



**MINUTES: BOARD OF DIRECTORS MEETING
 COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY
 VIA VIDEOCONFERENCE
 Thursday, December 3, 2020
 6:30 PM**

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

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

1. Call to Order:

Acting Chair David Asp called the meeting to order at 6:33. Theresa Lumpkins called the roll. There was a quorum present.

2. Minutes of October Board Meeting:

Acting Chair Asp asked if there were any changes to the minutes of the October 22, 2020 Board meeting. There were none. Jeff Washburne made a motion to adopt, seconded by Angela Williams. MOTION adopted and the minutes stand as presented.

3. Study Session(s):

a. 2021 Fiscal Year Budget

Dean Dalzell presented the 2021 Fiscal Year Budget. Reviewing and approving the budget is one of the key items that the board is responsible for. Mr. Dalzell commented on the 2021 Budget Book that was distributed along with the meeting packet. The Budget Book is a tool developed by staff as a year-long resource to the Board and the agency that provides a broad synopsis of the agency and the resources used to develop the 2021 budget. The 2021 budget total is approximately \$6.7 million from mostly Federal and State sources. A few items are different from the previous fiscal year such as the addition of the CARES Act CSBG Supplemental funding; a 3% decrease in Minnesota Community Action Grant (MCAG) revenue in the state's 2021-2022 biennium; and the addition of the Coronavirus Aid, Relief, and Economic Security (CARES) Act CSBG Supplemental funding, Homeownership

Capacity, and Bremer Trust grant funding. The budget also reflects a fully staffed leadership team that was developed during the 2020 budget year. The budget is programmatically balanced.

Allen Rezac asked about the 20% health insurance cost reduction. The agency is considered a small employer and due to the low experience rate, the insurance rate was reduced.

Mr. Washburne thanked Mr. Dalzell and staff for their work on the budget. He asked how much the CSBG funds are fixed at the state and federal level. These funds can change. The MN State Grant funder does a good job keeping the agency up to date on the state level. CSBG/MCAG is received in 2-year increments. The CSBG Supplemental funding is locked in until September 2022. Sherrie Pugh complimented the agency on a clear and well-organized budget. She also asked how staff plans to diversify funding in the future. Mr. Dalzell commented that this is a primary focus for Kendra Krolik and her department. Dr. Clarence Hightower commented that diversification of funding is a long course endeavor.

Karin Keitel asked about the \$358,000 for professional services amount and how this compares to 2020 actuals. Mr. Dalzell commented that this money includes consultants, temporary staffing, etc. Mr. Blooflat commented that the number is slightly higher than 2020.

b. Agency Website – Board Portal

Ms. Krolik gave an overview of the new agency website. The CAP-HC website was updated to provide a more modern and visually engaging presence, improve the navigation and functionality of the website. It was also updated to ensure program and service content was up to date. The board page lists all current board members and board meeting minutes. Donations can now be made online via the website. The volunteer section has been updated as well. A board portal has been added to the website for board members. Board members will be required to login to the board portal to access board resources and information. The login information will be sent to all board members after the meeting. A dashboard is currently in the works and will be added to the website upon completion.

4. Financial Statements and Cash Flow Report:

Kevin Myren led the Board through the financial narrative of the September financial statements and called attention to the agency's cash position. For September 2020, CAP-HC finished with a deficit in net assets of (\$2,308) increasing the year-to-date deficit in net assets to (\$9,090). He stated that the cash flow report projects that the cash flow will get tight at the end of the year. He reported that the Finance and Audit Committee had met and had a quorum and it recommended that the Board accept the September financial statements, subject to audit, so no separate motion is required. Motion adopted. There were no further questions or comments. Ms. Williams asked about Child Support line item that is listed on the general ledger. That line item is for employees that have child support payments withheld from their paychecks.

Mr. Myren noted that the cash balance will be tight in December, an issue that was thoroughly discussed at the Finance and Audit Committee meeting.

5. Grant Application Report:

Ms. Krolik presented the monthly grant application report. She shared a different, updated version from what was provided in the board packet. Two grants were applied for since the last board meeting. A letter of intent was sent to The Pohlad Foundation to build our agency's capacity to support housing stability for foster care youth. This grant is in the amount of \$500,000 over a two-year period. If the agency is invited to apply, it would be due in mid-January, prior to the next board meeting. The Executive Committee would be asked to approve the submission and the board would ratify the submission during the January 28 board meeting. The second new item is the reapplication to the Wright Hennepin Electric Trust for the Reach Out for Warmth program in the amount of \$10,000.

6. Finance and Audit Committee Update:

Committee Chair Myren shared that the Finance and Audit Committee met and had a quorum. The September financials and the cash flow report were reviewed. The committee met with the auditor and discussed any potential areas for concern or emphasis. They discussed the Cost of Living Adjustment (COLA) and the Signature Delegation Authority, which will be discussed later in the meeting. They also did a preliminary preview of the 2021 budget.

7. Human Resource Committee Update:

Committee Chair Josh Schaffer shared that the Human Resources Committee met but did not have a quorum. The 2021 benefits meeting took place for staff. Discussion also took place on some of the IT upgrades and remote work that is happening. A brief update on some hiring and recruitment efforts were also discussed.

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

Committee Chair Alsyen Nesse shared that the Program Planning and Evaluation committee met, and a quorum was present. The Program Data Report was reviewed. The Client Satisfaction Surveys were reviewed. The Programs-At-A-Glance report was also reviewed. The EAP Application report was reviewed as well as the 2021 Program Goals. The program highlight was shared in the email that was sent to the board last week with the board packet. The highlight included an Outreach video. Tonya West-Hafner thanked staff for their work on these events. Brooklyn Park staff commented that CAP-HC staff were very easy to work with. Ms. Williams thanked staff for their work on the Program Data Report.

9. Q4 Client Satisfaction Survey Reports:

Ms. Krolik presented the Q4 Client Satisfaction Survey Reports. This report is sent out on a quarterly basis to EAP and Client Services participants. For Energy Services, the survey was sent 695 individuals with a 14% response rate. The majority of respondents were receiving energy assistance, followed by water bill assistance. Over half of the respondents were from

Minneapolis. Respondents stated they would like to see more water bill assistance, rental assistance & financial assistance. The overall responses were favorable.

For Client Services, the survey was sent to 115 for a 23% response rate. The majority of respondents were receiving vehicle repair assistance followed by emergency rental assistance. Over half were also from Minneapolis.

Mr. Rezac congratulated staff and commented that all respondents agreed that the agency has courtesy and knowledgeable staff.

Ms. Keitel asked about the breakdown between Minneapolis vs. Suburban and if additional outreach is needed in suburban areas. Ms. Krolik commented that this is just a subset of those clients that responded and does not accurately represent the geographical breakdown. The geographical breakdown of clients served can be found on the Program Data Report.

10. Q1 Program Data:

Ms. Krolik presented. This report shows the program numbers for the number of households served for the month of October, which is the first month of the program year. Starting in January, this will report will be switched from a program year to a calendar year to match agency financials for consistency. Programs goals have also been established for 2021 and will be added to this report going forward.

11. Executive Director Update:

a. Data Request Process

Dr. Hightower presented the Data Request Process. He commented that programs are doing well, and staffing is coming together nicely. The Data Request Process outlines the process for how staff and the board and board committees will communicate and share information. The goal is to make sure that the board has timely and relevant information in order to make informed decisions. Staff will work to provide any information requests at the next board or committee meeting. Staff will continue to look to the board or committee chair for direction. Staff will also continue to record in a summary fashion the information that is provided to the board.

12. New Business:

a. Seat David Asp & Karin Keitel to Private Sector

Acting Chair Asp commented that he and Ms. Keitel will be moving from the Public Sector to the Private Sector of the Board. Both of their public officials are not running for re-election. The Private Sector members have previously approved the seating of David Asp and Karin Keitel to the Private Sector. Ms. West-Hafner made a motion, seconded by Mr. Rezac. Discussion, none. Motion adopted. Two vacant seats will be open in the Public Sector and those seats will be filled once Hennepin County appointments are made in 2021.

b. **2021 Cost of Living Adjustment**

Mr. Dalzell presented the 2021 Cost of Living Adjustment (COLA). Historical comparisons on previous years adjustments were reviewed. Staff is proposing a Cost of Living Adjustment increase of 2.0% effective January 1, 2021. CAP-HC does not operate on a merit-based system. Ms. West-Hafner asked if the budget will be fine with the 2% increase. Mr. Dalzell commented that the budget will be fine with this increase. Motion made by Ms. Williams, Seconded by Ms. Pugh. Discussion, none. Motion adopted.

c. **2021 Fiscal Year Budget**

Mr. Dalzell thanked the board and staff as well as Dr. Hightower for all their hard work in creating a balanced budget. Motion made by Mr. Allen, Seconded by Mr. Myren. Discussion, none. Motion adopted.

d. **2021 Program Goals**

Ms. Krolik presented the 2021 Program Goals. The Program Planning and Evaluation Committee reviewed these goals and voted to move these goals to the Board. Budgets, desired impact, staff capacity and commitment to funders were all discussed and reviewed while creating these goals. Mr. Rezac asked for a request for a future board retreat or meeting to get a better understanding of how clients are determined for various programs or services. Motion made by Ms. Williams, Seconded by Ms. West-Hafner. Discussion, none. Motion adopted.

e. **Signature Delegation Authority**

Mr. Dalzell presented 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. Ms. West-Hafner asked if this should be signed prior to the new slate of officers. Mr. Dalzell commented that the board will see this document twice. It will come back to the board after the new slate is approved to be updated and signed. Motion made by Ms. West-Hafner, Seconded by Ms. Bryant. Discussion, none. Motion adopted.

f. **Annual Board Calendar**

Dr. Hightower presented the 2021 Annual Board Calendar. The Calendar outlines the monthly workflow for the agency and shows when items will be brought before the board and board committees. Ms. Keitel asked about whether ROMA training will be provided. OEO is on the calendar to present this in March. She also asked if orientation should take place in February for the new Public Sector members. Dr. Hightower commented that staff will plan to do a Board Orientation during the first quarter for these new members.

g. **Conflict of Interest Process**

Mr. Dalzell presented the Conflict of Interest Process. A question was raised at a previous board meeting whether board members should be allowed to vote on a contract/grant summary if they receive services from the agency. CAPLAW's response is that voting by members is not prohibited by IRS regulation. Ms. Pugh commented that board members should disclose any conflict of interests

they may have on the annual policy form they sign. Mr. Rezac asked if the first statement could be changed to the chair and/or Executive Director instead of bringing it to the full board.

h. 2021 Preliminary Slate of Officers

Mr. Schaffer presented the 2021 Preliminary Slate of Officers. The slate includes David Asp as Chair, Josh Schaffer as Vice Chair, Kevin Myren as Treasurer, Tyanna Bryant as Secretary, and Karin Keitel as Member-at-Large. This slate was developed in cooperation with Dr. Hightower and with the focus of looking at the continuity and sustainability of the organization. This slate was also developed with the focus of having membership in the officer positions that have institutional knowledge of the organization to continue to move towards further sustainability. Acting Chair Asp and Ms. Keitel are currently in their last term. The Slate of Officers will be up for approval during the February Board meeting. Dr. Hightower supported Mr. Schaffer's reasoning for the proposed 2021 Slate of Officers. The slate consists of member from all three sectors.

Without further new business, the meeting adjourned at 8:06 pm. Motion made by Ms. Nesse and seconded by Mr. Myren. MOTION adopted.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:
Thursday, January 28, 2021 at 6:30 pm**