



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

BOARD OF DIRECTORS MEETING

Thursday, April 22, 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	Justin Gillette	P
Alysen Nesse	P	Karin Keitel	P
Angela Wade	E	Kevin Anderson	P
Angela Williams	P	Kevin Myren	P
Chinnaphan Bell	E	Naweed Ahmadzai	P
Chris LaTondresse	P	Sherrie Pugh	P
David Asp	P	Solomon Ogunyemi	P
Eric Totten	E	Tonya West-Hafner	P
Glaiza Regis	P	Tyanna Bryant	P
Jeff Washburne	P	Victoria Chambers	P
Josh Schaffer	P		

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

Guests Present: Marie Primus (BerganKDV)

1. Call to Order:

Chair Asp called the meeting to order at 6:31 pm. Ms. Lumpkins called the roll. A quorum was present.

2. Approval of April 22, 2021 Board Meeting Agenda:

Chair Asp asked if there were any changes to the agenda of the April 22, 2021 Board meeting. There were none.

Ms. Bryant made a motion to approve, seconded by Ms. Williams. MOTION adopted and the agenda is approved.

3. Approval of March 25, 2021 Board Meeting Minutes:

Chair Asp asked if there were any changes to the minutes of the March 25, 2021 Board meeting. There were none.

Mr. Myren made a motion to adopt, seconded by Ms. Nesse. MOTION adopted and the minutes stand as presented.

4. Study Session(s):

a. 2020 Audit & Form 990 Presentation -- Ms. Marie Primus

Ms. Primus with BerganKDV presented the 2020 Audit for the agency. Ms. Primus previously presented the audit to the CAP-HC Finance & Audit Committee in great

detail. A Single Audit took place in February 2021 and the Financial Statement Audit Fieldwork took place in March 2021. The agency received a clean unmodified opinion on the audit. There were no material weaknesses or significant deficiencies. Next year, the agency can be a low-risk auditee which should be a cost savings going forward. Ms. Primus shared some best practice items they agency could work on.

Ms. Primus thanked the CAP-HC staff for all their hard work and commented that they were all amazing to work with. Mr. Myren commented that the Finance & Audit Committee reviewed the report extensively and at their last meeting it was moved to present this to the full Board with the recommendation to accept the audit report. Chair Asp thanked staff for their hard work on a successful report. Mr. Myren also thanked staff for their hard work. Chair Asp asked about the conversation Ms. Primus has with the funding agencies. Ms. Primus commented that the state funders were extremely positive and acknowledged that 2020 was a difficult year. They also stated that they see true progression with CAP-HC. Ms. West-Hafner asked if there will still be a Single Audit next year. Ms. Primus commented that they agency should always have a Single Audit because of federal awards exceeding \$750,000. Ms. Primus stated that there are no new questions or schedules on the Form 990. The Finance & Audit Committee also reviewed the Form 990 and recommended that the full Board accept the Form 990.

Mr. Myren recommended that the Board accept the 2020 Audit and Form 990, subject to audit, so no separate motion is required. Motion adopted. There were no further questions or comments.

- b. 2020 Community Services Block Grant (CSBG) Annual Report -- Mr. Dalzell
Mr. Dalzell presented the 2020 CSBG Annual Report. The CSBG Annual Report is required by the Minnesota Department of Human Services Office of Economic Opportunity (MN DHS OEO) on an annual basis and must receive Board approval. All Minnesota state data is aggregated for a national report to the U.S. Congress; the final national-level report can be found on the National Association for State Community Services Programs (NASCSPP) website. The CSBG Annual Report is a twenty-five-page report which is divided into four modules, three of which each Community Action agency in the nation is required to complete. Mr. Dalzell reviewed the four different modules. Mr. Rezac asked about the NPI results and if they are shared in the report. Mr. Dalzell stated that the status of the NPI's can be found in the 25-page report available on the CAP-HC Board member portal.
- c. Affirmative Action Presentation -- Mr. Miller
Mr. Miller presented the Affirmative Action Plan for CAP-HC. The Minnesota Department of Human Rights requires the agency to monitor and report annually on all equal employment opportunity activities at CAP-HC. These activities require that the agency evaluates the current workforce composition and review for any under-utilization of women and people of color. Through this analysis, the agency is able to set new workforce inclusion goals for the upcoming year. Of the 52 total employees in the agency, 41 are women and 35 are people of color. The inclusion goals for 2021 are to continue providing access to full utilization and benefit of training opportunities without discrimination, equal opportunity in hiring, in placement, promotion, compensation, layoff, recall and leave of absence. This year, the agency is working with colleges in Minnesota, North Dakota, and Iowa in the

area of career placement.

5. **Financial Statements and 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 February 2021 financial statements. There was a two-month budget of a little over \$1 million and the actuals were significantly in excess of that at \$2.1 million. The reason for this is because of the additional funding that came forward due to the Coronavirus pandemic, specifically in the area of housing. There was significantly more revenue to put towards programming in the first two months than was anticipated in the budget. The change in net assets (loss) for the first two months of 2021 was just under \$1,800 versus a budgeted of a loss of \$12,000. The Cash Flow is projected to decrease slightly in March 2021 and to continue to decrease in April, May, and June. This is a tight cash position and requires that staff and the Finance & Audit Committee continue to closely monitor the cash position of the agency.

Mr. Myren recommended that the Board accept the February 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. There are two changes to the report from last month. The first is a grant from the MN Department of Commerce for Energy Self Sufficiency in the amount of \$73,700, which was received in March 2021. This is not a traditional grant and will be discussed further as part of the program highlight during the Planning & Evaluation Committee report later in the meeting. The second new item is an application for \$140,000 to the MN Department of Human Services for homeless services to support CAP-HC's Transitional Housing Program. This was approved by the Executive Committee earlier this month and is on the agenda to be ratified under new business later in the meeting.

7. Finance and Audit Committee Update:

Committee Chair Myren commented that the committee did a deeper dive on all the items that were previously discussed during the meeting.

8. Human Resource Committee Update:

Mr. Schaffer shared that the HR Committee met and had a quorum. The Committee reviewed and approved the 2022-2023 CSBG/MCAG Grant Summary. The committee discussed setting some new times for the HR Committee meetings to make it easier for everyone to attend the meetings. The open positions for the agency were also discussed. There are currently four open positions for a Staff Account, Accounting & Compliance Manager, Receptionist, and Intake Specialist. The agency will also soon receive a demo for a new HRIS system that will interface with the accounting system for the agency.

9. 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 Committee reviewed and approved the 2022-2023

CSBG/MCAG Grant Summary. The committee also reviewed the Impact & Sustainability Roadmap, the Program Data Report, and the Grant Status Update. Chair Nesse shared a program highlight on behalf of Ms. Feleshia Edwards who was unable to attend the meeting. There will be a new Energy Self Sufficiency program launched. The program will be a CAP-HC series of short interactive videos focusing on energy conservation, energy-saving tips and ways to reduce energy consumption. The agency will partner with Parents in Community Action (PICA) Head Start and/or other community organizations to share this program with EAP eligible households. Participants will be EAP eligible renters and will learn easy steps they can take to make their home and appliance usage more energy efficient. Each household that completes the online series will receive a "Parent Pack" which will include a recyclable CAP-HC grocery bag and an energy conservation kit. The program will run from June 1 – September 30, 2021. Board members are encouraged to share this information within their networks. Ms. Pugh asked if aging households are included in this program. Chair Nesse believes this program is just for renters, but she will confirm this with Ms. Edwards.

10. Monthly Program Data Report:

Ms. Krolik presented the Monthly Program Data Report. This report shows the number of households served through the month of March 2021. The report has a slightly new look. The report now shows just the current month data instead of the quarter data, but still includes the year-to-date information. In March, 873 households were served with roughly a 50/50 split between Minneapolis and Suburban Hennepin. Year to date, a total of 4,147 households have been served. Ms. Krolik discussed some of the programs that have a zero in their column and clarified the reasons why these columns have not served any clients yet this year.

11. SpringForwardMN Campaign:

Ms. Krolik discussed the SpringForwardMN campaign being hosted by GiveMN. All Board members should have received an email from Dr. Hightower earlier this week with information on this campaign. Last spring, GiveMN presented the Give at Home MN campaign, which was an eight-day fundraising event that helped non-profits like CAP-HC weather the uncertainty of the pandemic. This year is the second iteration of that event, which they are calling SpringForwardMN. The event takes place May 1-11, 2021. CAP-HC is participating in this campaign because of our focus on diversifying agency revenue. The goal is to raise \$5,000. There are three ways to be involved in the campaign: share details about the campaign on social media, make a donation, and/or send an email to contacts to spread the word. Additional information will be sent to Board members next week. The CAP-HC leadership team has been asked to participate in this campaign and they have all committed to doing so.

12. Youthprise Recap:

Mr. Dalzell provided a recap on the Youthprise grant. In June - July 2020 CAP-HC staff reviewed the spending status of the 2020-2021 Community Services Block Grant (CSBG) and Minnesota Community Action Grant (MCAG). At that time, the grants were approximately 20% behind expenditure plan because of staffing vacancies in the Client Services department. Staff shared a strategy with the Board to bring spending back into alignment with the schedule. The plan included focusing grant funds on two areas: increasing direct

assistance for CAP-HC programs (specifically vehicle repair and rental assistance) and partnering with a community organization to reduce barriers in Hennepin County. CAP-HC presented a contract summary that was approved by the Board of Directors. The summary outlined a proposed service agreement with Youthprise, a local nonprofit (NE Minneapolis) with a mission to increase equity with and for Minnesota's low-income and diverse youth. The scope of the services agreement included employment, civic engagement, and income and asset building to at least 500 eligible youth in Hennepin County. CAP-HC sought and received approval from the MN Department of Human Services Office of Economic Opportunity (DHS OEO) for a sole source procurement with Youthprise. Youthprise staff, in collaboration with CAP-HC and MN DHS OEO, identified approximately 16 organizations to deliver services. The final outcome exceeded the amount in the original agreement; a total of 1,723 clients were served via the agreement between CAP-HC and Youthprise. As of February 28, 2021, the 2020-2021 CSBG and MCAG grants are within 2% of spending plan and on schedule to be fully expended within the grant terms.

13. Executive Director Update:

a. Quality Improvement Plan (QIP) Monitoring

Dr. Hightower shared that the Quarterly Monitoring visit took place a few weeks ago. The visit went exceptionally well. The state feels the progress the agency is making is very good. The agency is expecting to receive a letter from DHS in the next week or two confirming the outcome of the visit. Dr. Hightower wanted the Board to be aware of one particular item that was discussed during that meeting. Dr. Hightower asked Mr. Dalzell to discuss the cash advance that the agency typically receives from the MN Department of Human Services (DHS). Mr. Dalzell stated that federal grant guidelines allow funding agencies such as DHS to provide cash advances on grant funds, but they're not required to do so. For the past two or three years, CAP-HC has received these cash advances, however, this will likely not be the case going forward. DHS has asked CAP-HC for a plan to reduce or remove the need for future advances. DHS would like this plan by June 2021. Not having this cash advance will have an impact on the agency's cash flow. Dr. Hightower commented that CAP-HC is the only CAP agency in Minnesota that receives this advance. Mr. Washburne asked if it could be that other CAP agencies don't know that this exists and that's why they don't receive the advance. Mr. Dalzell commented that other CAP agencies are aware of this. Mr. Rezac asked if there's any value in reaching out to other CAP agencies to encourage them to lobby for using this instead of letting it go away. Dr. Hightower got the impression that this is something that DHS is looking to get away from. Mr. Myren stated that this isn't coming as a complete surprise, but that it is a serious issue that could complicate things for the agency. He requests that the Finance & Audit Committee meet to discuss this further and bring ideas back to the full Board.

14. New Business:

a. **2020 Audit & Form 990** -- Mr. Myren

The 2020 Audit and Form 990 were previously approved during the study session.

- b. **2020 CSBG Annual Report** -- Mr. Dalzell
Mr. Dalzell previously presented the 2020 CSBG Annual Report during the study session.
Motion made by Mr. Rezac, Seconded by Ms. Nesse. Discussion, none. Motion approved.
- c. **Grant Summary: 2022-2023 CSBG/MCAG Grant** -- Mr. Dalzell
Mr. Dalzell presented the 2022-2023 Community Services Block Grant (CSBG) and Minnesota Community Action Grant (MCAG) Grant Summary. This grant has previously gone through all the Board Committees for review and recommendation for approval. In receiving the CSBG grant, the agency is designated as a Community Action Agency. The purpose of the CSBG and MCAG grants differ from most other grants because they do not focus on funding a particular service, nor do they function solely as a "stand alone" program. These grants allow local agencies to offer a range of services related to the needs of the community, specifically to families and individuals experiencing poverty. The grant application includes projections for national performance indicators (NPIs) and services that will be provided during the grant period. The grant application also requires Community Action agencies to identify a 'Community Level Initiative'. The agency is in the beginning stages of determining how CAP-HC can participate and focus on violence prevention in the community. The grant term is July 1, 2021 – December 31, 2023 and the grant total is \$5,004,978 (CSBG - \$3,467,776 and MCAG - \$1,537,202).
Motion made by Ms. Nesse, Seconded by Mr. Myren. Discussion, none. Motion approved.
- d. **Transitional Housing Program (THP) Grant – Ratification** -- Ms. Krolik
Ms. Krolik presented the Transitional Housing Program (THP) Grant for ratification. This grant was previously approved by the Executive Committee earlier this month. CAP-HC is seeking funding from the Minnesota Department of Human Services (DHS) for the Transitional Housing Program (THP) to implement outreach services and supportive housing services to adults and families experiencing homelessness in Hennepin County. The grant amount is \$140,000 to assist ten households. The grant term is July 1, 2021 - June 30, 2023. Staff was originally planning to apply for \$70,000, but shortly before the application was due, a conversation was had with DHS that gave staff reason to believe the agency may be in a position to receive a higher amount.
Motion made by Mr. Schaffer, Seconded by Ms. West-Hafner. Discussion, none. Motion approved.
- e. **Impact & Sustainability Roadmap** -- Ms. Krolik
Ms. Krolik presented the Impact & Sustainability Roadmap. CAP-HC has embarked on a multi-year initiative, known as the CAP-HC Impact and Sustainability Roadmap, to strengthen its impact and capacity in the months and years ahead. Over the next two years, this cross-departmental effort will focus energies, ensure best possible uses of agency resources, and fill gaps in services within Hennepin County. There are three phases to the approach. Phase One will be to develop program vision and strategy. The Planning & Evaluation Committee will play a big role in Phase One by being regularly informed of

progress and to solicit feedback from the committee. Phase Two will be to build capacity to financially support program vision and strategy, and Phase Three will be to increase program and agency visibility. Ms. Krolik also reviewed the timeline and activities for the Impact & Sustainability Roadmap. Ms. Pugh raised a concern about the trauma the community has endured over the last year and that there has been a lot of learnings and risk taking by agencies like CAP-HC to reach out and serve people. She asked how the agency will factor in those learnings and new needs of people in figuring out this programmatic strategy. Ms. Horton stated that she will discuss this with Ms. Edwards and staff and report back to the Board at the next meeting.

15. Announcements/Information:

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

16. Adjournment:

Without further new business, the meeting adjourned at 8:00 pm.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:
Thursday, May 27, 2021 at 6:30 pm**