BOARD OF DIRECTORS MEETING MINUTES
Thursday, January 22, 2026, 6:30 – 8:00 pm
Zoom: Login
Dial-In: +1 312-626-6799
Meeting ID: 863 1326 6354 Passcode: 044286

MINUTES

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

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

Guest presents:

Call to Order/Roll Call – Chair Schaffer:

Chair Schaffer called the meeting to order. A quorum was met. He also welcomed new private sector member David Ziegler and invited him to speak. Commissioner Goettel praised David Ziegler's extensive experience and his contributions to the community. Dr. Hightower informed Mr. Ziegler of the board member orientation process for new members that will be happening in the coming months.

Review and Approval of January 22, 2026, Board Agenda – Chair Schaffer**:**
Chair Schaffer asked if there were any changes to the January 22, 2026 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 December 04, 2025, Board Minutes – Chair Schaffer**:**
Chair Schaffer asked if there were any changes to the December 04, 2025, meeting minutes. Commissioner Goettel made a motion to approve the minutes, seconded by Mr. Fox. MOTION was adopted and the minutes were unanimously approved.

Study Sessions:

a) 2025 Annual Work Plan Results – Ms. Krolik

   Ms. Krolik presented the 2025 Annual Work Plan results. There were 19 goals met, three not met and one still in progress. Staff are waiting for the final score of the client satisfaction survey to be completed and will provide an update on the in-progress goal once it's received. One of the goals met included the creation of an online application for clients, making it easier for them to apply for the agency's services. Another met goal included the collection of client and staff stories to aid telling Community Action Partnership of Hennepin County's (CAP-HC) story and raise visibility of the work the organization does. The completion of the Employee Engagement survey, accessibility changes to the organization's website and CAP-HC receiving another clean audit with no findings, adds to the number of goals met for 2025. CAP-HC lost funding due to not running a VITA (Volunteer Income Tax Assistance) program this year and lost some of the homeownership funding due to low enrollment in the homebuyer programs. This resulted in the agency to not meeting the first goal on the work plan. CAP-HC fell short of the services provided goal on the work plan by about 4,000. The biggest reason for this was a lower than expected number of Energy Assistance Program (EAP) applications being approved. Staff projected a higher number of applications that would be received based on prior years, and this resulted in the goal not being met. Staff will use the trends from 2024 and 2025 to forecast a more accurate number for 2026.

b) 2025 Risk Assessment – Mr. Blooflat
Mr. Blooflat went over the 2025 Risk Assessment. He shared the leadership team took the Nonprofit Risk Assessment in August, answering over 260 questions in 14 different categories. It is required to be done every three years to be in compliance with the organizational standards and other government guidelines. There were eight risks identified and the team assigned risk and priority levels to eliminate or reduce. Out of the eight risks identified there were seven that were deemed high priority and are due by the end of 2026. The final risk is considered medium risk and is due by the end of 2027.

c) Employe Handbook Updates – Ms. Xiong
There were no major changes to the employee handbook, most made were verbiage changes to policy's already implemented. Effective January 1, 2026, there was a new meal and rest break law for Minnesota. There was updated language around meal and rest breaks that states anyone that works six hours or more are entitled to a meal break and that rest breaks less than 20 minutes are paid. There was a 90-day evaluation implemented, that will allow new staff to complete a self-evaluation along with an evaluation from their supervisor. Summer time flex hours have already been practiced but is now officially in the handbook instead of an addendum. Juneteenth has been observed as a holiday for the last couple of years but was officially added to the handbook as an observed holiday. The PTO section was updated to include verbiage changes around the new Minnesota Employee Sick and Safe Time (ESST) law. The Health Club reimbursement was removed from the handbook as it is no longer offered. There was a section added to the handbook addressing the new Minnesota Paid Family and Medical Leave (PFML).

d) Employee Engagement Survey – Ms. Xiong
There was an engagement survey sent to staff at the end of November 2025. It was anonymous and the intent is to get a better understanding of how staff feel about working at CAP-HC and to identify areas for improvement. The survey used a five-point scale and participation was voluntary. Out of the 51 employees staffed at the time, there was a 76.5% completion rate, aligning with previous surveys sent. Most of the ratings fell between neutral and agree. Responses reflected high confidence in CAP-HC honesty and fairness, trust and kindness as well as work a people centered approach with clients and partners. Some opportunities for growth include communication and coordination with staff, workload and clarification of job duties. Staff responded positively with many indicating they expect to work at CAP-HC beyond two years. The leadership team has reviewed these results and will work to incorporate the findings into the 2026 Annual Work Plan.

<u>Financials</u> – Mr. Blooflat:

a) <u>October and November 2025 Financials</u>
Mr. Blooflat presented the October and November financials. In October, revenues and expenditures had a slight decrease in assets. Year to date the agency was at $110,000. There was not much received in donations or funding, as well as depreciation and non-reimbursable expenses that contributed to the decrease for the month. For November, the agency finished with about $11,000 cash with overdue reimbursements being received and a reduction in expenses. The Water Program spent all of its funding for the year, which also contributed to the decrease in spending.
Revenue and Expenditures: There was a slight decrease of about $6,600 and year to date the agency was at $103,000. Money received from donations will come in December, showing an increase. For the end of the year, expenditures are below budget projections. There was only 44% of the direct appropriation that was spent affecting the overall budget. The subgrantees of the appropriation only spent about $1.5 million of the $2 million appropriated.

Chair Schaffer asked if there were any questions about the financials. Mr. Ziegler made a motion to approve the financials, seconded by Commissioner Edelson. MOTION was adopted and the financials were unanimously approved.

b) December 2025 Cash Flow Projections
Mr. Blooflat presented the December Cash Flow Report. The month of December finished at almost $194,000 above. There were not a lot of accounts payable for the month of December, with most of them being paid at the beginning of January to ensure items that were not prepaid did not reflect as such. It is anticipated that cash will fluctuate for the year. The next two months will look good and the months following decreasing as expenses start to increase. The line of credit is expected to be used due to the timing of reimbursements received from funders.

Grant Application Report – Ms. Krolik:
Ms. Krolik presented the complete report for 2025. There were 34 grants submitted through the end of December 2025. Out of those 34 submitted there were 17 pending, 11 received, and 6 have been denied. The LIHEAP (Energy Assistance Program) grant was received in the amount of $2.2 million. There was a $5,000 grant received to support the Rental Assistance program from the St Louis Park Family Services Collaborative. There was also $5,000 received from the CHS Backyard giving program to also support the Rental Assistance program. The Brooklyn Park Walmart gave a $2000 unrestricted grant from their Walmart Foundation. The submissions to the Schulze Foundation, Nordstrom and Walser were all denied. The Community Development Block Grant (CDBG) from Hennepin County for $60,000 is expected though funding has been severely delayed. The Community Services Block Grant (CSBG) is also expected to come in eventually.

Finance and Audit Committee Update – Committee Chair Myren
Mr. Fox provided the Finance and Audit Committee update. The committee met and had a quorum. The October and November 2025 financials and Cash Flow reports were reviewed. The committee voted for them to be recommended to the full board for approval. The line of credit report was given with the committee being updated that about $3,300 was spent on interest for using the line of credit. Dr. Hightower gave a legal update. The risk assessment and a legislative update were discussed.

Human Resources Committee Update – Ms. Xiong
Ms. Xiong reported on behalf of the HR Committee. The committee met and reached a quorum. There was a staffing update given, with a new hire starting in the Energy Assistance department and one more Intake and Referral Specialist role remaining open. There was a successful staff winter celebration held in December at Park Tavern. The employee handbook updates were reviewed as well as the employee engagement survey. Preliminary discussions around essential vs nonessential staff began.

Planning and Evaluation (P&E) Update – Committee Chair Bryant
Committee Chair Bryant gave the P&E Committee update. The committee met on Tuesday because of the observance of Martin Luther King Jr Day and had a quorum. The committee was informed that the EAP department received its program funding. Payments were made to vendors for backlogged applications that were deemed eligible during the federal government shutdown. There was an update given that CAP-HC will not host any VITA tax clinics for the current tax season. Staff will use this time to prepare to host clinics for the next season. Getting Ahead Employment Readiness cohorts will begin on February 7 and be held at the Hosmer Library in Minneapolis. The Program Data Report and usual Grant Reports were also reviewed.

Fund Development Committee Update – Committee Chair Lehman:
Chair Schaffer gave the Fund Development Committee update. The Unrestricted Funds Report and progress made were reviewed. The organization was at $49,928 which is about 50% of the $100,000 goal set for 2025. This number was reported prior to being notified of the funds that will be given from the City of Minneapolis. The year ended with 10 out of 21 board members donating to the organization. The goal is for there to be 100% of board giving in any amount. The committee also went over the prospect list for funders and donors. There

were meetings held with Huntington Bank, Minnesota Vikings and Opportunity Services. The Grant Application Report was also reviewed, and online donation payment applications were discussed.

Monthly Program Data Report – Ms. Alto:

Ms. Alto gave the December 2025 Program Data Report, noting 9,599 services provided, with 45.5% to Minneapolis residents and 54.5% to suburban Hennepin residents. The Energy Assistance Program, Crisis Assistance Program, Energy-Related Repair Program, Rental Assistance Program, and the Financial Wellness Workshops all had productive months. There was a total of 25,525 services provided for the year, with 49.6% of services provided in Minneapolis and 50.4% provided in suburban Hennepin.

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

Ms. Krolik gave an update on the Strategic Plan and Community Needs Assessment process. There was a successful listening session with frontline staff providing valuable feedback. The first strategic planning retreat will be held in person and via Zoom on January 29 from 9:30-3:30pm. Board members are highly encouraged to attend strategic planning retreat to contribute to the strategic planning process. The second retreat will be held on March 12 with a location to be determined. The final strategic plan is on track to be delivered at the April board meeting.

Executive Director Update – Dr. Hightower:

a) December Recap

   Dr. Hightower highlighted the successful engagement of all committees for the month, with each committee meeting a quorum. The City of Minneapolis approved an amendment to their 2026 budget, adding a line item giving CAP-HC $150,000 for 2026 and $50,000 each year thereafter. Dr. Hightower thanked Council Member Vetaw for her work getting this done with her colleagues at the City of Minneapolis. He also highlighted the work being done by Ms. Xiong to address increased federal immigration agent enforcement.

New Business – Chair Schaffer:

a) **Reseating of Board Members:**

   i. **Josh Schaffer**

   Chair Schaffer asked if there were any questions about reseating Josh Schaffer. Commissioner Edelson made a motion to approve, seconded by Commissioner Goettel. MOTION was adopted and Josh Schaffer was reseated on CAP-HC's Board of Directors.

   ii. **Tyanna Bryant**

   Chair Schaffer asked if there were any questions about reseating Tyanna Bryant. Commissioner Edelson made a motion to approve, seconded by Commissioner Goettel. MOTION was adopted and Tyanna Bryant was reseated on CAP-HC's Board of Directors.

b) **Employee Handbook Updates**

   Chair Schaffer asked if there were any questions about the employee handbook updates. Commissioner Goettel made a motion to approve the handbook changes, seconded by Mr. Fox. MOTION was adopted and the employee handbook updates were approved.

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, February 26, 2026
6:30 – 8:00 pm

***BOLD** denotes Action Item for approval

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