BOARD OF DIRECTORS MEETING MINUTES
Thursday, March 26, 2026, 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	David Ziegler	P
Adriana Mozo	P	Mark Fox	P
Avigail Vences	P	Jamison Whiting	P
Brian Smith	E	Jim Lehman	E
Christine Koch	P	John Baker	P
Commissioner Debbie Goettel	P	Josh Schaffer (Board Chair)	P
Commissioner Heather Edelson	E	Kevin Myren	P
Commissioner Marion Greene	P	Solomon Ogunyemi	P
Council Member Dr. Kimberly Wilburn	P	Traverna (Tray) Douglas	P
Council Member Latrisha Vetaw	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 March 26, 2026, Board Agenda – Chair Schaffer**:**
Chair Schaffer asked if there were any changes to the March 26, 2026 Board agenda. Commissioner Goettel made a motion to approve the agenda, seconded by Mr. Ziegler. MOTION was adopted and the agenda was unanimously approved.

Review and Approval of February 26, 2026, Board Minutes – Chair Schaffer**:**
Chair Schaffer asked if there were any changes to the February 26, 2026, meeting minutes. Mr. Fox made a motion to approve the minutes, seconded by Ms. Bryant. MOTION was adopted and the minutes were unanimously approved.

Study Sessions:

a) 2026 Energy Assistance Letter of Intent – Dr. Hightower

   Dr. Hightower explained what the Energy Assistance Letter of Intent was. Each year Community Action Partnership of Hennepin County runs the Energy Assistance Program (EAP). In order to manage the program, CAP-HC must submit a letter of intent. The agency has been running the program for 40 years and is the largest provider in Minnesota. Last year CAP-HC's EAP received no findings or opinions from the Department of Commerce's program audit. The program received about 28,000 applications with 20,000 approved to receive a grant. To operate the program the board must approve the letter of intent as well as complete a risk assessment indicating whether any member has been convicted of a financial felony in the last ten years.

Financials – Mr. Myren:

a) January 2026 Financials

   Mr. Myren presented the January financials. There was a cash balance of approximately $24,800. Total assets were at about $2.1 million with approximately $1 million in liabilities. Net assets were

about $561,370 at the end of January. The Statement for Revenues and Expenses show a year to date of $515,335 in total revenue. Total expenses year to date are $508,936. The financials were presented to the Finance and Audit Committee and were approved for recommendation to the board of directors for approval pending audit.
Chair Schaffer asked if there were any questions about the financials. Commissioner Goettel made a motion to approve the financials, seconded by Mr. Ziegler. MOTION was adopted and the financials were unanimously approved.

b) February 2026 Cash Flow Projections
Mr. Myren presented the February Cash Flow Report. The report projects February to end with a balance of just under $120,000.

Grant Application Report – Ms. Krolik:
Ms. Krolik presented the February Grant Application Report. There were three grant proposals submitted through February totaling $115,000. There were two new requests submitted including one general operating request of $15,000 to Old National Bank and a total of $40,000 in requests to eight different Walmart Stores. Of the pending opportunities shown in the report, CAP-HC will be receiving a $5,000 donation from Wings Financial Credit Union and will hopefully be receiving ongoing support in the future.

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 financial statements and cash flow report there was an audit update. The audit is expected to be presented at the April board meeting. The line of credit, legal and federal legislative updates were given to the committee. There was nothing of significance to report.

Human Resources Committee Update – Ms. Xiong:
Ms. Xiong reported on behalf of the HR Committee. The committee met and reached a quorum. Staffing, policy updates and the strategic initiatives were discussed. There are no current job openings and the employee handbook changes that were previously approved by the board were distributed to staff. There will be two all-staff training courses done throughout the year in alignment with the annual workplan with the first session taking place on April 7. The draft Executive Director succession plan was also reviewed.

Planning and Evaluation (P&E) Update – Committee Chair Bryant:
Committee Chair Bryant gave the P&E Committee update. The committee met but did not reach a quorum. The Energy Assistance Program is nearing the end of its season and staff furloughs will begin soon. The Rental Assistance Program now requires applicants to complete a financial wellness workshop or renter's education workshop to receive assistance. Cohorts for the Getting Ahead program began and will help spend the Transformative Careers Capacity Building grant by June 30.

Fund Development Committee Update – Chair Schaffer:
Chair Schaffer gave the Fund Development Committee update. The committee met and reached a quorum. The unrestricted funding report was reviewed along with the prospect list. Committee goals for 2026 were reviewed and discussed as well. One of the goals includes 100% of board members contributing financially in any amount. Members are still recruiting non board members to serve on the committee in an advisory capacity and identifying a matching gift donor to at least one of the 2026 fundraising campaigns was discussed.

Monthly Program Data Report – Ms. Flemons:
Ms. Flemons presented the February Program Data Report. There were 2,355 services provided. There was a split of 49% in Minneapolis and 51% in suburban Hennepin. Total year to date there were 5,241 services provided, still with a slight edge to suburban Hennepin over Minneapolis. So far there has been 20.8% of the 2026 goal met, putting CAP-HC on track to meet target set.

Executive Director Update – Dr. Hightower:

a) February Recap
Dr. Hightower highlighted the auditors will present at the April board meeting. Rental Assistance applications continue to increase as there is high demand for assistance in Minneapolis and Hennepin County as a whole. 2026 is also CAP-HC's 40th anniversary, and there will be more to come on how the agency plans to celebrate this throughout the year. The 2025 Community Development Block Grant (CDBG) of $60,000 was received and the 2026 submission is currently pending. On March 12, the second strategic planning retreat was held at the Twin Cities Urban League with both staff and a few board members present. The final strategic plan will be used to guide the work CAP-HC does over the next three years.

New Business – Chair Schaffer:

a) **Seating of Board Members:**
   i. **Adriana Cerrillo**
   ii. **Brian Smith**
   iii. **Solomon Ogunyemi**

   Chair Schaffer asked if there were any questions about seating Adriana Cerrillo, Brian Smith or Solomon Ogunyemi. There were none. Commissioner Goettel made a motion to approve, seconded by Ms. Bryant. MOTION was adopted and all three members were reseated on CAP-HC's Board of Directors.

b) **Seating of New Community Sector Members:**
   i. Avigail Vences
   ii. Adriana Mozo

   Chair Schaffer asked if there were any questions about seating Avigail Vences or Adriana Mozo to the Community Sector. There were none. Mr. Fox made a motion to approve, seconded by Mr. Ziegler. MOTION was adopted and both were seated on CAP-HC's Board of Directors.

c) **2026 Energy Assistance Letter of Intent**
Chair Schaffer asked if there were any questions about the 2026 Energy Assistance Letter of Intent. Mr. Ziegler made a motion to approve the priorities, seconded by Mr. Baker. MOTION was adopted and the 2026 Energy Assistance Letter of Intent was unanimously approved.

d) **2025 Executive Director Performance Evaluation**
Chair Schaffer shared a copy of the Executive Director Performance review is included in the packet. The review meets standards because out of the 23 goals there were 20 met for the year with an 87% success rate. Dr. Hightower's total compensation was reviewed as part of the evaluation and consists entirely of salary and benefits. He does not receive or seek compensation outside of the salary and benefits provided by CAP-HC. He receives the same cost of living adjustment that staff receive and chose not to take a merit increase for the year. Chair Schaffer asked if there were any questions about the 2025 Executive Director performance Evaluation. Commissioner Goettel asked if there has ever been a 360-review done for the executive staff and stated Hennepin County could provide one for free as it can be highly insightful and helpful for the agency. There were no additional questions. Chair Schaffer called for a motion to approve the evaluation and compensation. Commissioner Goettel made a motion to approve the performance evaluation and compensation, seconded by Ms. Bryant. MOTION was adopted and the 2026 Executive Director Performance Review and Compensation was unanimously approved.

e) **2026 Delegation of Signature Authority**
Chair Schaffer shared this item allows the Board Chair, Treasurer and Executive Director to sign of f on financial items for CAP-HC. Anything over $75,000 requires board approval. Chair Schaffer asked if there were any questions about the 2026 Delegation of Signature Authority. Mr. Ziegler made a motion

to approve the signature authority delegation, seconded by Ms. Bryant. MOTION was adopted and the 2026 Delegation of Signature Authority was unanimously approved.

f) Conflict of Interest Policy
Chair Schaffer reminded the board that each year a conflict of interest policy gets sent out. Each board member is required to provide a signed copy of the policy. A copy of the conflict of interest policy will be sent to the full board via email following tonight's board meeting.

Announcements/Information:

Mr. Myren gave his remarks around him leaving CAP-HC's Board of Directors. Members thanked him for his time served and he was presented with a plaque commemorating his service.

Adjournment

The meeting adjourned at approximately 7:15 PM.

Next CAP-HC Board of Directors Meeting:
Thursday, April 23, 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