



**BOARD OF DIRECTORS MEETING**

Thursday, January 27, 2022, 6:30 – 8:00 pm

Zoom: [Login](#)

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

**Minutes**

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

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

Guests Present: Kyle Olson (Office of Commissioner LaTondresse)

1. Call to Order:

Vice Chair Schaffer called the meeting to order at 6:34 pm. Ms. Lumpkins called the roll. A quorum was present.

2. **Approval of January 27, 2022, Board Meeting Agenda:**

Vice Chair Schaffer asked if there were any changes to the agenda of the January 27, 2022, Board meeting. There were none. Ms. West-Hafner made a motion to approve, seconded by Mr. Rezac. MOTION adopted and the agenda was approved.

3. **Approval of December 2, 2021, Board Meeting Minutes:**

Vice Chair Schaffer asked if there were any changes to the minutes of the December 2, 2021, Board meeting. There were none. Ms. West-Hafner made a motion to approve, seconded by Mr. Rezac. MOTION adopted and the minutes were approved.

4. Study Session(s):

a. 2021 Annual Work Plan Results

Dr. Hightower presented. Every year the agency develops goals in the form of the

Annual Work Plan that will advance the organization. Dr. Hightower gave an overview of the results of the 2021 Annual Work Plan. There were 36 goals in the Work Plan. Of the 36 total goals, 28 were “Met” and 8 were “Not Met”. Dr. Hightower reviewed the goals that were “Not Met”. These goals will be carried over to the 2022 Annual Work Plan for completion. The 2022 Annual Work Plan will be presented to the Board in February for approval.

b. **2022 Program Proposed Targets**

Dr. Hightower presented. In 2019 and 2020, the agency had some program challenges with getting programs out to the community. Because of this, CAP-HC sub-granted with other organizations to help spend funds and run programs. In 2021, the agency was able to re-build and train staff to offer these programs in house. Dr. Hightower reviewed the total number of households served in 2020 and 2021 as well as the proposed number of households to be served in 2022. In 2021, the number of Energy Assistance households served decreased by about 5,000 from 2020. This may be due to other organizations that were providing COVID Relief funds. Dr. Hightower reviewed the projected 2022 numbers for the other CAP-HC programs offered.

**5. October and November 2021 Financial Statements and December 2021 Cash Flow Report:**

Mr. Rezac reported that the Finance and Audit Committee met and had a quorum. He led the Board through the financial narrative of the October and November 2021 financial statements. For October 2021, CAP-HC finished with a deficit in net assets of (\$1,246) which increased the year-to-date deficit to (\$45,757). The deficit for the month was the result of depreciation and expense amounts of funds recognized as revenue in prior fiscal years, offset by small amounts of interest from the MAGIC and checking accounts and donations received. The spending of these funds previously recognized in prior years was anticipated and has been budgeted for in the 2021 budget. For November 2021, CAP-HC finished with an excess in net assets of \$182 which decreased the year-to-date deficit to (\$45,575). The excess revenue for the month was the result of small amounts of interest from the MAGIC and checking accounts and donations received in November, offset by depreciation and expense amounts of funds recognized as revenue in prior fiscal years. The December Cash Flow Projection and the Grant Expenditure Status Report were also reviewed.

Mr. Rezac recommended that the Board accepts the October and November 2021 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 Getting to Work Grant for the Vehicle Repair Program in the amount of \$150,000 was funded in full. The MN Homeownership Center Grant in the amount of \$72,665 has been received for the Housing Stability Counseling Program. A letter of intent has been submitted to the Shavlik Family Foundation to support a donor and grants database. A couple of applications have been submitted to Big Lots and Ameriprise for smaller grants. The grant application for the Greater Twin Cities United Way was denied.

7. Finance and Audit Committee Update:

Mr. Rezac commented that the committee met and had quorum. In addition to the financial statements, the committee reviewed the Legislative Approach and Priorities. The agency credit card limit was discussed as well as the staffing of the Finance department.

8. Human Resource Committee Update:

Committee Chair Schaffer shared that the HR Committee met and had a quorum. The committee discussed the Legislative Approach & Priorities and Data Classification Policy. The committee also received an update on the hiring and vacancies of the agency. There are currently 10 open positions across the agency including the HR Director position. The HR Director position description will be shared with the CAP-HC board members to share with their networks.

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

Committee Vice Chair Bryant shared that the P&E Committee met and had a quorum. The committee discussed the Legislative Approach & Priorities and Data Classification Policy. The CSBG CARES Act Supplemental Grant Status was discussed as well as the Monthly Program Data Report, Grant Application Report, and the Client Satisfaction Survey Reports. Ms. Hall shared a program highlight that one of the participants in the Employment Readiness program found employment.

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 December 2021. For the month of December, 2,370 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.

11. Client Satisfaction Survey Results:

Ms. Krolik presented. CAP-HC regularly solicits feedback from clients as part of its continuous improvement efforts. Clients are contacted on a quarterly basis. The results of the survey were for clients served during July 1, 2021 – September 30, 2021. A total of 160 surveys were distributed via email to Client Services clients and 1,837 to Energy Assistance Program (EAP) clients. Of the 160 surveys distributed, 29 were completed. Of the 1,837 EAP surveys distributed, 214 were completed. The demographic information of those completing the surveys was discussed. Survey respondents reported high levels of satisfaction with the Client Services department. Survey respondents reported moderate levels of satisfaction with the Energy Services department. In order to improve the client experience, CAP-HC requests permission to follow up with survey respondents.

12. Executive Director Update:

a. HR Director Update

Dr. Hightower commented on the sudden passing of Sam Miller. He attended the memorial service as the representative of the agency and was able to share a few words with the family. Flowers were sent to the family on behalf of the agency. A thank you card was received from the family yesterday. CAP-HC was

able to hire Dedra Weigman as a consultant to get the agency through the process of hiring a new HR Director.

b. **Property Search Update**

The agency began this process with four properties on the list. Two properties have been eliminated from the list due to lack of bus service and a water infiltration issue at one of the properties. Two properties remain on the list, 5353 Wayzata Blvd and the current CAP-HC location. Staff is still in the negotiating process and Dr. Hightower is hoping to send an email to the board within the next week with a decision on how the agency plans to move forward.

c. **CSBG CARES Act Supplemental Grant Status Update**

The expenditure status of the CSBG CARES Act Supplemental Grant was reviewed as of December 31, 2021. The grant period is July 1, 2020 – September 20, 2022. The total award amount is \$2,254,017. The grant period is currently 66% expended and the overall budget is 44% expended. A total of \$1,008,763 has been spent down. CAP-HC has sub-granted with Youthprise to spend down some of the funding.

13. **New Business:**

a. **Seat Josh Schaffer to Private Sector from Public Sector** -- Chair Asp

Councilmember Jeremy Schroeder was not re-elected, therefore, Josh Schaffer will no longer represent the Public Sector. The Private Sector members have voted to accept Mr. Schaffer to the Private Sector.

Motion made by Ms. Bryant to accept Josh Schaffer to the Private Sector of the Board, Seconded by Ms. West-Hafner. Discussion, none. Motion approved.

c. **Board Member Resignation: Alysen Nesse** -- Chair Asp

Alysen Nesse resigned her position from the Public Sector of the Board due to a job change and other commitments.

Motion made by Mr. Rezac to accept Alysens' resignation, Seconded by Ms. West-Hafner. Discussion, none. Motion approved.

d. **2022 Legislative Approach & Timeline and Priorities** -- Ms. Krolik

The 2022 Legislative Approach and Timeline was reviewed and discussed. Due to CAP-HC's current funding sources, the agency cannot engage in lobbying activities. It therefore does not and will not advocate for or against any specific piece of legislation. CAP-HC pursues its advocacy goals through an educational lens. This includes sharing information about the needs and experiences of community members to expand policymakers' awareness of the impact and / or urgency of legislation. Throughout the legislative session, designated CAP-HC staff will provide legislative updates to the Board of Directors. The 2022 Legislative Priorities were also reviewed and discussed. There are four priorities for 2022: Affordable Housing Supply, Pre-Eviction Notice and Expungement Reform, Expansion of Asset-Building Programs, and Auto Insurance Affordability. CAP-HC also supports the advocacy efforts of several coalitions of which it is a member by offering input, direction, and educational support for their legislative agendas. Those coalitions include, Minnesota Community Action Partnership, Minnesota Asset Building Coalition, and Homes for All.

Staff is seeking approval of the 2022 Legislative Approach & Timeline and Priorities. Motion made by Ms. Bryant, Seconded by Mr. Pierre-Toussaint. Discussion, none. Motion approved.

e. **Data Classification Policy** -- Ms. Krolik

The purpose of the policy is to create a framework for classifying data, based on its sensitivity and value to CAP-HC, in order to properly secure sensitive information. This policy applies to any form of data, including paper documents and digital files, stored on any type of media. This policy applies to all employees, board members, volunteers, or others who are authorized to access data as part of their relationship with CAP-HC.

Staff is seeking approval to accept the Data Classification Policy. Motion made by Mr. Rezac, Seconded by Mr. Schaffer. Discussion, none. Motion approved.

f. **Grant Summary: Otto Bremer Trust** -- Ms. Krolik

CAP-HC is seeking funding for the Rapid Rehousing Program to implement supportive housing services to adults experiencing homelessness in Hennepin County. Funding from Otto Bremer Trust will support staffing for case management services, application fees, rent, and basic needs as homeless individuals transition to permanent housing. The grant amount is \$100,000 and the grant term is May 2022 – April 2023.

Staff is seeking approval to submit the Otto Bremer Trust Grant Application. Motion made by Ms. Regis, Seconded by Ms. Bryant. Discussion, none. Motion approved.

g. **Grant Summary: Energy Assistance Proactive Proposal** -- Ms. Stauffer

CAP-HC is seeking \$83,000 in additional Energy Assistance Program Proactive funding from the MN Department of Commerce. Proposed funding will support staffing for administering an Energy Conservation Client Education and the building of Self Sufficiency Skills for low-income Energy Assistance approved households. The program would consist of a series of Energy Conservation Videos, Podcasts, Materials, Live Q&A Sessions, “How to” Videos and blogs that would be available in English, Spanish, Somali and Hmong.

Staff is seeking approval to submit the grant proposal to the Department of Commerce for the Energy Assistance Proactive Proposal. Motion made by Ms. Bryant, Seconded by Ms. West-Hafner. Discussion, none. Motion approved.

h. **2022 CAP-HC Holiday Schedule** -- Dr. Hightower

Dr. Hightower presented the 2022 CAP-HC Holiday Schedule. CAP-HC will observe 12 holidays including one Floating Holiday in 2022.

Staff is seeking approval to accept the 2022 CAP-HC Observed Holiday Schedule. Motion made by Mr. Rezac, Seconded by Ms. West-Hafner. Discussion, none. Motion approved.

i. **2022 Preliminary Slate of Officers** -- Mr. Rezac

Mr. Rezac chaired the 2022 Nominating Committee. The committee consisted of Mr. Rezac, Ms. Bryant, Mr. Gillette, Ms. Chambers, and Mr. Ahmadzai. Mr. Rezac shared the current preliminary list of officers for 2022. The Chair would be Josh Schaffer, Vice Chair would be Allen Rezac, Treasurer would be Kevin Myren, Secretary would be Tyanna Bryant, and the Member-At-Large would be Victoria

Chambers. The Board will vote on the final 2022 Slate of Officers at the Annual Meeting in March.

14. 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.

15. Adjournment:

The meeting was adjourned by Chair Asp at 8:08 pm.

Next CAP-HC Board of Directors Meeting:

Thursday, February 24, 2022

6:30 – 8:00 pm