



**MINUTES: BOARD OF DIRECTORS MEETING
 COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY
 VIA TELECONFERENCE
 THURSDAY, MARCH 26, 2020
 6:30 PM**

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

CAP-HC Staff Present: Dr. Clarence Hightower, Brooke Walker, Sam Miller, Todd Blooflat, Mitch Radtke, Feleshia Edwards and Dee Yang

Visitors Present: Karen Gray and Nora Hall (GrayHall), Amy Cyr (WorkGroup)

1. Call to Order:

Chair Mike Vekich called the telephonic meeting to order at 6:39 pm. Karin Keitel called the roll and asked which guests and staff were present on the call. A quorum was present. Because of the COVID-19 shutdown, the Board will need to meet via telephone so Mr. Vekich proposed that for items any items requiring a vote, he will first ask if anyone opposes instead of asking for the ayes. He also stated two changes to the agenda: moving the item relating to the Executive Director Search and proposing a new item at the end of the meeting for a closed session to discuss personnel matters. Sherrie Pugh suggested that COVID-19 also be included on the agenda, to which Mr. Vekich responded that Dr. Hightower would be addressing that topic. Mr. Vekich requested that anyone wanting to speak should identify themselves first.

2. Minutes of February Board Meeting:

Mr. Vekich asked if there were any questions or comments to the minutes of the February 27, 2020 Board meeting. There were none, so the minutes stand as presented.

3. One Journey 2020-22:

Mr. Vekich turned the meeting over to Dr. Mitch Radtke who introduced Dr. Amy Cyr, Dr. Nora Hall and Dr. Karen Gray, consultants to the agency. and pointed everyone to the One Journey presentation, regarding the Community Strengths and Needs Assessment which was recently completed. Dr. Cyr led the Board through the presentation. Mr. Vekich thanked Dr. Cyr for a good presentation and then opened up for questions, concerns, or comments.

Angela Williams asked about the demographics of the CNA and what suburbs were involved. Dr. Cyr directed the Board to the appendices which clarified that all suburbs of Hennepin County were included. Ms. Williams then wanted to know the percentage of African Americans in the suburbs. Dr. Cyr directed the Board to the appendices of the CNA that shows that 38% of the survey

respondents were black and African American, which included Somalian and Oromo or African natives.

Allen Rezac asked for additional information about the maps in Hennepin County that were included in the CNA and Dr. Radtke pointed out the information in the appendices. Ms. Williams asked how the data was being used, what is it being prepared for, how effective the programs are. Dr. Radtke responded that the key part of the One Journey process is that the community assessments are used for the Strategic Plan that should be finishing up in the next two months; the data is used for defining the agency's goals and objectives for the next three years, and it will help the agency to make choices on where to best to provide services. He stated that implementation and updating helps us to align with the needs of the community, which is an ongoing process.

Ms. Williams asked how the agency's subgrantees play a key role in the One Journey process. Dr. Radtke clarified that subgrantees were only used in 2019 because the agency had state and federal funds that needed to be spent, so we used subgrantees. He further explained that going forward, the agency is planning to provide services directly, rather than through subgrants. Dr. Hightower commented that as the agency finalizes its strategic plan and implements it, the agency may need to building partnerships with other agencies, so the data is used to help us determine partnerships and goals to establish. Mr. Vekich thanked Dr. Radke and Dr. Cyr for their work. Ms. Williams made a motion to adopt the Community Needs Assessment (including appendices) as presented, seconded by Alysen Nesse. MOTION adopted.

4. Managing Committee Update:

Mr. Vekich stated that the Managing Committee update will be covered by item 12 of the agenda (Board Considerations).

5. Financials:

Kevin Myren then led the Board through the January financial statement. The month to date loss was \$760, because of depreciation. He also reviewed the cash flow statement. He noted that the agency has made great progress is stabilizing its finances and creating a sustainable financial model. Mr. Rezac asked about a subsequent line of credit and noted that under the recently enacted federal "Paycheck Protection Program," small businesses can apply for zero-interest, forgivable loans for up to \$250,000 from the Small Business Administration. Board members agreed that this program was worth looking into. Ms. Nesse confirmed that non-profits are eligible. Ms. Keitel made a motion, seconded by Mr. Myren to accept the January financial statements, subject to audit. MOTION adopted.

6. Finance and Audit Committee Update:

Mr. Myren reported that there were no other updates from the Finance and Audit Committee meeting on March 20, 2020.

7. Human Resources Committee Update:

Justin Gillette provided an update on the Human Resources Committee on behalf of Josh Schaffer, committee chair. Mr. Gillette and HR Director Sam Miller had their monthly meeting and discussed the following policies:

- Compensation Policy change
- Recruiting Policy
- Work from Home policy

The HR Committee also discussed the state of COVID-19 shutdown and CAP-HC's response. Dr. Hightower explained to the Board that Mr. Miller has been leading a COVID-19 staff workgroup to address the agency's response, along with leadership of CAP-HC. Dr. Hightower asked the Board for guidance on what committee it thinks would be best to go through for information from COVID-19 workgroup. Mr. Vekich agreed that the HR Committee is fine, unless the Managing Committee needs to address an immediate or urgent issue.

Mr. Miller then reported on the workgroup, which consists of seven staff members. The workgroup has developed a communication plan including staff communications and the website. The workgroup now implementing office closure to the public and telecommuting for staff. They are identifying essential office staff including IT and payroll. Mr. Miller also identified challenges for the work at home program, including staff needs for laptops and phones to perform their work. Feleshia Edwards shared her plans for the Energy Assistance Program, which she will also provide to the MN Department of Commerce.

Discussion ensued. Ms. Pugh thanked the CAP-HC staff to organize on-going operations. She stated her concern that the agency needs a plan to address its clients' needs for food, housing, transportation and such. She estimated a minimum of one to two years of recovery for low-income families from COVID-19. She suggested that the COVID-19 situation be taken into account when determining our future programming.

Dr. Hightower responded in agreement. He stated that the workgroup should consider two tracks: one dealing with the immediate impacts and the second dealing with the strategic plan to respond over the next 18 months to two years. Ms. Williams added that she also talked about this topic at the Strategic Planning Workgroup meeting the day before.

Ms. Keitel asked if the staff working group is more focused on the internal workings of CAP-HC or on the programmatic focus on clients. Dr. Hightower responded that they have the expertise to address both the internal business operations and the external program focus.

Ms. Pugh asked Dr. Hightower if there are new information about the COVID-19 pandemic, to which Dr. Hightower responded that new information comes in from national and local organizations more than once a day. Ms. Pugh encouraged the agency to continue to assess new information in its planning.

Ms. Williams asked whether the Strategic Plan address how the agency will prepare clients for when the COVID-19 shutdown is over. Dr. Hightower explained that the Strategic Plan will cover for the next three years, but now it will need to include the impact of COVID-19 and how we will provide service and collaboration for the next two to three years.

8. Program Planning and Evaluation Committee Update:

Ms. Nesse shared that the Program Planning and Evaluation Committee had its monthly meeting and had a quorum. The committee is considering what the agenda will be like for the rest of the year. It also went over the 2019 CSBG Annual Report that was submitted to DHS and the Community Strengths and Needs Assessment, and Dr. Radtke provided the quarterly customer satisfaction results, which the committee will continue to see on a quarterly basis. Ms. Nesse further shared that

there was an increase in CSBG and LIHEAP funding under the federal CARES Act. The committee will be considering how to the agency can use increased funds.

9. Executive Director Search Committee Update:

Mr. Vekich provided an update on the search for a new executive director. The search firm that CAP-HC engaged recruited a number of candidates and shared their profile information with the search committee, which selected five candidates to be interviewed virtually on Friday. The slate is diverse and the candidates all have significant non-profit experience although only one of them has direct CAP experience. The Executive Director Search Committee will be interviewing and making a decision thereafter, a separate meeting would then happen with the final candidate, and then the Board would authorize the Chair to enter a contract for negotiations. If all is successful then the person would be on board. Mr. Vekich then opened up for questions and concerns.

Ms. Williams shared her concern that the new Executive Director should be culturally competent, have a connection to the community, and know why poverty exists in some areas. She stated that the new ED should understand the communities that they're serving and have connections in those communities. Mr. Vekich ensured Ms. Williams that the committee would take a close look into those details for the candidates and that several of the questions it plans to ask will address those concerns.

10. Strategic Planning Update:

Dr. Radtke then invited Nora Hall to update the Board on the strategic planning process. Dr. Hall Discussed the work of the strategic planning workgroup which is reviewing the mission, vision and values and also created a SWOT analysis. The strategic directions are: stabilization and programming, community engagement and advocacy, strategic and data driven, and organizational excellence, and the fifth one being COVID-19 and how that impacts programming. Dr. Hall expects to have a draft in April. She also stated that they will have more details at the next board meeting. Mr. Vekich opened up for questions and comments. Ms. Pugh stated that she likes the suggestion of adding COVID-19 to the plan, and Ms. Hall ensured her that there are great suggestions brought up at the recent workgroup meeting for them to work with.

11. EAP Audit Report:

Mr. Vekich asked Feleshia Edwards to report on the recent EAP audit by the MN Department of Commerce (DOC). She led the Board through the audit report and noted that the DOC had no findings or recommendations. Dr. Hightower noted that Ms. Edwards was being modest about the audit; this was a clean audit which is a big deal for the largest energy assistance programs in Minnesota. Mr. Vekich and Ms. Keitel commended Ms. Edwards for her excellent work and leadership.

12. Board Considerations for Action:

Mr. Vekich reported on items approved by the Managing Committee at its March 20, 2020 meeting:

- Lease extension: Dr. Hightower has negotiated a 2-year lease extension for the current location in St. Louis Park that will extend the lease until July 2022. This extension will allow time to plan for a new location. The lease extension will increase the rent by \$0.50 per square foot in each of the extension years, for a total increase of \$18,000. The Managing Committee authorized Dr. Hightower to enter into a lease extension on the terms outlined. Ms. Keitel made a motion, seconded by Mr. Asp, to ratify the Managing

Committee's action. MOTION adopted.

- **6% Staffing Policy:** This policy allows for a temporary increase in an employee's salary if the employee is asked to take on duties of a higher position for more than 5 days. Dr. Hightower asked the Managing Committee to amend this policy to clarify that it is not retroactive. Ms. Keitel made a motion to ratify the recommended change, seconded by Ms. Nesse. MOTION adopted.
- **Recruitment and Selection Policy and Procedure:** Dr. Hightower discussed with the Managing Committee a concern that the recently adopted policy was inadvertently being applied so that the HR director could act as a "gatekeeper" for who could be hired into the organization, which was not the intent. The Managing Committee approved the change and ratified past actions that were consistent with the revised policy. Ms. Keitel made a motion to ratify these changes, seconded by Mr. Asp. MOTION adopted.
- **Work from Home Policy:** Dr. Hightower presented the Managing Committee with a work from home policy that would allow employees to work at home in extenuating circumstances such as the current pandemic or other business interruption. The Managing Committee approved this policy. Ms. Keitel made a motion to ratify this policy, seconded by Mr. Asp. MOTION adopted.

13. Community Action Annual Data:

Mr. Vekich asked Dr. Radtke to present the Community Action Annual Report. The report includes information for program year October 2018 to September 2019 and was submitted to MN Department of Human Services OEO. This document summarizes the reported data regarding individuals and households served. Data includes counts of households and individuals served, the number of clients that achieved targeted individual and family outcomes (national performance indicators), and client demographic data. Discussion ensued.

14. Customer Satisfaction Surveys:

Dr. Radtke next touched on quarterly-satisfaction surveys for Energy and Client Services. He noted that EAP had a strong response rate. Discussion ensued.

15. New Business:

Mr. Vekich asked if there was any new business; there was none.

16. Closed Session:

Mr. Vekich requested a motion to close the meeting as permitted to discuss personnel matters. Ms. Keitel made a motion to close the meeting, seconded by Ms. Williams. MOTION adopted. Mr. Vekich asked all staff and guests to drop from the call; the closed meeting started at 8:17 pm. Mr. Vekich updated the Board on a personnel matter. Ms. Keitel then made a motion to return to open session, seconded by Ms. Pugh. The meeting returned to open session at 8:35 pm.

17. Open Session:

Mr. Rezac made a motion, seconded by Ms. Pugh, to authorize the Board Chair to enter into negotiations with CAP-RW to amend our contract to include the services of professional staff who are providing services to CAP-HC, including a reduction of fees. MOTION adopted.

Mr. Asp made a motion, seconded by Mr. Myren, to authorize the Board Chair to enter into

negotiations with Dr. Hightower to provide for continued services of Dr. Hightower as interim Executive Director for the period starting on March 26, 2020 until the start date of the new Executive Director for CAP-HC. MOTION adopted.

18. Adjournment:

There being no additional business, the meeting was adjourned at 8:40 pm.

NEXT REGULAR BOARD OF DIRECTORS MEETING:

Thursday, April 24, 2020

Via Teleconference

At 6:30 PM