

BOARD OF DIRECTORS MEETING MINUTES

Thursday, September 25, 2025, 6:30 – 8:00 pm

Zoom: [Login](#)

Dial-In: +1 312-626-6799

Meeting ID: 863 1326 6354 Passcode: 044286



Community Action
Partnership of Hennepin County

MINUTES

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

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

Guest presents:

Call to Order/Roll Call – Board Secretary Bryant:

Secretary Bryant called the meeting to order at approximately 6:33 PM. A quorum was not present.

Review and Approval of September 25, 2025, Board Agenda – Board Secretary Bryant:

There was not a quorum present. Voting was moved electronically.

Review and Approval of August 28, 2025, Board Minutes – Board Secretary Bryant:

There was not a quorum present. Voting was moved electronically.

Study Sessions:

a) Fiscal Year 2026 Budget Timeline and Assumptions – Mr. Blooflat

Mr. Blooflat went over the timeline and assumptions for the 2026 budget. The 2026 budget book will be emailed to board members on November 26 and will be presented to the board at the December 4 meeting. The expected revenue for 2026 is outlined, including the Minnesota Community Action Grant (MCAG), which is anticipated to be \$640,000 less per year than the prior contract. Employment expenditures are expected to increase in 2026. There is a projected range for 2026 wage increases, and the actual recommended percentages will go to the Finance and Audit Committee for approval and then be presented to the board. The new Minnesota Paid Family and Medical Leave law will go into effect in the coming year as well. CAP-HC can pay the full amount or can share the cost with employees but must pay at least 50%. It is expected the agency might be paying .44% to .88%, which is about \$26,500 at .88%.

b) Government Shutdown Preparedness and Continuity – Mr. Blooflat

Mr. Blooflat gave an update on the potential federal government shutdown, noting the duration is uncertain. CAP-HC has enough funds from the Community Services Block Grant (CSBG) to cover non-Energy Assistance Program expenditures through November 2025. The Minnesota Community Action grant funding is expected to be executed soon but is awaiting review from the state's legal team. There

are startup funds set aside by the state for the new Energy Assistance program year to cover the program's expenses through November 2025.

Financials – Mr. Blooflat:

a) July 2025 Financials

Mr. Blooflat presented the July financials. There was a positive cash balance of \$14,063 due to timely payments by DEED and receiving \$6,000 in unrestricted funding by the Greater Twin Cities United Way. Revenues and Expenditures: an increase in net assets of just under \$5,000, with a year-to-date increase of over \$33,000. 50% of it is a reimbursement for a fixed asset that was purchased in June for about \$16,000 and will depreciate over the next five years. The other half are unrestricted donations received throughout the year and interest on the magic account and checking account.

There was not a quorum present. Voting was moved electronically.

b) August 2025 Cash Flow Projections

The report goes through August. The cash balance is expected to fluctuate above and below zero due to the timing of reimbursements from the state. The line of credit was not used for the first time since February. Staff have projected the line of credit will be used over the next five months due to reimbursement timing.

Grant Application Report – Ms. Krolik:

Ms. Krolik presented the report through July. There were two new requests submitted: \$10,000 to the Blaze Credit Union Foundation and \$10,000 to the Costco Foundation. Staff are awaiting responses from 14 other requests and will be submitting more in September. Staff do not rank grants submitted based on the likelihood of receiving them. The revenue assumptions in the 2026 budget are based on grants with at least an 80% likelihood of being awarded.

Finance and Audit Committee Update – Mr. Fox

Mr. Fox provided the Finance and Audit Committee update. The committee met and had a quorum. He noted the line of credit stood at zero and the committee discussed a couple legal matters involving former employees, one new and one old. Staff also gave updates on federal legislation discussions on funding and discussed the likelihood of a government shutdown being averted. The new Paid Family Medical Leave Act was discussed. The committee voted to recommend the 2026 Budget Timeline and Assumptions to the board for approval.

Human Resources Committee Update – Ms. Xiong

Ms. Xiong reported on behalf of the HR committee. The committee met but did not reach a quorum. Staffing updates were shared including open positions in the Energy Assistance department and the departure of the Finance Director.

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

Committee Chair Bryant gave the P&E committee update. There was a quorum, and the meeting agenda and minutes were approved. The Program Data Report, Grant Application and Grant Expenditure Status reports were discussed. Ms. Koch gave a presentation on an idea that would give rent credits to tenants that participate in community clean-up efforts.

Fund Development Committee Update – Committee Chair Lehman:

Committee Chair Lehman shared the committee met and had a quorum. The \$100,000 fundraising goal was discussed, and he reminded the board of the committee's goal to have 100% of board members give. There are multiple upcoming meetings with potential funders scheduled with committee members and CAP-HC staff.

Monthly Program Data Report – Ms. Alto:

Ms. Alto presented the report for August. Ms. Alto presented the Monthly Program Data Report for September, highlighting 148 services provided across various programs. The Energy Assistance Program closes for the summer, leading to zero numbers in the report. The Water Assistance Program, Rental Assistance Program, Financial Wellness Workshops, and the Vehicle Repair Program all had a good month. Year-to-date there is a slight decrease in services compared to the previous year, primarily due to fewer crisis requests in the Energy Assistance Department.

Executive Director Update – Dr. Hightower:

a) September Recap

Dr. Hightower highlighted a few key points from the monthly recap. The start of FY26 budget planning has begun and work on the annual risk assessment continues. Ms. Krolik shared the current strategic planning efforts, including the establishment of a strategic planning workgroup and the initial meeting with the consulting firm Creation in Common. The workgroup is gathering feedback on the greatest needs facing those with low income and will be developing a SWOT survey for board members and staff. CAP-HC aims to meet with all state legislators in Hennepin County to educate them about CAP-HC's story and its impact in the community.

New Business – Chair Schaffer:

a) **Fiscal Year 2026 Budget Timeline and Assumptions**

There was not a quorum present. Voting was moved electronically.

b) **Line of Credit Advance**

There was not a quorum present. Voting was moved electronically.

Announcements/Information:

Secretary Bryant opened the meeting for announcements. There was discussion about the Energy Assistance Program delivery. She ended announcements with the agency's mission, vision and values.

Adjournment

The meeting adjourned at approximately 7:20 PM.

Next CAP-HC Board of Directors Meeting:

Thursday, October 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