BOARD OF DIRECTORS MEETING MINUTES
Thursday, September 24, 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 Mozo	P	Mark Fox	P
Avigail Vences	P	Council Member Jamison Whiting	P
Brian Smith	E	Jim Lehman	P
Christine Koch	E	John Baker	E
Commissioner Debbie Goettel	E	Josh Schaffer (Board Chair)	E
Commissioner Heather Edelson	P	Solomon Ogunyemi	E
Commissioner Marion Greene	E	Traverna (Tray) Douglas	E
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, Paula Warn

Guests present: Raina Meyer (on behalf of Commissioner Edelson), Chelsea Sheldon (on behalf of Council Member Whiting), Maggie Kohl (on behalf of Council Member Vetaw).

Call to Order/Roll Call – Committee Chair Fox:

Board Treasurer Fox called the meeting to order at approximately 6:32pm. A quorum was met.

Temporary coverage from Robert Half has started. Paula Warn was introduced and will cover Ms. McLaughlin's leave of absence.

Review and Approval of September 24, 2026, Board Agenda – Board Treasurer Fox**:**
Board Treasurer Fox asked if there were any changes to the September 24, 2026, Board agenda. There were no questions or changes to the agenda. Mr. Lehman made a motion to approve the agenda, seconded by Ms. Bryant. MOTION was adopted and the agenda was unanimously approved.

Review and Approval of August 27, 2026, Board Minutes – Board Treasurer Fox**:**
Board Treasurer Fox asked if there were any changes to the August 27, 2026, meeting minutes. There were no questions or changes to the 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) Fiscal Year 2027 Budget Timeline and Assumptions – Mr. Blooflat
Mr. Blooflat presented the Fiscal Year 2027 Budget Timeline and Assumptions report including monthly timelines beginning in September and going through the board meeting scheduled for December 3, 2026.

Agency Revenue assumptions are comprised of the expected grants within an 80% certainty of funding. The revenue is assumed from the following grants: Federal Grants from the U.S. Department of Health & Human Services beginning with the Community Services Block Grant (CSBG), Low Income Home Energy Assistance Program (LIHEAP), and the Community Development Block Grant (CDBG). State Grants include the Minnesota Community Action Grant (MCAG), and MNSure which is paid on the number of clients who apply for medical insurance. City Grants, there is the City of Minneapolis grant. Regarding Foundations, included is the Greater Twin Cities United Way grant.

Agency Expenditures estimates are comprised of the following expenses: The Projected Wage Pool Increase, Health Insurance, Dental Insurance, Unemployment Insurance, Worker' Compensation, Short-Term & Long-Term Disability and Minnesota Paid Family Medical Leave.

There were no questions regarding the Timelines and Assumptions as presented.

Financials – Committee Chair Fox:

a) **July 2026 Financials**

Committee Chair Fox presented the July financials. Regarding the Statement of Revenues and Expenditures, a change in Net Assets of $17,154 was noted driven by donations. Regarding Statement Cash Flow, our End of Period was $310,029 which is up from receiving our May and June reimbursements. It was noted that Grant Expenditures are all on pace and in the green. Committee Chair Fox asked if there were any questions about the July financials. There were none. Mr. Ziegler made a motion to approve the financials, seconded by Ms. Sheldon. MOTION was adopted and the financials were unanimously approved.

b) August 2026 Cash Flow Projections

Committee Chair Fox presented the August Cash Flow Report. The cash flow is down in August due to waiting for reimbursements. The cash flow going forward provided that payments are received look good. We are benefitting from the fund raising accomplished thus far.

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. The committee was introduced to the budget and timeline project, received updates from Dr. Hightower and legislative updates.

Human Resources Committee Update – Committee Chair Wilburn:

Committee Chair Wilburn reported the HR Committee update. The committee met and had a quorum. The committee continues to focus on staffing, policy development, workforce planning, and initiatives tied to the agency's risk assessment and strategic plan. Recruitment is underway for a HUD and FAIM (Family Assets for Independence in Minnesota) Counselor and two EAP Intake and Referral Specialists. HR is developing Artificial Intelligence (AI) and Professional Boundaries policies for committee review in the coming months. Annual compliance activities scheduled for October include required Medicare Part D and retirement plan notices. Strategic workforce planning initiatives also continue. The September All Staff meeting and picnic included an overview of CAP-HC's Strategic Plan. The workplace safety protocol has been finalized, and the HR and Safety Committee will train staff on the protocol and the agency's Emergency Evacuation and Response Plan, including procedures for fire, severe weather, and other workplace safety situations. The second part of the 2026 all-staff training is scheduled for October 28. Other upcoming initiatives include open enrollment, pending renewal information, and planning for the annual winter celebration. As part of the agency's Risk Assessment, HR is developing succession plans for the Executive Director, CFO, CSO, Marketing and Communications Manager, and HR Director. The plans were developed with consultant support and will be reviewed by the HR Committee before being presented to the board. HR is also finalizing the previously discussed Essential vs. Non-Essential Positions framework. The HR Committee will review the framework, with the goal of presenting it to the board by year-end.

Program 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. Members reviewed the regular monthly reports and discussed program highlights. CAP-HC staff are busy processing EAP applications submitted by mail and online. In response to findings in the Client Satisfaction Survey report, the P&E Committee will work with staff to identify ways to improve program communications and application

response times. Separately, CAP-HC is seeking 100% board participation in giving, and a contribution of any amount counts toward that goal.

Fund Development Committee Update – Committee Chair Lehman:

Committee Chair Lehman gave the Fund Development Committee update. The committee met and had a quorum. Members reviewed the 2026 goals, including the goal of raising $125,000 in unrestricted funds and achieving full board participation in giving. Chair Lehman reminded board members that a contribution of any amount demonstrates their commitment to CAP-HC and supports the goal of announcing full board participation. Because most federal and state government funding is restricted, unrestricted donations provide CAP-HC with greater financial flexibility and organizational stability. The committee has reached 40% of its fundraising goal and welcomes recommendations of corporations or individuals who may be strong prospective donors. Committee members recently had a positive meeting with Huntington Bank and believe it may become a partner; a follow-up meeting is scheduled. The committee is also planning a fundraising event for spring 2027 to introduce prospective donors to CAP-HC and its mission. Chair Lehman asked all board members to support the committee's fundraising efforts.

Grant Application Report – Ms. Krolik:

Ms. Krolik presented the August Grant Application Report. Through August, 27 grant applications had been submitted: 15 were pending, five were awarded, and seven were denied. New activity in August included an application to the Costco Foundation for an $8,000 general operating grant. Ms. Krolik also reported that, after receiving feedback from Target on the initial application to the Target Community Engagement Fund, staff revised and resubmitted the application for the same employment readiness grant. CAP-HC has received funding from Target in the past.

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. Alto:

Ms. Alto presented the August Program Data Report. Almost 61.4% of the 2026 target has been met with 311 total services provided in August. The month of August has seen 69.5% of services provided in Minneapolis with 30.5% 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. The year-to-date split between Minneapolis and suburban Hennepin is closer with Minneapolis at 52% and suburban Hennepin at 48%. Rental Assistance, Vehicle Repair, Solar, and Financial Wellness workshops all experienced strong service levels in August. Year to date, the number of people served in 2026 is more than 1,000 higher than at the same point in 2025.

Executive Director Update – Dr. Hightower:

a) August Monthly Recap
   Dr. Hightower referred the board to the monthly recap included in the packet. He emphasized the importance of reaching a quorum at the board meetings and the committee meetings and thanked everyone for their participation. CAP-HC has nearly $600,000 due in receivables. This places the agency in a holding pattern such that they may need to access a line of credit.

   At Dr. Hightower's request Katherine Castille shared the 'Help Us Tell Our Story: 40 Years of Service', document located within the Board Portal. We want to celebrate the work that has been done

as well as acknowledge the work that lies ahead. We invite input from staff and board members to tell the story. Beginning with the first of three prompts, 40 Myths We've Heard About Poverty. One of the biggest myths revealed by the latest Community Needs Assessment (CNA) report is that people living in poverty don't have jobs when having employment no longer guarantees financial stability. This and other significant findings are important to bring forward. Board members are encouraged to engage with these prompts, present ideas and their perspectives. The thoughts gathered here will be turned into content and used to create a blog post(s). Thank you for helping us tell our 40th Anniversary story.

New Business – Committee Chair Fox:

a) Fiscal Year 2027 Budget Timeline and Assumptions

Chair Fox asked if there were any questions about the Fiscal Year 2027 Budget Timeline and Assumptions. There were none. Mr. Ziegler made a motion, seconded by Ms. Bryant. MOTION was adopted and the Fiscal Year 2027 Budget Timeline and Assumptions was unanimously approved.

Announcements/Information:

No additional news or announcements.

Adjournment

The meeting adjourned at approximately 7:18 PM.

Next CAP-HC Board of Directors Meeting:
Thursday, October 22, 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