



**MINUTES: BOARD OF DIRECTORS MEETING  
 COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY  
 VIA VIDEOCONFERENCE  
 Thursday, February 25, 2021  
 6:30 PM**

Allen Rezac	P	Justin Gillette	E
Alysen Nesse	P	Karin Keitel	P
Angela Wade	E	Kevin Anderson	E
Angela Williams	P	Kevin Myren	P
Chinnaphan Bell	P	Naweed Ahmadzai	E
Chris LaTondresse	P	Sherrie Pugh	P
David Asp	P	Solomon Ogunyemi	P
Eric Totten	E	Tonya West-Hafner	E
Glaiza Regis	P	Tyanna Bryant	P
Jeff Washburne	P	Victoria Chambers	P
Josh Schaffer	P		

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

Guests Present: Kristy Janigo (Commissioner Anderson’s Office), Kyle Olson (Commissioner LaTondresse’s Office)

**1. Call to Order:**

Acting Chair David Asp called the meeting to order at 6:32. Theresa Lumpkins called the roll. There was a quorum present.

**2. Minutes of January 28, 2021 Board Meeting:**

Acting Chair Asp asked if there were any changes to the minutes of the January 28, 2021 Board meeting. There were none. Kevin Myren made a motion to adopt, seconded by Allen Rezac. MOTION adopted and the minutes stand as presented.

**3. Study Session(s):**

**a. Diversity, Equity, and Inclusion Scan**

Dr. Clarence Hightower gave a presentation on the diversity, equity and inclusion of CAP-HC staff and Board members. This study session is in response to a request at a previous board meeting. When the Board has information requests, staff will respond according to the Information Request Form and provide a response at the next Board meeting. Dr. Hightower reminded the Board that CAP-HC has a Tripartite Board and members come in three different ways. The Public Sector members are appointed, and staff and Board Members are not able to influence these appointments. The Community Sector members come through partnerships of other nonprofits that work with our client population. These members are democratically selected, and CAP-HC is not able to influence the selection of these members. The

Board has more flexibility in selecting the Private Sector members to fill any needs on the Board. The current Private Sector members of the Board must vote to seat any new members of this sector. A conversation that took place at the last Board meeting was about the diversity, equity, and inclusion of the staff. The Board previously approved the agency's Recruitment and Selection Policy and Procedure less than a year ago; however, the HR Committee is going to review this policy for any potential changes that might help with the on-going diversity, equity, and inclusion efforts of the agency. Dr. Hightower also discussed the current makeup of the Board and staff. There are 21 CAP-HC Board members, 10 are men and 11 are women. There are 11 white members and 10 BIPOC members. Currently, there are 52 CAP-HC staff members, 21 are white and 31 are BIPOC. There are 40 women and 12 men. Dr. Hightower also discussed the makeup of the senior leadership team, managers/supervisors, and staff in non-leadership roles. He also stated that CAP agencies as a network is not very diverse. There are 24 CAP agencies in the state of Minnesota and Dr. Hightower is the only Executive Director that represents the BIPOC community. Feleshia Edwards is the only representative of the BIPOC community that serves as a leader of an Energy Assistance Program. This lack of diversity within the network makes recruiting members of the BIPOC community for positions of leadership in a CAP agency challenging. Dr. Hightower previously created a statewide Community Action Leadership Institute to train current CAP employees for positions of leadership within the network. Dr. Hightower shared a document on the diversity, equity and inclusion of CAP-HC Board members over the last year that shows an upward trend line. He also discussed the state of diversity of nonprofits which shows that 90% of Board Chairs and Executive Directors are white and 84% of Board members are white.

Angela Williams stated her concerns about the Board not reflecting the communities that it serves, particularly from the Public Sector. She asked if it is possible for the Board to request that Public Sector appointees be people of color. Karin Keitel commented that the Board is in transition right now and that she and Acting Chair Asp were part of the Public Sector and would have termed off the Board, but DHS asked them to remain on for one additional year as Private Sector members for continuity. Ms. Keitel also asked if members of the Board are aware of any of people of color in the community that may be interested in serving as a Private Sector member on the Board to let us know. Some members of the Executive Committee met with Commissioner Chris LaTondresse and he is deciding whether he will serve or select a designee. If so, he will be considering diverse designees.

Ms. Williams also made an information request about a follow up on the DPS Sub-Grantee recipients. Tyanna Bryant thanked Dr. Hightower for his presentation and commented that she sees that the agency is moving in the right direction. She also appreciated the opportunity to learn and grow by being on this Board. Ms. Edwards commented that Alysén Nesse is the designee of Minneapolis Councilmember Jeremiah Ellison who sometimes attends the meetings.

**b. 2020 & 2021 Risk Assessment Update**

Todd Blooflat gave an update on the 2020 and 2021 Risk Assessment. There were 20 Risks for Year One (2020) and all 20 Strategies were met. Eight Risks were identified for Year Two (2021). The strategies to mitigate these risks will be

developed by staff over the next year and brought before the Board for an update. Mr. Rezac asked how often the Board is updated on the Risk Assessment. Mr. Blooflat stated that the Board is currently updated annually.

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

Mr. Myren led the Board through the financial narrative of the December 2020 financial statements, which is the end of the fiscal year. For December 2020, CAP-HC finished with an excess in net assets in the amount of \$9,597. Ms. Williams asked about the outreach and promotion and which radio stations the agency advertises with. Ms. Edwards stated that agency advertises with KMOJ, KFAI and WREY and a few others. Staff is currently working on a marketing campaign due to COVID-19 to target specific groups of people. Mr. Myren reported that the Finance and Audit Committee had met and had a quorum and it recommended that the Board accept the December financial statements, subject to audit, so no separate motion is required. Motion adopted. There were no further questions or comments. Mr. Myren stated that the cash flow projections for January were better than expected. Cash flow may get tight again in February.

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

Kendra Krolik presented the monthly grant application report. This report summarizes all grant applications and activity for grants that would begin in calendar year 2021. The only new grant is the Community Development Block Grant (CDBG) for Hennepin County to support Housing Stability. If funded, this grant would support 40 households between July 1, 2021 through June 30, 2022 for emergency rent payments, late fees, and utility payment assistance for up to three months. The agency was approved for the Otto Bremer grant for housing stability in the amount of \$70,000. Ms. Williams asked if CAP-HC would be interested in looking at additional assistance opportunities from Minneapolis Public Housing. Ms. Krolik commented that the agency is open to receiving ideas on grant opportunities and any suggestions should be sent to Dr. Hightower for review. Mr. Rezac asked about the Pohlad Foundation Grant and why it is listed as withdrawn. He also asked if changes on the Grant Application could be highlighted since some of the information is the same on the report each month. Ms. Krolik commented that the change to the Pohlad Grant was discussed at the last Board meeting and the grant was withdrawn due to the lack of staff capacity.

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

Mr. Myren shared that the Finance and Audit Committee reviewed the Electronic Signature Policy and received an update on the status of the 2020 audit that is currently taking place.

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

Mr. Schaffer shared that the Human Resources Committee met and had a quorum. The Committee received Dr. Hightower's presentation on the diversity, equity, and inclusion, as well as the Recruitment and Selection Policy. The committee will review this policy during the meeting next month. The Electronic Signature Policy was also reviewed.

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

Ms. Nesse shared that the Program Planning and Evaluation Committee met, and a quorum was present. The Program Data Report and the Grant Summary Report were reviewed. The P&E Committee is going to begin making time at their committee meetings to discuss community conversations and feedback. The program highlight was going to be on the Energy Assistance Program (EAP), but February is one of the busiest months for the program. Ms. Nesse shared that staff are busy working hard to make sure that clients are getting their energy needs met. She also shared a personal story about the impact that Community Action had on her family.

## **9. Monthly Program Data Report:**

Ms. Krolik presented the Monthly Program Data Report. This report looks different than last month since this is the first time this report is being shown for the calendar year instead of a program year. This report shows the program data for the number of households served for all programs for the month of January. Mr. Rezac asked why the agency is serving 1,000 fewer households than last year. Ms. Edwards commented that the data looks different because it is being presented in a calendar year even though EAP operates on a federal fiscal year.. She said that the program is on track with where they were last year and that we will see that when the program year is completed.

## **10. Real Estate Survey Results**

Ms. Chambers reviewed the results of the CAP-HC Employee Real Estate Survey. No significant issues or problems came to light from the survey. 33 out of 52 employees responded to the survey, which is over 60%. Downtown and South Minneapolis were the top two geographic location choices. Ms. Krolik discussed next steps for the Real Estate Survey which includes a client survey, as well as a survey for Board Members. The results of the client survey will also be shared with the Board. Ms. Williams asked if staff have looked at any buildings at this time and if the new site would have space for Board members to office, if needed. Ms. Krolik stated that based on the timeline, staff will not begin to look at buildings until October or November 2021. The current lease is not up until the summer of 2022. She also stated that meeting space is one of the questions on the surveys to determine if that is a priority. Mr. Myren commented that he appreciates the Board's feedback, but he feels that the client's feedback and accessibility should guide the decision. Mr. Rezac agreed that the location should be near where the clients are and be accessible to them.

## **11. Executive Director Update:**

Dr. Hightower believes that things are going well. The audit appears to be going well so far. The agency is making progress on hiring the right staff members. The agency has a good relationship with funders. Staff is beginning to work on key messaging for the agency. Ms. Krolik discussed the Key Message Survey that was sent to Board Members and staff earlier this week. The messages are threefold. The first is to distill who we are and what we do in a clearer concise and consistent messaging that will help both our advocates talk about us and the broader public remember us; second it will provide a framework to guide organizational communications and content planning across different channels and different stakeholder groups; and third it will help to differentiate us from organizations that provide

similar services. The goals of the key messages is to have 3-5 messages that will have supporting points in the form of either statistics stories or third party research. The survey will remain open until end of day tomorrow.

## **12. New Business:**

- a. **Confirm Seating of Naweed Ahmadzai – Private Sector**  
Dr. Hightower commented that when Mr. Ahmadzai was voted and accepted by the Private Sector members, he was not officially seated at the Board meeting. Therefore, he is being seated at this meeting so the minutes will properly reflect his seating. Motion made by Mr. Schaffer, Seconded by Ms. Williams. Discussion, none. Motion adopted.
- b. **2020 Executive Director Performance Evaluation & Compensation**  
The Acting Board Chair commented that the Executive Committee met and reviewed the results of the Executive Director Performance Evaluation and Compensation. The survey results were generally very high, and the results will be made available to Board members by contacting Acting Chair Asp. If further discussion is needed on this, Acting Chair Asp suggests having a closed session at a future meeting. No change in compensation is being recommended other than the 2% Cost of Living Adjustment (COLA) increase that all staff received and was previously approved by the Board.
- c. **Conflict of Interest Policy**  
All Board Members will need to sign a new Conflict of Interest Policy. Ms. Lumpkins will send the policy out to all members after the meeting. If anyone has a question on the policy, they should contact Acting Chair Asp or Dr. Hightower. Ms. Keitel commented that the auditors request this information, so it is important for all Board Members to complete the form and return it.
- d. **Electronic Signature Policy**  
Mr. Dalzell presented the Electronic Signature Policy. This policy has gone through each of the committees. This policy is a best practice that staff is recommending the Board adopt as a policy. Approval of the policy would allow staff to utilize electronic signatures as a suitable facsimile for original “wet” signatures. Motion made by Ms. Bell, Seconded by Ms. Williams. Discussion, none. Motion adopted.
- e. **Legislative Approach and Timeline**  
Acting Chair Asp thanked Ms. Krolik, as well as Mr. Rezac and Ms. Nesse for their work on the Legislative Approach and Timeline. This is a follow up from last month’s meeting. Ms. Krolik shared the changes that have been made to address the feedback around the agency’s approach to advocacy and emphasizing that the agency will not engage in lobbying activities. The agency cannot advocate for specific pieces of legislation due to organizational status and sources of funding. Ms. Nesse commented that she appreciates all the work staff did on this to clearly state the agency’s position and priorities. Motion made by Ms. Williams, Seconded by Ms. Bell. Discussion, none. Motion adopted.

**13. Announcements/Information:**

The Board Roster, the Board Calendar and the Board Committee Assignments are listed in the Board packet for review. Dr. Hightower commented that these will be standing items that will be included in all Board packets.

Ms. Williams requested that Councilmember Ellison attend an upcoming Board meeting. Ms. Nesse has emailed Councilmember Ellison with this request. Ms. Keitel asked if Sherrie Pugh is remaining on the Board as it was stated that the January meeting would be her last meeting. Dr. Hightower commented that Ms. Pugh will remain on the Board until her replacement has been appointed.

**14. Adjournment:**

Without further new business, the meeting adjourned at 7:58pm. Motion made by Ms. Nesse and seconded by Mr. Myren. MOTION adopted.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:  
Thursday, March 25, 2021 at 6:30 pm**