BOARD OF DIRECTORS MEETING MINUTES
Thursday, May 28, 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	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	E	Traverna (Tray) Douglas	P
Council Member Dr. Kimberly Wilburn	E	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), Raina Meyer (on behalf of Commissioner Edelson), Carlo Cuesta, Laura Venhaus

Call to Order/Roll Call – Chair Schaffer:

Chair Schaffer called the meeting to order at approximately 6:31pm. A quorum was met.

Review and Approval of May 28, 2026, Board Agenda – Chair Schaffer**:**
Chair Schaffer asked if there were any changes to the May 28, 2026 Board agenda. Mr. Fox made a motion to approve the agenda, seconded by Mr. Lehman. MOTION was adopted and the agenda was unanimously approved.

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

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

Study Sessions:

a) 2026-2029 Strategic Plan Update – Mr. Carlo Cuesta

Dr. Hightower started the conversation by informing the board that the strategic plan study session is made to be a discussion to gather additional feedback from the Board before approval. He will be attending each committee meeting in June to answer any questions and receive final feedback before the Board votes for approval of the strategic plan at the June meeting. Mr. Cuesta, from Creation in Common, goes over the strategic plan. He presented the proposed mission, vision and values which has slight adjustments from the previous versions. The new mission statement emphasizes agency and empowerment of Hennepin County residents. There was some discussion around whether the use of "combat poverty" in the mission statement, would be perceived negatively.
Goal 1-Diversifying funding and building sustainability: The need for board support on raising unrestricted funds was emphasized. Using county commissioners' connections to secure funding, stewardship and maintaining relationships with donors were discussed.
Goal 2-Building internal capacity and organizational culture: Word of mouth exposure was discussed as helping build and maintain Community Action Partnership of Hennepin County's (CAP-HC) reputation as well as gaining potential donors. Providing examples of CAP-HC's impact to help gain

the ability to increase internal capacity. Defining clear roles and responsibilities for staff will help them and clients feel more supported.

Goal 3-Strengthening crisis services and building pathways for clients: Using a holistic approach and leveraging partnerships to help clients transition from emergency services to sustainability is important. It allows CAP-HC to serve those that come to the agency beyond the services the organization provides. Centralizing and streamlining intake processes and improving feedback loops were discussed as being key in strengthening the services provided. Having tangible results from the work CAP-HC does will help to tell a stronger story when speaking to stakeholders and potential funders in the community.

Mr. Cuesta shared there was a community needs assessment completed by Creation in Common and they were able to gather data from around 400 individuals. The information found was used to help guide conversations during the strategic planning process. Creation of the strategic plan included board and staff retreats, refinement and testing with the community.

Financials – Mr. Fox:

a) **March 2026 Financials**

Mr. Fox presented the March financials. The statement of financial position notes the agency is down from last year at $661,763, largely due to there no longer being subgrantees. This is also reflected in liabilities which are also down from the previous year. The statement of revenue and expenditures shows an increase in net assets of almost $10,000 for the month and $39,000 year to date. Successful fundraising, donations and interest earnings have contributed to this increase.

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

b) April 2026 Cash Flow Projections

Mr. Fox presented the April Cash Flow Report. There have been six consecutive months CAP-HC has ended with a positive cash balance. Timely reimbursements from funders and fundraising have had a positive impact on the organization's cash flow.

Finance and Audit Committee Update – Committee Chair Fox:

Committee Chair Fox provided the Finance and Audit Committee update. The committee had a quorum and went over its monthly reports including the financials which were recommended to the board for approval. There was a legislative update as well as an update on the line of credit.

Human Resources Committee Update – Ms. Xiong:

Ms. Xiong reported on behalf of the HR Committee. The committee met but did not reach a quorum. There were two staff departures from the agency but no current job openings. It was shared that the Human Resources department is working with a consultant to help develop succession plans. Once these are completed, they will be shared with the board for review. The employee engagement surveys have been completed by staff. Data from the surveys is being compiled and will be shared with the board once completed.

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. The monthly reports were reviewed and staff shared program highlights. May 30 is the last day to submit Energy Assistance (EAP) applications for the current season. EAP furloughs have started for the summer and will continue until July 3. There continues to be a high volume of applications submitted for the Rental Assistance program. There are still cohorts being held for the Getting Ahead Program.

Fund Development Committee Update – Committee Chair Lehman:

Committee Chair Lehman gave the Fund Development Committee update. The committee met and had a quorum. Funding opportunities discussed included Huntington Bank, the Luther Family, and several others. Dr. Hightower has meetings scheduled with potential donors and community members that may be able to help seek additional donors. Currently, there has been about $30,000 raised towards the 2026 goal of $125,000.

Grant Application Report – Ms. Krolik:

Ms. Krolik presented the April Grant Application Report. The request to Old National Bank for general operating funds was denied due to a large volume of requests received. There were two new grant submissions in April, one to the Results Foundation for $10,000 to help with Rental Assistance and one to the Minneapolis Area Association of Realtors for $7,500 to support our housing stability programs.

Federal Legislative Update – Mr. Blooflat

2nd and 3rd quarter Community Services Block Grant (CSBG) federal fiscal year 2026 funds have been received from the state. These funds were released to the state from the federal government back in April. The last 10% of the federal fiscal year 2026 LIHEAP funds for the Energy Assistance were received as well. They are making appropriations on the 2027 federal budget and there has been an ask for CSBG to receive $800 million, which is up from the $775 million in 2026.

Q1 Client Satisfaction Survey Results – Ms. Krolik

There was a slight decrease in scores compared to the prior quarter. There was a cumulative mean score of 3.26 which is the second highest score over the period reported.

Monthly Program Data Report – Ms. Flemons:

Ms. Flemons presented the April Program Data Report. There was a total of 2,375 services provided in April. Numbers for the Solar program are showing on the report for the first time and are expected to increase as activity for the program is expected to continue. Minneapolis (52.3%) had a slight edge over suburban Hennepin (47.7%). The overall split for 2026 has been close, with Minneapolis at 50.2% and suburban Hennepin at 49.8%. Programs have reached 42.1% of the 2026 service target set.

Executive Director Update – Dr. Hightower:

a) April Recap
   Dr. Hightower highlighted accomplishments and activities of the organization that happened during the month of April. The recap is provided in the monthly board packet.

New Business – Chair Schaffer:

There were no new business items discussed.

Announcements/Information:

No additional news or announcements.

Adjournment

The meeting adjourned at approximately 7:55 PM.

Next CAP-HC Board of Directors Meeting:
Thursday, June 25, 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