



**BOARD OF DIRECTORS MEETING**

Thursday, June 22, 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)	P	Kevin Myren	P
Allen Rezac	E	LaTrisha Vetaw	E
Antanisha Spears	P	Miles Wilson	P
Detra Miller	E	Naweed Ahmadzai	P
Dominique Pierre-Toussaint	E	Samsam Mohamed	E
Jeff Washburne	E	Solomon Ogunyemi	P
Jim Lehman	E	Tyanna Bryant	P
Josh Schaffer	P	Victoria Chambers	P
Justin Gillette	P	Vacant	
Kathilyn Solomon	P	Vacant	
Kevin Anderson	E		

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

Guests Present:

1. Call to Order:

Chair Schaffer called the meeting to order at 6:32 pm. Ms. Lumpkins called the roll. A quorum was present.

2. **Approval of June 22, 2023, Board Meeting Agenda:**

Chair Schaffer asked if there were any changes to the agenda of the June 22, 2023, Board meeting. Ms. Bryant made a motion to approve, seconded by Mr. Shanafelt. MOTION adopted and the agenda was unanimously approved.

3. **Approval of May 25, 2023, Board Meeting Minutes:**

Chair Schaffer asked if there were any changes to the minutes of the May 25, 2023, Board meeting. There were none. Ms. Bryant made a motion to approve, seconded by Mr. Shanafelt. MOTION adopted and the agenda was unanimously approved.

4. Study Session(s):

a. 2023 Annual Work Plan Update -- Ms. Krolik

There are 28 goals on the 2023 Annual Work Plan. Currently, four of the goals are “Met” and 24 are in “In Progress”. Supervisors are holding regular meetings with

their staff to specifically check in on the progress of the work plan goals. Ms. Krolik highlighted a few of the work plan goals in greater detail.

b. Adjusted 2023 Agency Budget -- Mr. Blooflat

The proposed budget adjustments are to amend the 2023 budget to recognize significant revenue and expense changes that were not anticipated at the time the 2023 budget was presented to and approved by the Board of Directors. The agency increased the amount of money that was received for the 2023 fiscal year by an additional \$1.3 million. Three quarters of this increase was due to energy assistance and the water program. Some of the additional funds will be used for salaries and fringe, which is Energy Assistance, to assist with the three upcoming office moves, and to increase the direct client services and how much will be paid on behalf of clients.

c. 2024 Energy Assistance Program -- Dr. Hightower

Dr. Hightower shared that he met with the Department of Commerce a few weeks ago and they shared their intent to do an RFP to provide assistance to CAP-HC for the 2023-24 Energy Assistance Program. Commerce was not pleased with CAP-HC's inability to process energy assistance applications in a timely manner. Commerce did not acknowledge that in 2021-2022 the program had an approximate 25% increase in applications. They also did not acknowledge that the program had an 11% increase in applications in 2022-2023 over the 2021-2022 season.

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

Committee Chair Myren led the Board through the April 2023 financial statements through April 30, 2023. Year to date we have total revenue of \$2.2 million versus of budget of \$2 million. Expenses are slightly under budget for a change in net assets for the year to date of just over \$12,000. There was a positive variance of \$489. The cash and cash equivalents for April went up from the previous month. Staff continue to do an impressive job of moving the agency forward in a cash positive way. The status of the grant expenditure report was reviewed. The cash flow projections were also reviewed. Committee Chair Myren commented that staff does an impressive job of maintain tight control over cash flow. The Finance and Audit Committee recommends that the Board accepts the April 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 May 2023. Staff are still waiting to hear back from Hennepin County for the Community Development Block Grant (CDBG) for emergency rental assistance. The grant term is supposed to begin on July 1, 2023. Staff is also waiting to hear back from DHS about the homeless assistance grant to support the rapid rehousing program. This grant term is also supposed to start on July 1, 2023. An application was submitted to Ameriprise to support the employment readiness program in the amount of \$5,000. A renewal application was submitted to Wright Hennepin Electric Trust in the amount of \$10,000 to support the energy assistance program. Applications were submitted in June to Target Corporation, Minnesota Housing, and the Minnesota Homeownership Center. Old National Bank is providing CAP-HC with a \$5,000 community

grant to help celebrate the opening of their new branch location in St. Louis Park. There will be a formal check presentation at their grand opening event.

7. Finance and Audit Committee Update:

Committee Chair Myren reported that the Finance and Audit Committee met and did have a quorum. The April financials and the May cash flow were reviewed. The committee discussed the adjusted 2023 agency budget and did recommend approval of the budget adjustment. The Line of Credit was also discussed in order to start the negotiation process with the bank. An update was given on the relocation process and the finances associated with the moves. The committee also discussed the upcoming RFP process for an audit firm, which needs to take place every five years. The RFP is scheduled to be released in July.

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 and there are a few open positions. An offer was made for a HUD Housing Counselor. There is an opening for two Community Crisis Navigators and for one Financial Wellness Coordinator. An update was also given on the culture initiative. The Wellness Committee will be working on planning a summer BBQ. An update was also given on the merit-based pay initiative. This will be shared with the board in late summer or early fall. An employee engagement survey is scheduled to be sent to all staff tomorrow. The survey will be open to staff for two weeks. Dr. Hightower commented that this is a five-year engagement survey that will go out to staff at the same time every year for the next five years.

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 monthly program data report, the grant application report, the grant expenditure status report, and the client satisfaction survey report. The committee received an update on the Energy Assistance Program, and they are processing applications from May. Employment Readiness staff will have the first job readiness workshop. An offer has been extended for a HUD Housing Counselor. The EAP season was extended to late July.

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 May 2023. For the month of May, 2,672 total households were served. It's about a 50/50 split in serving Minneapolis and Suburban Hennepin. The total number of households served to date is 12,585. The total number of households served at this time last year was a little over 10,000. The percentage of the target goals for 2023 is 63.5%.

11. Client Satisfaction Survey Report -- Ms. Krolik

The client satisfaction survey is the most systematic data collection effort for the agency. These results are for the first quarter of 2023, the period from 1/1/2023 to 3/31/2023. This quarter, 877 surveys were completed, which is a 12.8% response rate. Survey respondents received assistance from a variety of programs, however, a vast majority of respondents received energy assistance (95.6%). Approximately 50% of respondents were White and 30.8% were Black or African American. The average score across all four prompts declined this quarter. Last quarter, all four prompts increased which may have been due to the office re-opening and the new call center. The overall

mean score is still above the 3.0 threshold.

12. Executive Director Update:

a. Relocation Working Group

Ms. Krolik provided an update on the Brooklyn Park location. Staff moved in last week and the agency opened to the public this week. The open house was held last Friday. The agency website has been updated with the new office location and posts have been made on social media platforms. The Bloomington lease agreement was signed by CAP-HC last week and are waiting to get the countersigned lease agreement back from the building. The lease commencement date has been pushed back from July 1 to August 1. The tentative move-in date will be the first or second week in August. Staff are still exploring the Midtown Global Market for the new Minneapolis office. Mr. Blooflat shared that the lease is up August 31 at the St. Louis Park office. Staff have also looked at the Urban League as a back-up for the Minneapolis location.

13. New Business:

a. **Adjusted 2023 Agency Budget** -- Mr. Blooflat

The Adjusted 2023 Agency Budget was previously presented as a Study Session. Staff are seeking approval to accept the Adjusted 2023 Agency Budget. The Finance and Audit Committee recommends that the Board accepts the Adjusted 2023 Agency Budget. There were no further questions or comments. Motion unanimously adopted.

b. **Remove Inactive Board Member** -- Chair Schaffer

i. **Detra Miller – Community Sector**

Detra Miller is being removed from the Board of Directors due to inactivity. Staff are seeking approval to remove Detra Miller from the Community Sector of the board. Motion made by Ms. Bryant, Seconded by Ms. Solomon. Discussion, none. Motion unanimously approved.

c. **Seat New Board Member** -- Chair Schaffer

i. **Glaiza Regis – Community Sector**

Staff are seeking approval to seat Glaiza Regis in the Community Sector of the Board. Motion made by Ms. Bryant, Seconded by Ms. Solomon. Discussion, none. Motion unanimously approved.

d. **Resignation of Board Member** -- Chair Schaffer

i. **Jeff Washburne – Private Sector**

Staff are seeking approval to accept the resignation of Jeff Washburne from the Private Sector of the Board. Motion made by Mr. Shanafelt, Seconded by Ms. Solomon. Discussion, none. Motion unanimously approved.

e. No July Board Meeting -- Chair Schaffer

The board will not meet during the month of July.

14. 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.

15. Adjournment:

The meeting was adjourned by Chair Schaffer at 7:26 pm.

Next CAP-HC Board of Directors Meeting:

Thursday, August 24, 2023

6:30 – 8:00 pm