



**MINUTES: BOARD OF DIRECTORS MEETING
 COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY
 VIA VIDEOCONFERENCE
 THURSDAY, August 27, 2020
 6:30 PM**

Allen Rezac	P	Karin Keitel	P
Alysen Nesse	P	Kevin Myren	P
Angela Wade	E	Mercedes Thomas	E
Angela Williams	P	Michael Vekich	P
Chloe Jackson	E	Sherrie Pugh	P
David Asp	E	Solomon Ogunyemi	P
Eric Totten	E	Tonya West-Hafner	P
Jeff Washburne	P	Tyanna Bryant	P
Josh Schaffer	E	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 6:33. Karin Keitel called the roll. There was a quorum present.

2. Minutes of July Board Meeting:

Chair Vekich asked if there were any changes to the minutes of the July 23, 2020 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. Transition of the Managing Committee:

Chair Vekich discussed the Managing Committee, which was formed in response to concerns by the MN Department of Human Services (DHS) regarding the agency’s governance. He thanked the members of the managing committee for their hard work and stated that after discussing the matter with Dr. Clarence Hightower, and Francie Mathes of DHS, that it is appropriate to transition the Managing Committee’s responsibilities back to the Board. Mr. Vekich also noted that the Board has an Executive Committee that will meet from time to time at the request of the Chair.

4. Financial Statements and Cash Flow Report:

Mr. Myren reported that the Finance and Audit Committee had met and had a quorum. He reviewed the June financial statements and noted that at the midpoint of the year, the agency had a cumulative loss of about \$6,000, which is smaller than what was budgeted. He stated

that the financials indicate that the agency is progressing well. He then turned to the cash flow, which will be stressed as we ramp up programming. Todd Blooflat and his finance team are aware of the cash flow, situation and are managing it appropriately and meeting our obligations. Mr. Myren turned to Mr. Blooflat for questions. There were no further questions or comments.

Mr. Myren reported that the Finance and Audit Committee moved acceptance to the June financial statements, subject to audit, so no separate motion was required. MOTION adopted unanimously.

Mr. Myren thanked the finance staff for keeping a tight hand on the agency's financial matters. Chair Vekich echoed his comments.

5. Grant Summary – LIHEAP:

Dean Dalzell reviewed the grant summary for the low-income home energy assistance program (LIHEAP). The agency has had a long and successful history of administering LIHEAP in Hennepin County and will assist 20,000 households with energy assistance. The supporting grant covers the agency's administrative costs, which enable direct payments of over \$12 million to utility companies. Mr. Dalzell noted that CAP-HC is bringing to the Board for approval because it exceeds \$75,000.

Chair Vekich opened up for questions and comments regarding the motion. Angela Williams asked about other assistance that the grant would support. Mr. Dalzell responded that the program primarily assists with utility payments, but also funds replacement and repair of furnaces and boilers, as well as education and outreach. Ms. Williams asked for clarification about the outreach; Feleshia Edwards responded that for example, CAP-HC staff will attend local events, such as Juneteenth celebrations, to provide information. The agency also partners with other organizations will provide information. Ms. Keitel mentioned a recent outreach event, a drive-in movie night for families in Brooklyn Center. Ms. Edwards responded that the movie night was successful, serving about 40 cars and averaging 3.5 people per car. EAP is now trying to duplicate the event in Minneapolis. Ms. Williams also shared that another movie night is coming up in Theo Worth Park.

Mr. Myren made a motion to approve the grant contract with MN Department of Commerce as set forth in the grant support, seconded by Sherrie Pugh. MOTION adopted by unanimous vote.

6. Contract Summary – Youthprise:

Mr. Dalzell reviewed the contract summary for CAP-HC's partnership with Youthprise, which exceeds the amount of \$75,000. The Board discussed this partnership previously. The contract summary states that the partnership has a project scope of serving 500 low-income and diverse youth (24 or younger) through various programs. The source of funding is Community Service Broad Grants. Mr. Dalzell noted that the agency received DHS' written approval for a single source, rather than competitive bidding. Because the organization wants to get the services moving as quickly as possible, staff sought and received the approval of the Managing Committee the Friday before. The Board is now being asked to

ratify that approval. Chair Vekich opened for questions and comments. There were none. Tonya West-Hafner moved to ratify the contract with Youthprise as described in the summary, seconded by Justin Gillette. MOTION adopted by unanimous vote.

7. Grant Application Report Update:

Dr. Mitch Radtke presented the grant application report, which is meant to update the board on grant applications that are sent out and updated monthly by Theresa Leonard, and there are still some being premade for the next cycle. The report shows the applications being received, denied, or on draft. There is one update that occurred after the board packet closed, and that is for the MN Housing Finance Agency Home Ownership capacity. Dr. Radtke reported that we did receive the grant last week and is official as of today. Ms. Keitel asked Dr. Radtke to provide the Board more information on the COVID-19 Housing Assistance Program, which CAP-HC did not receive. Dr. Radtke reported that no Metro Area CAPs received this funding which went instead to the Home Ownership Center, Hennepin County and the Salvation Army. Dr. Radtke closed by noting that this monthly report will be given to the Program Planning and Evaluation Committee and to the Board. Chair Vekich opened for questions and comments. There was none.

8. Finance and Audit Committee Update:

Mr. Myren shared that much of what the Finance and Audit Committee discussed has already been shared with the Board. The only addition he would make is the line of credit. The line of credit is now in place and was approved by the Board at the previous meeting.

9. Human Relations Committee Update:

Mr. Gillette gave an update on the HR Committee which met and had a quorum. Sam Miller and Kendra Krolik provided details on the developing plan for staff returning to work, such as screening and PPE, training for staff before returning to work. The plan will continue to evolve. One topic the committee discussed is how to help staff with school-age children to cope with more stress upon school starting up again. Also in progress are reconfiguration of the workspace in anticipation of the staff returning to work with distancing and physical barriers in process. Mr. Miller also gave the committee an update on performance appraisal process, which is in good shape.

10. Program Planning & Evaluation Committee Update:

Alysen Nesse shared that the Program Planning and Evaluation committee met and a quorum was present. She noted that much of the committee's discussion has already been shared with the Board such as the grant application report and grant and contract summaries. She also reported that Jennifer Horton made a robust presentation about Client Services that was followed by a great discussion.

11. Program Year 2020 Q4 Program Data Report:

Dr. Radtke shared data on the agency's service numbers for Program Year 2020 Q4. He indicated that the energy assistance program finished the 2020 season serving approximately

18,500 households with 4,800 households receiving crisis assistance payments and nearly 200 households receiving assistance with energy-related repairs. Dr. Radtke also highlighted the start of the emergency rental assistance program and the increase in numbers for vehicle repair as this program ramps up. Ms. Keitel asked if rental assistance numbers were in line with the agency's targeted numbers. Dr. Radtke stated there was no target for 2020 but that a workgroup was having its first meeting on Monday to discuss targets for 2021. He noted that more rental payments were processed in August, amounting to 60 emergency rent payments.

12. Grant Expenditure Status Report:

Dr. Hightower pointed out that we skipped over item 7 on the agenda. Mr. Dalzell shared Grant Expenditure Status Report, which is a new report prepared by the staff. The report covers the expenditure status of all the grants that are currently in process. He pointed out that the last two columns are important because they show the percent of the grant that has been spent and the percent of time elapsed in the grant timeline. Whenever those percentages are off by more than +/- 15% (i.e., spending too quickly or too slowly), the report will include a footnote explaining the discrepancy. Chair Vekich opened for questions and comments, there were none.

13. Managing Committee Revisited:

Chair Vekich raised a question that Ms. Keitel had about item #3 on the agenda. Because the Managing Committee was established by a vote of the Board, she asked whether a motion was required to transition from the Managing Committee back to the Board. Mr. Vekich agreed that we should vote on this matter and reflect that vote in the minutes. Ms. Keitel made a motion, seconded by Mr. Rezac, to approve the termination of the Managing Committee and to transition its power and authority back to the Board. MOTION adopted by unanimous vote.

14. Executive Director Update:

Dr. Hightower started his update by highlighting that Ms. Edwards runs the largest LIHEAP program in the whole state of Minnesota. That program is regularly audited by the MN Department of Commerce and receives clear reports with no findings. He noted that the program is a credit to CAP-HC, and so he is appreciative that the Board has approved its grant application.

Dr. Hightower reported that the private sector members of the Board have approved a new board member, Naweed Ahmadzai. Dr. Hightower asked Mr. Rezac, who made the recommendation, to share about Mr. Ahmadzai. Mr. Rezac shared that Mr. Ahmadzai is an employee of Hennepin County in its HR department and that he is experienced in strategic planning and outreach. The new Board member has experience with the communities the agency is reaching out to. Mr. Vekich thanked Mr. Rezac for following through with adding a new board member. Dr. Hightower added that at next meeting there will may be a full Board.

Dr. Hightower informed the Board that Dee Yang is moving on to another part of CAP, will

be supporting EAP and Client Services Program. Mr. Miller has posted for the executive assistant position and Dr. Hightower hopes to identify Ms. Yang's successor within a week or two. Ms. Keitel also thanked Ms. Yang for her work on the minutes for the Board meetings.

Dr. Hightower thanked Ms. Horton for her work on the rental assistance program. The organization was \$500,000 behind, and that amount was split into three parts: the Youthprise partnership, rental assistance and vehicle repair. He reported that over 60 Hennepin County residences have received \$150,000 in rental assistance.

Dr. Hightower shared that last Tuesday, CAP-HC collaborated up with other community organizations to provide free COVID-19 testing to over 900 individuals. This testing will be provided again next Tuesday. Dr. Hightower stated that this program is good branding for CAP-HC and also supports Hennepin County's goal to make sure its residents are aware of their COVID-19 status.

Dr. Hightower introduced a new funding opportunity that has recently become available so there was not enough time to take it to the Board committees. He stated that the Department of Public Safety is listening to community voices about the current safety concerns. The Department has made \$8 million available, of which \$500,000 can be applied for at a time. The grant dollars must have a connection to COVID-19, and the funds need to be spent by December 31. The hope is that CAP-HC can partner with community agencies working along the lines of public safety in the community. Chair Vekich asked for questions. Ms. Williams asked where the funds were coming from, which Dr. Hightower responded that the funds are from the Department of Justice, which Commissioner Hodges is a part of. He clarified that CAP-HC is asking for \$500,000 to get five-six agencies to give services by December 31. Ms. Williams asked if the services are the ones on the list, and if they'll provide all the services. Dr. Hightower responded that it depends on the services and the agencies. Chair Vekich asked if there were any more questions and concerns, there were none. Ms. Williams made a motion, seconded by Tyanna Bryant, to approve this grant application. MOTION adopted by unanimous vote.

13. New Business:

Chair Vekich asked if there was any new business. Tonya West-Hafner shared that the county has plenty of rental assistance for those effected by COVID, and additional funds were granted for home ownership mortgage assistance. People should really share that information, or call 211 for more information.

Ms. Bryant shared that she is excited by the partnership with Youthprise and is happy that we are collaborating with organizations that works with young people. She commented that she believes some of the youth participating in protests and related events have been misguided. She hoped that we can help guide these youth through this partnership.

Ms. Williams shares that she is glad to be back participating in the Board meetings again. She had been protesting in the George Floyd protests and she feels a lot of racial tension in the community. She expressed her sincerity in racial justice work and her hope that her

fellow Board members will be candid and honest with her and with each other. She stated that times are getting very hard for Black people, especially Black youths. Ms. Williams stated that she is serious about helping to make an impact with CAP-HC.

Chair Vekich thanked Ms. Williams and everyone else for sharing, and he is happy that she is back. Dr. Hightower thanked the chairs of the committees and the Board for their on-going service.

Without further new business, the meeting adjourned at 7:31.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:
Thursday, September 24, 2020
At 6:30 PM**