



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

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

CAP-HC Staff Present: Dr. Clarence Hightower, Feleshia Edwards, Jennifer Horton, Sam Miller, Todd Blooflat, Mitch Radtke, Jane Cummiskey, Michael Yarbrough, Dean Dalzell, Al Brown, Kendra Krolik, and Dee Yang

1. Call to Order:

Chair Vekich called the meeting to order at 6:36 p.m. Karin Keitel called the roll. There was a quorum present. Chair Vekich stated that all action items require a roll call vote; Ms. Keitel will assist with that.

2. Minutes of June Board Meeting:

Chair Vekich asked if there were any changes to the minutes of the June 25, 2020 Board meeting. There were none. Josh Schaffer made a motion, seconded by Jeff Washburne, to adopt the minutes as presented. Ms. Keitel called the roll. MOTION adopted by unanimous vote.

3. Study Session:

Mr. Vekich then invited Ms. Keitel to lead a discussion on the importance of serving on the Board and committees. Ms. Keitel explained that the MN Department of Human Services (DHS), one of the agency’s funders, regularly monitors the organization and is focused on the board governance issues. Governance mean that the Board is actively setting strategies for the organization, providing oversight of the organization’s operations without doing day to day management. It’s an important role to play as board members. Board members should attend meetings, read materials in advance, ask questions during meetings, raise issues, have thoughtful discussions back and forth, and serve in one or more committees. Committees meet at different time, but most meet monthly. Finance and Audit Committee, for example, meets monthly to discuss the financial statements and cash flow projections and to address other financial and audit related matters. Planning and Program Evaluation committee should be well educated on CAP-HC’s programs and should discuss where else we should have programs to meet our community’s needs. HR Committee meets regularly to discuss personnel related policies. Governance Committee meets as needed to address governance related issues. Each committee has their own responsibilities to bring results of impactful services. DHS expects the Board members to play an active role in the committees. Ms. Keitel encouraged Board members to attend their committee meetings so that we can have quorums; although she also

acknowledged the hard times of current circumstances. She added that she is on the CAP-HC Board and committee because she feels like she's part of the impact and urges others to be present so that together an impact can be made. Ms. Keitel opened up for questions or discussion.

Mr. Rezac asked about progress in filling Board vacancies. Dr. Hightower responds that currently there are two vacancies, both in the private sector. He stated that he is hopeful that those two would be filled soon, one candidate having experience in human resources and the other having experience in marketing. Dr. Hightower also asked that if anyone knows anyone who can potentially fill those spots, then to let him know.

Ms. Keitel also added that Committee Chairs should reach out to committee members, to make sure that everyone is available for committee meetings and take proactive steps to ensure quorums.

Chair Vekich added that the Committee structure is meant to perform most of the work for the Board, doing more in-depth analysis and bringing back recommendations. He thanked committee chairs and encouraged all members to be active at meetings.

4. Financials:

a. May Financial Statements: Kevin Myren turned it over to Todd Blooflat, who presented May financial statements. Mr. Blooflat characterized May as a "calm" month, with less activity because of COVID-19 and because Client Services were not quite fully staffed yet. He noted that in May, there was a deficit of just over a thousand dollars so that the cumulative deficit for 2020 was just over five thousand dollars. Mr. Blooflat reported that the agency is still waiting for Bremer Back to provide the paperwork for the line of credit. Dean Dalzell has connected with the bank and is still waiting to hear back. Mr. Blooflat led the Board through the remaining grant monies as noted in the Board packet. He noted that as of May 31, there was just still over \$700,000 in EAP, and Feleshia is on track to spend that balance by September 30; the EAP application deadline has been extended, so we're on target. As of May 31, the CSBG grant balance is just over \$2.9 million, which will need to be spent by December 31, 2021; and MCAG has about \$1.1 million to be spent by June 30, 2021. Mr. Blooflat reported that the agency has a plan in place to get the funds spent, and that it will be reworking its workplan in August and refile with the state for approval.

Chair Vekich asked if we were in danger of not spending the funds in time, which Mr. Blooflat responds that the organization is not. He stated that the rental assistance program, auto-repair program, and partnering with Youthprise should take care of the projected balance in grant funding.

Mr. Myren made a motion, seconded by Victoria Chambers, to accept the May financial statements, subject to audit. Ms. Keitel called the roll. MOTION adopted by unanimous vote.

b. Cash Flow Projections: Mr. Blooflat reviewed the cash flow projections; the June cash balance was lower than May's. The agency added staff and ramped up services in June. In addition, it did not receive its CSBG/MCAG reimbursement from the state that was expected in June, until July.

5. Grant Application:

Mr. Dalzell reported to the Board regarding a proposed grant request for the COVID-19 Housing Assistance program. The agency will be asking for \$490,000 from the MN Housing Finance Agency to reimburse clients for certain expenses such as rent and mortgage payments, utility payments, etc. This grant would be part of an overall \$100 million allocated to the MHFA for a housing assistance program. The reimbursable expenses are covered from March to December 30, 2020. Because the

grant application was due yesterday, the agency proceeded with the Managing Committee's approval.

Mr. Washburne asked approximately how many households would be served by \$450,000 in reimbursements, Mr. Dalzell responded that the organization is anticipating about 40-50 households per month. Mr. Washburne also asked about administering the same type/similar of funding in the past, and whether the Housing Finance Agency has ever put something like this on the table. Mr. Dalzell responded that the organization has received funding from MFHA in the past, and that Jennifer Horton's Client Services team is currently processing rent requests with CSBG current funds.

Mr. Rezac asked if the target group is the agency's current clients or is a mix of new and old clients. He noted concern about the turnaround time to get all funds spent on time. Mr. Dalzell responded that there's a possibility that the Housing Finance Association provides the opportunity for cash advances to help kick start the process. The agency's focus will be on clients who are eligible.

Sherrie Pugh shared that people in her community expressed a difficulty in applying for SNAP, as the Saint Louis Park location is not an easy site to access by bus. She would like to know if there are any provisions for having satellite or local community agencies to provide help. Mr. Dalzell responds that most programs are being delivered remotely and that no one is really required to come into the site to apply.

Mr. Dalzell then stated that the staff is seeking ratification for the grant application as presented and approved by the Management Committee on July 17, 2020.

Mr. Rezac made a motion, seconded by Mr. Washburne, to ratify the grant application as presented. Ms. Keitel did a roll call. MOTION adopted, by unanimous vote.

6. Finance and Audit Committee Update:

Mr. Myren shared that everything discussed was mentioned in financials report, but there wasn't a quorum. There is nothing else needing to report.

7. Human Resources Committee Update:

Mr. Schaffer shared that the committee met, Ms. Victoria Chambers was introduced, and Mr. Miller shared about updates on COVID-19 workgroup meetings. HR Committee also had a quorum.

8. Management Committee Update:

No update to be given.

9. Planning and Evaluation Update:

Ms. Bryant spoke on behalf of the committee chair, Alysene Nesse. The committee met; there was an EAP overview by Feleshia Edwards and a data report by Mitchell Radtke. There was a quorum, but no actions were taken (confirmed by Dr. Radtke, who was also in attendance).

10. Q3 Program Data:

Dr. Radtke reviewed the Program Year 2020 Q3 data for households served by CAP-HC program, as provided in the board packet. He noted that the EAP program expects to enroll additional families because of the application extension. Additional programs are starting in July, such as emergency rental assistance and will be reflected in July expenses that the Board will see in its next meeting.

11. Executive Director Update:

Dr. Hightower shared that the leadership team is really coming together nicely. He introduced Kendra Krolik who will serve as the chief strategy officer, a newly created position for the agency. Ms. Krolik shared about her work history in both corporate and non-profits and her passion for mission-driven organizations focusing on poverty and economic empowerment. She had a strategy position for College Possible and served on the board of the Jeremiah Program for several years. Chair Vekich welcomed Ms. Krolik, adding that he looks forward to the work she'll do at CAP-HC.

Dr. Hightower then shared about the MN Department of Commerce (DOC), which oversees the EAP program. The DOC thinks so highly of the work Ms. Edwards has done with EAP and that the Board has done. As a result, the DOC has changed its expectations for how the organization reports to them, from monthly to quarterly. Dr. Hightower shared that he feels DOC is very pleased with how the organization is coming together, and that they are very pleased with how the EAP program is serving the community. Mr. Vekich added that CAP-HC was not on DOC's favorite list, it's taken some time to get this far. He expressed his pride in how far the organization has come.

Dr. Hightower then asked Mr. Dalzell to present on the CSBG/MCAG expenditure plan. Mr. Dalzell reviewed the document included in the Board's packet that summarized the original grant amount (approximately \$5 million) and the remaining balance (\$4.1 million) that must be spent by December 31, 2021. The document also includes an expenditure forecast that would spend down the entire balance by the deadline. The agency is also planning for the CSBG Supplemental Funding, \$2.4 million, which staff also has an expenditure plan to spend as well, by its deadline, September 30, 2022.

Chair Vekich asked if there are any difficulties in fulfilling the obligations to spend by 2021, and does this require additional staffing, if so, when would that start? He also asked how the organization is reaching the community to get those funds spent? Mr. Dalzell responded that there isn't any difficulty, as there is a plan in place for spending and the board will be updated on a regular basis. There is no plan to increase staffing, direct assistance or partnering with organizations. With regards to outreach in the community, clients/customer contact is tracked in the agency's database. Part of the CSBG supplemental funding may be used for outreach programs, so the agency is planning for outreach.

Chair Vekich asked members if they're in full understanding of the programs, or if more data would be helpful. Ms. Pugh shared that making sure members understand what programs do for individuals is important. She spoke about the scattered low-income communities in the western suburbs. She asked if the staff has the ability to track and find out more about affordable housing and if those residents are part of the outreach program. Dr. Hightower responded that what we do know is where clients live when they seek our service, that's where we're tracking extensively. He stated that the agency also knows where pockets of poverty exist, what we don't know is where every single person lives who is eligible to receive our services. Dr. Hightower shared that we're really focused on the 20,000 EAP clients we've served and contacting them through the information they've provided about new services. Part of Ms. Krolik's job will be to find out how to reach deeper into the community. Ms. Pugh also commented that schools share data on families who qualify for free or reduced price meals, and that could be helpful for CAP-HC to look into.

Mr. Rezac asked for clarity on tracking progress of data given, would like to know if the

organization is in trouble or is it comfortable with their current goals. Dr. Hightower responds that there was a period of time where service wasn't provided, and now we're working hard on trying to catch up on spending. Mr. Blooflat referenced it earlier that the organization has really stepped up in hiring new staff and bringing in new programs to spend those previous funds. Mr. Rezac also adds that he likes the progress, but noting that it's tricky with the service and delivery model and have an assistance strategy as needed.

Ms. Edwards added that we have a very strong outreach strategy, advertising marketing campaign. In May, EAP had a 23% decrease in applications, but that has improved to an 8% decrease. She described CAP-HC's efforts to reach eligible households through social media, and processing applications over the phone and partnering with other organizations. For example, CAP-HC is working with Brooklyn Park to sponsor a drive-in movie night for 250 families, targeting a new demographic of people and making sure that people are applying if they're eligible.

Dr. Hightower turned to the Annual Report, which was recently completed. He thanked Al Brown for his hard work to get it done. Dr. Hightower reviewed the document briefly and discussion ensued. Dr. Hightower also asked that Board members share it.

The last topic that Dr. Hightower reported on was the potential \$30 million in Coronavirus Relief Fund Emergency Assistance grants which may be allocated to CAP agencies by the CSBG allocation formula. CAP-HC would receive \$6.9 million. These funds are intended to assist individuals and households who haven't received other COVID relief efforts. Dr. Hightower informed the Board that we are currently not sure if these funds will be coming, but if they do, we will need to spend them December 30, 2022. He assured the Board that CAP-HC would be part of the conversations moving forward and further planning will take place.

12. New Business:

Chair Vekich thanked Dr. Hightower for his leadership. He welcomed Kendra to the CAP-HC family, and he gave kudos to the staff for their hard work. He concluded that he is thankful that the agency is on a path to becoming the outstanding CAP agency in the state.

There was no further new business.

13. Adjournment

Chair Vekich adjourned the meeting at 7:49 p.m.

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