BOARD OF DIRECTORS MEETING MINUTES
Thursday, August 27, 2026, 6:30 – 8:00 pm
Zoom: Login
Dial-In: +1 312-626-6799
Meeting ID: 863 1326 6354 Passcode: 044286

MINUTES

Adriana Mozo	P	Mark Fox	P
Avigail Vences	E	Council Member Jamison Whiting	E
Brian Smith	E	Jim Lehman	E
Christine Koch	E	John Baker	P
Commissioner Debbie Goettel	E	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	P	Tyanna Bryant	P
Council Member Latrisha Vetaw	P		
David Ziegler	P		

CAP-HC Staff Present: Dr. Clarence Hightower, Todd Blooflat, Kendra Krolik, Tammy Alto, Kab Xiong, Angelique Flemons, Lia Kang, Jalynn McLaughlin, Katherine Castille

Guest present: Raina Meyer (on behalf of Commissioner Edelson)

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 August 27, 2026, Board Agenda – Chair Schaffer:
Chair Schaffer asked if there were any changes to the August 27, 2026 Board agenda. There were no questions or changes to the agenda. Mr. Fox made a motion to approve the agenda, seconded by Mr. Ziegler. MOTION was adopted and the agenda was unanimously approved.

Review and Approval of June 25, 2026, Board Minutes – Chair Schaffer:
Chair Schaffer asked if there were any changes to the June 25, 2026, meeting minutes. There were no questions or changes to the minutes. Mr. Fox made a motion to approve the minutes, seconded by Mr. Ziegler. MOTION was adopted and the minutes were unanimously approved.

Study Sessions:

a) Energy Assistance Program (EAP) – Dr. Hightower
Dr. Hightower presented the 2026-2027 Energy Assistance Program Grant Summary. This is Community Action Partnership of Hennepin County's (CAP-HC) largest program, with the grant being about $2.4 million. The previous program year the EAP served over 19,000 Hennepin County households and distributed about $12.5 million in energy grants. The program has a long history and CAP-HC received no recommendations for improvements from the grant monitors.

b) Employee Engagement Survey Results – Ms. Xiong
Ms. Xiong shared the spring 2026 Engagement Survey results. There was a 64% response rate from the 50 employees staffed at the time. The survey had overall positive results, with strong ratings in the impact, work environment and supervisor relationships. A few areas of improvement include seeking employee input on decisions that affect their roles, accountability, consistency, communication and technology. Based on the survey, the leadership team has identified five areas of focus for the year around those areas of improvement.

c) 2026 Annual Work Plan Update – Dr. Hightower
Dr. Hightower discussed updates on the 2026 Annual Work Plan. He outlined how the goals were developed, the submission to the board at the beginning of the year and progress tracking throughout

the year. There are 25 goals on the work plan, with one goal in jeopardy of not being met. The organization is behind on raising $125,000 in unrestricted funds for the year. Dr. Hightower reminded the board that one of the goals is also around having 100% quorum at the monthly board meetings and asked the board to prioritize these meetings to aid CAP-HC in operations and improvement. He also reminded the board of the importance of board involvement in fundraising for general operating funds and highlighted this year being CAP-HC's 40th anniversary.

d) Line of Credit Renewal – Mr. Blooflat
   Mr. Blooflat shared with the board that the current line of credit with Old National Bank matured on August 7 and the $500,000 limit is ready for renewal. The renewal would maintain the interest rate of 8%.

Financials – Committee Chair Fox:

a) **May 2026 Financials**
   Mr. Fox presented the May financials.
   Chair Schaffer asked if there were any questions about the May financials. There were none. Mr. Ziegler made a motion to approve the financials, seconded by Ms. Douglas. MOTION was adopted and the financials were unanimously approved.

b) **June 2026 Financials**
   Mr. Fox went over the June Financials.
   Chair Schaffer asked if there were any questions about the June financials. There were none. Mr. Ziegler made a motion to approve the financials, seconded by Ms. Douglas. MOTION was adopted and the financials were unanimously approved.

c) July 2026 Cash Flow Projections
   Mr. Fox presented the July Cash Flow Report.

Q2 Client Satisfaction Survey Results – Ms. Krolik:

Ms. Krolik presented the quarter two client satisfaction survey results, noting a 12.2% response rate from 431 survey respondents. There is a new table in the report that shows survey response rates by program. Majority of the respondents came from the Energy Assistance Program (EAP) followed by the Financial Wellness Workshops and Rental Assistance. About 54% of the survey respondents live in Minneapolis and about 46% in the Hennepin County suburbs. There was a slight decrease in scores compared to the prior quarter, with the highest score being 3.39 for the prompt "I would recommend CAP-HC programs to my friends and family". Overall, the cumulative average score across all four prompts 3.23. About 76% of the survey respondents received assistance remotely and 27% visited one of our offices in-person.

Finance and Audit Committee Update – Committee Chair Fox:

Committee Chair Fox provided the Finance and Audit Committee update. The committee had a quorum. The regular monthly financial reports were reviewed, and the committee recommended the line of credit renewal and the EAP grant contract to the board for approval. Mr. Blooflat also provided a legislative update to the committee.

Human Resources Committee Update – Committee Chair Wilburn:

Committee Chair Wilburn reported the HR Committee update. The committee met and had a quorum. The EAP staff that were furloughed for the summer have been recalled and will be back in office September 8. The department will be hiring three additional intake staff to help with anticipated staffing needs. Temporary coverage from Robert Half will also be starting on September 8 to cover Ms. McLaughlin's leave of absence. The Client Services department is still hiring a Housing and FAIM counselor. The back space at the Twin Cities Urban League has been cleared and staff moved from that space to the other office space at the Urban League and CAP-HC's Bloomington and Brooklyn Park locations.

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. Regular monthly reports were reviewed and program highlights were discussed. Application mailing for EAP began and CAP-HC offices are already starting to receive them in the mail and online. The Client Satisfaction Survey report was reviewed and the committee will be working with staff to look at ways to address program communication and application response times.

Fund Development Committee Update – Chair Schaffer:

Chair Schaffer gave the Fund Development Committee update. The committee met and had a quorum. The 2026 goals were discussed, specifically the need to raise $125,000 in unrestricted fundraising and board giving were emphasized. The prospect list was also reviewed and updates on the 40th anniversary sponsorship outreach were given.

Grant Application Report – Ms. Krolik:
Ms. Krolik presented the July Grant Application Report. There have been 25 grants submitted through July, with 14 still pending, five received and six denied. New activity in July includes a $10,000 grant to the BNSF Railway Foundation for program support, a $5,000 request to the Eden Prairie Family Services Collaborative for program support and a $10,000 request to the James B. Linsmayer Foundation for general operating funds. Mr. Fox asked if there was any way to target grants that help with the recycling and trash portion of residents' water bills, since grants for water bill assistance typically don't cover these items.

Federal Legislative Update – Mr. Blooflat

Mr. Blooflat provided a federal legislative update. He shared there are proposed changes from the Office of Management and Budget (OMB) change the uniform guidance and ongoing that would take effect on October 1, 2026. There is major pushback against the changes from organizations, state and federal legislators. One of the changes proposed would change from uniform guidance to uniform regulations. Negotiations on the continuing resolution for federal fiscal year 2027 continue between the House and the Senate. The federal fiscal year begins October 1, 2026, with the House version of the continuing resolution going through December 4, 2026 and the Senate version going through December 11, 2026.

Monthly Program Data Report – Ms. Flemons:

Ms. Flemons presented the July Program Data Report. There has been almost 60% of the 2026 target met with 274 services provided in July. The month of July seen 68.6% of services provided in Minneapolis with 31.4% of services provided in suburban Hennepin. This large split is mainly attributed to the utility assistance grant received from the City of Minneapolis to assist Minneapolis residents with their energy bills. This grant has assisted over 200 clients for the summer. The year to date split between Minneapolis and suburban Hennepin is closer with Minneapolis at 51.5% and suburban Hennepin at 48.5%.

Executive Director Update – Dr. Hightower:

a) June and July Recap
   Dr. Hightower referred the board to the monthly recap included in the packet. He emphasized the importance of reaching a quorum at not just the board meetings but the committee meetings as well. He also highlighted that the Energy Assistance department is about 40 households shy of meeting the 240 goal set for the City of Minneapolis grant and should be met within the next week or so.

New Business – Chair Schaffer:

a) Energy Assistance Program (EAP) Grant Contract

Chair Schaffer asked if there were any questions about the Energy Assistance Program Contract. There were none. Mr. Fox made a motion, seconded by Mr. Ogunyemi. MOTION was adopted and the Energy Assistance Program grant contract was unanimously approved.

b) Line of Credit Renewal

Chair Schaffer asked if there were any questions about renewing the line of credit. There were none. Mr. Ziegler made a motion to approve the renewal, seconded by Ms. Douglas. MOTION was adopted and the line of credit renewal was unanimously approved.

c) **Line of Credit Advance**

Dr. Hightower requested the Board's permission to advance $125,000 from the line of credit due to delayed payments from the State.

Chair Schaffer asked if there were any questions about the line of credit advance. There were none. Mr. Ziegler made a motion to approve the advance, seconded by Mr. Fox. MOTION was adopted and the line of credit advance was unanimously approved.

d) **Reseating of Board Members**

i. **Commissioner Heather Edelson**

Chair Schaffer asked if there were any questions about reseating Commissioner Heather Edelson. There were none. Mr. Fox made a motion to approve the strategic plan, seconded by Mr. Ziegler. MOTION was adopted and the reseating of Commissioner Heather Edelson was unanimously approved.

ii. **Jim Lehman**

Chair Schaffer asked if there were any questions about reseating Jim Lehman. There were none. Mr. Fox made a motion to approve the strategic plan, seconded by Mr. Ziegler. MOTION was adopted and the reseating of Jim Lehman was unanimously approved.

iii. **Traverna (Tray) Douglas**

Chair Schaffer asked if there were any questions about reseating Traverna Douglas. There were none. Mr. Fox made a motion to approve the strategic plan, seconded by Mr. Ziegler. MOTION was adopted and the reseating of Traverna Douglas was unanimously approved.

e) Executive Assistant Leave of Absence

Ms. Xiong shared that Executive Assistant, Jalynn McLaughlin, will be going on maternity leave at in September. The leave is planned to start on September 28, 2026, with her to returning to her duties at the end of her leave. There is a temporary assistant with Robert Half that will be training with her for a couple of weeks in September to help with a smooth transition.

Announcements/Information:

No additional news or announcements.

Adjournment

The meeting adjourned at approximately 7:40 PM.

Next CAP-HC Board of Directors Meeting:
Thursday, September 24, 2026
6:30 – 8:00 pm

Our Mission CAP-HC equips Hennepin County residents with tools to address poverty and promote economic stability.

Our Vision Hennepin County without poverty

Our Values Compassion, Collaboration, Dignity, Inclusion, Stewardship