



BOARD OF DIRECTORS MEETING

Thursday, August 25, 2022, 6:30 – 8:00 pm

Zoom: [Login](#)

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

Minutes

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

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

Guests Present:

1. Call to Order:

Chair Schaffer called the meeting to order at 6:35 pm. Ms. Lumpkins called the roll. A quorum was present.

2. **Approval of August 25, 2022, Board Meeting Agenda:**

Chair Schaffer asked if there were any changes to the agenda of the August 25, 2022, Board meeting. There were none. Allen Rezac made a motion to approve, seconded by Kevin Myren. MOTION adopted and the agenda was unanimously approved.

3. **Approval of June 23, 2022, Board Meeting Minutes:**

Chair Schaffer asked if there were any changes to the minutes of the June 23, 2022, Board meeting. There were none. Allen Rezac made a motion to approve, seconded by Kevin Myren. MOTION adopted and the minutes were unanimously approved.

4. Study Session(s):

a. 2020-2022 Strategic Plan Update -- Ms. Krolik (15 min)

An update was given on the status of the 2020-2022 Strategic Plan. As the agency enters the final five months of the 2020-22 Strategic Plan period, 75% of plan

milestones are met with another 19% in progress and 4% not started. Two milestones will not be met during the plan period. The Client Services department continues to exceed the 2.5 benchmark score on the Client Satisfaction Survey. CAP-HC continues to strengthen community partnerships. CAP-HC is on track to spend down all of the Community Services Block Grant (CSBG) Supplemental Grant funds. The agency has a robust communication plan for 2023. CAP-HC is working to maintain a strong, positive culture. The leadership team has recently reviewed 16 recommendations from staff about improving the culture of the agency. The agency has a new plan for 2022-2023 for revenue diversification based on the previous learning plan. A new Fund Development Task Force will be created later this year. Some milestones are not on track to be completed during the plan period. The Community Impact Study is being postponed to the next three-year Strategic Plan. The search for a new office space was not met. The agency decided to extend the current lease at the St. Louis Park location for an additional year. The agency will now look for three locations instead of one primary headquarters within the next year.

5. May and June 2022 Financial Statements and July 2022 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 June 2022 financial statements as they cover the May financials as well. For June 2022, CAP-HC finished with a deficit of (\$349). The small deficit for the month was the result of depreciation and non-reimbursable expenses offset by interest from the MAGIC and checking accounts and a small amount of donations. The Grant Expenditure Status Report and the May 2022 Cash Flow Report were also reviewed.

Mr. Myren recommended that the Board accepts the May and June 2022 financial statements, subject to audit, so no separate motion is required. Motion adopted. There were no further questions or comments.

6. Grant Application Report:

Ms. Krolik presented. The only change to this report since the last Board meeting is the Cummins Foundation Grant Summary which will be discussed later on the agenda.

7. Finance and Audit Committee Update:

Committee Chair Myren commented that the committee met and had a quorum. The committee reviewed the May and June 2022 financial statements and the July cash flow statement. They also reviewed the Cummins Foundation Grant Summary and discussed the renewal of the agency Line of Credit.

8. Human Resource Committee Update:

Mr. Naweed shared that the HR Committee met and did not have a quorum. Ms. Peters stated that she is working on updating the employee handbook. The committee received an update on the recruiting and hiring of the agency. Six to eight Intake & Referral Specialists will be hired for the Energy Assistance Program season. Once all these positions are filled, CAP-HC would have a total of approximately 60-62 employees. An update was also given on the Culture Initiative. The agency is taking an active approach engaging staff and looking at their recommendations from the Action Team Work Groups about how they

envision engagement. The agency will use some of the CARES Act Supplemental funds for employee well-being. An all-expense paid retreat is planned for staff at The Point Retreats in Pequot Lakes. This retreat is voluntary for staff. All-staff participated in a BBQ a couple of weeks ago and about half of the organization attended.

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

No report was given.

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 July 2022. For the month of July, 2,124 total households were served, of which 1,982 were for the Energy Assistance Program. The total number of households served for the year is 14,372, of which 12,279 were for Energy Assistance. The total number of households served for each program was also reviewed.

11. Executive Director Update:

a. Youth Center Update

Dr. Hightower provided an update on the youth center. A proposal has been submitted to the MPS school board for the use of the Gordon Center. As of approximately one week ago no other proposals have been received for the Gordon Center. There appears to be support with the school board, but the legislature did not complete their work during this legislative session. It is not known if the agency will need to start the process over when the next legislative session begins. Questions were asked by board members about a business plan, budget, property inspection, etc. Staff will work through all of these details with the Finance and Audit Committee as the project progresses. Staff is also currently working on a search for a new office space. The agency could explore the option of signing a month-to-month lease at the St. Louis Park location, if necessary.

b. Needs of Hennepin County Residents

Dr. Hightower discussed the increased need for services for Hennepin County residents. The Energy Assistance Program at CAP-HC saw a 38% increase in applications. This resulted in staff working overtime to keep up with applications. Once the eviction moratorium was lifted, CAP-HC's rental assistance program saw an increase in applications as well. This has caused a delay in staff being able to respond to applications in a timely manner. Staff is continuing to work through the backlog of applications as quickly as possible. This could impact the ratings for the next client satisfaction survey for the Client Services department.

c. One Journey Update

Ms. Krolik presented. The One Journey Work Group is working on the 2023-2025 Strategic Plan. A Socio Historical Scan is an overview of the factors that have led to current poverty realities in Hennepin County. The work group heard highlights from Imagine Deliver on the Socio Historical Scan during the last One Journey Work Group meeting. A full report will be received from Imagine Deliver. Some topics in the report include environmental injustice, the history of labor

exploitation in Minnesota, the colonial history of Minnesota, and opportunity gaps in education. This is one of the key aspects of the Community Needs Assessment portion of the Strategic Plan. The second part of the Community Needs Assessment is the Community Engagement Plan. The agency, with Imagine Deliver is planning to hold candid conversations with community members during the month of September to understand basic needs as well as their dreams and solutions for prosperity. The conversations will take place with CAP-HC clients and non-clients. The goal is to have 40-50 participants. Sessions will be filmed so staff will have the footage to use for marketing and communications going forward. Staff is also in the process of scheduling dates for the strategy workshops.

12. New Business:

b. **Seat New Board Members** -- Chair Schaffer

I. **Jim Lehman - Private Sector**

II. **Antanisha Spears – Community Member Sector**

The current Private Sector members of the board have previously voted to accept Jim Lehman to the Private sector of the board. Antanisha Spears was democratically selected by the organization Safe Streets to serve on the CAP-HC Board of Directors.

Staff is seeking approval to seat Jim Lehman to the Private Sector of the Board and Antanisha Spears to the Community Member Sector of the Board. Motion made by Jeff Washburne, Seconded by Tonja West-Hafner. Discussion, none. Motion unanimously approved.

a. **Approve Signing of Line of Credit** -- Mr. Blooflat

The Line of Credit renewed in August. Bremer Bank has approved the Line of Credit at the current amount of \$350,000. The line of credit has not been used since September of 2018. The term of the line of credit is for one year. It was suggested to request a longer term in the future.

Staff is seeking approval to renew the Line of Credit and to allow the Executive Director and the Board Chair to sign the renewal documents.

Motion made by Tonja West-Hafner, Seconded by Victoria Chambers. Discussion, none. Motion unanimously approved.

c. **Grant Summary: Cummins Foundation** -- Ms. Krolik

Cummins approached CAP-HC in 2021 to discuss its CARE initiative – Cummins Advocating for Racial Equity— and explore potential partnership. Cummins would like to make an investment in partners who are actively providing financial education to expand the reach and impact of their programming. CAP-HC, as well as Lutheran Social Services, have been chosen to receive \$139,750 through a 12-month pilot project aimed at reaching up to 500 individuals. The projected outcome is to enroll 250 individuals in CAP-HC’s Financial Wellness Workshops with a priority to reach those who identify as Black or people of color from the Phillips, Southside, and Brooklyn Park neighborhoods in Hennepin County. A large portion of the grant will pay for a \$300 per person incentive for individuals to participate in workshops. If the first-year pilot is successful, each organization

may receive additional funding to expand efforts over one or two additional years. First Independence Bank, the first Black-owned bank in Minnesota, will administer the \$300 to participants (\$75,000). These funds would therefore not be received by CAP-HC, as they would go to First Independence Bank. This would no longer need board approval as the grant amount for CAP-HC would now be less than \$75,000.

d. **Grant Summary: Energy Assistance Program** -- Ms. Stauffer

Energy Assistance in Minnesota is funded through two federal block grants, the Low-Income Home Energy Assistance Program (LIHEAP) and the Low-Income Household Water Assistance Program (LIHWAP), from the U.S. Department of Health and Human Services and is administered through the Minnesota Department of Commerce. The grant amount is \$2.1 million. The Energy Assistance fiscal year is October 1 – September 30. Energy Services include financial assistance to pay a portion of heating costs, crisis intervention for threat of no-heat situations, crisis stabilization, energy safety and conservation education and referrals. The Energy Related Repair Program (ERR) assists households in emergency no-heat situations during the heating season with furnace repairs or replacements. Over 26,000 applications were received for the 2021-2022 energy assistance season and over 18,000 were approved. Staff is seeking approval to implement the Energy Assistance Program Grant for Fiscal Year 2023. Motion made by Tyanna Bryant, Seconded by Jeff Washburne. Discussion, none. Motion unanimously approved.

e. **Energy Assistance Internal Controls Document** -- Ms. Stauffer

An overview of Service Provider Administrative Responsibilities from the Energy Assistance Internal Controls Document was reviewed. Internal controls are processes, affected by individuals, designed to provide reasonable assurance to the achievement of EAP objectives in three categories. The EAP Internal Control Framework is comprised of the five interrelated components focused on safeguarding assets against loss or unauthorized use and attaining strategic objectives. The full Internal Controls Document is available to board members upon request.

Staff is seeking approval by the Board of Directors to accept the Energy Assistance Internal Controls Document. Motion made by Tyanna Bryant, Seconded by Jeff Washburne. Discussion, none. Motion unanimously approved.

13. Announcements/Information:

- a. The Board Roster, Board Calendar, Board Committee Assignments, and 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 7:56 pm.

Next CAP-HC Board of Directors Meeting:

Thursday, September 22, 2022

6:30 – 8:00 pm