BOARD OF DIRECTORS MEETING MINUTES
Thursday, December 04, 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	P
Ashley McNamara	E	Commissioner Marion Greene	P
Brian Smith	E	Mark Fox	P
Christine Koch	P	Miles Wilson	E
Commissioner Debbie Goettel	P	Solomon Ogunyemi	P
Council Member Emily Koski	E	Traverna (Tray) Douglas	E
Commissioner Heather Edelson	E	Tyanna Bryant	P
Jim Lehman	P		
John Baker	E		
Josh Schaffer (Board Chair)	P		
Kevin Myren	P		

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

Guest presents: Ms. Maggie Kohl

Call to Order/Roll Call – Chair Schaffer:
Chair Schaffer called the meeting to order. A quorum was present.

Review and Approval of December 04, 2025, Board Agenda – Chair Schaffer**:**
Chair Schaffer asked if there were any changes to the December 04, 2025, Board agenda. Commissioner Goettel made a motion to approve the agenda, seconded by Ms. Bryant. MOTION was adopted and the agenda was unanimously approved.

Review and Approval of October 23, 2025, Board Minutes – Chair Schaffer**:**
Chair Schaffer asked if there were any changes to the October 23, 2025, meeting minutes. Commissioner Goettel made a motion to approve the minutes, seconded by Ms. Bryant. MOTION was adopted and the minutes were unanimously approved.

Study Sessions:

a) DEED Direct Appropriation Grant Update – Dr. Hightower

Dr. Hightower shared the Minnesota Department of Employment and Economic Development (DEED) completed its review of the direct appropriation grant. They issued their final close-out document to staff and the subgrantees. There was $5 million spent on the grant. Out of the $5 million there was about $320,000 that came to Community Action and was deferred for expenses that the agency would have had to pay otherwise. The remaining funds were allocated to the subgrantees of the direct appropriation. There were four findings from DEED and staff worked to make three of them completely satisfied. The fourth finding was partially satisfied and did not involve CAP-HC. It stated there was a potential conflict of interest with A Mother's Love Initiative (AMLI) and its subcontractors. DEED provided direction to A Mother's Love if that organization applies for any future grants with DEED. Out of the $5 million there was $16,000 (00.32%) of disallowed costs that were charged back to the subgrantees. CAP-HC did not receive any chargebacks.

b) 2026 Fiscal Year Budget – Mr. Blooflat

Mr. Blooflat went over the 2026 budget book developed by leadership staff. He explained this is a resource available to the agency and board members to use as a guide throughout as it provides a synopsis of the agency's funds and expenses. The transmittal letter from the Executive Director, provides the 2024 number served, the current board of directors, staff and summarizes the history of CAP-HC. The second section of the budget book is the budget itself followed by detailed narratives from each department outlining goals, opportunities, and challenges for the coming year. The timeline shown in the budget book was reviewed and approved at the September 2025 board meeting. The 2026 budget assumptions in the budget book were updated as staff received new information. Health insurance increased 7.6% but there was no increase for dental insurance or short and long-term disability. The Paid Family and Medical leave portion for the agency is .66%. The inflation benchmark and Social Security cost of living adjustment (COLA) were also determined. The total revenue is projected at approximately $5.25 million, which is about $1 million lower than the 2025 budget. Expenses also total to about $5.25 million. The Client Services and Energy Assistance departments are about 64% of the total budget. Changes in grants cause the decrease from 2025 to 2026. The Community Services Block Grant (CSBG) and Energy Assistance (EAP) grants reflect flat funding. Funding from the Cummins Foundation is also flat and funding from Hennepin County's CDBG is reflected as being received. The Minnesota Community Action Grant (MCAG) reflects a decrease of $640,000 in funding back to prior funding levels. This decrease led to two FTEs being eliminated, less funds allocated to the Rental Assistance and Vehicle Repair programs, as well as the elimination of the Water Assistance program.
The 2026 budget shows the agency is programmatically balanced. A column to the budget was added to include the agency's goal of raising $125,000 in unrestricted funds and the $72,000 received from United Way totaling about $197,000. The overall 2026 agency budget has a net increase in net assets of over $187,000 for the year.

Financials – Mr. Myren:

a) **September 2025 Financials**

Mr. Myren presented the September financials. He reported there is about $19,000 in cash but with the draw from the line of credit of about $60,000 the agency ended the month with negative cash. Year to date there is an actual amount of $5.5 million with a budget of about $6.2 million. This leaves the agency about $600,000 under budget. Most of this was related to the direct appropriation because it is about $857,000 underspent and about $234,000 over on the grants. Expenses had a change in net assets of $31,173. Most of the grants shown on the grant expenditure status report are in the green, except for the Capacity Building grant. This grant is behind schedule but expected to be fully spent by the end of the period.
Chair Schaffer asked if there were any questions about the financials. Mr. Fox made a motion to approve the financials, seconded by Ms. Greene. MOTION was adopted and the financials were unanimously approved.

b) October 2025 Cash Flow Projections

The report goes through October. Cash is negative at $108,000 and will climb slightly. Use of the line of credit is projected throughout the remainder of the year.

Q3 Client Satisfaction Survey Results – Ms. Krolik:

Ms. Krolik reported the Client Satisfaction Survey results for July through September 2025. There was a small pool of responses with 67 surveys completed or a 16.2% response rate. This is a higher response rate than quarters one and two but on par with quarters three and four of 2024. There were 30 respondents that received Water Assistance, ten that participated in Financial Wellness workshops, nine in Energy Assistance and six for Vehicle Repair and other programs that had less than five respondents. About 46% of respondents live in Minneapolis and 54% live in the suburbs. There was a decline in scores this quarter compared to the previous quarter. Prompts one and two had an average score of 2.81 compared to the previous quarter at 3.0. The third prompt increased slightly to 2.85 and the last prompt stayed close to where it was the previous quarter at 3.35. The average score across all prompts was 2.96 which is the lowest average score since 2022. Staff are looking into the decrease in scores to see if there is any indication as to why the scores dropped and will follow up with the board. The programs client indicated they need the most help with were Energy Assistance, Water Assistance, Vehicle Repair and Rental Assistance.

Grant Application Report – Ms. Krolik:
Ms. Krolik presented the report through October. There have been 30 grants submitted through the month of October. Out of those 30 submitted there are 18 pending, six received, and six have been denied. A $10,000 request to the Blaze Credit Union Foundation and a $10,000 request to the Costco Foundation were both denied. Staff submitted a $5,000 request to the St. Louis Park Family Services Collaborative for the Rental Assistance Program and two $10,000 general operating requests to the River Road Foundation and Nordstrom.

Finance and Audit Committee Update – Committee Chair Myren
Committee Chair Myren provided the Finance and Audit Committee update. The committee met and had a quorum. In addition to the September 2025 financials and Cash Flow reports there was discussion on the 2026 budget. The committee voted for all three items to be recommended to the full board for approval. There was a report the line of credit has a zero balance, and a legal update was given by Dr. Hightower. There were no new legal updates to report. Mr. Blooflat gave an update that federal funding is expected to be released to CAP-HC during the federal legislative update at the committee.

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 only open position is an Intake and Referral Specialist role in the Energy Assistance (EAP) department. The Accounting Manager role was taken down as the previous finance director, Lia Kang, returned to CAP-HC. The final two staff trainings were completed in October and November. There was a passive enrollment for benefits that completed on November 12. The Employee Engagement survey was also conducted and completed with a 76% response rate. Overall responses from the survey were positive, Ms. Xiong will be following up with staff to learn about opportunities for improvement and discuss common themes. A copy of the survey will be presented at the January 2026 board meeting along with proposed handbook revisions.

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. There was a study session given at the committee on the Rental Assistance program. There were program highlights given, one of which EAP received its program funding and payments were being made to the 7,000 backlog of households that were determined to be eligible. The committee went over the Grant Application report and the Grant Expenditure report as well. A January meeting date is being coordinated as the next meeting falls on Martin Luther King Day.

Fund Development Committee Update – Committee Chair Lehman:
Committee Chair Lehman gave the Fund Development Committee update. The committee met and had a quorum. He reminded the board that the committee was established to raise unrestricted funding. The goal is to raise $100,000 in unrestricted funding and currently the agency is at about 50% of the goal for the year. There was a meeting with Huntington Bank's regional president and the head of their nonprofit. The committee is optimistic about developing a relationship with the organization going forward. There is also an upcoming meeting with the nonprofit, Opportunity Services. Committee Chair Lehman emphasized the committee needs the help of the full board to reach the agency's unrestricted funding goal.

Monthly Program Data Report – Ms. Alto:
Ms. Alto presented the Monthly Program Data Report for October. There were 109 services with more provided in suburban Hennepin (54.1%) compared to Minneapolis (45.9%). Water Assistance, Rental Assistance, Financial Wellness Workshops, Rental Workshops and Vehicle Repair all had a strong month. Year to date there were 14,651 services provided with Minneapolis at 51.4% and suburban Hennepin at 48.65%. At the end of October, 49.3% of the 2025 target has been achieved.

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

Ms. Krolik provided a summary of the project progress. In August the project kicked off with the consulting partner, Creation in Common. Currently the project is in phases two and three. The Community Needs Assessment (CNA) has completed all eight data collection events. Sites where data was collected included the Twin Cities Urban League, the Oak Park Neighborhood Center, Phyllis Wheatley, the Midtown YWCA and Community Emergency Services. There was high participation at these events. There were three similar events in the suburbs at the Richfield Community Center, CROSS services in Rogers and Interfaith Outreach Community Center in Plymouth. Community leader interviews are still underway with about eight in total to be completed. The draft CNA report will be finalized this month and shared at the first strategic planning retreat in January. The third phase that includes the SWAT (Strengths, Weaknesses, Opportunities and Threats) survey has been completed as well as the leadership staff interviews. The next step is to schedule the strategic planning retreats which are anticipated to be held at the end of January and early March. Scheduling polls for this will be sent to the board to finalize dates.

Executive Director Update – Dr. Hightower:

a) November Recap

Dr. Hightower highlighted the end of the federal government shutdown and as legislators worked through the funding appropriations Community Action came out unharmed. Funding for 2026 looks to be hopeful. The 2026 budget has also been completed, and he acknowledged how difficult it was to work through the process with about $1 million less than the previous year. The DEED Direct Appropriation grant has been closed out, and Dr. Hightower highlighted his appreciation for staff working on the appropriation and ensuring the agency complied with funding requirements.

New Business – Chair Schaffer:

a) **Seating of Private Sector Member: David Ziegler**

Chair Schaffer asked if there were any questions about seating David Ziegler. Commissioner Goettel made a motion to approve his seating, seconded by Mr. Lehman. MOTION was adopted and David Ziegler was seated on CAP-HC's Board of Directors.

b) **2026 Fiscal Year Budget**

Chair Schaffer asked if there were any questions about 2026 Fiscal Year Budget. Ms. Bryant made a motion to approve the budget, seconded by Mr. Myren. MOTION was adopted and the 2026 budget was approved.

c) **2026 Holiday Calendar**

Chair Schaffer asked if there were any questions about 2026 holiday calendar. Ms. Bryant made a motion to approve the calendar, seconded by Commissioner Goettel. MOTION was adopted and the 2026 holiday calendar was approved.

Announcements/Information:

There were no additional announcements or information.

Adjournment

The meeting adjourned at approximately 7:45 PM.

Next CAP-HC Board of Directors Meeting:
Thursday, January 22, 2026
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.

*__BOLD__ denotes Action Item for approval

Our Vision Hennepin County without poverty

Our Values Strengthening Community, Eliminating Barriers, Creating Opportunities, Building Relationships, Responsible Stewardship, Equity and Inclusion

***BOLD** denotes Action Item for approval