



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

## BOARD OF DIRECTORS MEETING

Thursday, September 23, 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	Karin Keitel	P
Alysen Nesse	E	Kevin Anderson	E
Angela Wade	E	Kevin Myren	P
Chinnaphan Bell	P	Naweed Ahmadzai	P
David Asp	P	Solomon Ogunyemi	E
Dominique Pierre-Toussaint	P	Tamara Grady	P
Eric Totten	E	Tonja West-Hafner	E
Glaiza Regis	E	Tyanna Bryant	P
Jeff Washburne	P	Victoria Chambers	E
Josh Schaffer	P	Vacant	
Justin Gillette	P		

CAP-HC Staff Present: Dr. Clarence Hightower, Katherine Castille, Kendra Krolik, Lia Kang, Michael Yarbrough, Sam Miller, Tammy Stauffer, Todd Blooflat, Theresa Lumpkins

Guests Present: Kristy Janigo (Office of Commissioner Kevin Anderson)

#### 1. Call to Order:

Chair Asp called the meeting to order at 6:34 pm. Ms. Lumpkins called the roll. A quorum was present.

#### 2. Approval of September 23, 2021, Board Meeting Agenda:

Chair Asp asked if there were any changes to the agenda of the September 23, 2021, Board meeting. There were none. Mr. Schaffer made a motion to approve, seconded by Ms. Keitel. MOTION adopted and the agenda was approved.

#### 3. Approval of August 26, 2021, Board Meeting Minutes:

Chair Asp asked if there were any changes to the minutes of the August 26, 2021, Board meeting. There were none. Mr. Washburne made a motion to approve, seconded by Ms. Bryant. MOTION adopted and the minutes were approved.

#### 4. Study Session(s):

##### a. Fiscal Year 2022 Budget Timeline & Assumptions -- Mr. Blooflat

The Fiscal Year 2022 Budget Timeline was reviewed. Staff will work on budgets during the month of October. The Finance Committee will receive and review the first draft of the budget on November 1. The final Fiscal Year 2022 Budget will be presented to the Board for approval on December 2. The timeline has been

shortened due to no Board meeting taking place for the month of December. The 2022 Annual Budget Revenue & Expenditure Assumptions were also reviewed. All of the expected revenue at this time for the agency for Fiscal Year 2022 were outlined and discussed. The agency expenditure assumptions were also outlined and discussed based on Fiscal Year 2021 actuals. All of the Fiscal Year 2022 expenditure increase amounts will be adjusted when the actual increase amounts are received. Mr. Miller discussed the challenges of moving from a COLA-based increase to a merit-based increase. One of the challenges is ensuring the merit-based increases are measurable.

**5. July Financial Statements and August 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 July 2021 financial statements. For the month of July, CAP-HC finished with a deficit in net assets of (\$2,594) for a year-to-date deficit of (\$24,940). The deficit for the month was the result of depreciation and expense amounts of funds recognized as revenue in prior fiscal years, offset by small amounts of interest from the MAGIC and checking accounts. Mr. Myren recommended that the Board accepts the July 2021 financial statements, subject to audit, so no separate motion is required. Motion adopted. There were no further questions or comments.

Mr. Myren reviewed the Cash Flow Projection report. One of the biggest challenges with the cash flow is that the State has decided they will not give a new cash advance on the CSBG/MCAG Grant. The slow reimbursement process has also contributed to a tight cash flow.

**6. Grant Application Report:**

Ms. Krolik presented. This report shows all the grants that have been applied for in 2021 as well as the status of each grant. A column has been added to this report to show the prior period grant amount, if the grant is a renewal grant. If the grant is new, N/A will be listed in the column to indicate no prior grant amount. Two grants have been received; the Homeownership Capacity grant has been received in the amount of \$30,000 and the Homebuyer Education, Counseling and Training (HECAT) grant was received in the amount of \$68,580. Both grant amounts received were less than the requested amount. Staff is waiting to hear back on the Volunteer Income Taxpayer Assistance (VITA) Program grant that was previously submitted.

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

Committee Chair Myren commented that in addition to the financial statements, the committee also reviewed the Budget Timeline and Assumptions. They also received an update on the staffing of the accounting department.

**8. Human Resource Committee Update:**

Mr. Gillette shared that the HR Committee met and had a quorum. The committee received an update on the hiring and recruiting efforts of the agency as well as an update on the new HRIS System.

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

Committee Vice Chair Bryant shared that the P&E Committee met and had a quorum. The committee reviewed the Monthly Program Data Report and the Grant Application Report. The Client Satisfaction Survey Reports were also reviewed. A program highlight was shared that a participant in the Homebuyer Counseling Program purchased their first home.

10. Monthly Program Data Report:

Ms. Krolik presented. This report gives the year-to-date program totals as well as totals for the month of August 2021. For the month of August, 575 Households were served. Year to date, 6,556 Households have been served, of which 5,202 were for the Energy Assistance Program. The total number of households served by various programs were also reviewed.

11. Client Satisfaction Survey Reports -- Ms. Krolik

Ms. Krolik presented. CAP-HC regularly solicits feedback from clients as part of its continuous improvement efforts. Clients from the Energy Assistance and Client Services Programs are contacted on a quarterly basis. The results of the survey were for clients served during April 1, 2021 – June 30, 2021. A total of 165 surveys were distributed via email to Client Services clients and 1,227 to Energy Assistance Program (EAP) clients. Of the 165 Client Services surveys distributed, 13 were completed. Of the 1,227 EAP surveys distributed, 82 were completed. Some new demographic questions have been added to the surveys. Questions on gender identity, sexual orientation, and languages spoken in the home have been added to the survey. Survey respondents reported high levels of satisfaction with the Client Services department. Between 85% and 92% “agreed” or “strongly agreed” with all four client satisfaction prompts that were presented to them. Survey respondents reported moderate levels of satisfaction with the Energy Services department. Between 50% and 54% “agreed” or “strongly agreed” with three of the four client satisfaction prompts that were presented to them. Dr. Hightower commented that these results could be the product of the virtual environment that the agency is now operating in due to COVID-19.

12. Executive Director Update:

a. Director of Energy Assistance Programs Position Update

Dr. Hightower introduced Tammy Stauffer as the new Director of Energy Assistance. Ms. Stauffer comes to us from the Scott, Carver, Dakota Community Action where she led their Energy Assistance program for over 12 years. Ms. Stauffer provided a brief introduction of herself. Ms. Stauffer stated that she is a Certified Community Action Professional (CCAP).

b. HOME Line VISTA Application

Dr. Hightower presented. CAP-HC applied for a VISTA member who will serve with the agency between March 2022 and February 2023. Staff learned this week that the application was approved. VISTA is an AmeriCorps program focused on building organizational capacity. This position will support the Client Services department in the development of a housing volunteer program with the goal of increasing volunteer recruitment as well as program participation. VISTA member receives an annual stipend of which CAP-HC would pay for about one third, \$5,000 through three installments.

- c. **Q4 Fundraising - Board Engagement**  
Dr. Hightower presented. All board members should have received an email from Dr. Hightower about the Q4 Fundraising Campaign for the agency. He expressed how important revenue diversification is to the agency. The goal of the fundraiser is to raise \$10,000. Staff is looking for Board members to participate in at least one of three ways: 1) provide video content, 2) make a donation, and/or 3) like and share campaign-specific social media posts. CAP-HC leadership has committed to do at least one of these three activities as well.

13. New Business:

- a. **Fiscal Year 2022 Budget Timeline & Assumptions** -- Mr. Blooflat  
Mr. Blooflat presented. The Fiscal Year 2022 Budget Timeline & Assumptions was previously presented by Mr. Blooflat during the Study Session. Staff is seeking approval of the Fiscal Year 2022 Budget Timeline & Assumptions. Motion made by Mr. Myren, Seconded by Mr. Pierre-Toussaint. Discussion, none. Motion approved.
- b. **Greater Twin Cities United Way Grant Summary** -- Dr. Hightower  
Dr. Hightower presented. CAP-HC seeks general operating funds through the Greater Twin Cities United Way Community Investments Request for Proposals which seeks to disrupt the extent to which income, race, or place predicts a person's ability to thrive. This application will focus on building organizational capacity to advance household stability and increase economic opportunities in low-income, BIPOC communities in Hennepin County. CAP-HC is seeking \$125,000 for Capacity Building to achieve the projected outcomes. This is a three-year commitment, renewable each year.  
Staff is seeking approval to apply for the Greater Twin Cities United Way Grant Summary. Motion made by Mr. Myren, Seconded by Ms. Bryant. Discussion, none. Motion approved.

14. Announcements/Information:

- a. The Board Roster, the Board Calendar and the Board Committee Assignments were included in the Board packet for review.

15. Adjournment:

The meeting was adjourned by Chair Asp at 7:54 pm.

Next CAP-HC Board of Directors Meeting:

Thursday, October 28, 2021

6:30 – 8:00 pm