



BOARD OF DIRECTORS MEETING

Thursday, December 2, 2021, 6:30 – 8:00 pm

Zoom: [Login](#)

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

Minutes

Allen Rezac	P	Karin Keitel	P
Alysen Nesse	E	Kevin Anderson	P
Angela Wade	E	Kevin Myren	P
David Asp	P	Naweed Ahmadzai	E
Detra Miller	P	Solomon Ogunyemi	P
Dominique Pierre-Toussaint	E	Tamara Grady	P
Eric Totten	E	Tonja West-Hafner	E
Glaiza Regis	P	Tyanna Bryant	P
Jeff Washburne	P	Victoria Chambers	P
Josh Schaffer	P	Vacant	
Justin Gillette	P		

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

Guests Present:

1. Call to Order:

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

2. **Approval of December 2, 2021, Board Meeting Agenda:**

Chair Asp asked if there were any changes to the agenda of the December 2, 2021, Board meeting. There were none. A motion was made to approve, seconded by Mr. Rezac. MOTION adopted and the agenda was approved.

3. **Approval of October 28, 2021, Board Meeting Minutes:**

Chair Asp asked if there were any changes to the minutes of the October 28, 2021, Board meeting. There were none. Mr. Schaffer made a motion to approve, seconded by Ms. Keitel. MOTION adopted and the minutes were approved.

4. Study Session(s):

a. 2022 Fiscal Year Budget

Mr. Blooflat presented. The Budget Book was provided as a handout to all board members and is a tool developed by staff as a year-long resource to the Board and

the agency that provides a broad synopsis of the agency and the resources used to develop the 2022 budget. A few items are different from the previous fiscal year. Changes in grant funding reflects flat funding in the Community Service Block Grant (CSBG) Supplemental funding; reflects a 27% increase in Minnesota Community Action Grant (MCAG) revenue in the state's 2022-2023 biennium; and reflects the remaining 9 months of the Coronavirus Aid, Relief, and Economic Security (CARES) Act CSBG Supplemental funding. The budget also reflects a fully staffed leadership team that was developed during the 2021 budget year. The Chief Operating Officer position was eliminated. The budget is programmatically balanced. The 2022 budget total is approximately \$6.5 million from mostly Federal and State sources.

b. Agency Dashboard

Ms. Krolik presented. The Agency Dashboard was reviewed and discussed. The dashboard is intended to be a snapshot of the overall health of the agency across all the key areas of operation. As of October 31, 2021, CAP-HC has served nearly 12,00 households in 2021. This is about 10% greater than the number of households served in 2020 by October 31. The dashboard also includes information on client satisfaction, revenue diversification, grant expenditure status, marketing & communications, as well as client demographics.

5. September Financial Statements and October 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 September 2021 financial statements. For September 2021, CAP-HC finished with a surplus in net assets of \$6,888 which decreased the year-to-date deficit to (\$44,511). The surplus for the month was the result of receiving the balance of funds from the FFY2021 Homeownership Capacity grant for meeting the clients served goal and small amounts of interest from the MAGIC and checking accounts offset by depreciation and expense amounts of funds recognized as revenue in prior fiscal years. The spending of these funds previously recognized in prior years was anticipated and has been budget for in the 2021 budget. October's ending cash balance is a bit lower due to not receiving the October DHS payments for September billings on the CSBG and CSBG Supplemental Grants as well as the final September cash request for the Energy Assistance Program. The Grant Expenditure Status Report was also reviewed.

Mr. Myren recommended that the Board accepts the September 2021 financial statements, subject to audit, so no separate motion is required. Motion adopted. There were no further questions or comments.

6. Interim Community Needs Assessment (iCNA)

Ms. Krolik presented. CAP-HC completed an interim assessment to understand how the strengths and needs of Hennepin County residents experiencing poverty have changed since 2020. This interim assessment will help CAP-HC identify emergent needs, improve its programming, and strengthen relationships with the communities it serves, particularly communities of color. The results in the report are primarily based on workshops with community members from the Hmong, Somali, African American, Native, and Latino communities. The themes and recommendations, as well as next steps were discussed during the meeting. The full iCNA will be shared with the Board at a later date. Mr. Rezak asked about CAP-HC's partners and who the agency works closely with. Ms. Krolik

commented about the process of the leadership team to review partners to identify and have the institutional knowledge. Ms. Hall commented that Emerge and the Somali Community Center have been strong partners. Dr. Hightower discussed the process that takes place during the leadership meeting.

7. Grant Application Report:

Ms. Krolik presented. This report shows all the grants that have been applied for in 2021 as well as the status of each grant. As of this month, the Women's Supportive Housing Grant in the amount of \$30,000 has been submitted. The Getting to Work Grant for the Vehicle Repair Program in the amount of \$150,000 was also submitted.

8. Finance and Audit Committee Update:

Committee Chair Myren commented that the committee met and had quorum. The September 2021 Financial Statements and Cash Flow were discussed. The 2022 Agency Budget was also reviewed and discussed.

9. Human Resource Committee Update:

Mr. Schaffer shared that the HR Committee met and had a quorum. An update was given on the Performance Management System that will begin to be used in 2022. The plan is that in 2023 using this evaluation system, paid increases will be tied to merit instead of COLA. Two new staff were hired in the Energy Assistance department. There are two current job openings.

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

Committee Vice Chair Bryant shared that the P&E Committee met and had a quorum. The iCNA, Program Data Report, and Grant Application Report were all reviewed. Ms. Hall shared a program highlight that the agency was contacted by Minnetonka Target, and they wanted to donate two \$250 Target Gift Cards for two CAP-HC families that we serve. One family selected was from MNsure and one was from Rapid Rehousing.

11. Monthly Program Data Report:

Ms. Hall presented. This report gives the year-to-date program totals as well as totals for the month of October 2021. For the month of October, 1,421 households were served. Year to date, 11,771 households have been served, of which 10,176 were for the Energy Assistance Program. The total number of households served by the various other programs were also reviewed.

12. Executive Director Update:

a. Client Satisfaction Survey Reports - Update

Dr. Hightower commented that since the Board meeting is being held earlier this month, the Client Satisfaction Survey Reports will be reported during the January Board meeting instead.

Dr. Hightower shared that New Board Member Orientation took place at 5:30 pm, just before the Board meeting. Two new board members were in attendance.

13. New Business:

- a. **2022 Fiscal Year Budget** -- Chair Asp
Mr. Blooflat previously presented the 2022 Fiscal Year Budget during the Study Session. Staff is seeking approval for the 2022 Fiscal Year Budget. Motion made by Mr. Myren, Seconded by Mr. Anderson. Discussion, none. Motion approved.
- c. 2022 Board Calendar -- Dr. Hightower
Dr. Hightower presented. The 2022 Board Calendar was reviewed. The calendar outlines the timeline for when items will be presented to the board. This calendar is fluid and changes could be made throughout the year.
- d. Board Member Recognition -- Chair Asp
Chair Asp shared that this is Ms. Keitel's last board meeting. Chair Asp thanked Ms. Keitel for her dedication and years of service on the Board. Dr. Hightower also thanked Ms. Keitel and commented that a plaque will be sent to her acknowledging her years of service on the board.

14. Announcements/Information:

- a. The Board Roster and the 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.

15. Adjournment:

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

Next CAP-HC Board of Directors Meeting:

Thursday, January 27, 2022

6:30 – 8:00 pm