



BOARD OF DIRECTORS MEETING

Thursday, March 23, 2023, 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 Myren	E
Allen Rezac	P	LaTrisha Vetaw	E
Antanisha Spears	P	Miles Wilson	P
Detra Miller	E	Naweed Ahmadzai	P
Dominique Pierre-Toussaint	P	Samsam Mohamed	E
Falilatou Iniwe	E	Solomon Ogunyemi	P
Jeff Washburne	E	Tyanna Bryant	P
Jim Lehman	E	Victoria Chambers	P
Josh Schaffer	P	Vacant	
Justin Gillette	P	Vacant	
Kevin Anderson	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 6:32 pm. Ms. Lumpkins called the roll. A quorum was present.

2. **Approval of March 23, 2023, Board Meeting Agenda:**

Chair Schaffer asked if there were any changes to the agenda of the March 23, 2023, Board meeting. There were none. Commissioner Anderson made a motion to approve, seconded by Mr. Pierre-Toussaint. MOTION adopted and the agenda was unanimously approved.

3. **Approval of February 23, 2023, Board Meeting Minutes:**

Chair Schaffer asked if there were any changes to the minutes of the February 23, 2023, Board meeting. There were none. Commissioner Anderson made a motion to approve, seconded by Mr. Pierre-Toussaint. MOTION adopted and the agenda was unanimously approved.

4. Study Session(s):

- a. Energy Assistance Program (EAP) Letter of Intent -- Dr. Hightower
Every year, CAP-HC has to declare in writing the agency's intent to run the Energy

Assistance Program through the Department of Commerce. CAP-HC does not anticipate any major changes to the Energy Assistance Program for the following year. Upon approval, the Board Chair and the Executive Director will sign the EAP Letters of Intent and submit to the Department of Commerce. This is on the agenda for approval under new business.

b. Supplemental Energy Assistance Funds -- Ms. Stauffer

This study session has been cancelled at this time. Additional funds will be received for the Energy Assistance Program, but the exact amount is unknown at this time. Once the additional funds have been designated, a grant summary will be brought to the board for approval.

5. January 2023 Financial Statements and February 2023 Cash Flow Report:

Mr. Rezac led the Board through the January 2023 financial statements through January 31, 2023. Cash and cash equivalents are just under \$200,000 compared to \$20,000 at this time last year. The change in net assets was a positive \$2,561 for January. For the year, the agency is a net positive of \$7,824.

Mr. Pierre-Toussaint made a motion that the Board accepts the January 2023 financial statements, subject to audit, Seconded by Commissioner Anderson. There were no further questions or comments. Motion unanimously adopted.

The February 2023 Cash Flow Report was reviewed. The Line of Credit has not been used this year. There is currently a \$400,000 balance in the bank account.

6. Grant Application Report:

Ms. Krolik presented. Staff is still waiting to hear from the Edina Realty Foundation about the small housing request that was submitted. Staff submitted a \$70,000 request to Hennepin County for the Community Development Block Grant (CDBG) to support the emergency rental assistance program. The last grant received from the Hennepin County CDBG was in 2021 for \$20,000.

7. Finance and Audit Committee Update:

Mr. Rezac reported that the Finance and Audit Committee met and did have a quorum. CAP-HC has received an additional \$460,000 in energy assistance funds in the last couple of weeks for the additional federal funds that the State of Minnesota has received. This amount is above the threshold for revising the budget. Staff is recommending holding off on the budget adjustment until later in the year due to other grants that are being pursued. A budget amendment may be brought to the board in June for approval.

8. Human Resource Committee Update:

Mr. Gillette shared that the HR Committee met and did have a quorum. The committee received an update on recruiting and hiring. The organization is in the process of onboarding the new Data and Evaluation Manager. There are currently three or four open positions within the agency. An update was given on the engagement activities that are taking place with staff. An update was also given on the initiative to create a merit-based pay system for the agency.

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

Committee Chair Bryant shared that the P&E Committee met and did have a quorum. Grant summaries for Otto Bremer Trust and The Transitional Housing Program were reviewed. The committee discussed the monthly program data report, the grant application report, and the grant expenditure status report. The Client Satisfaction Survey Report was also reviewed. A program highlight was given on the Energy Assistance Program (EAP). Energy Assistance currently has over 21,200 applications in-house which is over 1,600 more applications than this time last year. Almost 11,000 applications have been approved which is over 1,000 more than were approved at this time last year. The denial rate is at 6% which is less than the 12% it was last year at this time. Online applications continue to rise. In the last few weeks, CAP-HC and the Energy Assistance Department was featured on KARE11 on a segment about the rising cost of energy and the increase of applications. Ms. Stauffer was also on the WCCO Sunday evening radio show. Ms. Hall also shared that there are openings for two HUD Housing Counselors.

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 February 2023. For the month of February, 2,744 total households were served. There was a slight increase in the number of households served for Suburban Hennepin at 53.2% and Minneapolis at 46.8%. The agency is at 22.5% of the target met for year 2023.

11. Client Satisfaction Survey Report

Ms. Krolik presented. This report details CAP-HC's survey methodology and results for 10/1/2022 through 12/31/2022. A total of 300 surveys were completed for a response rate of 9.9%. The response rate increased slightly from last quarter. The majority of respondents received services from energy assistance, followed by water assistance, and then energy related repairs. Vehicle repair and rental assistance had about 3% of the total respondents. Over half of the respondents were from suburban Hennepin County at 55% and roughly 45% from Minneapolis. 64% of respondents identified as White and 41% as Black or African American. There was an increase to the mean score for all four client satisfaction prompts. There is a good chance that the increase in scores could be due to the opening of the office at the St. Louis Park location as well as the roll-out of the call center. The mean score was 3.11 which is the highest it's been in the last one year.

12. Executive Director Update:

a. Relocation Working Group

Dr. Hightower shared that the agency's lease will end at the St. Louis Park location on August 31, 2023. The lease has been signed for the Triad building in Brooklyn Park. A letter of Intent has been signed for the location in Bloomington. Staff visited the Midtown Global Market last week for potential space for CAP-HC. The space that CAP-HC is interested in is located across the hall from the Hennepin County Service Center. Dr. Hightower will be at the legislature next Wednesday seeking support for the Gordon Center. Kendra provided an overview of the relocation working group that has been created. There is a team of 8 staff who met for the first-time last week and will continue to meet on a weekly basis. The group is working through a task list in order to make sure progress is being made each week. The next immediate step is

to select a moving company to assist with this process.

13. New Business:

- a. **Energy Assistance Program (EAP) Letter of Intent** -- Dr. Hightower
The Energy Assistance Program (EAP) Letter of Intent was previously presented as a Study Session.
Staff is seeking approval to accept the Energy Assistance Program (EAP) Letter of Intent. Motion made by Ms. Bryant, Seconded by Mr. Ahmadzai. Discussion, none. Motion unanimously approved.
- b. **Supplemental Energy Assistance Program Funds**
This study session was cancelled.
- c. **Seat New Board Member** -- Chair Schaffer
 - i. **Miles Wilson** – Community Sector
Mr. Wilson shared a brief introduction of himself.
Motion made by Mr. Rezac to accept the seating of Miles Wilson to the Community Sector of the Board, Seconded by Ms. Bryant. Discussion, none. Motion unanimously approved.
- d. **Redesignate Board Members** -- Chair Schaffer
 - i. **Allen Rezac – Public Sector**
 - ii. **Dominique Pierre-Toussaint – Public Sector**
 - iii. **Commissioner Kevin Anderson – Public Sector**Motion made by Ms. Bryant to accept the redesignation of Allen Rezac, Dominique Pierre-Toussaint, and Commissioner Kevin Anderson, Seconded by Mr. Ahmadzai. Discussion, none. Motion unanimously approved.
- e. **2022 Executive Director Performance Evaluation Results** -- Chair Schaffer
Chair Schaffer shared that 11 board members completed the 2022 Executive Director Performance Evaluation Results. The results of the evaluation were shared with all board members. Chair Schaffer discussed the results with Dr. Hightower.
Motion made by Mr. Rezac to accept the 2022 Executive Director Performance Evaluation Results, Seconded by Ms. Bryant. Discussion, none. Motion unanimously approved.
- f. **Signature Delegation Authority** -- Chair Schaffer
The Signature Delegation Authority gives the Executive Director the authority to sign documents, grants, contracts on behalf of the Board up to \$75,000.
Staff is seeking approval to accept the Signature Delegation Authority. Motion made by Mr. Ahmadzai, Seconded by Commissioner Anderson. Discussion, none. Motion unanimously approved.
- g. **Grant Summary: Otto Bremer Trust** -- Ms. Krolik
CAP-HC is seeking \$100,000 from Otto Bremer Trust for our Emergency Rental Assistance program. Of the \$100,000, \$80,000 would be spent on direct assistance in the form of rental payments at an average of \$1,000 per household. The remaining \$20,000 would be spent on administration.

Staff is seeking approval to accept the Otto Bremer Trust Grant Summary. Motion made by Mr. Rezac, Seconded by Mr. Ahmadzai. Discussion, none. Motion unanimously approved.

- h. **Grant Summary: Rapid Rehousing Program (formerly THP)** -- Ms. Krolik
CAP-HC is seeking \$650,000 from the Department of Human Services, Homeless Assistance Grants to support the Rapid Rehousing Program. This grant would be over a two-year period from July 1, 2023 – June 30, 2025. Intakes for the Rapid Rehousing Program have been paused due to insufficient funds. This grant would allow intakes to be re-opened, allow 25 individuals to be served, and one full-time employee to be hired. Of the \$650,000, \$500,000 would be spent on direct service for rental assistance, approximately \$150,000 on salaries, and \$2,000 on administration. The Finance and Audit Committee thought \$2,000 for administration was too low given the size of the grant. Staff agreed that this was a low amount and have increased the administrative amount to \$50,000 which is 10% of the direct assistance budget. That would raise the total proposed amount for this grant to \$698,000 over a two-year period.
Staff is seeking approval to accept the Rapid Rehousing Grant Summary with the increased proposed amount. Motion made by Mr. Rezac, Seconded by Mr. Ahmadzai. Discussion, none. Motion unanimously approved. Discussion, none. Motion unanimously approved.

14. 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.

15. Adjournment:

The meeting was adjourned by Chair Schaffer at 7:26 pm.

Next CAP-HC Board of Directors Meeting:

Thursday, April 27, 2023

6:30 – 8:00 pm