

## BOARD OF DIRECTORS MEETING MINUTES

Thursday, January 23, 2025, 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	Kathilyn Solomon	E
Antanisha Spears	P	Kevin Myren	E
Brian Smith	E	Council Member Dr. Kimberly Wilburn	P
Commissioner Debbie Goettel	E	Council Member LaTrisha Vetaw	E
Dimitri Audie	E	Commissioner Marion Greene	P
Dominique Pierre-Toussaint	P	Miles Wilson	E
Council Member Emily Koski	E	Solomon Ogunyemi	P
Commissioner Heather Edelson	E	Traverna (Tray) Douglas	E
Jim Lehman	P	Tyanna Bryant	P
Josh Schaffer (Board Chair)	P	Victoria Chambers	P
John Baker	P		

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

Guest presents:

#### Call to Order/Roll Call – Chair Schaffer:

Chair Schaffer called the meeting to order at approximately 6:35 PM. A quorum was not present.

#### Review and Approval of January 23, 2025, Board Agenda – Chair Schaffer:

Voting moved electronically

#### Review and Approval of December 5, 2024, Board Minutes – Chair Schaffer:

Voting moved electronically

#### Study Sessions:

##### a) 2024 Annual Work Plan Results – Ms. Krolik:

Overall, 2024 was a great year for the agency with 21 out of 24 goals being met from the work plan. Some of the met goals included receiving a clean audit for the agency. CAP-HC also received positive program monitoring reports with no major findings and made progress improving the client experience by increasing the clarity and accessibility of program information. Provided regular training opportunities for staff. The agency also continues to meet OEO's Community Service Block Grant's organizational standards. Staff implemented a robust multichannel marketing and communications plan as well as a revenue diversification plan. The three unmet goals were 1) The third goal anticipated the number of

**\*BOLD** denotes Action Item for approval

households served would be 26,779 but the year ended at 23,351. When the target was set for 2024, it was forecasted with the numbers from 2023 which at the time were unusually high because of a timing issue with Energy Assistance application processing. These dynamics weren't fully grasped when the 2024 targets were. Staff have made adjustments with these dynamics considered when setting the goals for 2025. 2) Goal number 11, demonstrating positive movement in employee engagement areas from the 2023 survey, was unmet because the rating scale was changed, and staff could not meaningfully compare the results from this year to last. The change was well intentioned but didn't fully consider how it would affect the ability to measure progress. Staff have used this as a learning opportunity when making the goals for 2025. 3) The website redesign project was to be completed by December 31, 2024 but was extended into January 2025. Chair Schaffer asked if staff are able to look anecdotally and see if there was a shift in the desired direction even though the metrics are different on the employee engagement survey. Dr. Hightower answered that the agency will be able to see if staff are satisfied with the information provided but the hope was to be able to have metrics from the survey that would prove it to be true. Since the measuring scale went from 5 points to 4 points, the last two years cannot be directly compared.

**b) 2025 Legislative Priorities – Ms. Krolik:**

Ms. Krolik presented over the last couple of years the agency has been in line with other agencies in the statewide organization, MinnCAP, when creating proposed legislative priorities. Most of the advocacy work is focused on educating policy makers on the issues that have the biggest impact on our clients and how proposed legislation may help or hurt them. There are 3 proposed priorities CAP-HC is focusing on for 2025.

1. Minnesota Community Action Grant (MCAG) Expansion and Stabilization: The statewide coalition is advocating for an additional \$5.4mil per biennium to be added to the current Minnesota Community Action Grant (MCAG) base fund of \$9.9 mil per biennium. This would result in an ongoing \$15.3mil biennial appropriation.
2. Family Assets for Independence in Minnesota (FAIM) Grant Expansion and Stabilization: FAIM is a matched savings program that encourages individuals with low income to invest in different assets like education, homeownership or a business. Participants' savings are matched by the state up to a certain amount. The desire for the grant is to get the one-time \$3million increase received for the last biennium to become a permanent part of the base funding for this grant.
3. MinnCAP is seeking to have the base funding for the Family Homeless Prevention and Assistance Program (FHPAP) increased from \$20million per biennium to \$200million per biennium. The FHPAP provides supportive services and financial assistance, including rent deposits and utility payments, for households that are homeless or at risk of homelessness.

CAP-HC has a FAIM program but does not receive much funding for the program. At one point the program was federally and state funded but is now currently only funded by the state. CAP-HC staff believe there is less optimism around these priorities as there was a couple of months ago, since there have been more talks about cutting expenses. The MCAG and FAIM bills have hearings scheduled and they are looking for Community Action staff and clients to give testimonies.

**c) Kitchen Remodel Video – Ms. Castille:**

Ms. Castille presented. Dr. Hightower and Sergio Pena of Renewal Experts Construction met and discussed a kitchen remodel for one of CAP-HC's clients. The agency held a random drawing, and the remodel was completed in December. A video was created covering the family's story and will help bring awareness to struggles families with low income are facing. There is a press release being drafted that will be sent out to the media to hopefully get picked up for a story. The video will also be in the

February Newsletter and a blog post. It'll be tied into National Poverty Awareness month for January and used throughout the year.

#### Financials – Mr. Blooflat:

##### **a) October 2024 Financials**

Mr. Blooflat presented the October Statement of Financial Position: Progress was made with cash flow with cash being a positive \$26k at the end of October, which is the first positive in several months. This is in part due to getting grants paid on time. There was a line of credit balance of \$185k. Revenue and expenditures: positive change in net assets of almost \$20k for the month, which put the agency at almost \$51k for the year. Grants being paid upfront has helped this increase.

##### **b) November 2024 Financials**

Mr. Blooflat presented the November Statement of Financial Position: Cash at the end of November ended at nearly \$36k. The line of credit is \$0. Revenue and Expenditures: November ended with about a \$7k increase in net assets. The year to date for the end of November is \$57,600. Expenses that were a little over percentage are offset by areas that the agency has under spent. Grant Expenditure Report: On pace for majority of grants. Otto Bremer Trust grant is for the Emergency Rental Program and these funds can be spent quick so there is no concern on having this spent by the August deadline. The DEED grant has accepted the request to expand the deadline to December 31, 2025.

##### **c) December 2024 Cash Flow Projections**

Mr. Blooflat presented the Cash Flow through December 2024. The agency is up to almost \$190k for the cash flow ending balance. The agency received quick payments from the biggest funders which has helped this increase and went most of December without having to use the line of credit. When the line of credit was used, the balance was paid off within a couple of days. The cost for using the line of credit turned out to be around \$5k. The next six months cash flow looks favorable.

#### Grant Application Report – Ms. Krolik:

Ms. Krolik presented the grant activity through December 2024. There was a total of 24 grants submitted out of a goal of 20. Staff are still waiting to hear from 3 proposals, 11 were received and 10 were denied. There were two grants received since the last board meeting, one was an \$8k grant from the Jim and Linda Lee Family Foundation, which the agency has had a relationship with for almost three years. The funds came with no restrictions though CAP-HC focused on the employment readiness program. Also received the DEED Capacity Building grant for \$49k to support the employment readiness programs. This is not reflected on the December report as staff learned about it in January. The Schulze Family Foundation accepted CAP-HC's letter of intent and invited staff to submit a full proposal. The agency has moved to the next stage in the process for United Way's Community Investment Grant, an in-person site visit will be scheduled. Staff are still waiting to hear back on the \$30k request for Emergency Rental assistance from the WCA Foundation.

#### Finance and Audit Committee Update – Mr. Blooflat:

Mr. Blooflat presented. There was no quorum for this month's committee meeting. The October and November financials were presented earlier in the today's board meeting and an update on the DEED Direct Appropriation grant was included in the packet. Chair Schaffer asked if the subgrantees of the

**\*BOLD** denotes Action Item for approval

DEED Direct Appropriation have a secure path going forward or any corrective action they plan to take to meet the expectations of the grant and spend accordingly. Staff said they are cautious and have taken some steps that could improve the subgrantees chances of success including hiring a consultant to meet with the subgrantees on a weekly basis.

#### Human Resources Committee Update – Committee Chair Chambers:

Committee Chair Chambers presented. There was no quorum so voting will be moved to next month's meeting. Ms. Marquita Wagner will be taking on more hours and helping with HR and recruiting since Ms. Peters resigned from the organization. There are three posted positions, two in client services and the third being the HR Director position. There are no significant employee relations issues. The organization is finishing up performance evaluations and performance goals will be set for the new year.

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

Committee Chair Bryant presented. There was a quorum. Energy Assistance is working applications to get them to a terminal status within 30 days. The program is two days behind the state's average of 34 days. The water program has been extended into January to help with cash flow. The Solar Program has moved out of Minneapolis and into Brooklyn Park and Brooklyn Center. A new Vehicle Repair coordinator started and a new HUD counselor was just hired. Financial wellness has been holding workshops and a survey for feedback on the class was sent out and metrics will be shared at a later date. Ms. Solomon shared with the committee that she is participating in CAP-HC's Solar Program.

#### Fund Development Committee Update – Committee Chair Lehman:

Committee Chair Lehman presented. He recognized and thanked the entire committee for their efforts in raising unrestricted funds for CAP-HC. The plan is to put together a list of private foundations, corporations and individuals that may be interested in being a supporter of CAP-HC and its mission. The goal is to raise \$250k over the next two years with a goal of \$100k raised for this year. With each meeting starting in February the committee will be reviewing the produced prospect list. The committee encourages input from all board members. The 2024 individual giving results ended with almost \$26k raised which is about \$10k more than 2023. The goal was exceeded by 7%, there were 30 total donors with 12 being new. 6 board members made contributions totaling \$1364.

#### Monthly Program Data Report – Ms. Alto:

Ms. Alto presented. In December there were 2,584 clients served. Energy Assistance, Water Assistance, Financial Wellness, Rental Counseling and Vehicle Repair all had a strong month in December ending the year. For 2024 there were 23,351 clients served, slightly favoring suburban Hennepin. Energy Assistance received funding at the end of November which helped increase the number of approved clients at the end of December. Chair Schaffer asked the trends of clients served in Minneapolis vs the rest of Hennepin during the pandemic and post-pandemic times. Tammy has seen households in need post-pandemic. Funding has gone back to pre-pandemic levels, but the need continues to increase year over year. The number of clients served in Minneapolis and suburban Hennepin fluctuates each year. Staff will try to get a historical look at clients served pre-pandemic, post-pandemic and now.

Executive Director Update – Dr. Hightower:

In 2024 the agency raised \$25k-30k with the goal of \$250k raised in the next two years. These fund raising efforts will need engagement from both staff and board members. The Fund Development Committee created an elevator speech to be shared at each board meeting so that board members can be prepared to talk about CAP-HC's efforts to raise unrestricted agency funds within 30-45 seconds. Ms. Castille presented her rendition of the elevator speech.

New Business – Chair Schaffer:

**a) 2025 Legislative Priorities**

Voting moved electronically

**b) October 2024 Financials**

Voting moved electronically

**c) November 2024 Financials**

Voting moved electronically

Announcements/Information:

No announcements

Adjournment

The meeting adjourned at approximately 7:41 PM.

Next CAP-HC Board of Directors Meeting:

Thursday, February 27, 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