



**MINUTES: BOARD OF DIRECTORS MEETING
COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY
VIA VIDEOCONFERENCE
THURSDAY, September 24, 2020
6:30 PM**

Allen Rezac	P	Karin Keitel	P
Alysen Nesse	P	Kevin Myren	P
Angela Wade	E	Mercedes Thomas	E
Angela Williams	E	Michael Vekich	E
Chloe Jackson	E	Naweed Ahmadzai	P
David Asp	P	Sherrie Pugh	P
Eric Totten	E	Solomon Ogunyemi	P
Jeff Washburne	P	Tonya West-Hafner	P
Josh Schaffer	P	Tyanna Bryant	P
Justin Gillette	P	Victoria Chambers	P

CAP-HC Staff Present: Dr. Clarence Hightower, Jennifer Horton, Sam Miller, Todd Blooflat, Mitch Radtke, Jane Cummiskey, Michael Yarbrough, Dean Dalzell, Al Brown, Kendra Krolik, Dee Yang and Theresa Lumpkins

1. Call to Order:

Vice-Chair David Asp called the meeting to order at 6:34. Karin Keitel called the roll. There was a quorum present.

A new board member was present, Naweed Ahmadzai. Mr. Ahmadzai briefly introduced himself. Dr. Hightower introduced his new Executive Assistant, Theresa Lumpkins who also gave a brief introduction of herself.

2. Minutes of August Board Meeting:

Vice-Chair Asp asked if there were any changes to the minutes of the August 27, 2020 Board meeting. There were none. Sherrie Pugh made a motion to adopt, seconded by Tyanna Bryant. MOTION adopted and the minutes stand as presented.

3. Study Session - Revenue Diversification:

Kendra Krolik presented an overview of revenue diversification, including comparisons of revenue sources for other Minnesota CAP agencies. Allen Rezac asked whether these comparisons were “apples-to-apples.” Ms. Krolik responded that the information was taken from the CAPs’ annual Form 990s and that CAP-RW has the area’s Head Start and weatherization programs; Arrowhead has property holdings and a transportation program, while another CAP had a thrift store. Ms. Pugh asked whether these comparable CAPs were part of regional development agencies, to which Dr. Hightower responded that we did not know. Ms. Krolik stated that the presentation was a preview of work to come and that the agency and Board will continue to explore revenue opportunities and understand the pros and

cons of diversification. She added that Ms. Keitel suggested that Dr. Hightower and Ms. Krolik meet with Francie Mathes with DHS' OEO to understand their perspective on this issue because it was part of the QIP process. Mr. Asp thanked Ms. Krolik for her presentation.

4. Financial Statements and Cash Flow Report:

Mr. Myren reported that the Finance and Audit Committee had met but did not have a quorum. He reviewed the July 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. Mr. Myren made a motion to accept the July financial statements, subject to audit, seconded by Josh Schaffer. Motion adopted.

Mr. Myren then reviewed the cash flow projections, which will be stressed as we ramp up programming. He noted that the finance staff is paying close attention to the cash flow. There were no further questions or comments.

5. Grant Application Report:

Dr. Mitch Radtke presented the grant application report, which is updated monthly. This report is also reviewed by the Program Planning and Evaluation Committee. Vice-Chair Asp opened for questions and comments. There were none.

6. Timeline and Budget Assumptions:

Mr. Bloofat reviewed the Fiscal Year 2021 Annual Budget Timeline and Assumptions. This is similar to last year's timeline and assumptions. The final draft will be presented to the Finance & Audit Committee and the Board in November. Some assumptions are still TBD and will be updated accordingly. Ms. Pugh asked, whether the organization is considering applying for private foundation support, such as the Ford Foundation, given the state deficit. Dr. Hightower responded that CAP-HC is considering all opportunities. Alysen Nesse made a motion to adopt the budget timelines, seconded by Sherrie Pugh. MOTION adopted.

7. Finance and Audit Committee Update:

Mr. Myren shared that most of what the Finance and Audit Committee discussed has already been shared with the Board.

8. Human Resource Committee Update:

Mr. Schaffer gave an update on the HR Committee which met and had a quorum. He reported that Naweed Ahmadzai has joined this committee. The EAP program is ramping up staffing; the committee is working through two alleged discrimination cases, which have been investigated by outside counsel with no findings. Sam Miller provided an update on the agency's preparedness for staff returning to the office at least one day a week, which they are piloting and will help the agency be ready for full staffing in the office. Mr. Miller also gave the committee an IT update.

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

Alysen Nesse shared that the Program Planning and Evaluation committee met and a quorum was present. The committee looked at the program data and satisfaction report and outlined a policy and procedure document. At the suggestion of Dr. Hightower, Michael Yarbrough gave an update on the EAP Movie Night event that took place. The next Movie Night will take place on October 10 for the Hispanic community. A location has not yet been determined.

10. Q3 Client Satisfaction Reports:

Dr. Radtke shared data on the Client Satisfaction Reports. The EAP program had a good participation rate, 20% instead of the expected 10-15%. The results were almost identical to Q2.

11. Q4 Program Data:

Dr. Radtke presented. The agency expects to see a big increase in rental assistance and car repair services. Vice-Chair Asp opened for questions and comments; there were none.

12. Executive Director Update:

Dr. Hightower commented that he was glad everyone was able to join the meeting. He is feeling good about the trajectory of the agency.

- a) 2020 Annual Work Plan – Mr. Dalzell gave a status update on the 2020 Annual Work Plan. There are five main focus areas and 27 goals. Nineteen goals are currently in progress and two goals are at risk of not being met by year end. One of the two goals at risk relates to partnerships with Hennepin County libraries. Due to COVID-19, this partnership has been put on pause. The second goal at risk is the marketing campaign; we are getting an assessment on that and then will move forward. Vice Chair Asp opened for questions and comments; there were none.
- b) Agency Rebranding – Ms. Krolik gave an update on the rebranding efforts to increase client growth and agency visibility. Staff is seeking the support of an external agency through an RFP process. The second phase will include updating the agency website and improving functionality. Staff will be asking for approval from the board in the next month or two. Mr. Rezac asked about the preliminary budget at this time. Price will be a key evaluation criteria during the RFP process. Funding is available for this purpose by pulling from other unused marketing funds. Ms. Keitel stated that the agency went through a rebranding effort a few years ago that did not go very well and was a financial drain on the agency. Vice Chair Asp would not recommend the renaming of the agency. Ms. Pugh mentioned the Framework Institute as a resource. There was comment about making sure this work falls under the parameters of our funders. Dr. Hightower stated that the rebranding effort was called for in the strategic plan, and that the CAP-HC staff will work closely with the board to make sure we are in agreement on the effort.

- c) Dr. Hightower reminded the Board that initially CAP-HC's CHAP grant application did not get funded. Recently the agency received a call from MHFA which asked if CAP-HC would like to be one of the administrators, so CAP-HC is moving forward with a grant of \$300,000 in water, utility and rental assistance.

13. New Business:

Dr. Hightower stated that the Board is looking for a nominating committee to work on electing officers for 2021. If any board members are interested in serving on this committee, they should contact Ms. Lumpkins.

Mr. Rezac congratulated Mr. Myren on his new position as Chief Financial Officer of the American Academy of Neurology, located in Minneapolis.

Without further new business, the meeting adjourned at 7:44.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:
Thursday, October 22, 2020 at 6:30 pm**