



**BOARD OF DIRECTORS MEETING**

Thursday, August 24, 2023, 6:30 – 8:00 pm

Zoom: [Login](#)

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

**Minutes**

Aisha Chughtai (Paul Shanafelt)	E	LaTrisha Vetaw	E
Allen Rezac	P	Miles Wilson	P
Antanisha Spears	P	Naweed Ahmadzai	E
Dominique Pierre-Toussaint	P	Samsam Mohamed	E
Glaiza Regis	E	Solomon Ogunyemi	P
Jim Lehman	E	Tyanna Bryant	P
Josh Schaffer	P	Victoria Chambers	E
Justin Gillette	P	Vacant	
Kathilyn Solomon	P	Vacant	
Kevin Anderson (Clara Severson)	P	Vacant	
Kevin Myren	P		

CAP-HC Staff Present: Dr. Clarence Hightower, Gayle Peters, Kendra Krolik, Lia Kang, Shanelle Hall, Tammy Stauffer, Todd Blooflat, Theresa Lumpkins

Guests Present: Clara Severson (Representative for Commissioner Kevin Anderson)

1. Call to Order:

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

2. **Approval of August 24, 2023, Board Meeting Agenda:**

Chair Schaffer asked if there were any changes to the agenda of the August 24, 2023, Board meeting. Mr. Myren made a motion to approve, seconded by Mr. Rezac. MOTION adopted and the agenda was unanimously approved.

3. **Approval of June 22, 2023, Board Meeting Minutes:**

Chair Schaffer asked if there were any changes to the minutes of the June 22, 2023, Board meeting. There were none. Mr. Myren made a motion to approve, seconded by Mr. Rezac. MOTION adopted and the agenda was unanimously approved.

4. Study Session(s):

- a. 2023-25 Strategic Plan Progress Update -- Ms. Krolik

Ms. Krolik shared a revised handout for the 2023-25 strategic plan progress update. The new design highlights each key focus area and has a list of successes as well as

a list of challenges for each. The five key focus areas are 1) Aligning Program Operations for Community Impact; 2) Building Community Wealth Through Collaboration; 3) Affecting Policy to Build Momentum for Systemic Change; 4) Activating Change through Robust Funding Development; and 5) Investing in Team Members for a Thriving CAP-HC. Ms. Krolik highlighted a few key successes and challenges for each focus area.

- b. Energy Assistance Program Grant Contract -- Dr. Hightower  
The Energy Assistance Program is the largest program at CAP-HC with over \$2 million in administrative costs. This program has been provided for the last 39 years. Last year, approximately 27,000 people reached out to CAP-HC for Energy Assistance. Approximately \$15 million in grants were approved for Hennepin County residents. For CAP-HC to run this program at its peak, the agency will have about 41 staff members working 40 hours per week. Staff will be seeking approval for the Energy Assistance Program Contract under new business.
- c. McKnight Foundation Grant -- Ms. Krolik  
CAP-HC is seeking funding support for its Rapid Rehousing Program, a program model with a proven impact in supporting single homeless adults in Hennepin County to access and sustain safe affordable rental housing. With an initial focus on supporting participants to gain the security of a stable home, the Rapid Rehousing Program then assists clients to move into full-time employment with an income that allows them to increase their self-sufficiency and sustain their housing situation. CAP-HC seeks up to \$475,000 from the McKnight Foundation to restart and fund CAP-HC's Rapid Rehousing Program. The program would be looking to serve 25 individuals. Staff will be seeking approval for the McKnight Foundation Grant under new business.
- d. Funding Prospect List -- Chair Schaffer  
Chair Schaffer shared an email prior to the board meeting which included a funding prospect list. Chair Schaffer asked each board member to review the list to see if they have a connection with any of the prospects. Board members can send information to Ms. Krolik.
- e. Urban League Lease Agreement -- Dr. Hightower  
Dr. Hightower shared the agency's relocation philosophy to allow CAP-HC to have a bigger geographical reach for clients by having more locations. CAP-HC has now opened two locations, one in Brooklyn Park and one in Bloomington. CAP-HC is looking to have a presence in Minneapolis as it has the highest rate of poverty. The Minneapolis Urban League has been chosen as the third location for CAP-HC. Dr. Hightower reviewed a cost comparison for all three new sites. Twenty-six staff members would office from the Urban League location. CAP-HC is planning to sign a three-year lease for this space. Staff will be seeking approval for the Urban League Lease Agreement under new business. Dr. Hightower shared that the Gordon School project has not received much traction with the legislation. He believes that the property has gone to a different entity. Dr. Hightower shared that the three new leases are approximately \$2,000 cheaper than the previous leases and are about 1,000 square feet larger.

**5. May and June 2023 Financial Statements and July 2023 Cash Flow Report:**

Committee Chair Myren led the Board through the May and June 2023 financial statements. For the month of May, there was a small deficit in the amount of \$543. For June, there was a small deficit in the amount of \$527. The change in net assets year to date is positive just under \$11,000. Cash dipped to \$67 at the end of June due to having three payrolls during that month. The MCAG grant is fully spent out and the CSBG and EAP grants are pace. The Finance and Audit Committee recommends that the Board accepts the May and June 2023 financial statements, subject to audit, so no separate motion is required. Motion unanimously adopted. There were no further questions or comments.

**6. Grant Application Report:**

Ms. Krolik presented. This report shows activity through July 2023. Three grants have been received since the last board meeting. The Community Development Block Grant from Hennepin County to support rental assistance in the amount of \$62,000 as received. \$70,000 from Otto Bremer Trust was received to support rental assistance. \$10,000 was received from Wright Hennepin Electric Trust for energy assistance. A proposal was submitted to the Department of Revenue for the Volunteer Income Tax Assistance (VITA) Program. A proposal was also submitted to CenterPoint to support some energy conservation education work in schools.

**7. Finance and Audit Committee Update:**

Committee Chair Myren reported that the Finance and Audit Committee met and did have a quorum. The May and June financials and the July cash flow were reviewed. The committee discussed the process for the RFP for the new audit firm. Due to the new grants that are being received, the committee discussed procedures for ACH or wire payments. CAP-HC does not currently do this so staff have established a procedure that was reviewed and discussed by the committee. The committee also received a relocation update.

**8. Human Resource Committee Update:**

Committee Chair Gillette shared that the HR Committee met and did have a quorum. The committee received an update on recruiting and hiring. A lot of hiring has taken place to gear up for the busy season. An employee engagement survey was recently conducted. Staff is reviewing the results of the survey. The merit-based pay initiative is still being worked on by staff. The board should receive an update within the next couple of months on this.

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

Committee Chair Bryant shared that the P&E Committee met and did have a quorum. The committee discussed the usual monthly reports. An update was given on the Energy Assistance Program which received 27,711 applications for the 2022-2023 season. Of those, 20,009 applications were approved. This was approximately 2,000 more applications over last year. The online application will be released in September. One new change to the upcoming season is that applicants will only have to provide one month of income instead of three months.

## 10. Monthly Program Data Report:

Ms. Hall presented. This report gives the year-to-date program totals as well as totals for the month of July 2023. For the month of July, over 2,000 households were served. There is a typo in the report. The total number of households served should be 36, not 46. There is still a 50/50 split in serving Minneapolis and Suburban Hennepin. The total number of households served to date is a little over 17,000, which is approximately 3,000 more households than this time last year.

## 11. Executive Director Update:

### a. Relocation Working Group

Dr. Hightower commented that staff have been asked to meet the programmatic needs of clients while also going through these relocations. He stated that this is something that we need to be, and we are sensitive to.

## 12. New Business:

### a. **Energy Assistance Program Grant Contract** -- Dr. Hightower

The Energy Assistance Program Grant Contract was previously presented as a Study Session.

Staff are seeking approval to accept the Energy Assistance Program Grant Contract. Motion made by Mr. Myren, Seconded by Mr. Rezac. Discussion, none. Motion unanimously approved.

### b. **McKnight Foundation Grant** -- Ms. Krolik

The McKnight Foundation Grant was previously presented as a Study Session.

Staff are seeking approval to accept the McKnight Foundation Grant. Motion made by Mr. Rezac, Seconded by Ms. Bryant. Discussion, none. Motion unanimously approved.

### c. **Urban League Lease Agreement** -- Dr. Hightower

The Urban League Lease Agreement was previously presented as a Study Session.

Staff are seeking approval to accept the Urban League Lease Agreement. Motion made by Ms. Bryant, Seconded by Mr. Rezac. Discussion, none. Motion unanimously approved.

### d. **Grant Contract: DEED** -- Dr. Hightower

#### i. **A Mother's Love**

#### ii. **Salem, Inc.**

Dr. Hightower shared that CAP-HC is the fiscal agent for a large grant from DEED in the amount of \$6 million. The grant funds are to go to two agencies, A Mother's Love and Salem, Inc.

Staff are seeking approval to accept the DEED Grant Contract to serve as the fiscal agent for A Mother's Love and Salem, Inc. Motion made by Mr. Myren, Seconded by Ms. Bryant. Discussion, none. Motion unanimously approved.

### e. **Signing of Line of Credit Renewal (Ratification)** -- Mr. Blooflat

The Executive Committee previously approved the signing of the Line of Credit Renewal.

The Executive Committee is seeking ratification of the Signing of the Line of Credit Renewal. Discussion, none. Motion unanimously approved.

13. Announcements/Information:

- a. The Board Roster, Board Calendar, Board Committee Assignments, and the Agency Dashboard were included in the Board packet for review. A link to the Board Portal on the agency website was also included on the agenda.

14. Adjournment:

The meeting was adjourned by Chair Schaffer at 7:36 pm.

Next CAP-HC Board of Directors Meeting:

Thursday, September 28, 2023

6:30 – 8:00 pm