



COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY
8800 Highway 7, Suite 400, St. Louis Park, MN 55426

BOARD OF DIRECTORS MEETING

Thursday, October 28, 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	P	Kevin Anderson	E
Angela Wade	E	Kevin Myren	P
David Asp	P	Naweed Ahmadzai	P
Detra Miller	P	Solomon Ogunyemi	E
Dominique Pierre-Toussaint	P	Tamara Grady	E
Eric Totten	E	Tonja West-Hafner	P
Glaiza Regis	P	Tyanna Bryant	P
Jeff Washburne	E	Victoria Chambers	P
Josh Schaffer	P	Vacant	
Justin Gillette	E		

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

Guests Present:

1. Call to Order:

Chair Asp called the meeting to order at 6:33 pm. Ms. Lumpkins called the roll. A quorum was present.

2. Approval of October 28, 2021, Board Meeting Agenda:

Chair Asp asked if there were any changes to the agenda of the October 28, 2021, Board meeting. There were none. Mr. Myren made a motion to approve, seconded by Ms. West-Hafner. MOTION adopted and the agenda was approved.

3. Approval of September 23, 2021, Board Meeting Minutes:

Chair Asp asked if there were any changes to the minutes of the September 23, 2021, Board meeting. There were none. Ms. Bryant made a motion to approve, seconded by Ms. Nesse. MOTION adopted and the minutes were approved.

4. Study Session(s):

a. New Headquarters Property Search -- Dr. Hightower

Dr. Hightower presented a slideshow showing the top three buildings for the search of the new headquarters building. The lease on the current building is up in July 2022. A search committee has been working on finding a new space for the past several months. The search committee has narrowed the search down to these

three properties. Dr. Hightower asked the question “what is the appropriate space for a non-profit that serves financially residents to be in?” He asked for feedback from Board members. Ms. Bryant commented that the Park Place is a nice building and a good area. Naweed acknowledged Dr. Hightower, Ms. Krolik, and Mr. Blooflat for all their efforts on this project. He participated in the three property visits and provided his feedback on each property. He commented that some buildings are a little fancier, and should the agency select a space that is more old fashion because we are a non-profit or does that not matter. Mr. Myren is most concerned with whether or not the building space meets the needs of the clients we are serving and that the space is functional. He also asked if there are other non-profits that have space that we could sub-let. He commented that the neighbors make a difference and would our neighbors be a benefit to our clients as well. Ms. West-Hafner commented that having a space where it could be a “one-stop shop” would be beneficial for clients, preferably another non-profit location. Ms. Keitel commented that we should consider what are clients experience would be like if we were in a big intimidating office space. She also asked how well the transportation is around these three locations. Ms. Nesse commented that we want to be embedded in the community and she feels that these buildings feel more corporate. Mr. Schaffer commented that he thinks people would feel more welcomed in a nicer bigger space. Mr. Pierre-Toussaint commented that a corporate building gives a feeling of being taken more seriously. He thinks transportation is more important than being in a building that is more “humble”. Mr. Rezac commented that the accessibility needs to be by car, as well as by bus. A question was asked about whether or not there were any locations in the city of Minneapolis that was considered. Kendra commented that the committee looked at several properties in Minneapolis. Safety, parking, and transportation issues were the main reasons that a Minneapolis location was not selected. These three properties were selected as they are central to Hennepin County, not just Minneapolis.

5. August Financial Statements and September 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 August 2021 financial statements. For August 2021, CAP-HC finished with a deficit in net assets of (\$26,460) for a year-to-date deficit of (\$51,400). The deficit for the month was the result of depreciation and larger amount of expenses in funds recognized as revenue in prior fiscal years, offset by small amounts of interest from the MAGIC and checking accounts. The spending of these funds previously recognized in prior years was anticipated and has been budgeted for in the 2021 budget. Mr. Myren recommended that the Board accepts the August 2021 financial statements, subject to audit, so no separate motion is required. Motion adopted. There were no further questions or comments.

Mr. Myren reviewed the Cash Flow Projection report. September’s ending cash balance is at a comfortable level of \$200,000. The agency is now being billed and receiving payments on a weekly basis for the MCAG Grant. The October projected Advance Payback for the current CSBG Grant has been increased to \$102,000.

6. 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 Volunteer Income Tax Assistance (VITA) grant has been received in the amount of \$25,536. The FY 21 HUD Renewal in the amount of \$10,925 has been submitted. The Community Investment/General Operations Grant from Greater Twin Cities United Way in the amount of \$125,000 was also submitted.

7. Finance and Audit Committee Update:

Committee Chair Myren commented that in addition to the financial statements, the committee also reviewed the Telecommuting Policy and Procedure as well as the 2022 COLA proposal. An update was given on the 2022 budget. The Finance & Audit Committee will receive a first draft of the agency budget on November 1. The Getting to Work Grant Summary was also approved.

8. Human Resource Committee Update:

Mr. Schaffer shared that the HR Committee did not have a quorum, so the meeting was cancelled.

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

Committee Chair Nesse shared that the P&E Committee met and had a quorum. The committee reviewed Telecommuting Policy, the Getting to Work Grant Summary, and the Youthprise Contract Summary. The Committee also heard program highlights from the Energy Assistance department. Ms. Stauffer shared a program highlight with the board. She was interviewed on KARE11 regarding the anticipated increase in energy costs. Ms. Stauffer shared that there is an outreach event this weekend in Brooklyn Park, and she will be interviewed again by CCX Media. Mr. Yarbrough shared a story about a client who completed an application incorrectly for a no-heat furnace. CAP-HC staff caught the error and was able to get the form sent to the client immediately and followed up the next day and she was able to get approved.

10. Monthly Program Data Report:

Dr. Hightower discussed a question that was raised at the last board meeting regarding the 2020 actuals vs. 2021 numbers. The 2020 actuals were much higher than the 2021 numbers. Ms. Stauffer found a discrepancy in the reporting of the previous EAP numbers. The total number of households served for Energy Assistance was previously being under reported due to incorrectly reporting the wrong subset of numbers. This report now reflects more accurate EAP numbers. Mr. Rezac thanked staff for following up on this. Ms. Hall presented the remainder of the report. This report gives the year-to-date program totals as well as totals for the month of September 2021. For the month of September, 858 Households were served. Year to date, 10,433 Households have been served, of which 9,002 were for the Energy Assistance Program. The total number of households served by the various programs were also reviewed.

11. Executive Director Update:

a. Q4 Fundraising Campaign

Dr. Hightower thanked the board members for their participation in this fourth

quarter campaign. He reminded the board members that they can still submit a video to be used for the video campaign. Staff will send the video instructions out to all the board members again.

- b. **Associate Director of Client Services**
Dr. Hightower acknowledged that Shanelle Hall has been hired as the permanent Associate Director of Client Services.

12. New Business:

- a. **Seat New Board Member: Detra Miller – Community Sector** -- Chair Asp
Ms. Miller gave a brief introduction of herself. Chair Asp welcomed Ms. Miller to the Board. Ms. Miller was selected by a democratic process to serve on the board. Motion made by Ms. Keitel to ratify the seating of Detra Miller to the Community Sector of the Board, Seconded by Ms. Regis. Discussion, none. Motion approved.
- b. **Re-Seat Community Sector Board Members** -- Chair Asp
 - i. **Angela Wade**
 - ii. **Eric Totten**
 - iii. **Tyanna Bryant**Agency Bylaws call for Community Sector Board Members to be re-seated every two years. Motion made by Mr. Rezac to re-seat Angela Wade, Eric Totten, Tyanna Bryant, Seconded by Ms. West-Hafner. Discussion, none. Motion approved
- c. **2022 Cost of Living Adjustment Recommendation** -- Dr. Hightower
Dr. Hightower and Mr. Blooflat presented. Each year the agency recommends a Cost-of-Living Adjustment (COLA) increase for staff wages. Currently, the agency does not have merit-based increases. The goal is for the agency to start using merit-based wage increases beginning in January 2023. Staff is recommending a 3% COLA increase for employees. All employees that are on staff as of December 31, 2021, would be eligible for this increase. Staff is seeking approval for the 3% Cost of Living Adjustment (COLA) for all staff for 2022. Motion made and seconded. Discussion, none. Motion approved.
- d. **Getting to Work Grant Summary** -- Ms. Krolik
Ms. Krolik presented. CAP-HC operates a successful Vehicle Repair Program, which helps low-income residents of Hennepin County maintain reliable, safe, and cost-effective transportation, enabling them to obtain employment and maintain self-sufficiency. CAP-HC is seeking \$150,000 in funding from the Minnesota Department of Employment and Economic Development (DEED) to support and expand our program services. The application is due on November 10, 2021, and the award notification is scheduled for January 10, 2022. The grant term is January 10, 2022, through June 30, 2023. A minimum of 540 households at or below 200% FPL will receive needed car repairs to address mobility and safety issues over the 18-month grant period. 100% of households will receive referrals for employment and training and basic needs support. 85% of households will receive financial wellness education and/or basic car

maintenance education. 50% of the award has to have matching funds. Staff is seeking approval to submit the application for the Getting to Work Grant Summary. Motion made by Mr. Rezac, Seconded by Ms. West-Hafner. Discussion, none. Motion approved.

Youthprise Contract Summary -- Ms. Krolik

CAP-HC is proposing a service agreement with Youthprise, a Minneapolis-based nonprofit with a mission to increase equity with and for Minnesota's low-income and diverse youth. This agreement would entail distributing Community Services Block Grant (CSBG) CARES Act Supplemental Grant ("CSBG Supplemental") funds to Youthprise who would, in turn, support local youth-serving organizations in Hennepin County. The scope of the agreement would include services related to Employment, Education and Cognitive Development, Income and Asset Building, Housing, Health and Social/Behavioral Development, and Civic Engagement and Community Involvement. CAP-HC would distribute up to \$300,000 in payments to Youthprise. Youthprise would ensure that at least 500 eligible Hennepin County youth are served by youth-serving organizations who have a COVID hardship. A Single Source Provider request was submitted to DHS. Staff is seeking approval to enter into the contract agreement the Youthprise Contract Summary. Motion made by Ms. Bryant, Seconded by Ms. Chambers. Ms. Nesse suggested that the board receive a copy of the Single Source Provider once approved by DHS. Motion approved.

c. **Telecommuting Policy and Procedures** -- Mr. Miller

Sam Miller presented. CAP-HC does not currently have a Telecommuting Policy. Staff are working remotely currently only due to the pandemic. Staff has put together a Telecommuting Policy and Procedure to be put into place after the pandemic. This policy would allow employees to work at home, on the road, or in a satellite location. The employee would be expected to work onsite at the CAP-HC office for a minimum of 16 hours per week. Employees requesting telecommuting arrangements must be employed with CAP-HC for a minimum of three (3) months. This policy has been reviewed by the agency attorney. Staff is seeking approval for the Telecommuting Policy and Procedure. Motion made by Mr. Schaffer, Seconded by Ms. Chambers. Discussion, none. Motion approved.

13. Announcements/Information:

- a. The Board Roster, Board Calendar, and the Board Committee Assignments were included in the Board packet for review. Ms. Krolik attended the 2021 National Community Action Partnership (NCAP) Conference and her notes from the conference were included in the meeting packet for review.

14. Adjournment:

The meeting was adjourned by Chair Asp at 8:00 pm.

Next CAP-HC Board of Directors Meeting:

Thursday, December 2, 2021

6:30 – 8:00 pm