



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

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

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

Guests Present: Kyle Olson (Commissioner LaTondresse’s Office), Francie Mathes (OEO, DHS)

**1. Call to Order:**

Chair Asp called the meeting to order at 6:30. Theresa Lumpkins called the roll. There was a quorum present.

Chair Asp welcomed Francie Mathes who will provide Board training at the end of the meeting. Ms. Mathes is the Director of the Office of Economic Opportunity at Department of Human Services. She gave a brief introduction of herself.

**2. Minutes of February 25, 2021 Board Meeting:**

Chair Asp asked if there were any changes to the minutes of the February 25, 2021 Board meeting. There were none. Chinnaphan Bell made a motion to adopt, seconded by Tyanna Bryant. MOTION adopted and the minutes stand as presented.

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

- a. MN Department of Public Safety Grant Update -- Mr. Dalzell  
 During the last Board meeting it was requested to provide an update on the MN Department of Public Safety grant. Mr. Dalzell provided a recap of the grant and reviewed the program outcomes. The Minnesota Office of Justice Programs, a division of the Minnesota Department of Public Safety (MN DPS), announced it was accepting requests for proposals to provide funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency (as a part of the Federal CARES Act). The grant period covered September 1, 2020 through

December 30, 2020. CAP-HC received notification from MN DPS that it was awarded \$225,000. Four organizations submitted unique proposals that aligned with the grant intent: 8218 Truce Center, Attitude Determines Altitude, A Mother's Love Initiative, and We Push for Peace. Attitude Determines Altitude withdrew from the program during the contract process. CAP-HC contracted with The Terrill Group to conduct program monitoring activity. CAP-HC staff also provided in-depth technical assistance and guidance to comply with detailed MN DPS invoicing and documentation requirements. The individual program outcomes were outlined and reviewed during the meeting.

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

Mr. Rezac reported that the Finance and Audit Committee met and had a quorum. He led the Board through the financial narrative of the January financial statements. January was a good month, revenue was up and there was a great cash balance amount. The Grant Expenditure Report was reviewed, and everything is in good condition and staff are pleased with the progress on grant expenditures. The committee is pleased with the cash flow and there is no need to tap into the line of credit. Overall, the committee is pleased with year end and the direction the agency is going into 2021. Mr. Blooflat shared that the cash flow peak in January and February was due to the advance of the COVID Housing Assistance Program (CHAP) from MHFA. Mr. Rezac recommended that the Board accept the January financial statements, subject to audit, so no separate motion is required. Motion adopted. There were no further questions or comments.

#### **5. 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. Based on feedback from the last Board meeting, items in bold indicates new activity from the previous month. The only change is to the Otto Bremer Trust Grant which changed from submitted to received.

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

Committee Chair Myren was absent from meeting. No report was given. Mr. Rezac presented the Financial Statements and Cash Flow Report for approval.

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

Mr. Gillette shared that the Human Resources Committee met and had a quorum. The committee reviewed the Recruitment and Hiring Policy. The committee also discussed the agency's overall program and approach around diversity, as well as future topics for the committee to address.

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

Committee Chair Nesse shared that the Program Planning and Evaluation Committee met, and a quorum was present. The Program Data Report, Client Satisfaction Surveys, and Grant Status Update were all reviewed. The P&E Calendar was planned out for the remainder of the year. The committee also had a discussion regarding the amount of federal

funds coming into the nonprofit world throughout Hennepin County. Ms. Nesse commented that it would be helpful to have open conversations about coordinating with other agencies that are also receiving funding and have similar program goals.

Ms. Horton provided a program update on the Homeownership Program. A number of housing initiatives have taken place this year with the goal of moving clients into stable housing. Monthly workshops take place to teach the Home Stretch materials as well as one-on-one counseling sessions. The program had its first graduate from the Home Stretch Classes purchase a home. A number of community engagement opportunities to expand outreach measures are underway. Homeownership Month is in June.

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

Ms. Krolik presented the Monthly Program Data Report. This report shows the number of households served through the month of February. The document also shows the breakdown of households served between Minneapolis and Suburban Hennepin. So far this year a total of 3,326 households have been served. The total number of households served is lower than it was at this time last year due to the other assistance programs that are available with the additional funding. The Emergency Rental Assistance served 269 households which is much higher than the 20 households that was targeted for 2021. This is due to the COVID Housing Assistance Program (CHAP) funds. The Volunteer Income Tax Assistance (VITA) program recently launched and plans to serve 200 households. Ms. Williams asked about the Getting Ahead Leadership Institute. Ms. Horton commented that this was previously noted as Community Engagement. The Getting Ahead Leadership Institute is a new program that is in the planning stages of being developed. This institute is a cohort model that will provide stipends to participants for weekly participation in meeting and going through the Getting Ahead curriculum. Dr. Hightower commented that in 2019 and early 2020 many programs were deactivated due to staff turnover. Not all programs could launch at the same time. The Getting Ahead Leadership Institute is one of the programs that has not launched yet. This institute will be a leadership program for community members. Ms. West-Hafner asked if CAP-HC will be participating in the allocations for the new funding for emergency rental assistance. Dr. Hightower commented that the agency made a decision not to apply for the last round of funds due to limited capacity. Mr. Rezac asked about the VITA line item and why it's at zero during tax time. The VITA program launched, however, they were unable to file returns at the beginning of the program launch. All service delivery is virtual, which is new to the VITA program and increased the training and ramp-up time. Returns are now being filed. Ms. Williams expressed concern that no numbers were listed for Rental Counseling and Tenant Rights Workshop. She also asked how Board members can help or get involved in some of these programs. Chair Asp suggested that any Board members who are interested in getting involved in any programs should contact Dr. Hightower. Ms. Horton discussed that the items with zeros are programs that are coming online or recently came online. The Rental Counseling and Tenant Rights Workshops goals were exceeded in the last quarter from October – December by providing 50 rental counseling's and three workshops. A new staff person has been hired and is in the process of completing her HUD Housing Certification to provide rental counseling. The Tenant Rights Program is scheduled to launch the third week in April. Ms. Pugh commented that it's important to recognize that staff must be HUD certified and must go through a training process which can cause a delay. Ms. Edwards commented that the tenant training is a unique program that also includes energy saving tips, kits, etc.

## **10. 1<sup>st</sup> Quarter Client Satisfaction Survey Reports:**

Ms. Krolik shared the results of the 1<sup>st</sup> Quarter Client Satisfaction Surveys from EAP and Client Services. The results are for clients served from October 1 – December 31, 2020. These results were previously reviewed by the Planning and Evaluation Committee. Surveys were distributed via email to 5,072 clients who were served during the reporting period. About 42% of clients opened the surveys and approximately 13% completed the survey. A total 681 out of 5,072 surveys were completed. A total of 51 individuals responded the Client Services version of the survey. Survey respondents reported high levels of satisfaction with the Client Services department. A total of 630 individuals responded the Energy Services version of the survey. Survey respondents reported high levels of satisfaction with the Energy Services department. Mr. Rezac thanked the staff for the great results.

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

No report was given to allow adequate time for the Board training by Ms. Mathes.

## **12. New Business:**

- a. **Signature Delegation Authority -- Chair Asp**  
Mr. Dalzell discussed the Signature Delegation Authority. The Signature Delegation Authority is a best practice utilized by other CAP agencies across the state. Many funders allow agencies to delegate authority to sign documents on behalf of the Board if all thresholds have been met. The current Signature Delegation Authority needed to be updated to reflect the new officers. Motion made by Ms. Bell, Seconded by Ms. Williams. Discussion, none. Motion adopted.
- b. **Revenue Diversification -- Ms. Krolik**  
This was moved to the next Board meeting to allow adequate time for the Board training by Ms. Mathes.
- c. **Mandatory Board Duties & Responsibility Training -- Francie Mathes**  
Ms. Mathes provided training on the duties and responsibility for Board Members. The CSBG Act states that Boards must fully participate in the development, planning, implementation, and evaluation of programs supported by CSBG. Board members are responsible for planning and directing the non-profit's business and affairs and have oversight of finance, executive leadership, human resources, and planning. CAP agencies have tripartite Boards that consist of a low-income sector, private sector, and public sector. The Board is both responsible and liable for the agency. The Board and the law require every Board member to follow the rule of the reasonably prudent person and the principle of good faith. Board members have a duty to follow the organization's governing documents, to carry out the organization's mission, and to assure that funds are used for lawful purposes. Board members must comply with relevant state and federal laws. The CSBG Organizational Standards are an element of Community Action accountability that enhance Board oversight and management as they carry out their responsibilities. The 58 Standards address three broad categories and are divided into 9 subcategories.

Results Oriented Management and Accountability (ROMA) was discussed. ROMA is an infrastructure or approach that allows for a continuous process for ensuring quality services to consumers. Ms. Mathes discussed the Community Services Block Grant (CSBG) Annual Report. She also discussed elements of a high-functioning Board which include items such as having strong Bylaws, strategic & robust recruitment and orientation, and good training.

**13. Announcements/Information:**

The Board Roster, the Board Calendar and the Board Committee Assignments were listed in the Board packet for review.

**14. Adjournment:**

Without further new business, the meeting adjourned at 8:07 pm.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:  
Thursday, April 22, 2021 at 6:30 pm**