

BOARD OF DIRECTORS MEETING MINUTES

Thursday, March 27, 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	P	Kathilyn Solomon	P
Antanisha Spears	E	Kevin Myren	E
Brian Smith	P	Council Member Dr. Kimberly Wilburn	P
Commissioner Debbie Goettel	E	Council Member LaTrisha Vetaw	E
Dimitri Audie	E	Commissioner Marion Greene	P
Council Member Emily Koski	P	Miles Wilson	P
Commissioner Heather Edelson	P	Solomon Ogunyemi	E
Jim Lehman	E	Traverna (Tray) Douglas	E
Josh Schaffer (Board Chair)	P	Tyanna Bryant	P
John Baker	E		

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

Guest presents:

Call to Order/Roll Call – Chair Schaffer:

Chair Schaffer called the meeting to order at approximately 6:31 PM. A quorum was present.

Dr. Hightower introduced the new Client Services Director, Ms. Brittany Wiese. Ms. Wiese oversaw the Senior Programs at the Anoka County Community Action Program for 6.5 years.

Review and Approval of March 27, 2025, Board Agenda – Chair Schaffer:

A quorum was present. Chair Schaffer asked if there were any changes to the March 27, 2025, Board agenda. Chair Schaffer moved to amend the agenda by striking item 13a.2 reseating of Mr. Dominique Pierre-Tousaint as he has resigned from the board. Chair Schaffer made a motion to approve the amendment, seconded by Commissioner Edelson. MOTION adopted and the amended agenda was unanimously approved.

Review and Approval of February 27, 2025, Board Minutes – Chair Schaffer:

A quorum was present. Chair Schaffer asked if there were any changes to the February 27, 2025, Board minutes. There were none. Commissioner Edelson made a motion to approve, seconded by Ms. Solomon. MOTION was adopted and the minutes were unanimously approved.

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Study Sessions:

a) **Energy Assistance Letter of Intent** – Dr. Hightower:

Dr. Hightower presented each year CAP-HC is required to make a formal declaration to the Department of Commerce that the organization would like to be a service provider for the Energy Assistance Program. Dr. Hightower briefly shared history of the Energy Assistance Program noting its origins back to the late 70s/early 80s. In 2024 there were about 21k Hennepin County residents that received Energy Assistance. The program brings about \$2 million to the organization and is a large portion of the operating budget. The money is also used to employ about 40 staff members for the program. In addition to the Letter of Intent, CAP-HC board members are required to attest whether they have committed a financial felony in the last ten years or not. There will be a one question survey sent via email asking if a financial felony has been committed in the last ten years, that board members are asked to respond to with a yes or no.

Financials – Committee Chair Myren:

a) **January 2025 Financials**

Committee Chair Myren was not present at this meeting. This item was not presented.

b) **February 2025 Cash Flow Projections**

Committee Chair Myren was not present at this meeting. This item was not presented.

Grant Application Report – Ms. Krolik:

Ms. Krolik presented the grant activity through February. There was a \$40k request to the Luther Family Foundation for general operating support. Staff have not received any updates yet, so Mr. Lehman will be following up with the foundation for a status update. There was also a \$60k request to Hennepin County for the Community Development Block Grant. CAP-HC has been selected preliminary for the full \$60k. This decision is contingent on Hennepin County Board approval and is likely to be confirmed around the end of May. There are still three requests pending from 2024. One is a 3-year operating grant from United Way, but staff are still waiting on the amount CAP-HC was awarded. Responses are still pending for the Schulze Family Foundation and the WCA Foundation. Chair Schaffer asked if there was a range of award amounts that CAP-HC is expecting. Ms. Krolik shared the minimum is \$50k a year over three years but could be as much as \$125k each year.

Finance and Audit Committee Update – Committee Chair Myren:

Committee Chair Myren was not present at this meeting. This item was not presented.

Human Resources Committee Update – Committee Chair Chambers:

Chair Schaffer asked if the HR committee met, Dr. Hightower confirmed the committee did not meet this month.

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

Committee Chair Bryant shared there was a quorum at this month's meeting. Ms. Wiese was introduced to the committee. The minutes and agenda were approved by the committee. The PDR and Ms. Solomon's speech were presented at the committee. Committee Chair Bryant thanked Ms. Solomon again for giving her version of the elevator speech. Highlights presented: the Water Program reopens April 1st and the Solar Program will end on March 31st and reopen in the fall. Energy Assistance is continuing to process

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applications as the end of the season nears. The Department of Commerce has discussed a Run out of Money (ROOM) date if the remaining 10% of funds isn't received for direct services. If this does not happen, Energy Assistance should be without funds for a short period of time. There is still an open position in Client Services and new staff members continue to be onboarded.

Fund Development Committee Update – Committee Chair Lehman:

Committee Chair Lehman was not present, Dr. Hightower thanked Chair Schaffer, Mr. Baker, Mr. Lehman and Mr. Smith for being on the committee and shared that the committee could use additional members. At the last committee meeting the prospect list was discussed. This list includes private funders, the cities within Hennepin County, Hennepin County and Individuals. The committee is identifying who has the best contact and the best way to get in front of these potential funders. The fund development goal of \$250k to be raised by December 2026 was discussed. Board engagement and contribution towards this effort was also discussed. 100% board contribution at any amount would be helpful for the fund development committee when speaking with potential funders.

a) CAP-HC Elevator Speech

Dr. Hightower explained the purpose of the elevator speech is to get board members and staff comfortable talking about CAP-HC when given the opportunity. Ms. Solomon presented her version of the elevator speech. Chair Schaffer thanked Ms. Solomon for presenting.

Monthly Program Data Report – Ms. Alto:

Ms. Alto presented there were 2645 services provided, with a slight edge to Suburban Hennepin (50.2%) over Minneapolis (49.8%). Energy Assistance (EAP), Crisis Assistance, Energy Related Repairs (ERR), Emergency Rental Assistance, Financial Wellness and Homebuyer Education Workshops all had a strong month. For this tax season, CAP-HC will not host a VITA Tax site so there will be zeros shown on this report. Year to date there have been 5871 services provided. As of the end of February, 19.8% of the 2025 target has been met.

Executive Director Update – Dr. Hightower:

a) March Recap

This item was included as an attachment in the board packet.

New Business – Chair Schaffer:

a) **Reseating of Board Members**

i. **Miles Wilson – Community Sector**

Chair Schaffer took a motion to approve the reseating of Miles Wilson. Commissioner Edelson made a motion to approve, seconded by Ms. Solomon. There was discussion on if there was any opposed, it was clarified there were none. MOTION was adopted and the reseating of Mr. Miles Wilson was unanimously approved.

b) **2024 Executive Director Performance Evaluation**

Chair Schaffer shared that everyone should have received a copy of the performance evaluation. Chair Schaffer stated that the report shows Dr. Hightower has been effective in leading the organization. There were numerous items on the work plan that was accomplished this year and any

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items that have not been met are in the works to be met in the next year. Chair Schaffer thanked Dr. Hightower for his continued leadership. The floor was opened for discussion. Commissioner Edelson also thanked Dr. Hightower for his leadership. Dr. Hightower thanked staff and senior leadership for the work they do. Chair Schaffer took a motion to approve the 2024 Executive Director Performance Evaluation. Commissioner Edelson made a motion to approve, seconded by Ms. Solomon. The MOTION was adopted and the 2024 Executive Director Performance Evaluation was approved.

c) **2025 Signature Delegation Authority**

Chair Schaffer asked if there were any questions, there were none. The Board Chair took a motion to approve the 2025 Signature Delegation Authority. Commissioner Edelson made a motion to approve, seconded by Ms. Bryant. MOTION was adopted and the 2025 Signature Delegation Authority was unanimously approved.

d) **Energy Assistance Letter of Intent**

Chair Schaffer asked if there was any discussion on the Energy Assistance Letter of Intent. There were none. Commissioner Edelson made a motion to approve, seconded by Ms. Solomon. MOTION was adopted and the Energy Assistance Letter of Intent was unanimously approved.

e) **Conflict of Interest Policy**

Chair Schaffer explained that each year every member of the board must review and sign the Conflict of Interest Policy stating whether they are aware of any conflicts of interest. This will be sent via email and board members are asked to return it to Ms. McLaughlin as soon as possible.

Announcements/Information:

There were no additional announcements or information.

Adjournment

The meeting adjourned at approximately 7:09 PM.

Next CAP-HC Board of Directors Meeting:

Thursday, April 24, 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