BOARD OF DIRECTORS MEETING MINUTES
Thursday, April 23, 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	Council Member Jamison Whiting	P
Brian Smith	E	Jim Lehman	P
Christine Koch	P	John Baker	E
Commissioner Debbie Goettel	P	Josh Schaffer (Board Chair)	P
Commissioner Heather Edelson	P	Solomon Ogunyemi	P
Commissioner Marion Greene	P	Traverna (Tray) Douglas	E
Council Member Dr. Kimberly Wilburn	P	Tyanna Bryant	P
Council Member Latrisha Vetaw	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), Chelsea Sheldon (on behalf of Council Member Jamison Whiting), Marcel Urman, Marie Primus

Call to Order/Roll Call – Chair Schaffer:

Chair Schaffer called the meeting to order at approximately 6:32pm. A quorum was met.

Review and Approval of April 23, 2026, Board Agenda – Chair Schaffer**:**

Chair Schaffer asked if there were any changes to the April 23, 2026 Board agenda. Commissioner Goettel made a motion to approve the agenda, seconded by Mr. Lehman. MOTION was adopted and the agenda was unanimously approved.

Review and Approval of March 26, 2026, Board Minutes – Chair Schaffer**:**

Chair Schaffer asked if there were any changes to the March 26, 2026, meeting minutes. Mr. Ziegler made a motion to approve the minutes, seconded by Mr. Lehman. MOTION was adopted and the minutes were unanimously approved.

Study Sessions:

a) 2025 Audit & IRS Form 990 – Mr. Blooflat

Mr. Blooflat highlighted that over the last seven years Community Action Partnership of Hennepin County (CAP-HC) has received unmodified opinions and for six out of the seven years received no findings, material weaknesses, or significant deficiencies. It has been five years since CAP-HC received a significant deficiency. The agency has implemented and stuck with internal controls, consistent review of financial policies and maintaining complete documentation and record keeping. Ms. Marie Primus provided a review of the 2025 audit results. She reiterated that CAP-HC has received a clean, unmodified opinion and no significant deficiencies. There was also a single audit completed with the Energy Assistance Program that also had no findings. She went over the agency's financial statements which included a decrease in assets and liabilities due to the DEED appropriation ending. Net assets ended at around $555,000, which is up about $124,000 from last year. The agency has less than a month of funds to operate without state or federal grant funds. There was no balance on the line of credit at the end of the year but the agency advanced and paid back about $1.3 million throughout 2025 with interest of about $5,000. The statement of functional expenses shows majority of CAP-HC's funds were spent directly on programs

Recommendations and best practices suggestions identified included spending down donor restricted funding, formalizing a way to record bank fees, and continuing efforts to diversify funding. There was also discussion about possibly implementing an AI policy as technology advances and AI is being used more often.

Financials – Mr. Fox:

a) February 2026 Financials

Mr. Fox presented the February financials. Cash and cash equivalents ended at $119,940. Revenue and expenditures ended the month at $22,700 with an increase in net assets. The year-to-date total is $29,000. The Grant Expenditure report shows majority of grants are on track to be spent. The DEED Transformative Career Pathways Capacity Building Grant is behind and is not expected to be spent by the end of June when the grant period is over. 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 Edelson made a motion to approve the financials, seconded by Mr. Ziegler. MOTION was adopted and the financials were unanimously approved.

b) March 2026 Cash Flow Projections

Mr. Fox presented the March Cash Flow Report. The month ended at just under $97,000. Cash flow is projected to increase over the next few months and will start to decrease again around the beginning of the new Energy Assistance Program season.

Grant Application Report – Ms. Krolik:

Ms. Krolik presented the March Grant Application Report. There were 14 grant requests submitted, 13 of those are still pending and one has been denied. New grant applications included submissions to Walmart Stores, General Mills, the Minnetonka Family Services Collaborative, the Wright Hennepin Electric Trust, and the Anderson Corporate Foundation. Staff are still working to obtain invites to submit requests to various family foundations.

Finance and Audit Committee Update – Committee Chair Fox:

Committee Chair Fox provided the Finance and Audit Committee update. All members of the committee were in attendance, and the committee reached a quorum. There was a detailed review of the audit presentation, and the monthly financial reports and cash flow were discussed. A legislative update was also provided to the committee.

Human Resources Committee Update – Ms. Xiong:

Ms. Xiong reported on behalf of the HR Committee. The committee met but did not reach a quorum. Seasonal Energy Assistance (EAP) staff furloughs began. The staff Wellness Committee provided breakfast at each location as an appreciation for CAP-HC staff. The HR department is working on completing the US Census Bureau survey and Equal Employment Opportunity (EEO) reporting. The first session of the all-staff training and the employee engagement survey were completed.

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. Items discussed were the ending of the EAP season nearing and the success of the community solar program. There continues to be high demand for rental assistance. Ms. Bryant informed the board that she was on a recent trip to Washington D.C. as a PICA Headstart representative and received positive feedback on the work CAP-HC does from Minnesota representatives.

Fund Development Committee Update – Chair Schaffer:

Committee Chair Lehman gave the Fund Development Committee update. He reminded the board of the agency's goal to raise $150,000 in unrestricted funding for the year. There are ongoing discussions with various potential donors, including the City of Minneapolis, Hennepin County, Huntington bank and the Luther Family. Mr. Lehman emphasized the importance of 100% board participation and contribution.

Monthly Program Data Report – Ms. Alto:

Ms. Alto presented the March Program Data Report. There were 2,994 services provided in March with a slight edge to Minneapolis versus suburban Hennepin. EAP, EAP Crisis, Rental Assistance, Financial Wellness workshops and the Vehicle Repair program all had a strong month. Year to date, there are 8,224 services provided with a slight edge to suburban Hennepin (50.5%) versus Minneapolis (49.5%). At the end of March 32.6% of the targeted goal for the year was completed.

Executive Director Update – Dr. Hightower:

a) March Recap
Dr. Hightower emphasized the importance of a clean audit and congratulated staff on their hard work. He shared that a draft of the strategic plan will be presented at the May board meeting. The board will have an opportunity to engage with the consultants and ask questions on the strategic plan. In June, each committee will have the strategic plan as an item on their respective agendas to discuss the plan before it is brought to the full board in June for approval.

New Business – Chair Schaffer:

a) **Reseating of Board Members:**
    i. **Commissioner Debbie Goettel**
    ii. **Commissioner Marion Greene**
    iii. **Council Member Kimberly Wilburn**
    iv. **Council Member Latrisha Vetaw**

Chair Schaffer asked if there were any questions about reseating Commissioner Debbie Goettel, Commissioner Marion Greene, Council Member Kimberly Wilburn, or Council Member Latrisha Vetaw. There were none. Commissioner Edelson made a motion to approve, seconded by Mr. Fox. Those that are being reseated made a point to abstain. MOTION was adopted and all four members were reseated on CAP-HC's Board of Directors.

b) **2025 Audit & IRS Form 990**
Chair Schaffer asked if there were any questions about the 2025 Audit & IRS Form 990. Commissioner Goettel made a motion to approve, seconded by Mr. Lehman. MOTION was adopted and the 2025 Audit and IRS Form 990 were approved.

c) Board Self-Assessment
Chair Schaffer shared that the board will have a chance to assess themselves and the board as a whole on their performance throughout the year. There will be an email sent to the board containing a survey, and it is asked that each board member provide their open and honest feedback.

Announcements/Information:

No additional news or announcements.

Adjournment

The meeting adjourned at approximately 7:30 PM.

Next CAP-HC Board of Directors Meeting:

***BOLD** denotes Action Item for approval

Thursday, May 28, 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