completed in a timelier manner
- Maintain Office Records to ensure deadlines are met such as filing of Tax Form(s) 990 and real estate taxes
- Grant Analysis to ascertain the source and approved use information

The JACC Board of directors elected to reorganize the agency. By taking the time to strategically look at the agency and its overall ability to function, the board started with reviewing all internal processes and/or the lack of procedures and compliance. This method allowed the agency to better serve the Jordan neighborhood and rebuild trust to ensure residents that the agency is in better financial health and more stable than in previous years.

## 2. 2011 CPP Submission

The Jordan Area Community Council started using social media as a tool to reach out to residents, such as Facebook, and updated its Website. NorthNews is a monthly newspaper delivered to thousands of household in North Minneapolis. It is a tool that JACC has used to place a monthly advertisement, which lists meetings and highlights agency updates. JACC does a spring and winter newsletter that highlights residents,

block clubs, partnerships, etc. JACC hired staff late in the year of 2011, door knocking the neighborhood became a task for staff to accomplish to raise awareness and inform residents “JACC is BACK”. This slogan became the tagline for JACC, as staff and the board of directors focused on rebuilding the infrastructure of the agency.

### 3. Stake Holder Involvement

JACC is a neighborhood association that serves a disenfranchised community that faces many disparities. It has several committees that meet on a monthly basis such as crime and safety, housing, listening session, etc. all board meetings are open to the public and ADA accessible. All meetings are advertised via the website and in NorthNews. It is unknown the outreach effort and method of strategies that were used to expand beyond the population that JACC currently serves.

- a. There are 10 community residents that serve on the board and 5 vacancies.
- b. Approximately 25-30 individuals have participated in committee meetings in the last year.
- c. The number of people who attended the JACC 2011 annual meeting is unknown.
- d. Over 3000 households receive JACC publications.
- e. The number of people who participated in other activities of the agency in 2011 is unknown.

### 4. Financial Reports

A 2011 income and expense report for the organization will be submitted separately as an attachment.

## **Interactions with City Departments and other jurisdictions**

1. Impact – The JACC consultant (aka bookkeeper) had the most interaction with city staff and found this relationship to be most helpful in assisting with determining allocation of CPP funding.
2. City Communications – The information received from the City was very useful and in situations where there were questions, the city staff made themselves available to provide guidance.
3. City Communications – JACC has received adequate notices of activities that occur in the neighborhood.
4. City Departments – the City departments have proven to be an asset to assisting JACC in its organizational restructuring phase.
5. City Assistance - JACC is governed by a volunteer community board. The most valuable resource for the agency has been having city staff with the flexibility in their work schedules to attend evening meetings to accommodate the needs of the agency.