



BOARD OF DIRECTORS MEETING
Thursday, April 25, 2024, 6:30 – 8:00 pm
Zoom: [Login](#)
Dial-In: +1 312-626-6799, Meeting ID: 821 3771 4064, Passcode: 455469

MINUTES

Antanisha Spears	E	Naweed Ahmadzai	E
Glaiza Regis	E	Victoria Chambers	P
Kathilyn Solomon	E	Brian Smith	P
Miles Wilson	P	Council Member Emily Koski	P
Samsam Mohamed	E	Allen Rezac	P
Solomon Ogunyemi	P	Council Member LaTrisha Vetaw	P
Tyanna Bryant	P	Commissioner Kevin Anderson	P
Jim Lehman	P	Commissioner Debbie Goettel	P
Josh Schaffer	P	Adriana Cerrillo	E
Dominique Pierre-Toussaint	E	Council Member Dr. Kimberly Wilburn	P
Kevin Myren	P	Commissioner Marion Greene	E

CAP-HC Staff Present: Dr. Clarence Hightower, Gayle Peters, Kendra Krolik, Todd Blooflat, Lia Kang, Tammy Stauffer, Shanelle Hall, Katherine Castille, TaMica’ Tody

Guest Present: Corinne Horowitz (Councilmember Koski), Betsy Brock (Councilmember Vetaw)

1. Call to Order/Roll Call:

Chair Schaffer called the meeting to order at approximately 6:35 PM. A quorum was present.

2. Review and Approval of April 25, 2024, Board Agenda:

Chair Schaffer asked if there were any changes to the April 25, 2024, Board Meeting agenda. There were none. Ms. Bryant made a motion to approve, seconded by Mr. Lehman. MOTION adopted and the agenda was unanimously approved.

3. Review and Approval of March 28, 2024, Board Minutes:

Chair Schaffer asked if there were any changes to the minutes of the March 28, 2024, board meeting. There were none. Ms. Bryant made a motion to approve, seconded by Mr. Lehman. MOTION adopted and the minutes were unanimously approved.

4. Study Session(s)

a. FFY2023 CSBG Annual Report – Ms. Krolik

Each year around February an annual report is compiled for the Office of Economic Opportunity that summarizes the uses and impact of the CSBG/MCAG funding. Every Community Action agency in Minnesota and across the country is required to complete the same report. The data from all reports is aggregated for a national report to US

Congress. Ms. Krolik presented the Program Year 2023/FY 2023 report. This report runs from October 1, 2022 – September 30, 2023. This report is a summary of CAP-HC's efforts and impact during the reporting period.

Module 1 – Management Accomplishments

- The new office openings in Brooklyn Park and Bloomington and the expansion at the Minneapolis location.
- The \$5.7M DEED Appropriation. This allowed CAP-HC to subgrant funds to two North Minneapolis organizations: A Mother's Love and Salem Inc.
- CAP-HC received a clean unmodified opinion on the most recent audit.

Innovative Solutions Highlights

- Partnerships with Cummins and First Independence Bank provided opportunities to expand the Financial Wellness Program last year. In total 307 people were served with Financial Wellness workshops. Incentives from Cummins funding was a driving proponent of the number of people served.

Module 2 -CAP-HC Expenditures, Capacity, and Resources

- CSBG expenditure for the period was \$1.9M.
- Total funding leveraged as an agency was \$22M. This number includes the Energy Assistance Program direct assistance payments made to households.
- Approximately 1,900 training, planning, and assessment hours
- 635 Volunteers hours
- 78 organizational partnerships

Module 3 – Community Level Work & Activities (Community Level Initiative)

- Community violence prevention, working through partner organizations: A Mother's Love and Salem Inc. CAP-HC also partnered with *We Push for Peace*. These three organizations work with local Black churches to intervene during violent incidents, providing trauma management, referrals for emotional and family support, medical follow-up, substance abuse treatment, legal and educational support. They also sponsor community events to encourage fellowship.

Module 5 – National Performance Indicators (NPI), individual & Family Services and Client Characteristics

NPIs are a standard set of outcome indicators that are required to be reported on. Indicators can in part be selected based on program offerings.

- NPI Examples:
 - The number of unemployed adults who obtained employment.
 - The number of households that avoided evictions.
- During the reporting period CAP-HC reported on 15 NPIs

Individual and Family Services

- Job Readiness Training
- Financial Management
- Utility Payments

For the reporting period CAP-HC reported 48,589 unduplicated individuals served across 32 programs.

- Client Characteristics
 - Demographics are available on the agency dashboard and the board portal.

b. Board Engagement—Fundraising – Chair Schaffer

Chair Schaffer presented the Board Engagement and Fundraising slideshow, which highlighted options for board members to assist in fundraising efforts, personal donations during campaigns, and outreach to personal networks.

- May Fundraising Campaign
 - Community Action Month
 - 60th Anniversary of Community Action Agencies in the US
 - More info at: [2024 Community Action Month | National CAP \(communityactionpartnership.com\)](https://communityactionpartnership.com)
 - Board engagement will help share the message and reach goals!
- 2024 Fundraising Goals
 - 30 new donors
 - Increase donor retention rate from 30% in 2023 to 40% in 2024.
 - Raise \$16K in 2024.
- How board members can help
 - Donate during active campaigns.
 - Connect the agency to prospective funders or donors.
 - Be an advocated for CAP-HC
 - Share social media content.
 - Talk about the organization with your personal network.
 - Promote active campaigns.
- 1:1 Meetings
 - Fund Development Committee members will meet with board members
 - Share goals and strategies for board engagement.
 - Talk about your network and connections.
 - Share how you can work with CAP-HC staff.
 - Hear how you would best like to support this work.

Ms. Krolik will send an email with additional information. Commissioner Goettel committed to doing a small resolution and will have her office create a social medial blast.

5. February 2024 Financials:

Committee Chair Myren led the board through the February 2024 financial statements. Continuing to perform closely to the budget, the first two months of the year show \$1.6M in revenue, which is slightly over the \$1.5M budgeted. This is a positive variance. There was a positive change in net assets of \$55,650 for the first two months of the year. The cash and cash equivalents was just over \$82,000 due to outstanding grants and the timing of payments. The cashflow projection showed negative cash at the end of March. This was projected and recovered. Cash was and will be tighter than usual as the energy programs ramp down. There were no questions. Chair Schaffer accepted a motion to approve the February 2024 Financials, subject to audit. Commissioner Goettel made a motion to approve, seconded by Mr. Rezac. MOTION adopted and the February 2024 Financials, subject to audit, were unanimously approved.

6. Grant Application Report:

Ms. Krolik presented. This Grant Application Report is through March 2024. Four proposals have been submitted so far this year. The most recent requests included a request to the Anderson Corporation Foundation for \$15,000 to support housing stability services and a \$10,000 request to CH Robinson, to support the Employment Readiness Programs. As a heads up, in April, requests were submitted to the Frey Foundation and the Minneapolis Association of Realtors Foundation as well. These two submittals will be reflected in next month's reports. The \$10K matching grant submitted to Schultze Foundation last fall was unfortunately declined. Ultimately, there were less funds available than anticipated and they were unable to support new grantees and had to cut support for some existing grantees. Through this process a relationship has been established and staff will continue to cultivate this relationship and potentially submit future proposals. Thanks to Jim Lehman for making that connection. Chair Schaffer stated while this is unfortunate news, staff did a great job presenting to this potential funder and the site visit was well organized.

7. Finance and Audit Committee Update:

Committee Chair Myren shared the committee met a week earlier and a quorum was present. The February Financial and Cash Flow Statements were reviewed in depth. Dr. Hightower presented the Line of Credit report and legal update. There was a last-minute change to the agenda and the audit report has been postponed to the May meeting. Lastly, during New Business the committee recognized Allen Rezac's years of service to the Finance and Audit Committee, board, and Community Action as that was his final meeting on the committee. Mr. Rezac will be stepping aside so that Commissioner Greene can resume her CAP-HC board duties.

8. Human Resources Committee Update:

Committee Chair Chambers shared the committee met and had a quorum. The meeting agendas from April 25 and March 27 were approved. Meeting minutes from February 22 and March 27 were also approved. There was a recruiting and hiring update from Ms. Peters. She shared there are two positions open in Client Services and one pending position in Planning and Development. Interviews are in progress for the two Client Services positions. Energy Assistance Program employees are currently being furloughed through the end of July. Employees will maintain their benefits during this time. Notice was provided to furloughed staff. Ms. Peters also provided a cultural update. The Wellness rooms are in the process of being decorated. The Employment Engagement survey will be postponed to the Fall. There are four staff meetings planned for this year and one coming up within the next month. During the Overall State of the Agency update, Ms. Peters shared that while some staff are disheartened by furloughs other staff are welcoming of it and looking forward to a break. For New Business, Ms. Chambers encouraged the committee to sign their 2024 Conflict of Interest Policy and return those to the Executive Assistant. The next HR Committee meeting is Thursday, May 23. Chair Schaffer reiterated to all board members to sign and return their 2024 Conflict of Interest Policy forms.

9. Planning and Evaluation (P&E) Update:

Committee Chair Bryant shared the committee met earlier in the week and did have a quorum. All regular reports were reviewed. The Energy Assistance Program is completely caught up on applications and currently working to flip denied households to the approved status. The team has also begun using the DEED database to verify client income and will work on policy in May to create best practices for using this database going forward. The partnership with Xcel has proven beneficial as Xcel staff are reaching out to Xcel/CAP-HC clients to gather missing information and further assist in turning denied Xcel households to approved status. 98% of CAP-HC clients are Xcel customers. The PICA collaboration project is still in process and moving forward. Ms. Bryant is thankful for partnerships with Mother's Love, Salem Inc, and Push for Peace as she is personally aware of these organizations and the great impact they have in the community and the integral support they provide.

10. Monthly Program Data Report:

Dr. Hightower reported there is no PDR this month. There has been a staff transition in the department responsible for this report. Staff did not want to present data that was not 100% accurate. Staff will present both reports at the May board meeting.

11. Executive Director Update:

Dr. Hightower lifted the CSBG Annual Report and the large, unduplicated number of people served in Hennepin County: 48,549 during the reporting period. Dr. Hightower commended staff for reducing the time between the need being identified (application) and the service(s) being delivered. The lag time was 60-90 days at some points last year. Currently the processing time is under 30 days. Dr. Hightower also commended the board for supporting the work of the agency. Each committee had a quorum. Dr. Hightower shared the "gut punch" that was delivered to staff recently pertaining to the DEED contract. Staff had been excited to get roughly \$5.7M of support from DEED and the anticipated 10% fee to count as unrestricted funds. Staff asked that DEED put this in writing and staff believed this had been done. However, after a monitoring session staff were informed that there was miscommunication and DEED staff spoke inappropriately about the 10% admin fee. Staff met with the Senator that authored the bill. The Senator argued on behalf of CAP-HC that this was a service that CAP-HC charges a fee for and asked that they honor the 10% fee. However, it was determined that nothing could be done. This can't be treated as a fee of 10% but this will be treated as reimbursement for services rendered and time tracking. This is majorly disappointing for staff. Some costs will be moved from programs to the DEED grant over the course of a few years. More program funds will be gained but not the unrestricted dollars that are much needed. Commissioner Goettel asked how far back this goes. How far back were the funds counted as unrestricted dollars. Mr. Blooflat shared that this goes back to July 2023. Commissioner Goettel asked what the ramifications will be. Dr. Hightower said that we aren't being penalized, we are just unable to count on that as a source of unrestricted funds. Chair Schaffer asked what the change in the funding is. Was there a concern about what we were charging. Dr. Hightower stated there is a generic contract and if we wanted to have the 10% fee this contract would've needed to have been modified and it was not. Mr. Myren shared there is only a reimbursement contract, their standard contract. What was verbally discussed was

simply was not included in the current contract. The contract stated administration could not succeed 10%. A Vendor Relationship Contract can say anything you want but the contract that was signed was a Reimbursement Contract.

12. New Business

a. **FFY2023 CSBG Annual Report**

b. Board Self-Assessment

Chair Schaffer shared the board will assess its own performance. Each member should rate where the board is currently. A link will be emailed on Friday, April 26 and the survey will close on Friday, May 3. Chair Schaffer urged all board members to participate in the survey. Areas of improvements can be identified, and highlights shared.

c. Bylaws Amendments

Commissioner Anderson shared there is one proposed bylaw change. There will be language added to limit the elected officials to (5) 2-year terms of service on the CAP-HC board. This was approved by the bylaws committee. Chair Schaffer accepted a motion to ratify the approval of the bylaws committee. Commissioner Goettel made a motion. All agreed, and none opposed. The approval of the bylaws committee amendment was approved.

d. **2023 Executive Director Performance Evaluation**

Chair Schaffer's letter to Dr. Hightower, acknowledging the review of his performance evaluation and his service being satisfactory and exemplary for the last year is included in the board packet. Chair Schaffer accepted a motion to accept the 2023 Executive Director Performance Evaluation. Mr. Anderson made a motion, seconded by Ms. Bryant. MOTION adopted and the 2023 Executive Director's Performance Evaluation was unanimously approved.

e. Recognizing Allen Rezac's Service

The board thanked Mr. Rezac for his many years of service on the board and to CAP-HC.

Announcements/Information:

The Board Roster, Board Calendar, Board Committee Assignments, and the Agency Dashboard were included in the Board packet for review. A link to the Board Portal on the agency website was also included on the agenda. An amended copy of the Agency Bylaws was emailed to all board members.

Adjournment:

The meeting adjourned at approximately 7:35 PM

Next CAP-HC Board of Directors Meeting:
Thursday, May 23, 2024
6:30 – 8:00 pm

- Our Mission Partner with community to provide effective and responsive services to reduce the impact of poverty in Hennepin County.
- Our Vision Hennepin County without poverty
- Our Values Strengthening Community, Eliminating Barriers, Creating Opportunities, Building Relationships, Responsible Stewardship, Equity and Inclusion