

BOARD OF DIRECTORS MEETING MINUTES

Thursday, December 5, 2024, 6:30 – 8:00 pm

Zoom: [Login](#)

Dial-In: +1 312-626-6799

Meeting ID: 821 3771 4064, Passcode: 455469



Community Action
Partnership of Hennepin County

MINUTES

Adriana Cerrillo	E	Kevin Myren	P
Antanisha Spears	P	Council Member Dr. Kimberly Wilburn	P
Brian Smith	P	Council Member LaTrisha Vetaw	P
Commissioner Debbie Goettel	P	Commissioner Marion Greene	E
Dimitri Audie	P	Miles Wilson	P
Dominique Pierre-Toussaint	P	Solomon Ogunyemi	P
Council Member Emily Koski	P	Traverna (Tray) Douglas	E
Commissioner Heather Edelson	E	Tyanna Bryant	P
Jim Lehman	P	Victoria Chambers	P
Josh Schaffer (Board Chair)	E		
Kathilyn Solomon	E		

CAP-HC Staff Present: Dr. Clarence Hightower, Todd Blooflat, Tammy Alto, Gayle Peters, Lia Kang, Katherine Castille, Jalynn McLaughlin

Guest presents: Maggie Kohl on behalf of Council Member LaTrisha Vetaw, Emily Campbell on behalf of Council Member Emily Koski

Call to Order/Roll Call – Chair Myren:

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

Review and Approval of December 5, 2024, Board Agenda – Chair Myren:

Chair Myren asked if there were any changes to the December 5, 2024, Board Meeting Agenda. There were none. Mr. Smith made a motion to approve, seconded by Ms. Bryant. MOTION adopted and the agenda was unanimously approved.

Review and Approval of October 24, 2024, Board Minutes – Chair Myren:

Chair Myren asked if there were any changes to the December 5, 2024, Board Meeting Agenda. There were none. Mr. Smith made a motion to approve, seconded by Ms. Bryant. MOTION adopted and the agenda was unanimously approved.

Study Sessions:

Employee Engagement Survey Results – Ms. Peters:

Ms. Peters presented. Anonymous survey took place October 18-November 4. There was a 78% response rate, with a goal of 92%. More than half of the staff are looking to stay for the next 2 years.

Staff also said they would apply for their position again. “Diversity and Inclusion”, and “Services We Provide” scored high with staff. Will be holding town halls with staff for feedback on the survey results. It was noted that nothing from the survey results was unexpected.

b) 2025 Fiscal Year Budget Book – Mr. Blooflat:

Mr. Blooflat presented. The budget was developed by staff as a yearlong resource for staff, the board and the agency. Budgets were updated to reflect the increases in wages (3%), health insurance (16%) and dental (2.1%).

Revenue: Total programmatic revenue of \$6.25 million and the total overall agency budget is \$8.2million.

Desired Expenditures: programmatic expenditure \$6.25 million and the total overall is \$8.2 million. The overall agency budget is about \$123k more than the programmatic budget because administrative costs that are allocated to the direct appropriation grant are not a part of the programmatic budget but part of the overall agency budget.

Changes for 2025: Grant funding is either flat or reduced. The budget reflects flat funding for the CSBG grant, a decrease back to prior funding levels for MNCAG, flat funding for energy assistance from Commerce, and CSBG/MNCAG grants for the water program. It also reflects direct appropriation from the state to two subgrantees covering some administration expenses and no depreciation expense for 2025.

Entire budget is balanced, program/departments are balanced, direct appropriation portion is also balance.

c) 2025 CAPHC Holiday Calendar – Ms. Peters:

Ms. Peters presented. CAP-HC observed holidays are paid holidays to staff –part-time, full-time and temporary staff. Observed holidays have not changed since last year.

Financials – Committee Chair Myren:

a) September 2024 Financials

Chair Myren presented. Numbers are through September 30th. The actual revenue YTD is \$6.6 million with a budget YTD of \$6.7 million. \$270k are grants and \$162k is part of the direct appropriation. These are offset by similar expenditure amounts with the actual being \$6.5 million vs the budget YTD of \$6.7 million or positive variance of \$157k. There was \$353k in salary and benefit savings were offset by direct client services. Instead of spending money on salaries and wages it was spent on direct client services for about \$120k. The direct appropriation is under budget on revenue and expenses.

Bottom line for first 3 quarters of the year is \$31k to the positive vs a budget of a loss of \$23k or positive variance of \$54k.

Chair Myren asked if there were any questions about the September 2024 Financials. There were none. Chair Myren made a motion to approve, seconded by Mr. Lehman. MOTION was adopted and the September financials were unanimously approved.

b) October 2024 Cash Flow Projections

Chair Myren presented. Cashflow was about negative \$87k and is projected to be positive on cash for the next few months.

Line of credit: 2024 was the first year the agency had to tap into the line of credit in four years. OEO stopped billing benefits at the end of 2023 which has caused CAP-HC to have to use the line of credit.

Grant Application Report – Ms. Krolik:

Ms. Krolik presented. The report shows activity through October 2024. The request to the Target Foundation for \$50k and to the CenterPoint Energy Foundation for \$20k to support our Employment Readiness program were both declined. Feedback was requested from both with no response from Target and CenterPoint shared that the grant application season was extremely competitive, so they chose to prioritize organizations that provide technical training, in addition to the types of employment support CAP-HC provides. Request to MN Department of Revenue for Tax Assistance program approved \$36.5k grant on top of \$27k already received over the 2-year grant period. Also received a \$2500 grant from the Target Community Engagement Fund that can be used for general operations. A proposal was sent to \$50k DEED for capacity building funds, but have not heard back yet.

Q3 Client Satisfaction Report –Ms. Krolik:

Ms. Krolik presented. The period July 1-September 30. Fewer clients received services during the summer, so less surveys were sent out, but the response rate was high compared to prior periods at 16.9%. Majority of respondents during this period received services from the Water Assistance Program. 48% of respondents live in Minneapolis and 52% in Suburban Hennepin. The prompt “Getting in contact with a staff member was quick and easy” fell below the targeted 3.0 score, with a mean of 2.81 compared to 3.05 last quarter. “Staff made it easy to understand the programs and how to enroll”, “Staff made me feel like they cared about my personal situation”, and “I would recommend CAP-HC programs to my family and friends” were all above 3.0. The average score across all four prompts for this quarter was 3.17, which is higher than what Q3 has been in the past 3 years.

Finance and Audit Committee Update – Committee Chair Myren:

Committee Chair Myren presented. The committee met and had a quorum. The September financial and cash flow statements were reviewed. The committee also reviewed and recommended for approval the 2025 budget.

Human Resources Committee Update – Committee Chair Chambers:

Committee Chair Chambers presented. The committee met and had a quorum. There was an update on recruiting and hiring efforts with 4 open positions in the Client Services department. It was shared that there was a legal consultation done for guidance, but it is not a concern as the employee is no longer with the organization. There is a winter celebration coming up on December 20 with employees helping to plan it.

Planning and Evaluation (P&E) Update – Committee Chair Bryant:

Committee Chair Bryant presented. The committee met and had a quorum. The grant application and expenditure reports were presented. Energy Assistance received its funding at the beginning of

November and processing is within 45 days of receiving the application and getting it to a terminal status.

Fund Development Committee Update – Committee Chair Lehman:

Committee Chair Lehman presented. Shared that the committee is focused on trying to raise funds that can be used for general operations. The goal is to raise \$250k over the next two years and it was emphasized that board members need to be vigilant on how we can raise money and support the agency. A case statement or “elevator speech” has been drafted for board members to use to help raise the \$250k in unrestricted funds. Give to the max day the agency raised \$1,943 so far with a goal of \$3,100. Gross total revenue raised for Q4 has come to \$10.2k with a goal of \$20k.

Monthly Program Data Report – Ms. Alto:

Ms. Alto presented.

Executive Director Update – Dr. Hightower:

The Affirmative Action Overview was not discussed but included in the packet for reference.

New Business – Chair Schaffer:

a) 2025 Fiscal Year Budget Book

Chair Myren asked if there were any changes to the 2025 Fiscal Year Budget Book. There were none. Chair Myren made a motion to approve, seconded by Mr. Lehman. MOTION was adopted and the Fiscal Year 2025 Budget was unanimously approved.

b) 2025 CAPHC Holiday Calendar

Chair Myren asked if there were any changes to the 2025 holiday calendar. There were none. Ms. Bryant made a motion to approve, seconded by Mr. Smith. MOTION was adopted and the 2025 CAPHC holiday calendar was unanimously approved.

c) Antanisha Spears Reappointment

Chair Myren asked if there were any changes to the reappointment of Ms. Spears. There were none. Commissioner Goettel made a motion to approve, seconded by Mr. Smith. MOTION was adopted and Ms. Spears’ reappointment was unanimously approved.

Announcements/Information:

No announcements

Adjournment

The meeting adjourned at approximately 7:49 PM.

Next CAP-HC Board of Directors Meeting:
Thursday, January 23, 2025
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