



BOARD OF DIRECTORS MEETING

Thursday, February 24, 2022, 6:30 – 8:00 pm

Zoom: [Login](#)

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

Minutes

Allen Rezac	E	Kevin Myren	E
Angela Wade	E	Naweed Ahmadzai	E
David Asp	P	Solomon Ogunyemi	P
Detra Miller	E	Tamara Grady	R
Dominique Pierre-Toussaint	E	Tonja West-Hafner	E
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:

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 absence of a quorum, all action items will be voted on for approval electronically, on Friday, February 25, 2022.

2. **Approval of February 24, 2022, Board Meeting Agenda:**

This will be added to the electronic vote for Board approval.

3. **Approval of January 27, 2022, Board Meeting Minutes:**

This will be added to the electronic vote for Board approval.

4. Study Session(s):

a. 2020-2022 Strategic Plan Update

Ms. Krolik presented. With approximately two-thirds of the 2020-22 Strategic Plan period behind us, the agency has met 61% of the milestones in the plan with another 19% in progress. Of the 15 milestones not yet started, 12 are associated with efforts that were not targeted to begin until 2022. Two of the objectives in the

original plan are no longer priorities for the agency and /or have been deemed duplicative with other milestones. As a result, the 10 milestones associated with these two objectives have been removed, reducing the total number of milestones from 85 to 75.

b. Risk Assessment Status Update

Mr. Blooflat presented. Of the Year 2 Risks, all eight of the risks have been “Met”. One of the risks to be completed in Year 2 was to draft a risk management statement that describes the overarching goals and scope of the agency’s risk management plan. The Risk Management Statement was created in December 2021 and the Board Role of the Statement was shared with the board by Mr. Blooflat during the meeting. Year 3 of the Risk Assessment has three risks to be completed by the end of 2022.

c. EAP Additional Administrative Funding

Ms. Stauffer presented. The amount of this grant is \$762,751, which is over the \$75,000 signing threshold for the Executive Director and requires board approval. The deadline to apply for the grant is March 1, which is prior to the next board meeting. The funds from this grant could be used for various EAP IT Projects. Some of these projects include the creation of an EAP Call Center, improvements to Laserfiche workflow, and/or to create multi language videos in English, Somali, Spanish, and Hmong. Funds could also be used for a new workflow system, a new client management system, or the creation of virtual kiosks. The grant could also be used for staffing salaries. Some additional spending options could be used for outreach events, administrative funds, administrative agreement with sister agencies, and/or equipment for EAP staff.

5. December 2021 Financial Statements and January 2022 Cash Flow Report:

Ms. Regis reported that the Finance and Audit Committee met and had a quorum. She led the Board through the financial narrative of the December 2021 financial statements. Total revenue for the month of December 2021 was \$539,442 with total expenses of \$536,342 resulting in an excess in net assets of \$3,100 for the month. The excess revenue for the month was the result of small amounts of interest from the MAGIC and checking accounts and donations received in December, offset by depreciation and expense amounts of funds recognized as revenue in prior fiscal years. CAP-HC has an active line of credit with no current balance or usage as of December 31, 2021. The Grant Expenditure Status Report was reviewed. The CSBG CARES Act Supplemental Grant was also reviewed during the meeting. The January Cash Flow Report was reviewed. The agency has not had to use the current Line of Credit. It is anticipated that there will be a low cash balance at the end of the next few months as expenditures increase due to departments operating at full capacity and ramping up spending, however, staff does not anticipate using the line of credit.

This will be added to the electronic vote for Board approval.

6. Grant Application Report:

Ms. Krolik presented. The DEED Grant for the Getting to Work Program was received in the amount of \$150,000. The WCA Foundation/Fund of Minneapolis Foundation Grant in the amount of \$30,000 was denied. A grant application in the amount of \$70,000 was submitted to the City of Brooklyn Park for the Renter's Rights Education and Energy Conservation Education. A grant in the amount of \$83,000 was also submitted to the MN Department of Commerce for Pro-active Self-Sufficiency. Staff has recently submitted an application in the amount of \$100,000 for Otto Bremer Trust for Rapid Rehousing. An application in the amount of \$20,150 for the Shavlik Family Foundation for a grants and donor database has also been submitted.

7. Finance and Audit Committee Update:

Ms. Regis commented that the committee met and had quorum. In addition to the financial statements, the committee also discussed the field audit that will take place during the week of March 7. The 2022 Annual Work Plan was reviewed. An audit update and a staffing update was given. There are currently two open positions in 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 2022 Annual Work Plan. The committee also received an update on the vacancies of the agency. There are currently 5 open positions. The HR Director position has been filled and the new director will start on March 7. An update was also given on the Culture Initiative of the agency. An Implementation Team has met and will work on the action items of the initiative.

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 2022 Annual Work Plan. Ms. Hall shared a program highlight that the Client Services department is now fully staffed. The committee also reviewed the Monthly Program Data Report and the Grant Application Report.

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 January 2022. For the month of January, 1,984 total households were served, of which 1,718 were for the Energy Assistance Program. The total number of households served for each program was also reviewed.

11. Executive Director Update:

a. HR Director Update

Ms. Weigman presented. An HR Director has been hired. Her name is Tori Williams, and she will start on March 7. Over 25-30 applications were received. Six candidates were phone screened, three were phone interviewed by Ms. Weigman, and two of the candidates were interviewed by members of the leadership team.

- b. **Property Search Update**
Dr. Hightower presented. Staff is still in the negotiation process and should have more to report during the March Board meeting.
- c. **Youth Center – North Minneapolis**
Dr. Hightower presented. In response to the increase in violence in the community, there are plans to open a youth center in North Minneapolis. Dr. Hightower met with the board chair of Minneapolis Public Schools and the MN State Legislature to discuss the opening of the Rosa Parks Community Center for Advancement of African Americans. There are a lot of moving parts, but the current plan is that CAP-HC would buy a school building in north Minneapolis from Minneapolis Public Schools for \$1.00. There is legislation for \$6 million to renovate the building. There is \$2 million for programming for the community center. CAP-HC would own the building and oversee the renovations. The building space could be used for programs, tenant space, or even the CAP-HC headquarters. Dr. Hightower shared that this is the number one project for the Majority Leader of the House of Representatives. The Board Chair commented that this is a big accomplishment that CAP-HC was thought of for this project.
- d. **2021 Executive Director Performance Evaluation**
Ms. Lumpkins presented. Immediately following the board meeting, Ms. Lumpkins will send an email to all board members which will include a survey link for the Executive Director Performance Evaluation. The deadline to complete the survey is Friday, March 4, 2022.

12. New Business:

- a. **Board Member Resignation: Tamara Grady** -- Chair Asp
Tamara Grady resigned her position from the Public Sector of the Board. This will be added to the electronic vote for Board approval.
- d. **2022 Annual Work Plan** – Dr. Hightower
The agency creates a three-year Strategic Plan. Each year, an Annual Work Plan is created to complete the goals established in the Strategic Plan. There are a total of 29 goals in the 2022 Annual Work Plan. The goals are separated into five different categories and each goal is the responsibility of a member of the leadership team. Dr. Hightower gave an overview of the of the Work Plan and highlighted a few key goals for 2022.
This will be added to the electronic vote for Board approval.
- e. **Grant Summary: Housing Stability Services (Ratification)** -- Ms. Krolik
Staff recently identified an opportunity to apply for additional funding from Minnesota Housing to support CAP-HC's Housing Stability Services, with a focus on Emergency Rental Assistance. Staff requested \$100,000, which is above the Executive Directors signing threshold. The grant application was due on February 22, 2022, prior to the Board of Directors meeting on February 24, 2022. For that reason, staff sought permission from the Executive Committee of the Board to submit this grant application. On February 14, 2022, the Executive Committee of the Board voted to approve the submission of the grant application.

This will be added to the electronic vote for Board approval.

- f. **Grant Summary: EAP Additional Administrative Funding** -- Ms. Stauffer
The EAP Additional Administrative Funding was previously discussed as a Study Session during the meeting.
This will be added to the electronic vote for Board approval.

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 Asp at 7:28 pm.

Next CAP-HC Board of Directors Meeting:

Thursday, March 24, 2022

6:30 – 8:00 pm