

BOARD OF DIRECTORS MEETING MINUTES

Thursday, October 23, 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	P	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	P
Commissioner Heather Edelson	P	Tyanna Bryant	P
Jim Lehman	P		
John Baker	P		
Josh Schaffer (Board Chair)	P		
Kevin Myren	E		

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

Call to Order/Roll Call – Chair Schaffer:

Chair Schaffer called the meeting to order at approximately 6:33 PM. A quorum was present.

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

Chair Schaffer asked if there were any changes to the October 23, 2025, Board agenda. Mr. Fox made a motion to approve the agenda, seconded by Council Member Koski. MOTION was adopted and the agenda was unanimously approved.

Review and Approval of September 25, 2025, Board Minutes – Chair Schaffer:

Chair Schaffer asked if there were any changes to the September 25, 2025, meeting minutes. Mr. Fox made a motion to approve the minutes, seconded by Council Member Koski. MOTION was adopted and the minutes were unanimously approved.

Study Sessions:

a) Board Duties and Responsibilities – Mr. Marcel Urman

Mr. Urman the Poverty and Program Supervisor for the Office of Economic Opportunity. He explained the roles and responsibilities of a Community Action Board. Responsibilities include oversight of financials, executive leadership, human resources and organizational planning. All Community Action agencies (CAAs) have a tripartite board structure that includes a low-income (community sector), private and public sectors. Having a tripartite board helps ensure perspectives from multiple different experiences are shared and included in decision making. ROMA (Results Oriented Management Accountability) is used as a performance management framework for CAAs. The ROMA cycle includes a community needs assessment, strategic planning, implementation, evaluation and reassessment. The community needs assessment is conducted once every three years and is crucial to planning the agencies program planning an implementation. He explained the Community Services Block Grant annual report that includes three goals economic security, community health and engagement. The organizational standards required by agencies receiving CSBG funds were discussed along with changes in reporting requirements.

b) **Wage Pool Increase Recommendation** – Mr. Blooflat

***BOLD** denotes Action Item for approval

The proposal shows CAP-HC's historical history for COLA and compensation pool increases over the last 10 years. In 2024 the agency moved to a hybrid method with increases broken into three types: across the board increases, merit increases and salary adjustments. The recommended 2.75% increase encompasses each of those three. The across the board and merit increases will begin as of January 1, 2026 and salary adjustments will occur throughout the year.

c) **2023-2025 Strategic Plan Update – Ms. Krolik**

Ms. Krolik shared a few highlights from the 2023-2025 Strategic Plan.

Aligning Program Operations for Community Impact – Success: staff have been working to improve the client experience by simplifying program applications, creating an online application, and improving the client experience in-person by adding kiosks. Challenge: The DEED Getting to Work grant that funded the Vehicle Repair Program was not included in the state's new budget. As a result, the number of clients CAP-HC can help with this program will be drastically reduced.

Building Community Wealth Through Collaboration – Success: 36 clients were referred to the Mechanical Contractors Association, resulting in 33 households receiving furnace clean ups and tune ups on October 4.

Policy – Success: there were no attempts by the Minnesota legislature to cut the MCAG or FAIM grants. Challenge: the MCAG funding was not cut but the state did not continue funding the grant at the higher level it's been at for the last two years.

Fund Development – Success: there are now six members on the Fund Development Committee, two members do not serve on CAP-HC's board but have many connections in the community. Challenges: 55% of the \$100,000 goal to be raised has yet to be met as well as higher grant and donation competition due to the current economic climate and government shutdown.

Investing in Team Members – Success: a new 90-day review process has been created and implemented to strengthen the employee onboarding experience. Challenge: the Paid Family Medical Leave Act may impact decisions regarding the benefits package offered by CAP-HC to staff in 2026.

Financials – Mr. Blooflat:

a) **August 2025 Financials**

Mr. Blooflat presented the August financials. There was a negative cash balance at the end of the month due to the timing of reimbursements. The change in net assets for August was \$64,000. This is higher than usual due to a \$6,000 receivable paid monthly from the Greater Twin Cities United Way grant. This will be paid to CAP-HC over the year. Year to date the change in net assets is just over \$97,000. Line items that are overspent are offset by line items that are underspent. Overall revenue and expenses are in line through eight months.

Chair Schaffer asked if there were any questions on the financials. Commissioner Goettel made a motion to approve the financials, seconded by Ms. Douglas. MOTION was adopted and the financials were unanimously approved.

b) **September 2025 Cash Flow Projections**

The report goes through September. The end of month cash balance was positive at just over \$19,000. The timing of when payments are received and when expenditures are paid affect the agency's cash balance. There is a small balance from the direct appropriation that is being held, pending further conversation with DEED about closing the grant. When the agency needs to cover expenses until reimbursements from funders are received, the line of credit is used.

Grant Application Report – Ms. Krolik:

Ms. Krolik presented the report through September. There have been 27 grant applications submitted. 17 applications are pending, six have been received and four were denied. A \$29,000 VITA (Volunteer Income Tax Assistance) grant was one of those received. The Target Hometown Foundation and the HECAT (Homeownership Education Counseling and Training) grants were both denied. In the past, the HECAT grant supported CAP-HC's homeownership services. There was a \$10,000 general operating grant submitted to the Walzer Foundation, a \$15,000 request to the US Bank Foundation and a \$10,000 program request to the Wings Financial Foundation.

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Finance and Audit Committee Update – Mr. Fox

Mr. Fox provided the Finance and Audit Committee update. The committee met and had a quorum. In addition to the financials the committee went over the wage pool increase and the 2026 budget. The line of credit report was also discussed and there were updates given on the government shutdown.

Human Resources Committee Update – Ms. Xiong

Ms. Xiong reported on behalf of the HR Committee. The committee met and did not have a quorum. The committee was updated on hiring and recruitment. There were four Energy Assistance Program staff, one VITA Coordinator and the only open position is the Accounting and Compliance Manager. The committee also discussed benefit renewals and went over HR initiatives like a 90-day performance review and Paid Family and Medical Leave.

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

Committee Chair Bryant gave the P&E Committee update. The committee met and had a quorum. The Program Data Report and the Grant Application Report were both presented at the meeting. Program highlights included the hiring of new EAP staff, one of which has a delayed start date due to a family emergency.

Fund Development Committee Update – Committee Chair Lehman:

Committee Chair Lehman gave the Fund Development Committee update. The committee met and had a quorum. Currently, the goal of raising \$100,000 is about halfway complete. This is a bit behind where the committee would like to be. There were a couple of meetings held throughout the month with prospective donors that went well, and a meeting with Huntington Bank is coming up.

Monthly Program Data Report – Ms. Alto:

Ms. Alto presented the Monthly Program Data Report for September. 48.9% of the 2025 target has been completed. In September, there were 173 services provided with slightly more in suburban Hennepin (52%) over Minneapolis (48%). Water assistance, rental assistance, vehicle repair, financial wellness and homebuyer education workshops all had a strong month. Year to date, there have been 14,539 services provided, with slightly more in Minneapolis (51.5%) compared to suburban Hennepin (48.5%).

One Journey: 2026-2028 Strategic Plan & Community Needs Assessment – Ms. Krolik

Ms. Krolik shared positive progress is being made with the community needs assessment and strategic plan. The SWOT (Strengths, Weaknesses, Opportunities, and Threats) survey was sent to staff and board members on October 8. There have been 12 responses received so far, and the survey will remain open until November 3. Interviews are being conducted with staff, the leadership team and the executive committee members of the board. The survey instrument has been finalized for the community needs assessment (CNA). The objective of the CNA is to gather feedback from the community on what the biggest challenges those with low income are facing within Hennepin County. It covers topics like social service utilization, views on public infrastructure, barriers they face accessing support as well as rising costs. Data collection will take about two weeks with the first trip happening next week and the second November 17-21st.

Executive Director Update – Dr. Hightower:

a) October Recap

Dr. Hightower thanked the committees for their efforts to make the meetings and reach a quorum. He highlighted the work staff have done by putting together a balanced 2026 budget. Over the next several months, Dr. Hightower will be making an effort to meet with all the legislators that represent Hennepin County. There are about 50 legislators, and he has completed meetings with two already. The government shutdown was discussed. The agency has funds that will maintain operations through November 30. Dr. Hightower shared he and Mr. Blooflat have begun developing a strategy in the event the shutdown lasts past November 30. The Energy Assistance Program has funds for staff to process applications but funds to pay individual utility grants for clients. Dr. Hightower informed the board that if funds are not received to pay clients' bills, the clients may start reaching out to board members to

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discuss why they're not being paid. The state has asked utility vendors to be lenient with customers during this shutdown. The shutdown may also delay over 20,000 applications which may reflect on CAP-HC's customer service scores.

New Business – Chair Schaffer:

a) **Wage Pool Increase Recommendation**

Chair Schaffer asked if there were any questions on the wage pool increase recommendation. Commissioner Goettel made a motion to approve the recommendation, seconded by Ms. Bryant. There was one abstention and no oppositions. MOTION was adopted and the wage pool increase was approved with majority approval.

Announcements/Information:

There were no additional announcements or information.

Adjournment

The meeting adjourned at approximately 7:40 PM.

Next CAP-HC Board of Directors Meeting:

Thursday, December 4, 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