BOARD OF DIRECTORS MEETING MINUTES
Thursday, February 26, 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	Mark Fox	P
Antanisha Spears	E	Miles Wilson	E
Brian Smith	E	Jamison Whiting	P
Christine Koch	P	Jim Lehman	E
Commissioner Debbie Goettel	P	John Baker	E
Commissioner Heather Edelson	P	Josh Schaffer (Board Chair)	P
Commissioner Marion Greene	E	Kevin Myren	E
Council Member Dr. Kimberly Wilburn	P	Solomon Ogunyemi	P
Council Member Latrisha Vetaw	P	Traverna (Tray) Douglas	P
David Ziegler	P	Tyanna Bryant	P

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: Maggie Kohl (on Behalf of Council Member Vetaw)

Call to Order/Roll Call – Chair Schaffer:

Chair Schaffer called the meeting to order. A quorum was met.

Review and Approval of February 26, 2026, Board Agenda – Chair Schaffer**:**
Chair Schaffer asked if there were any changes to the February 26, 2026 Board agenda. Commissioner Edelson made a motion to approve the agenda, seconded by Ms. Douglas. MOTION was adopted and the agenda was unanimously approved.

Review and Approval of January 22, 2026, Board Minutes – Chair Schaffer**:**
Chair Schaffer asked if there were any changes to the January 22, 2026, meeting minutes. Commissioner Edelson made a motion to approve the minutes, seconded by Ms. Douglas. MOTION was adopted and the minutes were unanimously approved.

Study Sessions:

a) 2026 Annual Work Plan – Dr. Hightower

Dr. Hightower shared the 25 goals that will drive the organization's work for the coming year. He's divided them into three main buckets: maintaining momentum, advancing the enterprise, and preparing the organization for the future. A couple of the programmatic goals within maintaining the momentum include receiving around $5 million to run programs, running programs so that they are not at risk of losing funding and providing 25,000 services in Hennepin County. Operating the programmatic budget of about $5.2 million in revenue and expenses, not spending more money than what is available. The agency also has a goal of receiving a clean audit for the year. To avoid using the line of credit as much as possible there is an agency goal of raising $125,000 in unrestricted funding, the board's help will be critical in reaching this goal. In the second group titled advancing the enterprise, celebrating the CAP-HC's 40th anniversary is listed. Creating an internal crisis response workgroup that will help the agency determine how to react if a crisis in the community happens. Within preparing the organization for the future there are goals around completing the community needs assessment and creating a strategic plan for the agency's work over the next three years. Governance and achieving a quorum at each board meeting. Dr. Hightower also explained that every three years the agency undergoes a risk assessment, there were seven risks that were identified in 2025 and there is a goal on the work plan to address these, including having a crisis management plan, a business continuity plan and an evacuation plan at each of the three sites. There was discussion around the number of goals and ensuring staff are not overloaded given the smaller number of employees. Chair Schaffer also offered his assistance if staff need help with the crisis response work group.

b) 2026 Program Goals – Dr. Hightower

Dr. Hightower shared the agency has an overall goal of providing 25,000 services during the 2026 calendar year.

c) 2026 Legislative Priorities – Ms. Krolik

Ms. Krolik outlined three legislative priorities for CAP-HC. They include additional support for the Minnesota Community Action Grant (MCAG), additional Family Assets for Independence in Minnesota (FAIM) program support and funding for the Getting to Work grant. MCAG is seeking an increase of $5.4 million to the $9.9 million base budget. The FAIM program is aiming for a $3 million increase to the $650,000 base budget. The Getting to Work was not funded by the legislature this year and funding is needed to continue to support the community through CAP-HC's Vehicle Repair program. The agency previously received this funding through the Department of Economic Development (DEED), and without the funding there will not be nearly as many people in the community that are able to be supported. Because it is not a budget year and this session is short, the state level Community Action is not highly optimistic there will be funding this session. They have been encouraging the local agencies to make their voices heard and to take the time to advocate at the Capitol.

d) Financial Policy Manual Review – Mr. Blooflat

Mr. Blooflat shared there was a copy of the Financial Policy Manual sent via email and went over a summary of changes. Most of the changes to the manual were updates to current processes, vendors and staff titles. There was a new federal guideline for purchasing and procurement, increasing the limits of what a simple purchase was and what could be purchased without obtaining quotes so there were updates made to that section as well. $115,000 or less receiving quotes is not required. $15,000 to $350,000 three quotes are required and anything greater than that requires bids. The Aspirational Operating Reserve policy that was approved by the board in 2024 was added to the manual. The Financial Policy Manual was shared with the Finance and Audit Committee and was recommended for approval by the board.

Financials – Mr. Blooflat:

a) December 2025 Financials

Mr. Blooflat presented the December financials. There was a positive cash balance at the end of the year of $194,000. This is one of the highest levels because the line of credit was not used in December and didn't have to pay off a line of credit balance in November. Another major reason is because of the timing of one of the largest expenditures that didn't happen at the end of December but occurred at the beginning of January. Donor restricted net assets increased $9,000 over 2025. There were more grants received but many were restricted to specific programs. The Statement of Revenue and Expenditures show CAP-HC finished December with a positive change in net assets of $21,000, bringing the year-to-date net assets to $124,390. The increase in net assets for the month was due to full reimbursement for an asset purchase that will depreciate over five years. The Grant Expenditure Status Report shows that the Community Service Block Grant (CSBG) ends December 31, 2025 was fully spent.

Chair Schaffer asked if there were any questions about 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) January 2026 Cash Flow Projections

Mr. Blooflat presented the January Cash Flow Report. The line of credit was not used and there was not a balance that needed to be paid for December, so January ended with a positive balance and helped with cash flow. Looking at the projections for the coming months, cash flow will be relatively good over the next couple of months and then start to fluctuate around the zero mark again. This fluctuation will be dependent on timing of reimbursements from major funders and when larger receivables are to be paid. It is projected that the line of credit will be used in February.

Q4 Client Satisfaction Survey Results – Ms. Krolik
The Q4 report shows clients that received services from October through December 2025. There were about 1300 surveys that came back with an 18.8% response rate. This is the highest response rate seen in the last two years. A majority of respondents received Energy Assistance with 1,260 being received for the program, 11 for Rental Assistance, 11 Financial Wellness Workshop Participants, 10 receiving Water Assistance, and all other programs receiving four or fewer responses. About 45% of respondents live in Minneapolis and 55% in suburban Hennepin. Across all four prompts on the survey there was a mean score of 3.30, which is the highest seen over three years. This pushed the average score for the year to 3.25, beating the target set of 3.20.

Grant Application Report – Ms. Krolik:
Ms. Krolik presented the January Grant Application Report. There was one request sent in January to Hennepin County for the 2026 Community Development Block Grant (CDBG) and there are still multiple pending opportunities from 2025. The request was for $60,000 to be used to support the Rental Assistance Program. The pending 2025 opportunities will eventually come off the report and the board will be updated if there are any updates to them.

Finance and Audit Committee Update – Mr. Fox
Mr. Fox provided the Finance and Audit Committee update. The committee met and reached a quorum. The monthly reports shared at this month's board meeting were reviewed and discussed. There was also an audit update provided to the committee stating the information has been submitted ahead of schedule to the auditors. The Financial Policy Manual was shared and passed for recommendation to the board for approval.

Human Resources Committee Update – Ms. Xiong
Ms. Xiong reported on behalf of the HR Committee. The committee discussed staffing updates and there are no open positions currently. Staff performance reviews are currently underway and expected to be completed in the next few weeks. It was also shared that a safety committee will be launched internally to discuss areas of improvement, emergency evacuation plans and processes for handling unwanted or disruptive visitors. Leadership succession plans have been introduced and are still being developed. The annual staff engagement survey will be moved to spring 2026 instead of in the fall.

Planning and Evaluation (P&E) Update – Committee Chair Bryant
Committee Chair Bryant gave the P&E Committee update. The committee met and reached a quorum. The regular monthly reports were reviewed, including the Program Data Report, the Grant Application Report and the Grant Expenditure Report. Some highlights included the Energy Assistance department being fully staffed, the rental program seen an increase in applications and the Getting Ahead Employment Readiness cohorts began with 13 attendees at the first one.

Fund Development Committee Update – Chair Schaffer:
Chair Schaffer gave the Fund Development Committee update. The committee met and reached a quorum. Progress towards the $100,000 goal for 2025 was discussed. It was not reached but about 50% of it was achieved. Funding that will be received from the City of Minneapolis was discussed as well as the status of giving from board members. There were 10 of 21 board members that gave in 2025 which is about 48% of the goal. The prospect list was also reviewed and discussed.

Monthly Program Data Report – Ms. Alto:

Ms. Alto presented the January Program Data Report. The report starts over at the beginning of the year and there were 2,893 services provided in the month of January. There was a split of 48% of services provided to Minneapolis residents and 52% provided in suburban Hennepin. At the end of January CAP-HC is at 11.5% of the target set for the year.

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

Ms. Krolik gave an update on the Strategic Plan and Community Needs Assessment. The first strategic planning retreat was held on January 29. There was strong engagement from the board members and staff that attended. Notes from the retreat and a draft strategic framework were sent out to the board by Creation in Common on February 17. They have requested initial feedback on the draft and will be meeting with members of the executive committee and leadership staff over the coming weeks. The next retreat is scheduled for March 12 and will be held at the Urban League Twin Cities from 9:30a-3:30p with the option for those that can't attend in person to join via Zoom.

Executive Director Update – Dr. Hightower:

a) January Recap

   Dr. Hightower highlighted that the 2025 audit has begun and will be looking forward to another clean audit. The Employee Handbook was also updated and distributed to staff. He thanked the committees that met and reached a quorum this month.

New Business – Chair Schaffer:

a) **Seating of Public Sector Member:**

   i. **Council Member Jamison Whiting**

   Chair Schaffer welcomed Council Member Jamison. He asked if there were any questions about seating Council Member Jamison Whiting. Ms. Bryant made a motion to approve, seconded by Commissioner Goettel. MOTION was adopted and Council Member Jamison Whiting was seated on CAP-HC's Board of Directors.

b) **2026 Annual Work Plan**

   Chair Schaffer asked if there were any questions about the 2026 Work Plan. Mr. Fox made a motion to approve the financials, seconded by Mr. Ziegler. MOTION was adopted and the 2026 Annual Work Plan was unanimously approved.

c) **2026 Program Goals**

   Chair Schaffer asked if there were any questions about the 2026 Program Goals. Mr. Fox made a motion to approve the goals, seconded by Mr. Ziegler. MOTION was adopted and the 2026 Program Goals were unanimously approved.

d) **2026 Legislative Priorities**

   Chair Schaffer asked if there were any questions about the 2026 Legislative Priorities. Mr. Fox made a motion to approve the priorities, seconded by Mr. Ziegler. MOTION was adopted and the 2026 Legislative Priorities were unanimously approved.

e) **Financial Policy Manual**

   Chair Schaffer asked if there were any questions about the Financial Policy Manual. Mr. Fox made a motion to approve the manual, seconded by Mr. Ziegler. MOTION was adopted and the Financial Policy Manual was unanimously approved.

f) 2026 Slate of Officers Preliminary Discussion

   The board was reminded that the annual meeting is held right after the March Board meeting. At the annual meeting board leadership for the next year is selected. Changes to the bylaws are also considered.

There is a nominating committee that will be working on the slate of officers for the next board year and anyone that would like to serve in any of the positions is encouraged to email Ms. McLaughlin.

g) Executive Director Performance Evaluation
Chair Schaffer shared that the performance evaluation for Dr. Hightower will be shared after tonight's meeting via email. It is a form that will be filled out, and he encouraged everyone to fill it out to get an accurate reflection of Dr. Hightower's work. For items that board members do not feel they can evaluate, there is an option to select "N/A".

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, March 26, 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.

Our Vision Hennepin County without poverty

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