



**MINUTES: BOARD OF DIRECTORS MEETING  
 COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY  
 VIA VIDEOCONFERENCE  
 Thursday, October 22, 2020  
 6:30 PM**

Allen Rezac	P	Karin Keitel	P
Alysen Nesse	P	Kevin Myren	P
Angela Wade	P	Mercedes Thomas	E
Angela Williams	P	Naweed Ahmadzai	P
Chloe Jackson	E	Sherrie Pugh	P
David Asp	P	Solomon Ogunyemi	E
Eric Totten	E	Tonya West-Hafner	P
Jeff Washburne	P	Tyanna Bryant	P
Josh Schaffer	P	Victoria Chambers	P
Justin Gillette	P		

CAP-HC Staff Present: Dr. Clarence Hightower, Feleshia Edwards, Jennifer Horton, Sam Miller, Todd Blooflat, Dr. Mitch Radtke, Michael Yarbrough, Dean Dalzell, Kendra Krolik, Theresa Lumpkins

**1. Call to Order:**

Acting Chair David Asp called the meeting to order at 6:34. Theresa Lumpkins called the roll. There was a quorum present.

**2. Minutes of August Board Meeting:**

Acting Chair Asp asked if there were any changes to the minutes of the September 24, 2020 Board meeting. There were none. Allen Rezac made a motion to adopt, seconded by Tonja West-Hafner. MOTION adopted and the minutes stand as presented.

**3. Study Session:**

None presented.

**4. Financial Statements and Cash Flow Report:**

Mr. Myren led the Board through the financial narrative on the August financial statements and called attention to the agency's cash position. CAP-HC had a small surplus in August. He also noted that per the grant status report, it is not overspending on any of its grants. He stated that the cash flow report projects that the cash flow will get tight at the end of the year. He reported that the Finance and Audit Committee had met and had a quorum and it recommended that the Board accept the August financial statements, subject to audit, so no separate motion is required. Motion adopted. There were no further questions or comments.

## **5. Grant Application Report:**

Dr. Mitch Radtke presented the grant application report, which is updated monthly. The grant application report shows grants the agency applied for and their status for the year 2020. He reported that there were not a lot of changes with this report since the last board meeting. The sub grant for Youth Crime Prevention has been received. The MN Housing Capacity Building grant has been submitted. The application for the City of Brooklyn Park grant has been pulled. Acting Chair Asp opened for questions and comments. Mr. Rezac asked whether there are more grant opportunities due to COVID. Dr. Radtke commented that there are more grant opportunities in his opinion. Ms. Williams asked if the partners have been identified for the Youth Crime Prevention Sub-Grants. Dean Dalzell reported that the four partners are 8218 Truce Center, A Mother's Love, Attitude Determines Altitude, and We Push for Peace. Each sub-grant has developed a scope of work to measure outcomes. Dr. Hightower agreed that the agency can provide the Board with a summary of these sub-grants. Mr. Asp asked about the Brooklyn Park grant that was not pursued. Feleshia Edwards reported that Brooklyn Park would have needed CAP-HC to spend down the funds received more quickly that it thought it was able to do.

## **6. Finance and Audit Committee Update:**

Mr. Myren shared that most of what the Finance and Audit Committee discussed has already been shared with the Board. They also received a progress report on the 2021 budget. Staff is continuing to work on the budget. The rescheduling of the December board meeting has moved up the timeline of the budget due date.

## **7. Human Resource Committee Update:**

Mr. Schaffer shared that the Human Resources Committee did not meet.

## **8. Program Planning & Evaluation (P&E) Committee Update:**

Alysen Nesse shared that the Program Planning and Evaluation committee met, and a quorum was present. Angela Williams was elected as the vice-chair of the committee. Ms. Williams commented that a discussion also took place about the agency programs and why some people were denied services for rental assistance. Ms. Williams also asked for the demographics of those served. Dr. Hightower commented that not everyone that applies for services with CAP-HC will receive services. If all the proper documentation is not received, the agency cannot provide services, especially since the organization is government funded. There are also income eligibility requirements that must be met for services to be received.

Acting Chair Asp commented that an updated Roster and Board Committee Assignment list have been included at the end of the board packet. The meeting dates/times have been added to the Board Committee Assignment List.

## **9. Q4 Program Data:**

Dr. Radtke presented. The end of September marked the end of Quarter 4 of the federal fiscal year. Going forward sub-grantees will not be shown on the report due to the start of

the new year. Rental Assistance & Water Bill Assistance were higher than the year before. Energy Assistance numbers were a little down, but comparable. Rental Counseling is a new program that started in September with nine households. Progress is steady and going in the right direction.

Acting Chair Asp opened for questions and comments. Ms. Williams commented that the number of households that received rental assistance in Hennepin County seemed low. She commented that this could be due to an issue with the process. Dr. Hightower stated that this is a funding issue, not a process issue. \$150,000 was received in funding, which served 62 people. Ms. Pugh commented that other agencies also provide rental assistance in Hennepin County.

Acting Chair Asp asked if a report could be provided showing the number of applications received and the number that were denied or received services. For people who are denied, staff has been referring them to the CHAP funds that are available.

Mr. Rezac commented that as board members, it can be hard to follow some of the details of the specific programs. He would like to see a little more transparency on some of the statistics on the different programs. Ms. Edwards commented that staff is working on a report which will include this information in addition to demographics.

## **10. Executive Director Update:**

- a. New Board Member Orientation –  
Dr. Hightower asked Mr. Dalzell to report on the New Board Member Orientation that took place today at 5:30 pm for new board members. Mr. Dalzell noted that there was great attendance and attention to the session. The orientation gave an overview of the history of Community Action, included overviews of the agency programs by some members of the leadership team and included testimonies from two board members.

## **11. New Business:**

- a. Nominating Committee – 2021 Slate of Officers  
Mr. Schaffer presented. The Nominating Committee consists of Josh Schaffer, Karin Keitel and Tyanna Bryant. The Nominating Committee will put together a 2021 Slate of Officers to be reviewed at the next board meeting in December. The final 2021 Slate of Officers will be brought before the board during the Annual meeting in February for approval. The current officers of the board gave a brief description of their role on the board. The bylaws call for a Parliamentarian to serve on the Executive Committee. It was suggested to amend the bylaws to eliminate this position from the Executive Committee. An Officer-at-Large position is also listed in the bylaws. Dr. Hightower suggested filling this position on the Executive Committee. Mr. Myren would like to ensure that the Executive Committee is made up of diverse members across the sectors. If anyone is interested in serving in any of these positions, they should email a member of the Nominating Committee.

b. Executive Committee Meetings

Acting Chair Asp discussed the need for the current Executive Committee to serve on behalf of the board during times when the board does not meet. Any action taken by the Executive Committee is reported to all board members in a timely manner and typically ratified at the next board meeting.

Sherrie Pugh made a motion to adopt, seconded by Tyanna Bryant. MOTION adopted.

c. Program Highlight from P& E Committee

Ms. Nesse commented that she left out the program highlight from the P&E Committee meeting. Ms. Horton gave a program highlight on the accomplishments of Client Services during Quarter 4. Client Services takes a case management approach to services. In Quarter 4, over 300 hours of case management services was provided. The July Client Satisfaction Survey reported that all respondents agreed that they received prompt courtesy service and that staff were knowledgeable, respectful and professional. The next Client Satisfaction Survey has been sent out and the results will be shared with the board.

Without further new business, the meeting adjourned at 7:41 pm. Motion made by Ms. Nesse and seconded by Mr. Myren. MOTION adopted.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:  
Thursday, December 3, 2020 at 6:30 pm**