



**BOARD OF DIRECTORS MEETING**

Thursday, October 27, 2022, 6:30 – 8:00 pm

Zoom: [Login](#)

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

**Minutes**

|                            |   |                   |   |
|----------------------------|---|-------------------|---|
| Aisha Chughtai             | E | Kevin Anderson    | P |
| Allen Rezac                | P | Kevin Myren       | P |
| Antanisha Spears           | E | LaTrisha Vetaw    | E |
| Detra Miller               | E | Naweed Ahmadzai   | P |
| Dominique Pierre-Toussaint | P | Samsam Mohamed    | E |
| Falilatou Iniwe            | E | Solomon Ogunyemi  | P |
| Glaiza Regis               | E | Tonja West-Hafner | E |
| Jeff Washburne             | E | Tyanna Bryant     | P |
| Jim Lehman                 | P | Victoria Chambers | P |
| Josh Schaffer              | P | Vacant            |   |
| Justin Gillette            | E |                   |   |

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

Guests Present: Maggie Kohl (Council Member LaTrisha Vetaw’s office), Kyle Olson (Commissioner Kevin Anderson’s office)

1. Call to Order:

Chair Schaffer called the meeting to order at 6:32 pm. Ms. Lumpkins called the roll. A quorum was not present.

In the absence of a quorum, an email will be sent to board members after the meeting so all action items can be voted on electronically.

2. **Approval of October 27, 2022, Board Meeting Agenda:**

This will be added to the electronic vote for approval.

3. **Approval of September 22, 2022, Board Meeting Minutes:**

This will be added to the electronic vote for approval.

4. Study Session(s):

- a. CAP-HC Relocation Philosophy -- Dr. Hightower (10 min)  
Community Action currently leases 12,097 square feet of space in Saint Louis Park. The monthly cost of leasing that space is \$24,194 a month or \$290,328 annually.

The landlord-tenant relationship is strictly transactional. It is desirable for the agency to pursue a philosophy that 1) allows low-income residents greater geographic access to the services offered by CAP-HC and 2) provides opportunities for additional partners to join CAP-HC in its efforts to reduce poverty in Hennepin County. This philosophy suggests a four-tier strategy to have a presence in Hennepin county's largest city, Minneapolis. The current poverty rate for residents living in Minneapolis is 20%. 2) To ensure greater geographical access to CAP-HC services to low-income residents in Hennepin County by adding 2 satellite locations near areas with high poverty rates. 3) To the greatest extent possible, create landlord-tenant relationships with a spirit of mutuality. While there will be a transactional component, CAP-HC may bring other opportunities to the partnership, such as increased foot traffic. The landlord will demonstrate corporate social responsibility and alignment with CAP-HC's mission, vision, and values. 4) To pursue this effort without increasing the overall occupancy cost for the agency. The proposed locations are Brooklyn Park or Brooklyn Center in the north, Bloomington or Richfield in the south, and Minneapolis in the center. As staff work through this process, it may be necessary to ask the Executive Committee for approval in a timely manner so as not to lose out on a prime opportunity.

**5. August 2022 Financial Statements and September 2022 Cash Flow Report:**

Mr. Myren reported that the Finance and Audit Committee met and had a quorum. He led the Board through the August 2022 financial statements through August 31. Revenues are down approximately \$275,000. This is not a huge variance considering expenditures are off in a similar number, so it balances. Expenditures are down in salaries and benefits due to some unfilled positions. This number is offset by direct client services meaning that more funds are getting into the hands of clients. Year to date, CAP-HC has a deficit of approximately \$11,000 versus a budget of a loss of \$40,000.

The Finance and Audit Committee is recommending the August 2022 Finance Statements for approval. This will be added to the electronic vote for approval.

The Cash Flow Statement was reviewed. The agency had negative cash in the amount of \$12,408 for September but this was immediately reversed after a deposit was made.

**6. Grant Application Report:**

Ms. Krolik presented. There has been one change to this report since the last board meeting. A request was submitted to the Jim and Linda Lee Family Foundation to help support employee wellness and employee recognition. Staff are working on a Letter of Intent for the Schulze Foundation to support the Rapid Rehousing Program. A visit with one of the Schulze Foundation program officers is scheduled for next week.

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

Mr. Myren commented that the committee met and had a quorum. The committee reviewed the August 2022 financial statements and the September cash flow statement. They received an update on the 2023 Budget status. They also discussed the Cost of Living Adjustment (COLA) increase as well as the relocation philosophy.

**8. Human Resource Committee Update:**

The HR Committee meeting was cancelled and rescheduled to next Tuesday.

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

Committee Chair Bryant shared that the P&E Committee met and did not have a quorum. The committee reviewed the program data report, grant application report, and grant expenditure status report. Ms. Stauffer shared a program overview of the Energy Assistance Program. Ms. Stauffer shared that she was on the news again a few weeks ago regarding the expected increase in natural gas prices of 45%. Congress has passed an additional billion dollars for LIHEAP this year. The state of Minnesota is projected to receive an additional \$18-20 million dollars this year. The additional amount of LIHEAP funds that CAP-HC would receive is unknown. A question was asked if staff anticipate running out of funds for Energy Assistance due to the increased heating costs. At this time, staff is not expecting to run out of funds for direct client services especially with the additional funds projected to be received by the State.

## 10. Monthly Program Data Report:

Ms. Stauffer presented. This report gives the year-to-date program totals as well as totals for the month of September 2022. For the month of September, 131 total households were served. The total number of households served for the year is 14,943, which is a 45% increase from the prior year to date. The total number of households served for each program was reviewed. Employment Readiness had a big month in September due to the partnership with Urban Ventures. The Financial Wellness Workshops also had momentum in September now that the agency has three certified HUD Housing Counselors.

## 11. Executive Director Update:

### a. One Journey Update

Chair Schaffer gave an overview on the strategy workshop that took place on October 14. Chair Schaffer thanked everyone who was able to attend. Imagine Deliver is a consulting firm that is helping guide us through the strategic planning process. During the session, the Socio Historic Scan was reviewed to look at the root causes of poverty in Hennepin County. The mission and vision of the organization was also reviewed. The focus going forward is to affirm the current mission and vision, and to identify our priorities and programmatic focus.

Ms. Krolik stated that the next strategy workshop will take place on November 9. Imagine Deliver conducted a couple of pop-up events and hosted a meal with community members. During the next workshop, they will share what was learned from these community events. Chair Schaffer encouraged all board members to attend the next workshop.

### b. Office of Community Services (OCS) Visit

On Tuesday of this week, CAP-HC hosted visitors from the Office of Community Services (OCS). OCS is a federal office, and they were in Minnesota for a conference. While they were here, they wanted to visit some CAP agencies. CAP-HC was one of the agencies they chose to visit on a recommendation from the Office of Economic Opportunity (OEO). The board chair, as well as members of the leadership team, participated in the meeting. The meeting went well, and OCS was very interested in the work that is taking place at CAP-HC and within Hennepin County.

- c. **Gordon Center Update**  
Dr. Hightower gave an update on the Gordon Center. There has been very little movement with the Minneapolis Public School. Dr. Hightower was in meeting with the governor last week and the governor commented that although 2023 is not a bonding year, some of the bonding projects from 2022 will be picked up in 2023. This is good news for CAP-HC.

## 12. New Business:

- a. **2023 Cost of Living Adjustment (COLA)** -- Dr. Hightower  
Staff are committed to working on a merit-based increase for staff that is tied closely to performance. This was previously in the works but came to a halt after the passing of the previous HR Director. The Chief Human Resources Officer will work with the HR Committee on a merit-based system or a hybrid system, for the future. For 2023, staff is recommending a 5% COLA increase for the agency effective January 1, 2023. 100% of employees employed as of December 31, 2022, would receive the increase. This increase has been factored into the 2023 budget. This will be added to the electronic vote for approval.
- b. **Risk Assessment** -- Mr. Blooflat  
The leadership team took a risk assessment in August 2022. This is required to be completed every two years under the Organizational Standards. Out of 365 questions in the risk assessment, seven action items were identified. The seven action items were reviewed during the meeting.
- c. **Q4 Fundraising Campaign** -- Ms. Krolik  
The goal for the Q4 fundraising campaign is to raise \$10,000. The annual goal for 2022 is to raise \$16,000 and \$6,000 has been raised to date. This goal is a little ambitious as the agency raised approximately \$2,000 during the 4<sup>th</sup> quarter. There is also a goal to bring in 25 new donors. The annual goal for 2022 is to bring in 30 donors and we have five new donors' year to date. The tagline of Fighting Poverty. Advancing Equity will be used again this year. During November 1-17 the focus of the campaign will be on Give to the Max Day. November 21-December 31 will be the final push for the campaign. Donations made via givemn.org may unlock prize grants for CAP-HC. There are 143 prize grants provided by the Bush Foundation. Board members can help with this campaign by promoting CAP-HC on social media or by making a one-time or recurring donation. Mr. Rezac commented that he noticed that CAP-HC's phone number was listed on his utility bill, he believes it was Xcel Energy. Xcel also solicits donations for energy assistance on the bills. Mr. Rezac asked if any of those donations are passed on to CAP-HC. These donations are not passed on and staff were not aware that the number was listed on the utility bills.

## 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 7:42 pm.

Next CAP-HC Board of Directors Meeting:

Thursday, December 1, 2022

6:30 – 8:00 pm