



**MINUTES: BOARD OF DIRECTORS MEETING
 COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY
 8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426
 THURSDAY, May 28, 2020
 6:30 PM**

Allen Rezac	E	Karin Keitel	P
Alysen Nesse	E	Kevin Myren	P
Angela Wade	E	Mercedes Thomas	E
Angela Williams	E	Michael Vekich	P
Chloe Jackson	E	Sherrie Pugh	P
David Asp	P	Solomon Ogunyemi	E
Eric Totten	E	Tonya West-Hafner	P
Josh Schaffer	P	Tyanna Bryant	P
Justin Gillette	P	Nelson Morocho Cuvi	E

CAP-HC Staff Present: Dr. Clarence Hightower, Feleshia Edwards, Jennifer Horton, Sam Miller, Todd Blooflat, Mitch Radke, Jane Cummiskey, Michael Yarbrough, Dean Dalzell, and Dee Yang

Visitors Present: Karen Gray and Nora Hall (Gray Hall)

1. Call to Order:

Chair Mike Vekich called the meeting to order at 6:34 pm. Karin Keitel called the roll. The meeting did not start with a quorum until David Asp joined at 6:48 pm.

2. Minutes of April Board Meeting:

Chair Vekich asked if there were any changes to the minutes of the April 23, 2020 Board meeting. There were none, so the minutes stand as presented.

3. 2020 – 2022 Strategic Plan:

Dr. Mitch Radtke introduced the final draft of the strategic plan and shared that the strategic plan workgroup has met several times to talk over goals and objectives. He thanked the workgroup and our consultants from Gray Hall. then turned things over to Dr. Karen Gray and Dr. Nora Hall to elaborate.

Dr. Hall commented that working with the workgroup had been a treat and that the plan really came together under their guidance. She went on to elaborate on the processes leading up to the final product, gave thanks to those involved in making the strategic plan possible, and gave further details on the final product (mission, vision, and values, goals and objectives, summary document, etc.). Dr. Gray chimed in with her appreciation on getting to work with CAP-HC for the last months. She cited Dr. Hightower for his leadership in the process. She noted that the organization is already talking about a response to the COVID-19 pandemic. Mr. Vekich thanked both Dr. Gray and Dr. Hall, as well as Dr. Radtke.

Tonja West-Hafner made a motion to adopt the 2020-2022 Strategic Plan, as presented, seconded by Sherri Pugh. There was no further discussion, all in favor. MOTION adopted.

4. Financial Report:

a. March Financial Statements:

Kevin Myren commented on the March financial statements and turned the floor over to Todd Blooflat. Mr. Blooflat pointed the Board to the narrative section of the statements and noted that March finished with a surplus change of net assets of almost \$6000, mostly due to timing issues. He noted that the line of credit is still in application stage with Bremer Bank; he expected that because of his past relationship with the bank, Dean Dalzell, the new COO, will be able to assist with that process. He stated that the agency has about \$750,000 of EAP funds to spend by September 30, and over \$4.3 million in CSBG funding that goes through next year, which does not include supplemental CSBG funds that Mr. Dalzell will go over. Chair Vekich opened for questions and comments; there were none.

b. Cashflow Report: Mr. Blooflat continued by reviewing the April cashflow report. CAP-HC finished April with a cashflow balance of about \$451,000, due to with fewer costs because of staff working from home and a decrease in clients. He noted that the agency will have a lower cashflow balance in the coming months as it staffs up and provides more direct client services.

c. Form 990: Mr. Blooflat then reviewed the Form 990 that the agency must file annually with the IRS. He reported that it had been reviewed a by the Finance and Audit Committee, as well as Managing Committee and both committees recommended it for approval by the Board. He continued to explain detailed parts of the Form 990 and asked that the Board approves the 990 Tax Return for filing. Chair Vekich asked if there were any questions or comments; Tyanna Bryant responded that she thought the form looked good and she complimented CAP-HC on its work.

Chair Vekich then entertained motions on the financial statements and the Form 990. Mr. Myren made a motion, seconded by Ms. West-Hafner, to accept the March Financials, subject to the final audit. There was no further discussion, all in favor. MOTION adopted.

Mr. Myren then made a motion, seconded by Mr. Asp, to approve the Form 990 Tax Return, and for the Executive Director to sign on the board's behalf. There was no further discussion, all in favor. MOTION adopted

5. Fidelity SIMPLE IRA:

Mr. Blooflat reviewed the process to establish a SIMPLE IRA plan for CAP-HC's employees at Fidelity. Fidelity requires Board approval of the corporate resolutions attached to the plan agreement. The Finance and Managing Committees have recommended approval of the corporate resolutions and authorized signature of the plan agreement by Dr. Hightower. Mr. Dalzell and Mr. Blooflat will act as administrators on the account. Once the agreement is signed, Mr. Blooflat will have an independent financial advisor to present the plan to all staff by virtual meeting. The financial advisor has agreed to make the presentation at no cost to CAP-HC. Staff who decide to participate in the plan will have their contributions withheld from their paychecks, with the agency matching contributions up to 3% of their annual pay.

Mr. Myren made a motion, seconded by Ms. Pugh, to adopt the corporate resolutions and to authorize Dr. Hightower to sign the plan agreement. All in favor, MOTION adopted.

6. April 2020 Program Data Report:

Dr. Radtke reviewed the monthly program data report with the Board and explained the decline in numbers. Ms. Keitel asked for clarity on the decline in EAP clients, which Ms. Feleshia Edwards explained was due to new federal requirements for SS# for all applicants, including infants, in a household requesting energy assistance. Not everyone can apply due to that requirement. Ms. Edwards believe there would be an increase going forward due to current events in the community.

Dr. Hightower asked Jennifer Horton to describe future plans for Client Services, including new hires for programming. Ms. Horton updated the Board on Client Services, onboarding of staff, plans of moving forwarding with vehicle and housing program.

7. Management Committee Update:

Chair Vekich shared that the items on the Board agenda will cover all matters that the Managing Committee discussed at its last meeting.

8. Human Resources Committee Update:

Josh Schaffer shared that the Human Resources Committee met with Sam Miller just prior to the Board meeting and discussed recent hires in Client Services starting within a few weeks, and a financial consultant coming in to assist with procedures in the finance department. Mr. Blooflat added that the financial consultant is contracted until the end of the year, and she has knowledge of CAP finances with her history from CAP-RW working with Mr. Dalzell and Dr. Hightower. She'll be an asset to the finance department, taking on responsibility for accounts payable and payroll, thus lightening the load that Todd Blooflat and Jane Cummiskey has had to take on. Chair Vekich asked if she's actually a contracted employee, and not quite a true consultant, which Mr. Blooflat confirmed.

Mr. Schaffer then moved on to the COVID-19 workgroup. The workgroup is developing policies and procedures in development for staff coming back to work. The Human Resources Committee plans to provide more details at the next Managing Committee and Board meetings.

Lastly, Mr. Schaffer brought up the death of George Floyd and how his death is impacting the staff and the community. Ms. Bryant shared that there's a lot of trauma surrounding this issue in the community, and that it is scary. She stated that we need to have some peaceful actions to address and reduce poverty, and that she is thrilled that she's a part of these efforts.

Dr. Hightower shared that providing resources to staff directly is difficult as 95% of staff are working from home. He will have conversations with other staff to gather information to support and communicate with the staff.

Ms. Pugh shared a resource, The Reframing Institute, who really help with creating a solution and not raising a problem. She would like the organization to have an environment that will address trauma for when staff returns. She shared that she has experienced racial issues herself living in Mound for over fifty years. Dr. Hightower thanks Ms. Pugh for sharing and for the resource. He also shares that the organization is still under construction for working on raising culture, it is a work in progress.

Ms. Keitel asked if the organization has resources that are culturally competent to address trauma and if the organization has messaged to employees that those resources are available, which Mr. Miller responded that there is an employee assistant program through the organization's health plan. It could be promoted again; some staff has used it before. Dr. Hightower will bring it up in addressing the staff on Friday.

9. Program Planning and Evaluation Committee Update:

Dr. Radtke shared that the Program Planning and Evaluation committee met and had a quorum. Many of the items on board agenda were also covered, such as the Strategic Plan and issues around EAP and Client Services programming.

10. Executive Director Update:

Dr. Hightower commented on the progress of the Board committee structure, which he sees as progressing very well; he expects the real work to take place in the committees and then the items are brought to the board. He noted that he is happy with the progress made in such a short time.

a. COO Introduction: Dr. Hightower then introduced Dean Dalzell, new COO to the board. Mr. Dalzell shared about his enthusiasm with CAP-HC, working with the leadership team, and thanking Dr. Hightower.

b. CSBG Update: Mr. Dalzell then moved on to the CSBG presentation and reviewed the grant summary form and its contents. He stated that the form will be used to provide information to the Board about major grant opportunities. Under the CARES ACT, Minnesota is receiving additional CSBG funds, and CAP-HC is slated to receive \$2,254,017. In addition, the CARES ACT expanded eligibility to 200% of the federal poverty level. The use of these funds will be guided by the Strategic Plan. He also thanked other CAP-HC staff who were all involved in the application process. Dr. Hightower added that the organization could offer direct services and work with sub-grantees, depending on the services we choose to deliver. Ms. West-Hafner asked if this would change CAP-HC's requirements for single audits. Mr. Dalzell responded that CAP-HC's current funding exceeds the threshold for single audit. The staff will have to adapt to the eligibility changes.

Ms. West-Hafner made a motion, seconded by Ms. Bryant, to approve the application for submission. Ms. West-Hafner thanked Mr. Dalzell and commented that the application was very thorough and easy to understand. Chair Vekich asked if there were any restrictions to the funds and what the timeline of it would look like. Mr. Dalzell responded that there aren't any special restrictions, and they are actually more flexible than prior CSBG funds. These funds will need to be spent by December 2022. Chair Vekich asked if the organization will plan to use sub-grantees with the funds, which Mr. Dalzell responded yes there could be. There were no further questions or comments. All in favor, MOTION adopted.

c. New Private Sector Board Members: Dr. Hightower presented two new board members from the private sector, Jeff Washburne and Victoria Chambers. He noted that currently there are only three directors from the private sector, so we have four vacancies. Under our bylaws, the private-sector board members to vote on bringing in new private-sector board members, which has happened electronically. Dr. Hightower then elaborated on the two new board members, noting that they both have experience in the housing industry, which should be helpful. He is in the process of searching for additional potential private sector members.

11. New Business:

There was no new business.

12. Adjournment:

Chair Vekich adjourned the meeting at 7:41.

NEXT REGULAR BOARD OF DIRECTORS MEETING:

Thursday, June 25, 2020

At 6:30 PM