



BOARD OF DIRECTORS MEETING

Thursday, February 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	P
Allen Rezac	P	LaTrisha Vetaw	E
Antanisha Spears	E	Naweed Ahmadzai	E
Detra Miller	E	Samsam Mohamed	E
Dominique Pierre-Toussaint	E	Solomon Ogunyemi	P
Falilatou Iniwe	E	Tyanna Bryant	P
Jeff Washburne	P	Victoria Chambers	P
Jim Lehman	P	Vacant	
Josh Schaffer	P	Vacant	
Justin Gillette	E	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 6:35 pm. Ms. Lumpkins called the roll. A quorum was not present.

In the absence of a quorum, an electronic vote will take place after the meeting.

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

This will be added to the electronic vote.

3. **Approval of January 26, 2023, Board Meeting Minutes:**

This will be added to the electronic vote.

4. Study Session(s):

- a. 2023 Annual Work Plan -- Dr. Hightower

The Annual Work Plan is approved by the board every year. This year, there are 28 goals in five separate categories. The categories are: Stable and Responsive Programming, Community Engagement and Advocacy, Community Crisis Management, Organizational Excellence, and Strategic and Data-Driven Decision

Making. Where possible, each goal is linked to the agency's Strategic Plan, however, not all goals have a linkage to the Strategic Plan. Staff will work all year to achieve each goal. At the beginning of next year, staff will report to the board how well they achieved each goal. Dr. Hightower reviewed the Work Plan and highlighted a few specific goals. A question was raised on how the agency can track success on an individual family basis on whether they move out of poverty or maintain stabilization. Dr. Hightower shared that this is a difficult thing to measure, not just at CAP-HC, but at all CAP agencies across the country. In most cases, CAP-HC helps clients during a crisis, but does not work with them on a long-term basis. Ms. Krolik shared that one of the goals on the 2023 Annual Work Plan is to identify readiness factors for a program impact evaluation. It was suggested to track the number of times a client reaches out to CAP-HC for assistance in one year, even if the agency is unable to provide services to them.

b. 2023-25 Strategic Plan -- Ms. Krolik

There are five key focus areas in the 2023-25 Strategic Plan. 1) Aligning Program Operations for Community Impact. The goal of this focus area is to center human dignity in the delivery of programs focused on short and long-term collective impact. 2) Building Community Wealth Through Collaboration. The goal of this focus area is to promote an environment for community prosperity that maximizes resource access for all. 3) Affecting Policy to Build Momentum for Systemic Change. The goal of this focus area is to address the root causes of poverty as a collective effort. 4) Activating Change Through Robust Funding Development. The goal of this focus area is to diversify funding and grow unrestricted revenue to increase sustainability and maximize program flexibility and impact. 5) Investing in Team Members for a Thriving CAP-HC. The goal of this focus area is to foster a vibrant and positive environment where staff can expand their capabilities and utilize their unique advantages as they further our mission. Ms. Krolik reviewed each key focus area in detail. The board chair expressed his appreciation for all the hard work that went into creating the Strategic Plan.

c. Financial Policy Manual -- Mr. Blooflat

The agency is required to update the Financial Policy Manual every three years and receive board approval. The Financial Policy Manual is used to guide the finance department and the agency as a whole on the financial operations within the agency. It gives the general policies for the financial department as well as the roles for the board and other staff. A summary of all the changes to the 2023 Financial Policy Manual was reviewed. Most changes made were updates to the current processes or staff titles. OMB Uniform Guidance reference numbers were updated where applicable. Board approved policies since the last manual were checked for accuracy and titles were updated as needed. No new policies were added to the manual.

d. Triad Building Lease Agreement -- Dr. Hightower

The full lease agreement, which is about 30 pages long, can be found in the board meeting packet for review. Dr. Hightower shared that the lease agreement has been reviewed by the agency attorney. The lease for the Triad building is a five-year

lease. It starts at \$18.56 per sq. ft. and increases to \$20.50 per sq. ft. by year five. It is located in Brooklyn Park and is about 5,024 sq. ft. Staff would move into the building in May 2023. Staff is looking to move into three separate locations: one in Brooklyn Park, one in Bloomington, and one in Minneapolis. Staff have gone through a space planning exercise for the Brooklyn Park and Bloomington locations. They have allocated the number of staff that will work at each location. It is anticipated that approximately 32 staff will work out of the Brooklyn Park location. All the CAP-HC programs that are currently provided at the St. Louis Park location will also be provided at all three locations.

5. December 2022 Financial Statements and January 2023 Cash Flow Report:

Mr. Myren led the Board through the December 2022 financial statements through December 31, which is the end of the fiscal year. A budget adjustment was made midway through the year to align the budget with the actual financial plan for the year. For the year, there was a revised budget of \$7.3 million in revenue and an actual of just under \$7.2 million. This was within 2% of the revenue budget. Most of the revenue is from grant revenue. The expenses were outlined well in the report and were reviewed in great detail by the Finance and Audit Committee. The expenses are about \$7.2 million vs. \$7.3 million for budget. The actual net income for the year is a positive \$11,251 compared to a budgeted \$42,000 as a loss.

This will be added to the electronic vote.

The January Cash Flow Report was reviewed. Cash flow continues to be tight, but the agency is sitting in a good position at this time. Staff continue to monitor the cash flow position.

6. Grant Application Report:

Ms. Krolik presented. There are currently no new grant applications to share for January. Staff are currently working on an application to Hennepin County for the Community Development Block Grant to support the emergency rental assistance. They are also looking into some newly released RFPs from the Department of Human Services for various housing programs to see if any are a good fit for CAP-HC. The Otto Bremer Grant is up for renewal in April. A new source that is being explored is the Butler Foundation.

7. Finance and Audit Committee Update:

Committee Chair Myren reported that the Finance and Audit Committee met and did not have a quorum. An electronic vote was sent out, however, a quorum was not met on that either. The committee reviewed the December 2022 Financial Statements and the Financial Policy Manual. They also received an update on the 2022 Audit.

8. Human Resource Committee Update:

Ms. Chambers shared that the HR Committee met and did not have a quorum. The committee received an update on recruiting and hiring. There are currently two open positions within Client Services, and one open position within the Energy Assistance Program. An offer has been extended for the Data and Evaluation Manager position in the Planning and Development department. An update was also given on performance reviews and a merit-based pay system.

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

Committee Chair Bryant shared that the P&E Committee met and did have a quorum. The committee discussed the monthly program data report, the grant application report, and the grant expenditure status report. A program highlight was given on the Department of Commerce's online application for the Energy Assistance Program (EAP). The online application has now been publicized, and CAP-HC has received approximately 837 online applications. EAP has approximately 450 more applications than this time last year.

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 2023. For the month of January, 1,730 total households were served. There was an increase in the number of households served for Suburban Hennepin. The total target goal for 2023 is 19,883.

11. Executive Director Update:

a. Conflict of Interest Forms

Dr. Hightower shared that the Conflict-of-Interest Form is a document that all board members are required to complete each year. The board received a copy of the Conflict-of-Interest Policy in their board meeting packet. Ms. Lumpkins also sent an electronic copy of the document to all board members for them to sign electronically.

b. Agency Bylaws

A copy of the agency bylaws was provided to all board members along with their board meeting packet. Dr. Hightower shared that the agency is required to have the bylaws reviewed by an attorney every five years. The bylaws were sent to the agency attorney last week and a response was received today. The attorney had no concerns about the bylaws but did find some typos to be cleaned up. Commissioner Anderson will bring an amendment to the bylaws to the board meeting next month for approval.

c. 2022 Executive Director Evaluation

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 3, 2023.

12. New Business:

a. **2023 Annual Work Plan** -- Dr. Hightower

The 2023 Annual Work Plan was previously presented as a Study Session. This will be added to the electronic vote.

b. **2023 – 25 Strategic Plan** -- Ms. Krolik

The 2023-25 Strategic Plan was previously presented as a Study Session. This will be added to the electronic vote.

- c. **Financial Policy Manual** -- Mr. Blooflat
The updated Financial Policy Manual was previously presented as a Study Session. This will be added to the electronic vote.
- d. **Triad Building Lease Agreement** -- Dr. Hightower
The Triad Building Lease Agreement was previously presented as a Study Session. This will be added to the electronic vote.
- e. **Loffler Letter of Intent (Ratification)** -- Dr. Hightower
Dr. Hightower shared that similar to the Letter of Intent that was used for the Triad Building, a Letter of Intent has been created for the Loffler building in Bloomington. A Letter of Intent is non-binding but shows the owner that CAP-HC is serious about moving forward. The Executive Committee previously approved the signing of the Letter of Intent and therefore, the Letter of Intent needs to be ratified by the full Board.
This will be added to the electronic vote.
- f. **Black Legislative Agenda** -- Dr. Hightower
Dr. Hightower is involved with a project called the Black Legislative Agenda. This is an agenda for black people in the state of Minnesota. There are disparities in the black community with housing, health, education, etc. Minnesota is the 7th worst state for black people to live in the United States. A Black Legislative Agenda has been developed to address some of these disparities. The state has \$18 billion and therefore, the resources to take care of some of these disparities. Those working on the Black Legislative Agenda asked if CAP-HC could serve as the fiscal agent for the Black Legislative Agenda. CAP-HC would be able to charge a 10% administrative fee which would be unrestricted funds for the agency. Mr. Rezac asked if this has been vetted by the agency attorney. Dr. Hightower stated that staff will ask the attorney to review the written agreement between the Black Legislative Agenda and CAP-HC.
This will be added to the electronic vote.

13. 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.

14. Adjournment:

The meeting was adjourned by Chair Schaffer at 7:49 pm.

Next CAP-HC Board of Directors Meeting:
Thursday, March 23, 2023
6:30 – 8:00 pm