

**BOARD OF DIRECTORS MEETING MINUTES**

Thursday, June 26, 2025, 6:30 – 8:00 pm

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Dial-In: +1 312-626-6799

Meeting ID: 821 3771 4064, Passcode: 455469

**Community Action**  
Partnership of Hennepin County**MINUTES**

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

CAP-HC Staff Present: Dr. Clarence Hightower, Todd Blooflat, Kendra Krolik, Tammy Alto, Lia Kang, Kab Xiong, Jalynn 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.

**Review and Approval of June 26, 2025, Board Agenda – Chair Schaffer:**

Chair Schaffer asked if there were any changes to the June 26, 2025, Board agenda. Mr. Myren made a motion to approve the agenda, seconded by Commissioner Goettel. MOTION was adopted and the agenda was unanimously approved.

**Review and Approval of May 22, 2025, Board Minutes – Chair Schaffer:**

Chair Schaffer asked if there were any changes to the May 22, 2025, Board minutes. Mr. Myren made a motion to approve the minutes, seconded by Mr. Baker. MOTION was adopted and the minutes were unanimously approved.

**Study Sessions:****a) 2025 Annual Work Plan Update – Ms. Krolik**

Ms. Krolik shared twice a year the board is given an update on the Annual Workplan progress. The workplan was first shared to the Board in February. There were 23 goals for the year spanning all aspects of the agency like programming, community engagement, finances, board governance and strategic planning. As of mid-June, three of the 24 goals are met, one is in jeopardy, and the remaining goals are in progress. It's typical for most goals to be in progress at the mid-year point because most of them are assessed at the end of the year. The first goal on the workplan regarding funding risks is in jeopardy. The VITA tax clinic was not held this year due to staff turnover, and the funding had to be let go. There was also a grant from Minnesota Housing for CAP-HC's homeownership counseling. It's a

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

fee for service grant, for every counseling client served there is a certain amount of funding CAP-HC receives. There was up to \$30k received for the program but a certain number of clients had to be enrolled by the end of March. This did not happen, so the funds have a high likelihood of being de-obligated. The three goals already met include the completion of a clean audit, the acceptance of the Community Service Block Grant Organizational Standards and the completion of the first phase of the database evolution project. Phase 2 of the project is now in progress and will improve the agency's data management capabilities.

**b) Funding Contingency Plan – Mr. Blooflat**

Mr. Blooflat shared the funding contingency plan was created based on what is coming from the federal government around program funding and cuts. There are 4 contingencies:

1-Base Funding – No change in funding received

2-Receive Minnesota Community Action Grant (MCAG) & (Low Income Home Energy Assistance Program (LIHEAP) but no Community Service Block Grant (CSBG)

3-Receive CSBG & MCAG but no LIHEAP

4-Receive MCAG but no CSBG or LIHEAP

The contingency report shows what an estimated one year of funding would look like in each scenario. The CSBG and MCAG estimates are based on what has been given to the agency as an estimate for one year on the new contracts. LIHEAP estimates are based on the current funding level. The contingency plan shows how the agency would operate in each scenario. Scenario 1, the agency funding would be unchanged. Scenarios 2 and 3, the agency would continue operating but at a reduced capacity.

Scenario 3, the agency would be operating under questionable operations. In each scenario there is a significant reduction in expenses for each line item on the potential budget except for the office rent. Currently there is one year left on the Minneapolis lease and 3 years left on the Bloomington and Brooklyn Park leases. It would be difficult to get out of these leases and the agency would have to involve the attorneys. In each scenario, except for the base level funding (1), programming and staffing would shrink. The Trump Administration's initial 2026 budget cuts the CSBG and LIHEAP funding along with other programs like HeadStart. CSBG and LIHEAP funds are set to begin October 1, 2025, with a continuing resolution having a high likelihood. Historically presidents have wanted to cut CSBG and LIHEAP funds from their budgets and congress has always added it back. Dr. Hightower shared that the Finance Committee suggested staff should go back to the office landlords to see how, if possible, the agency could get out of the leases if needed because of funding loss.

**c) Overview of 2026-2028 One Journey – Ms. Krolik**

Ms. Krolik reminded the board that the agency completes a Community Needs Assessment (CNA) and Strategic Plan every three years. The last CNA was conducted in Fall 2022 and the Strategic Plan was conducted in 2023. There is a One Journey approach which simply means the CNA and Strategic Plan are implemented as one integrated and continuous process. What is learned from the CNA is seamlessly incorporated into the Strategic Plan. As a recipient of the CSBG funding, the agency is required to complete a CNA and Strategic Plan every three years. The CNA allows households with low incomes a chance to voice their experiences, opinions, and observations and gives staff the ability to brainstorm solutions to those challenges. It also allows staff to use direct feedback to guide CAP-HC's decision making and provides the ability to identify economic resources, social resources and partnership opportunities. It typically involves surveys, interviews, community conversations, and secondary data like U.S. Census findings. During the Strategic Planning process the findings of the CNA are used to determine organizational goals for the next three years. The agency will be using one or two consultants to help and there will also be a Strategic Plan Workgroup that includes a couple of board members to join staff. The full board will be invited to two different retreats to have larger conversations. The dates for these are tentatively set for January and February of 2026. The workgroup will be appointed mid-August, in October and November data and insights will be collected. The preliminary CNA is slated for December and the final CNA set for January. The preliminary Strategic

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Plan will be completed in March, and the final version will be presented to the Board for approval. There has been a total of \$100k budgeted for the project, spanning two fiscal years. There is a plan to include an exit clause in the project's contract. The members of the workgroup have not yet been selected and Chair Schaffer suggested staff send a message out to assess board interest and to share the time commitment expectations.

Financials – Committee Chair Myren:

**a) April 2025 Financials**

Mr. Myren gave an overview of the April financials. Statement of Financial Position: There was \$126k in cash and cash equivalents at the end of April. This is up from being a negative number in the previous month. There is just under \$1.5 million in grant and contract reimbursements that the agency is waiting for.

Statement of Revenue and Expenditures: The actual YTD had just under \$2.9 million of revenue for the period with about \$3.1 million budgeted. The agency is about \$215k over in grant activity, meaning there was more grant related activity in the first 4 months of the year than anticipated. The agency is about \$468k under for direct appropriation revenue. Overall, the agency is a bit ahead of activity for grant activity and a little bit behind for the direct appropriations. All but three (Otto Bremer Trust, Cummins Foundation and Homeownership Capacity) grants are green on the Grant Expenditure Report. There are plans in place to raise the statuses of the grants not yet in green.

The Finance and Audit Committee made a recommendation to the full board to accept the report. Chair Schaffer asked if there were any changes to the April 2025 financials. Ms. Bryant made a motion to approve the financials, seconded by Commissioner Greene. MOTION was adopted and the April financials were unanimously approved.

**b) May 2025 Cash Flow Projections**

Mr. Myren shared a small cash deficit in May is expected, with the line of credit being used to fill in the gaps. The line of credit is heavily relied on because of the timing of the fund reimbursements the agency receives.

Grant Application Report – Ms. Krolik:

Ms. Krolik presented the grant activity through May. There was a \$10k grant received from Wright Hennepin Electric Trust for the Energy Assistance Program (EAP). There were nine proposals submitted in May. One was submitted by Blaze Credit Union with CAP-HC's support to the Federal Home Loan Bank of Des Moines that will support the Rental Assistance Program. There was a \$110k request to Minnesota Housing for the Homeownership Education and Counseling programs. There was also a request to renew the MNsure contract to assist clients applying for health insurance. The CSBG and MCAG workplans were also submitted. There were two \$10k requests and a \$3500 request submitted for general operating funds. The last request submitted was for \$70k in general operating funds to the Target Foundation for the Hometown Grant.

Finance and Audit Committee Update – Committee Chair Myren:

Committee Chair Myren shared the Finance and Audit Committee met and had a quorum. The committee went over the financial statements and cash flow statements in depth. There was a report given on the line of credit and a legal update. The committee also discussed the line of credit renewal and funding contingencies.

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

Committee Chair Cerrillo gave a brief introduction. She shared the committee met and had a quorum. The committee welcome Ms. Ashley McNamara who is a director at MySkye Care, which provides housing stability services. Staffing changes and open positions were discussed. There are two job openings currently, with one pending an offer. One opening is for an Employment Readiness Coordinator and the other is the Energy Assistance Customer Service Manager. Angelique Flemons was recently promoted to Director of Client Services. EEO-1, FMLA and OSHA compliance updates were also discussed. The employee handbook is scheduled to be presented to the board at the last meeting of the year.

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

Committee Chair Bryant shared the committee met and had a quorum. The action items from previous months the committee did not reach a quorum were approved. Ms. Alto gave a presentation of the Water Program and shared the Energy Assistance Program (EAP) closes on July 31. The three remaining EAP staff will be furloughed for the summer on July 3. The Monthly Program Data, Grant Expenditure, Grant Application reports were all discussed at the meeting.

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

Chair Schaffer shared the committee update in Committee Chair Lehman's absence. The committee met and had a quorum. The group discussed funder prospects and strategized how to make these connections. A couple of the prospects include Optum, Widmark and Thrivent. There was a meeting with an asset management company, Riverbridge, and it was a great opportunity to share what the organization does and the operational needs of CAP-HC. The committee is also doing research on a few other organizations on where the agency has the capacity to submit requests and start relationships. Bill Kelly, Tom Lehman and Lindsay Whalen were discussed as potential non-board members to serve on the committee in an advisory capacity.

#### a) CAP-HC Elevator Speech

Chair Schaffer presented his version of the elevator speech.

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

Ms. Alto presented the May Program Data Report (PDR). There were 2,435 services provided with slightly more in Minneapolis than in Suburban Hennepin. Energy Assistance, EAP Crisis, Water Assistance Program, Emergency Rental Assistance, Financial Wellness and Vehicle Repair all had a strong month. There were 12,932 services have been provided YTD, also with a slight edge to Minneapolis vs Suburban Hennepin. As of the end of May 43.5% has been achieved towards the 2025 goal.

### Executive Director Update – Dr. Hightower:

#### a) June Recap

Dr. Hightower acknowledged the work of Mr. Blooflat, Ms. Kang and the Finance Department for their work on the funding contingencies. He also thanked each committee for the work they are doing on the committees and all reaching a quorum.

He highlighted the DEED Direct Appropriation (DA) Grant is winding down. Since the board doesn't meet in July, there will be a total recap of the DA grant in August. The 2024 Annual Reports will start mailing out in about 10 days. Dr. Hightower also acknowledged Angelique (Angie) Flemons, the new Director of Client Services, who was recently promoted from being one of the Energy Assistance Program Managers.

New Business – Chair Schaffer:

a) **Overview of 2026-2028 One Journey**

Chair Schaffer asked if there were any questions on One Journey. Ms. Traverna Douglas made a motion to approve the minutes, seconded by Ms. Ashley McNamara. MOTION was adopted and the One Journey was unanimously approved.

b) **Seating of New Community Sector Board Members**

i. Christine Koch

Chair Schaffer asked if there was any discussion around the seating of Christine Koch to the Community Sector. There were none. Ms. Bryant made a motion to approve Ms. Christine Fox's seating, seconded by Commissioner Goettel. MOTION was adopted and the seating of Christine Koch was unanimously approved.

ii. Mark Fox

Chair Schaffer asked if there was any discussion around the seating of Mark Fox to the Community Sector. There were none. Ms. Bryant made a motion to approve Mr. Mark Fox's seating, seconded by Commissioner Goettel. MOTION was adopted and the seating of Mark Fox was unanimously approved.

Announcements/Information:

There are no board or committee meetings for the month of July.

Adjournment

The meeting adjourned at approximately 7:25 PM.

Next CAP-HC Board of Directors Meeting:

Thursday, August 28, 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