



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

BOARD OF DIRECTORS MEETING

Thursday, June 24, 2021, 6:30 – 8:00 pm

Zoom: [Login](#)

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

Minutes

Allen Rezac	E	Justin Gillette	P
Alysen Nesse	E	Karin Keitel	P
Angela Wade	E	Kevin Anderson	P
Angela Williams	E	Kevin Myren	P
Chinnaphan Bell	E	Naweed Ahmadzai	P
Chris LaTondresse	E	Solomon Ogunyemi	E
David Asp	E	Tamara Grady	P
Eric Totten	E	Tonja West-Hafner	P
Glaiza Regis	E	Tyanna Bryant	P
Jeff Washburne	E	Victoria Chambers	P
Josh Schaffer	P		

CAP-HC Staff Present: Dr. Clarence Hightower, Feleshia Edwards, Jennifer Horton, Kendra Krolik, Lia Kang, Michael Yarbrough, Sam Miller, Todd Blooflat, Theresa Leonard, Theresa Lumpkins

Guests Present: Kyle Olson (Office of Commissioner LaTondresse)

1. Call to Order:

Vice 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 the Vice Chair suggested obtaining approval for all action items electronically via email after the meeting.

2. Approval of June 24, 2021, Board Meeting Agenda:

Vice Chair Schaffer asked if there were any changes to the agenda of the June 24, 2021, Board meeting. There were none.

This will be added to the electronic voting that will go out after the meeting for Board approval.

3. Approval of May 27, 2021, Board Meeting Minutes:

Vice Chair Schaffer asked if there were any changes to the minutes of the May 27, 2021, Board meeting. There were none.

This will be added to the electronic voting that will go out after the meeting for Board approval.

4. Study Session(s):

a. Revenue Diversification Learning Plan -- Ms. Krolik

Ms. Krolik presented. This plan is important to extend CAP-HC's reach and impact in the community; increase flexibility to respond to community needs; reduce organizational risk from high concentration of revenue in a few funding streams; improve long-term sustainability; and grow CAP-HC cash reserve. Relative to all other CAP agencies in Minnesota, CAP-HC's region has the highest poverty rate (24.3%) and poverty population (138K). Despite having the greatest need, CAP-HC has the lowest revenue relative to other Twin Cities Metro Area CAA's. CAP-HC's revenue is also the least diverse. The purpose of the plan is to develop a sustainable revenue model that fuels program expansion and community impact. The Revenue Diversification Workgroup is recommending that the agency focuses on three types of revenue. They are government grants from new funders, institutional grants from foundations & corporations, and individual contributions. There are four hypotheses to test in 2021-2022. A timeline of activities associated with the hypothesis was also reviewed.

5. **April Financial Statements and May 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 April 2021 financial statements. CAP-HC finished with a deficit in net assets of (\$9,720). The deficit for the month was the result of depreciation and an increase in expense amounts of funds recognized as revenue in prior fiscal years, offset by small amounts of interest from the MAGIC and checking accounts and miscellaneous checks received. The Cash Flow for May was pretty good at \$563,000 in cash but is projected to decline over the next six months.

Mr. Myren commented that the Finance Committee recommended that the Board accept the April financial statements, subject to audit. This will be added to the electronic voting that will go out after the meeting for Board approval.

6. Grant Application Report:

Ms. Krolik presented the monthly Grant Application Report. This report shows all the grants that have been applied for in 2021 and the status of each grant. There have been no changes to this report since last month. Two of the grants could be impacted on the potential government shutdown.

7. Finance and Audit Committee Update:

Committee Chair Myren commented that the committee also reviewed and recommend for approval the revisions to the 2021 Budget. They also discussed the plan for monitoring cash and options related to the cash advance plan, as well as the current status of funding under the legislature and the challenges that could impact our budget. They also discussed the government contingency shutdown plan as well as the revenue diversification plan.

8. Human Resource Committee Update:

Mr. Schaffer shared that the HR Committee met and had a quorum. The committee also discussed the revenue diversification plan. A Staff Accountant has been hired, but there are a couple of open temp positions in Client Services that will go out for hire in July. Staff

have viewed three vendors for the new HRIS System, and a vendor should be selected by the end of July. An update was given on the agency culture initiative and staff are really on board with this work.

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

The Program & Planning Evaluation Committee did not meet.

10. Monthly Program Data Report:

Ms. Edwards presented the Monthly Program Data Report. This report shows the number of households served through the month of May 2021. In May, 500 households were served and year to date, a total of 5,293 households have been served. The total number of households served by program was also reviewed.

11. Client Satisfaction Survey Reports -- Ms. Edwards

Ms. Edwards presented. The results of the survey were for clients served during January 1, 2021 – March 31, 2021. A total of 401 surveys were distributed to Client Services clients and 2,680 to Energy Services clients. Of the 401 surveys distributed, 31 were completed. Of the 2,680 EAP surveys distributed, 118 were completed. Survey respondents reported high levels of satisfaction with the Client Services department. Survey respondents reported moderate levels of satisfaction with the Energy Services department. Energy Services is planning to follow up with the 34 clients who agreed to be contacted to find out what Energy Assistance department could do differently to improve services.

12. Executive Director Update:

a. 2021 Annual Work Plan Status

Ms. Krolik presented. A status update was given on the Annual Work Plan. This Work Plan represents the goals that CAP-HC has committed to complete during 2021. Of the total 36 goals, 29 are currently in progress and seven have already been met. The agency has all year to achieve the remaining goals.

b. 2020-2022 Strategic Plan Status

Ms. Krolik presented. Approximately one year in to the 2020-2022 Strategic Plan, the agency is making solid progress towards its goals. Of the total 85 milestones, 30 have been met, 16 are in progress, 39 have not started, and zero are in jeopardy of not being met. For each goal, an internal staff person is assigned to the task.

c. Cash Advance Plan Update

Dr. Hightower presented. For several grants, (CSBG, MCAG, CSBG CARES Supplemental), CAP-HC has enjoyed the ability to receive cash advances from the Minnesota Department of Human Services-Office of Economic Opportunity (MN DHS-OEO). Due to the changing environment, MN DHS-OEO is having difficulty getting these cash advances approved. MN DHS-OEO's initial proposal was that CAP-HC would no longer receive any additional cash advances. CAP-HC's initial proposal was to continue to receive the full cash advance for this current grant cycle, half of the advance for the next grant cycle, then no advance in four years.

The agreement between CAP-HC and MN DHS-OEO is that CAP-HC will receive the full cash advance for this grant period, but no additional cash advances after two years. A discussion took place for CAP-HC to be able to make multiple cash reimbursement requests on the CSBG/MCAG grants in any given month. The MN DHS-OEO Executive Director will research whether this can be done.

d. **Government Shutdown Contingency Plan**

Dr. Hightower presented. The agency is closely monitoring the potential state shutdown. Communication went out to CAP-HC Staff to inform them of the impact that the shutdown would have on the agency and the potential temporary layoff it would cause. Dr. Hightower is working with the HR Director to identify the essential workers of the agency. If the shutdown were to take place the layoff would go into effect on July 6, 2021, and letters would go out to the impacted staff on July 2, 2021.

This will be added to the electronic voting that will go out after the meeting for Board approval.

13. New Business:

a. **Seat New Board Member: Tamara Grady – Public Sector (Appointed)**

Vice Chair Schaffer welcomed Tamara Grady to the Board. Ms. Grady gave a brief introduction of herself.

This will be added to the electronic voting that will go out after the meeting for Board approval.

b. **Revised 2021 Agency Budget -- Mr. Blooflat**

Mr. Blooflat presented. The proposed budget adjustments are to amend the 2021 budget to recognize significant revenue and expense changes that were not anticipated at the time the 2021 budget was presented to and approved by the Board of Directors. The revised budget reflects the increased revenue from the COVID Housing Assistance Program (CHAP) that was awarded by the Minnesota Housing Finance Agency in December 2020 for expenditures through February 15, 2021. Additionally, revenue was increased to correspond with sub-grantee expenditures recognized in 2021 but originally projected to occur in fiscal year 2020.

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c. **July Board Meeting Status**

Vice Chair Schaffer presented. Typically, the Board of Directors does not meet during the month of July. Dr. Hightower recommends that the Board take a break and feels it helps to reenergize members. He encourages the Board committees to meet during the month of July, if necessary. It is recommended that the Board not meet during July.

14. Announcements/Information:

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

b. Mr. Blooflat introduced Lia Kang as the new Accounting & Compliance Manager.

Ms. Kang gave a brief introduction of herself.

15. Adjournment:

The meeting was adjourned by Vice Chair Schaffer at 7:37 pm.

Next CAP-HC Board of Directors Meeting:

Thursday, August 26, 2021

6:30 – 8:00 pm