



COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY
8800 Highway 7, Suite 400, St. Louis Park, MN 55426

BOARD OF DIRECTORS MEETING

Thursday, August 26, 2021, 6:30 – 8:00 pm

Zoom: [Login](#)

Dial-In: +1 312-626-6799, Meeting ID: 821 3771 4064, Passcode: 455469

Minutes

Allen Rezac	P	Karin Keitel	E
Alysen Nesse	P	Kevin Anderson	P
Angela Wade	E	Kevin Myren	P
Chinnaphan Bell	E	Naweed Ahmadzai	E
David Asp	P	Solomon Ogunyemi	P
Dominique Pierre-Toussaint	P	Tamara Grady	P
Eric Totten	E	Tonja West-Hafner	P
Glaiza Regis	P	Tyanna Bryant	P
Jeff Washburne	P	Victoria Chambers	P
Josh Schaffer	E	Vacant	
Justin Gillette	P		

CAP-HC Staff Present: Dr. Clarence Hightower, Katherine Castille, Kendra Krolik, Lia Kang, Michael Yarbrough, Sam Miller, Shanelle Hall, Todd Blooflat, Theresa Lumpkins

Guests Present: Kyle Olson (Office of Commissioner LaTondresse)

1. Call to Order:

Chair Asp called the meeting to order at 6:32 pm. Ms. Lumpkins called the roll. A quorum was present. Chair Asp welcomed Dominique Pierre-Toussaint to the Board. Mr. Pierre-Toussaint is the designee for Commissioner Chris LaTondresse. Ms. Krolik introduced Kathrine Castille to the meeting and Mr. Blooflat introduced Lia Kang. Ms. Castille is the Marketing & Communications Manager and Lia Kang is the Accounting & Compliance Manager. Dr. Hightower introduced Michael Yarbrough who is the Interim Director of Energy Assistance Programs. He also introduced Shanelle Hall who is the Interim Associate Director of Client Services.

2. Approval of August 26, 2021, Board Meeting Agenda:

Chair Asp asked if there were any changes to the agenda of the August 26, 2021, Board meeting. There were none. Mr. Rezac made a motion to approve, seconded by Ms. West-Hafner. MOTION adopted and the minutes are approved.

3. Approval of June 24, 2021, Board Meeting Minutes:

Chair Asp asked if there were any changes to the minutes of the June 24, 2021, Board meeting. There were none. Mr. Rezac made a motion to approve, seconded by Ms. West-Hafner. MOTION adopted and the minutes are approved.

4. Study Session(s):

a. 2021 Legislative Approach Update -- Ms. Krolik

The 2021 legislative session was a successful one for the Community Action Network. The results for each of CAP-HC's 2021 Key Priorities were reviewed by Ms. Krolik. These priorities were chosen based on careful consideration of the agency's 2020-22 Strategic Plan and Community Needs Assessment, which led CAP-HC to prioritize community crisis response, housing, financial wellness, and transportation needs over the next three years.

5. **May and June Financial Statements and July Cash Flow Report:**

Mr. Myren reported that the Finance and Audit Committee met and had a quorum. He led the Board through the financial narrative of the May and June 2021 financial statements. For May 2021, CAP-HC finished with a deficit in net assets of (\$2,436). For June 2021, CAP-HC finished with a deficit in net assets of (\$1,963). The deficit for both months was the result of depreciation and expense amounts of funds recognized as revenue in prior fiscal years, offset by small amounts of interest from the MAGIC and checking accounts and miscellaneous checks received. The Cash Flow continues to be very tight and may get tighter in the short term.

Mr. Myren recommended that the Board accepts the May and June 2021 financial statements, subject to audit, so no separate motion is required. Motion adopted. There were no further questions or comments.

6. Grant Application Report:

Ms. Krolik presented the monthly Grant Application Report. This report shows all the grants that have been applied for in 2021 and the status of each grant. So far this year, six grants have been received for a total of \$7.5 million, three grants have been submitted, one has been withdrawn, and one has been denied. The CDBG – Housing Stability Grant has been received for \$20,000. The Homeless Services grant was denied. The Volunteer Taxpayer Assistance Program (VITA) grant has been submitted, and the Energy Assistance Program grant has been received for \$2 million. Staff is waiting to receive feedback on why the Homeless Services grant was denied. Mr. Rezac suggested adding the amounts from previous grant cycles to the Grant Application Report to give a little more history and context to the current grants.

7. Finance and Audit Committee Update:

Committee Chair Myren commented that in addition to the financial statements, the committee also reviewed the Donor Privacy Policy and the Liquidity Policy. The Liquidity Policy was a recommendation from the last year's audit process. An update was given on the cash advance. The committee also received an update on the staffing of the accounting department.

8. Human Resource Committee Update:

Mr. Gillette shared that the HR Committee met and had a quorum. The Data Retention and Deletion Policy was reviewed. Mr. Miller provided an overview of the policy. The purpose of the Data Retention and Deletion Policy is to retain records necessary for the agency to facilitate efficient and effective operations and comply with legal requirements. Records will be retained for a period of time as needed, but no longer than reasonably necessary.

This policy has been vetted by the agency attorney.

9. Program Planning & Evaluation (P&E) Committee Update:

Committee Chair Nesse shared that the P&E Committee met and had a quorum. The committee reviewed the Monthly Program Data Report and the Grant Application Report. Ms. Bryant was elected as the new committee Vice Chair of the P&E Committee.

10. Monthly Program Data Report:

Ms. Hall presented the Monthly Program Data Report. This report shows the number of households served through the month of July 2021. In July, 479 households were served and year to date, a total of 6,069 households have been served. The total number of households served by each program was also reviewed.

11. Executive Director Update:

a. Director of Energy Assistance Programs Position Update

Dr. Hightower provided an update on the Director of Energy Assistance Position. There were three candidates for the position, all of which had Community Action experience. Two interviews were held this week and a decision should be made within the next week. Dr. Hightower acknowledged Michael Yarbrough for stepping into the interim Director role. He also thanked Shanelle Hall who is the acting Associate Director for Client Services.

b. Update on OEO Cash Advance

Dr. Hightower provided an update on the OEO Cash Advance. OEO has decided to not give CAP-HC any additional advances, however, they will allow the agency to make multiple reimbursement requests in a given month. Staff is not sure how timely the reimbursements will be paid out. This could have an impact on the agency cash flow.

c. Future Fundraising Efforts

Dr. Hightower discussed the fundraising efforts of the agency to bring in unrestricted funds. Staff would like Board members to help with the fundraising efforts. Within the next 30 days, staff will send Board Members a list of the various foundations and corporations that have historically supported non-profit organizations for any potential contacts the board members may have with those entities.

d. Real Estate Update

Dr. Hightower shared that CAP-HC is in the process of looking for a new office space. The current lease expires in July of 2022. There are currently two properties that CAP-HC is interested in, both in St. Louis Park. According to the timeline, staff is supposed to select a property by November 2021.

12. New Business:

a. **Energy Assistance Program (EAP) Grant Contract** -- Ms. Krolik

The Energy Assistance Program (EAP) assists households in maintaining affordable, continuous, and safe home energy and water services. Energy

Assistance in Minnesota is funded through two federal block grants, the Low-Income Home Energy Assistance Program (LIHEAP) and the Low-Income Household Water Assistance Program (LIHWAP), from the U.S. Department of Health and Human Services and is administered through the Minnesota Department of Commerce. The Energy Assistance fiscal year is October 1 – September 30 and the approximate budget amount is \$2,000,000.

Staff is seeking approval to implement the Energy Assistance Grant for the FFY22 year. Motion made by Ms. Regis, Seconded by Ms. Bryant. Discussion, none. Motion approved.

b. **EAP Internal Controls Document** -- Mr. Yarbrough

The EAP Internal Controls Document is part of the EAP Policy Manual. It gives an overview of service providers administrative responsibilities, and its' purpose is to ensure agencies are in compliance with applicable laws and regulations. The EAP Internal Control Framework is comprised of the following five interrelated components focused on safeguarding assets against loss or unauthorized use and attaining strategic objectives: control environment, risk assessment, control activities, information & communication, and monitoring. Dr. Hightower commented that staff must pay close attention to this document and follow these steps exactly to be in compliance.

Staff is seeking approval of the EAP Internal Controls Document. Motion made by Mr. Rezac, Seconded by Mr. Anderson. Discussion, none. Motion approved.

c. **Donor Privacy Policy** -- Ms. Krolik

The last CAP-HC Donor Privacy Policy was updated in 2011. The agency is in the process of renewing the certification from the Charities Review Council and having a board approved donor privacy policy is one of the requirements. The purpose of this policy is to describe how donor information is collected and used, provide instructions on how to "opt out" of making private information available, as well as instructions on how to discontinue contact with the agency for individual donors. This was reviewed by the Finance Committee and by legal counsel. Legal counsel recommends exploring enhanced security measures for the way information is stored.

Staff is seeking approval for the Donor Privacy Policy. Motion made by Ms. Regis, Seconded by Mr. Washburne. Discussion, none. Motion approved.

d. **Liquidity Policy** -- Ms. Kang

This is new a proposed policy. The goal of this policy is to regularly monitor liquid financial assets required to meet the Agency's operating needs and other contractual commitments and to prevent the confidence of donors and grantors on the Agency from being eroded. The liquidity policy is subject to periodic review and revision, if necessary, to reflect the Agency's current tolerance for risk, balance sheet composition, liquidity strategy, revenue diversification, and organizational structure. Lia Kang also reviewed the liquidity and availability on qualitative and quantitative information for the agency.

Staff is seeking approval for the Liquidity Policy. Motion made by Mr. Myren, Seconded by Ms. Bryant. Discussion, none. Motion approved.

e. **Data Retention and Deletion Policy** -- Mr. Miller

Mr. Miller previously presented the Data Retention and Deletion Policy during the HR Committee Report.

Staff is seeking approval for the Data Retention and Deletion Policy.

Motion made by Mr. Rezac, Seconded by Commissioner Anderson. Discussion, none. Motion approved.

13. Announcements/Information:

- a. The Board Roster, the Board Calendar and the Board Committee Assignments were included in the Board packet for review.

14. Adjournment:

The meeting was adjourned by Chair Asp at 7:47 pm.

Next CAP-HC Board of Directors Meeting:

Thursday, September 23, 2021

6:30 – 8:00 pm