



MINUTES: BOARD OF DIRECTORS MEETING**
COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY
8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426
THURSDAY, JANUARY 23, 2020
6:30 PM

Alysen Nesse	P	Kevin Myren	E
Angela Conley	E	Michael Vekich	E
Angela Wade	E	Nelson Morocho Cuvi	E
David Asp	P	Sherrie Pugh	E
Eric Totten	E	Solomon Ogunyemi	E
Josh Schaffer	P	Tonya West-Hafner	P
Justin Gillette	E	Tyanna Bryant	E
Karin Keitel	P		

CAP-HC Staff Present: Dr. Clarence Hightower, Brooke Walker, Feleshia Edwards, Sam Miller, Todd Blooflat, Mitch Radke and Dee Yang

Visitors Present: Amy Cyr (Improve Group), Karen Gray and Nora Hall (Gray Hall) and Francie Mathes (Department of Health and Human Services).

1. Call to Order:

Vice Chair David Asp called the meeting to order at 6:33 PM. A quorum was not present, so Mr. Asp proceeded to items on the agenda that did not require board affirmation.

2. One Journey 2020-22: Community Needs Assessment and Strategic Plan:

Dr. Mitch Radtke introduced Amy Cyr from Improve Group and Karen Gray and Nora Hall from Gray Hall. The strategic planning workgroup has been having monthly meetings and is hard at work conducting some of the preliminary strategic planning tasks, for instance, reshaping the mission, vision, and values.

Ms. Cyr gave an update on the community needs assessment. The survey closed with nearly 700 completed surveys, above the target of 600. 15 key informant interviews were completed, which was the target. The Improve Group will be hosting three community workshops the first week of February at the Southdale, Ridgedale, and North Regional library. Some data analysis will be presented at the next Board meeting, and the final report on the assessment will be delivered at the March meeting. Mr. Asp asked how the consultants were reaching the survey participants who are not already CAP-HC clients; and Ms. Cyr explained that they administered surveys at other service provider sites, such as food banks.

Ms. Gray and Ms. Hall provided an update on the strategic planning process. Strategic planning will kick into high gear when the community needs assessment is completed. By design, the CNA report is supposed to inform most of the strategic planning decisions. The next step of this work will be another strategic planning board retreat scheduled for Saturday, February 22, 2020. Strategic planning will continue for a few months (March-May) and will conclude with a new three-year

* NOTE: There was no quorum for this meeting so no actions were taken.

strategic plan (2020-22) in late May.

3. Results-Oriented Management and Accountability (ROMA) Training:

Francie Mathes from the MN Department of Health and Human Services then facilitated training for board members on ROMA and Organizational Standards Compliance. ROMA (Results Oriented Management and Accountability) is a management and accountability process that is focused on the results achieved as it pertains to agency activity. The idea is that if you receive federal dollars, you should be able to measure the difference made by investing those dollars in the community. In addition, ROMA can assist board members in fulfilling their fiduciary and statutory duties, obligations and basic responsibilities including:

- Determining the Organizations Mission and Purpose
- Selecting the Executive Director
- Ensuring Effective Organizational Planning
- Managing Resources effectively
- Monitoring the Organization’s Services and Performance
- Enhancing the Organization’s Public Image
- Assessing its Own Performance

Ms. Mathes reviewed the ROMA cycle: ROMA cycle – assessment, planning, implementation, achievement of results, and evaluation.

CSBG Organizational Standards are an element of Community Action accountability that enhance board oversight and management as they carry out their responsibilities and fulfill their fiduciary responsibilities. The Organizational Standards are comprised of 58 standards addressing three broad categories, which are divided into 9 subcategories:

Maximum Feasible Participation

- Consumer Input and Involvement
- Community Engagement
- Community Assessment

Vision and Direction

- Organization Leadership
- Board Governance
- Strategic Planning

Operations and Accountability

- Human Resource Management
- Financial Operations and Oversight
- Data Analysis

Ms. Mathes explained that agencies receiving CSBG grants make an annual report to DHS, which is rolled into a state-wide report to the federal government. The Board will need to review and approve this report. She referenced a resource for the agency to use:

www.communityactionpartnership.com.

Karin Keitel asked Ms. Mathes about the ROMA training that she had provided to the CAP-HC staff and noted that the training for Board and staff members is required under the QIP. Ms.

Mathes explained that the staff training was far more detailed than what the Board receives.

Mr. Asp asked what the agency should anticipate from OEO monitoring. Ms. Mathes responded that monitoring should result in a report, and if there are problems identified, OEO would work with the executive director and staff and if there is not progress toward resolution, then the OEO would come to the Board.

4. Managing Committee Update:

Mr. Asp determined that the Board did not need a separate update on the managing committee since the Board would be discussing each of the same items.

5. Financial Statements:

Todd Blooflat led the Board members through the October and November 2019 financial statements and the cash flow report, which includes the prior 10-months of actual cash flow analysis and 3-months of projections. There were no cash flow deficits. Mr. Blooflat also discussed changes/updates to the Financial Policy Manual. The managing committee approved the financial statements and the Financial Policy manual at its January meeting.

6. Subgrantee Update:

Brooke Walker gave an update on the sub-grants – CAP-HC has received the final reports and invoices from all subgrantees and all funds have been spent. She reported that one final site visit will be conducted with LSS due to the amount expended for direct assistance in the month of December. A program report will be presented at the February Board meeting to include outcomes reported by the subgrantees.

7. Fiscal Year 2020 Budget:

Dr. Hightower reminded the Board members that they received the proposed 2020 budget by mail. The budget has also been reviewed and approved by the managing committee. Questions were asked regarding the agency's plans to provide services directly versus through subgrants. The plan assumes direct services; Dr. Hightower noted that there are no expiring CSBG or MCAG grants this calendar year.

8. Financial Policies:

Mr. Blooflat reported on the updated Financial Policies, which were required under the agency's QIP. These policies are a major overhaul: procedures and definitions were taken out and will be provided in a separate document and many policies were updated or revised. The policy manual will need to be reviewed every three years. The Financial Policies were approved by the managing committee.

9. Compensation Study:

Sam Miller reported that the outcome of the compensation study was better than anticipated. According to our consultant MRA, we currently have two positions that are overpaid and three positions that are underpaid. Dr. Hightower has tasked Mr. Miller with drafting a plan of action to address the over and underpaid positions. MRA found our benefits package very competitive, but suggested that we consider adding life insurance, vision benefits, and a floating holiday to our benefits.

10. Recruitment and Selection Policy:

Mr. Miller reviewed the agency's updated Recruitment and Selection Policy. The document has been reviewed and approved by our HR attorney and by the managing committee.

- 11. 2020 Annual Work Plan:**
Ms. Walker led the Board members through the 2020 annual work plan. Questions were asked and discussion ensued.
- 12. Client Satisfaction Survey:**
Dr. Radtke discussed the results of the client satisfaction survey from PY2019 4th quarter. Questions were asked and discussion ensued.
- 13. CAP-HC Program Data Report:**
Dr. Radtke explained the FY2020 Q1 (10/1/19-12/31/2019) Program Data report that summarize the number of households served by program and place of residence (Minneapolis or suburban Hennepin). He discussed improvements to this report that will be implemented this year.
- 14. Executive Director Work Plan:**
Dr. Hightower provided an update on his work plan, now that he is 6 months into his interim ED role. His work plan focuses on organizational excellence and on organizational culture. Questions were asked and discussion ensued.
- 15. EAP Program Update:**
Feleshia Edwards gave an update on the energy assistance program. She reported that there is currently a 6% decrease in applications for federal FY2020, which may be related to new federal requirements for Social Security numbers for all members of a household receiving assistance. The agency's plan to increase the receipt of applications includes a collaboration with Meals On Wheels to launch the "Heat or Food- You don't have to choose" campaign. The campaign is focused on seniors. An EAP flyer will be included with every meal delivered between February 17- March 27, 2020. In addition, the EAP team is in the process of scheduling energy clinics for assisted living facilities and senior high-rises. Ms. Edwards reported that the program was audited in January and there were no known findings.
- 16. QIP Update:**
Ms. Keitel gave an update on the QIP and the agency's report that is due by the end of January, which has been approved by the managing committee. Since the last CAP-HC board meeting, CAP-HC received a response from DHS regarding the QIP. It was generally positive, and DHS indicated at the most recent managing committee meeting that it was pleased with the agency's progress and plans. DHS did indicate five items that it believes require additional work. Ms. Keitel and the leadership team at CAP-HC continue to track progress and meet monthly to discuss.
- 17. New Business:**
Dr. Hightower reported that the agency has received a \$10,000 donation from Wright Hennepin Electric.
- 18. Adjournment:**
With no further business, Vice Chair Asp adjourned the meeting at 8:45 PM.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:
Thursday, February 27, 2020
At 6:30 PM**