



**BOARD OF DIRECTORS MEETING**

Thursday, May 26, 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	LaTrisha Vetaw	P
Allen Rezac	P	Naweed Ahmadzai	P
Detra Miller	E	Samsam Mohamed	P
Dominique Pierre-Toussaint	P	Solomon Ogunyemi	P
Falilatou Iniwe	E	Tonja West-Hafner	P
Glaiza Regis	P	Tyanna Bryant	P
Jeff Washburne	P	Victoria Chambers	P
Josh Schaffer	P	Vacant	
Justin Gillette	P	Vacant	
Kevin Anderson	P	Vacant	
Kevin Myren	P		

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

Guests Present: Francie Mathes, Marcel Urman, and Amy Parker from the Department of Human Services-Office of Economic Opportunity (OEO), Kyle Olson (Office of Commissioner LaTondresse)

**1. Call to Order:**

Chair Schaffer called the meeting to order at 6:32 pm. Ms. Lumpkins called the roll. A quorum was present.

**2. Approval of May 26, 2022, Board Meeting Agenda:**

Chair Schaffer asked if there were any changes to the agenda of the May 26, 2022, Board meeting. There were none. Mr. Washburne made a motion to approve, seconded by Commissioner Anderson. MOTION adopted and the agenda was approved.

**3. Approval of April 28, 2022, Board Meeting Minutes:**

Chair Schaffer asked if there were any changes to the minutes of the April 28, 2022, Board meeting. There were none. Mr. Washburne made a motion to approve, seconded by Commissioner Anderson. MOTION adopted and the minutes were approved.

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

##### a. Board Duties and Responsibilities Training

Ms. Mathes is the director of the Office of Economic Opportunity at the Department of Human Services. She introduced Amy Parker who is the newest hire with OEO.

Ms. Mathes gave a brief update on the Quality Improvement Plan (QIP) for the agency. She shared a memo with the board from her office regarding the completion of CAP-HC's QIP. CAP-HC has shown sustained and continuous improvement in the identified areas of the QIP. OEO commends the Board and staff on the progress and would like to finalize and close CAP-HC's QIP. Although they will continue to monitor CAP-HC on a more frequent schedule for the near future, they will formally close-out the QIP after the next monitoring visit, which will be scheduled for June of 2022. Ms. Mathes shared that OEO wants the board to continue to be aware of the agency's work as it pertains to partnerships, revenue diversification, and client services.

Ms. Mathes provided training on the duties and responsibility for Board Members. The Community Services Block Grant (CSBG) Act states that Boards must fully participate in the development, planning, implementation, and evaluation of programs supported by CSBG. Board members are responsible for planning and directing the non-profit's business and affairs and have oversight of finance, executive leadership, human resources, and planning. CAP agencies have tripartite Boards that consist of a low-income sector, private sector, and public sector. The Board is both responsible and liable for the agency. The Board and the law require every Board member to follow the rule of the reasonably prudent person and the principle of good faith. Board members have a duty to follow the organization's governing documents, to carry out the organization's mission, and to assure that funds are used for lawful purposes. Board members must comply with relevant state and federal laws. The CSBG Organizational Standards are an element of Community Action accountability that enhance Board oversight and management as they carry out their responsibilities. The 58 Standards address three broad categories and are divided into 9 subcategories. Results Oriented Management and Accountability (ROMA) was discussed. ROMA is an infrastructure or approach that allows for a continuous process for ensuring quality services to consumers. Ms. Mathes discussed the Community Services Block Grant (CSBG) Annual Report. She also discussed elements of a high-functioning Board which include items such as having strong Bylaws, strategic & robust recruitment and orientation, and good training.

#### 5. **March 2022 Financial Statements and April 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 March 2022 financial statements. For March 2022, CAP-HC finished with a deficit in net assets of (\$2,011). The deficit for the month was the result of non-cash expenses depreciation and expense amounts of funds recognized as revenue in prior fiscal years as well as non-reimbursable expenses offset by small amounts of interest from the MAGIC and checking accounts and donations received in March. The spending of these funds previously recognized in prior years was anticipated and is budgeted for in the 2022 budget. Total expenses and revenue are both over budget due to receiving some additional grants and additional expenses. The Finance and Audit

Committee have asked staff to recast the budget, so it has a smaller variance. The revised budget will be reviewed at the next Finance and Audit Committee meeting and will be brought to the board for approval. The Right of Use Asset is a new line item. This is a new accounting standard to put a value on what the value is of the agency's rental office space. The Grant Expenditure Status Report and the April 2022 Cash Flow Report were reviewed. Mr. Myren recommended that the Board accepts the March 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. This report shows all the grant applications that have been submitted by the agency for the year. The City of Brooklyn Park Grant for Renter's Rights Education/Energy Conservation Education in the amount of \$70,000 was denied. The Ameriprise Grant in the amount of \$20,000 was denied as well. The Otto Bremer Trust Grant for Rapid Rehousing was accepted in the amount of \$70,000 although the initial ask was \$100,000.

7. Finance and Audit Committee Update:

Committee Chair Myren commented that the committee met and had a quorum. The committee reviewed the financial statements and cash flow statement.

8. Human Resource Committee Update:

Committee Chair Gillette shared that the HR Committee met and did have a quorum. An offer was accepted for the new HR Director position. Her new title will be Chief Human Resources Officer and she will begin on June 21. A staffing update was given. Since the last HR Committee meeting, six positions have been filled. There are currently three open positions. An update was given on the Return to Office (RTO). The goal was to bring staff back to the office in June, however, due to some logistics the plan is now to bring staff back after Labor Day. An update was also given on the Culture Initiative. Two Action Teams have been established. One is focusing on recognition, and the other on collaboration, communication, and connection.

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

Committee Chair Bryant shared that the P&E Committee met and had a quorum. Chair Bryant shared a program highlight that a Homeowner and Financial Wellness participant bought a home. Ms. Hall also shared during the P&E Committee meeting that she met with the director of Urban Ventures, and he shared that one of the participants he works with was a former FAIM participant at CAP-HC a few years ago. She started a business using FAIM funds and she still has her business today. The committee also reviewed the standard monthly reports.

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 April 2022. For the month of April, 2,199 total households were served, of which 1,771 were for the Energy Assistance Program. The total number of households served for the year is 8,230, of which 6,972 were for Energy Assistance. The total number of

households served for each program was also reviewed.

11. Executive Director Update:

Dr. Hightower thanked everyone for their efforts in moving the agency forward and for closing out the QIP.

a. Youth Center Update

Dr. Hightower reminded the board that the agency has a bill with the legislature asking for \$8 million for a youth center in north Minneapolis. Unfortunately, the legislature ended without finishing their work. There was great support in the House, and they included this project in their version of the bonding bill. The Minneapolis Public Schools took a formal vote to declare three properties as surplus properties. One of the properties is the building that is of interest as the future home of the youth center and the home office of CAP-HC. CAP-HC will be submitting a proposal to the school board in the next few weeks. If the school board is interested, staff would then ask the CAP-HC board for approval to move forward.

12. New Business:

a. **CAP-HC Building Lease Amendment** -- Dr. Hightower

Staff is seeking approval to extend the lease agreement for the current CAP-HC building lease. This will allow more time for staff to continue the search for a new building or to see how the youth center efforts will play out.

Staff is seeking approval of the CAP-HC Building Lease Amendment. Motion made by Mr. Rezac, Seconded by Commissioner Anderson. Discussion, none. Motion approved.

b. **Board Self-Assessment** -- Chair Schaffer

Chair Schaffer and Dr. Hightower met to discuss the results of the board self-assessment. A workgroup will be established to work on some of the areas of the assessment that received a lower rating. If anyone is interested in serving on the workgroup, they should send an email to Chair Schaffer or Ms. Lumpkins.

Staff is seeking approval to accept the results of the Board Self-Assessment. Motion made by Ms. West-Hafner, Seconded by Ms. Bryant. Discussion, none. Motion approved.

13. Announcements/Information:

- a. The Board Roster, Board Calendar, and Board Committee Assignments 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 8:06 pm.

Next CAP-HC Board of Directors Meeting:

Thursday, June 23, 2022

6:30 – 8:00 pm