BOARD OF DIRECTORS MEETING MINUTES
Thursday, June 25, 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	E	Mark Fox	P
Avigail Vences	P	Council Member Jamison Whiting	E
Brian Smith	E	Jim Lehman	E
Christine Koch	E	John Baker	P
Commissioner Debbie Goettel	P	Josh Schaffer (Board Chair)	P
Commissioner Heather Edelson	P	Solomon Ogunyemi	P
Commissioner Marion Greene	P	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, Angelique Flemons, Lia Kang

Guest presents: Maggie Kohl (on behalf of Council Member Vetaw), Clara Wicklund (on behalf of Commissioner Edelson)

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 June 25, 2026, Board Agenda – Chair Schaffer**:**
Chair Schaffer asked if there were any changes to the June 25, 2026 Board agenda. Ms. Bryant made a motion to approve the agenda, seconded by Ms. Douglas. MOTION was adopted and the agenda was unanimously approved.

Review and Approval of May 28, 2026, Board Minutes – Chair Schaffer**:**

Chair Schaffer asked if there were any changes to the May 28, 2026, meeting minutes. Ms. Bryant made a motion to approve the minutes, seconded by Ms. Douglas. MOTION was adopted and the minutes were unanimously approved.

Study Sessions:

a) Board Fundraising Involvement – Chair Schaffer

Chair Schaffer gave background on why the conversation of board involvement in fundraising is important. There have been multiple conversations on Community Action Partnership of Hennepin County (CAP-HC) being heavily reliant on state and federal grants to support the organizations operations. These grants come restricted and reimbursed but can only be used for the administration of CAP-HC programs. Unrestricted dollars are needed for cash flow, marketing and outreach, staffing etc. In addition to staff seeking grants, board members are vital to the expansion of opportunities. He discussed sustainable funding goals which include diversified funding streams, a 2026 fundraising goal of $125,000 and 100% board giving. As of May 31, there has been $45,944 (37%) of the goal raised and 3 (14%) board members that have donated. A donation in any amount shows funders that the board supports and is committed to the organization. Advocating for CAP-HC and connecting staff to potential funders or donors is also important.

b) City of Minneapolis Grant – Dr. Hightower

Dr. Hightower shared CAP-HC will be receiving a grant from the City of Minneapolis for $200,000 for 2026 and $50,000 each year going forward. The funds will be for Minneapolis residents to receive help with the energy bills. The funds are reimbursable and would be used during the Energy Assistance Program (EAP) off season.

c) 2026-2029 Strategic Plan – Dr. Hightower

The data gathered for the Strategic Plan was obtained from the Community Needs Assessment, one on one meetings with board members, staff and board planning retreats. It has been in the formative stages of the process for about a year and a draft version of the plan was shared with the board at the May board meeting. After feedback received from the last board meeting, the mission statement has been revised to read "CAP-HC equips Hennepin County residents with tools to address poverty and promote economic stability".

d) 2026 Community Needs Assessment – Dr. Hightower

Dr. Hightower reiterated that the items found within the Strategic Plan were used to create the 2026-2029 Strategic Plan. A copy of the Community Needs Assessment is included in the board packet.

e) FFY2025 CSBG Annual Report – Dr. Hightower

Each year every Community Action Agency (CAA) has to report on how Community Service Block Grant (CSBG) and the Minnesota Community Action Grant (MCAG) funds are used what impacts were had. The data gathered from each Minnesota CAA is combined and a report completed on how Minnesota used the funds and the impact that was had in the state. The state data is combined with data from the other 49 states and reported to the federal government.

Financials – Mr. Fox:

a) April 2026 Financials

Mr. Fox presented the April financials. Total revenues came to $428,244 for the month. Net assets had a decrease of $25,620. This was from expenses from grants that had revenue recognized in previous years and non-reimbursable expenses that were offset by MAGIC and checking accounts. Year to date, net assets have increased by $13,328. April cash and cash equivalents ended with $34,232.
Chair Schaffer asked if there were any questions about the financials. There were none. Mr. Ziegler made a motion to approve the financials, seconded by Ms. Bryant. MOTION was adopted and the financials were unanimously approved.

b) May 2026 Cash Flow Projections

Mr. Fox presented the May Cash Flow Report. The $725,759 in grants received is higher than projected because some grants were received early. As a result, June and July projections were adjusted downward.

Finance and Audit Committee Update – Committee Chair Fox:

Committee Chair Fox provided the Finance and Audit Committee update. The committee had a quorum. Dr. Hightower presented the Strategic Plan for additional feedback. The financials were reviewed and a report on the line of credit was given. There was discussion on renewing the line of credit and the committee moved to begin the process to look at other possible options for the line of credit. A federal legislative update was also presented 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. Dr. Hightower had conversations about the Strategic Plan to get additional feedback before final board approval. There is a job opening for a HUD and FAIM (Family Assets for Independence in Minnesota) Counselor to replace a staff member that left the agency earlier in the year. The transition of moving out of the Minneapolis Urban League location is continuing and communication to impacted staff members is underway with organizational communication coming soon. Risk management, Employee and Client boundaries and Artificial Intelligence (AI) policies were discussed. Employee Engagement Survey results are being compiled and will be presented to the board when finished. The agency was awarded grant funds to be used for staff wellness which will go towards staff care packages.

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. Ms. Alto shared the Strategic Plan to gather feedback on it. Program highlights include, the Energy Assistance Program (EAP) stopped taking applications on May 31. Households have until the end of June to turn in missing information. Rental Assistance and Vehicle Repair programs have gone live with their online applications. So far, there have been 340 online applications submitted. The fundraising packets sent to the board were discussed and the grant application and expenditure reports were given. The committee will start going over the Client Satisfaction Survey comments during the committee meetings.

Fund Development Committee Update – Chair Schaffer:

Chair Schaffer gave the Fund Development Committee update. The committee met and had a quorum. The Unrestricted Funds Report was discussed. The committee also looked at the prospect list of potential funders and discussed meeting progress with those on it. There is a new section on the *Donate* page on the CAP-HC website that focuses on Donor Advised Funds (DAF).

Grant Application Report – Ms. Krolik:
Ms. Krolik presented the May Grant Application Report. There were 19 grants submitted through May. The goal for the year is 34. 14 of the 19 grants submitted are still pending, two have been awarded and three have been denied. A $5,000 grant from the Minnetonka Family Services Collaborative for the Rental Assistance Program and a $10,000 grant from The Wright Hennepin Electric Trust for EAP were received. The $15,000 request to the Anderson Corporate Foundation was denied. There were three new grants submitted totaling $30,000, consisting of requests for the Employment Readiness Program, Homebuyer Education and staff well-being.

Federal Legislative Update – Mr. Blooflat

The United States Office of Management and Budget have proposed major changes to the Uniform Guidance, which tells those that receive federal funding what's acceptable and not acceptable to charge to federal funds. This could have major impact on the CSBG and LIHEAP (Low Income Home Energy Assistance Program) funds that CAP-HC receives. The National Community Action Foundation (NCAF) shared that congress is aware of the OMB changes and are working to make proposals in the appropriation that the Uniform Guidance changes would not be enforceable against CSBG and LIHEAP grants. The final version is anticipated to go into effect October 1, 2026 and open for comments until mid-July.

Monthly Program Data Report – Ms. Alto:

Ms. Alto presented the May Program Data Report. There has been about a 10% difference in services provided in Minneapolis to suburban Hennepin. This number varies month to month depending on the number of applications completed. The goal by the end of the year is to have a split closer to 50%. A program that had over 10 services provided for the month is considered a good month. There were several programs that had strong numbers in May. Crisis services provided in May increased significantly because of text messages that were sent out to households that were approved and eligible for additional assistance. Total services provided year to date are slightly higher than they were at the same time last year.

Executive Director Update – Dr. Hightower:

a) May Recap
Dr. Hightower highlighted accomplishments and activities of the organization that happened during the month of May and advised the board to read the highlights provided in the packet for details.

New Business – Chair Schaffer:

a) Action to Address Inactive Board Member
Chair Schaffer shared that due to inactivity on the board and a lack of response to communication attempts, the motion to complete Ms. Adriana Cerrillo's term is being proposed. Chair Schaffer asked

if there were any questions about the proposed motion. There were none. Mr. Fox made a motion to approve the completion of Ms. Cerrillo's term, seconded by Mr. Ziegler. MOTION was adopted and Ms. Cerrillo's removal from the board and term completion was unanimously approved.

b) City of Minneapolis Grant
Chair Schaffer asked if there were any questions about the City of Minneapolis grant. There were none. Commissioner Goettel made a motion to approve the grant, seconded by Mr. Fox. MOTION was adopted and the proceeding with the grant was unanimously approved.

c) 2026-2029 Strategic Plan
Chair Schaffer asked if there were any questions about the 2026-2029 Strategic Plan. There were none. Commissioner Goettel made a motion to approve the strategic plan, seconded by Mr. Fox. MOTION was adopted and the 2026-2029 Strategic Plan was unanimously approved.

d) 2026 Community Needs Assessment
Chair Schaffer asked if there were any questions about the 2026 Community Needs Assessment. There were none. Commissioner Goettel made a motion to approve the Community Needs Assessment, seconded by Mr. Fox. MOTION was adopted and the 2026 Community Needs Assessment was unanimously approved.

e) FFY2025 CSBG Annual Report
Chair Schaffer asked if there were any questions about the FFY2025 CSBG Annual Report. There were none. Commissioner Goettel made a motion to approve the report, seconded by Mr. Fox. MOTION was adopted and the FFY2025 CSBG Annual Report was unanimously approved.

Announcements/Information:
No additional news or announcements.

Adjournment
The meeting adjourned at approximately 7:45 PM.

Next CAP-HC Board of Directors Meeting:
Thursday, August 27, 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