



**MINUTES: BOARD OF DIRECTORS MEETING  
 COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY  
 8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426  
 THURSDAY, FEBRUARY 27, 2020  
 6:30 PM**

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

CAP-HC Staff Present: Dr. Clarence Hightower, Brooke Walker, Sam Miller, Todd Blooflat, Mitch Radke 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 6:30 PM. A quorum was present.

**2. Minutes of January Board Meeting:**

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

**3. Introductions of new Board Members:**

Dr. Clarence Hightower reminded the Board that we are looking for 4 private sector board members and we are particularly interested in individuals with expertise in HR, marketing and communications. He asked our newest Board members, Angela Williams (Community sector) and Allen Rezac (Public sector, designee of Commissioner Marion Greene) to introduce themselves. Both expressed their excitement at serving on the CAP-HC Board and both have very strong backgrounds in their work: Ms. Williams is a small business owner and Mr. Rezac has experience in budget and finance for Hennepin County. Both are interested in housing issues. In addition, the Board has added two new Community sector members who are not present at today’s meeting, Chloe Jackson and Mercedes Thomas.

**4. One Journey 2020-22: Community Needs Assessment and Strategic Plan:**

Dr. Mitchell Radtke shared about how interesting and inspiring the recent Board retreat was, that there were plenty of engagement and ideas being shared. He introduced Dr. Karen Gray and Dr. Nora Hall who gave a debriefing on the retreat. Dr. Gray shared that the agency’s vision statement won’t change, and its values and mission will change a bit. She thanked the Board for its participation in the retreat.

Dr. Hall shared a list of key needs that were brought up at the retreat. That list includes programming (goals and objectives), policy development (lobbying), organizational excellence,

diversified funding, creating a welcoming environment, educating staff, and mental health. They will take their notes from the retreat and incorporate them into the strategic plan, working with the strategic planning workgroup, which includes Board members Alysene Nesse and Justin Gillette.

**5. Managing Committee Update:**

Mr. Vekich left the meeting to take a call and asked Mr. Myren to chair. Mr. Myren updated the Board about the recent Management Committee meeting.

**6. Financial Statements and Cash Flow Report:**

Mr. Myren informed the Board that the Finance and Investments Committee had met and had done a thorough review of the December financial statements, which will be the practice going forward. Todd Blooflat led the Board members through the December 2019 financial statements and the cash flow report. He noted that the organization ended the year with a positive bottom line of \$85,000, for the first time in years. The line of credit was fully paid off by the end of December. The 2019 audit will begin soon. Mr. Myren stated that the Finance Committee had discussed getting another line of credit, which would be designed to help with timing gaps. Mr. Rezac asked about the provision of direct services, and Mr. Myren responded that the agency had used subgrants in 2019 to provide services and intends to provide them directly in 2020. Sherrie Pugh made a motion to accept the December financial statements, subject to audit, Ms. Williams seconded. MOTION ADOPTED.

**7. CAP-HC Program Data:**

Dr. Radtke presented the FY 2020 program data report. Ms. Williams asked for clarity on the funds distributed and how many people we are assisting. Mr. Schaffer and Mr. Myren explained that the number of individuals served will vary by subgrantee because their programs are different. Dr. Radtke suggested that Brooke Walker could later provide data showing what the subgrantees' goals were vs. how many individuals actually served.

**8. EAP Update:**

Dr. Radtke on behalf of Feleshia Edwards updated the Board on the energy assistance program. He stated that the program is running behind by about 6% this year, so we are considering a marketing communications push with food support, with the hope that that will help us get back on pace.

**9. Executive Director Search:**

Dr. Hightower gave an update on the search for a new Executive Director, noting that the search firm is one month ahead of plan. He reminded the Board that the contract with CAP-RW expires on May 1.

**10. Interim Executive Director Report:**

**a. Lease Expiration:** Dr. Hightower stated that the lease at the Minnesota Council of Churches building is expiring on May 17; the agency is targeting April 6<sup>th</sup> to move staff to another CAP-HC location. Not having this lease will save the organization money. Dr. Hightower stated that the lease at the St. Louis Park location is up on July 31<sup>st</sup>, and the landlord is looking for a five-year lease. Dr. Hightower has told him that we may be interested in a shorter-term lease, such as two or three years, which would allow us to use the strategic plan to decide where to move next. Ms. Pugh asked the accessibility of the St. Louis Park site, and Mr. Schaffer responded that we think this site is difficult to access, particularly by bus line and that the agency has long wanted to relocate. Mr.

Gillette stated that he would prefer not to commit to a long-term lease. Dr. Hightower noted that the landlord might be amenable to a two-year lease, but no less.

**b. Committee Composition:** Dr. Hightower presented the committee structure for the Board. The membership of some committees will change as we add additional Board members.

**c. Memorandum of Understanding re: Violence:** Dr. Hightower introduced a proposed MOU with Urban League regarding violence in Minneapolis and the rest of Hennepin County. The MOU indicates CAP-HC's support of efforts to reduce violence. Chair Vekich stated that this is the right thing for the agency to do. Mr. Rezac asked whether this was something that CAP-HC routinely did (partner with other organizations on specific issues) and if so, how does the agency make a decision to participate or not. Mr. Myren stated that the organization should develop a policy. Ms. Nesse stated that the agency should be more specific about they're doing to address violence. Ms. Williams asked why we were committing such a relatively small amount of dollars to this cause. Ms. Pugh suggested a discretionary pool of dollars that could be used for similar situations. Tyanna Bryant stated that violence is caused by poverty, and Angela Wade stated that she would like to see dollars for preventative measures so that people did not have to resort to violence. Discussion ensued. Chair Vekich stated that the consensus was to go forward with this MOU, and he asked Mr. Myren and Dr. Hightower to put together a policy to be considered at the next managing committee meeting.

**d. Department of Commerce Monitoring Tool:** Dr. Hightower briefly reviewed the DOC monitoring tool and stated that the work with the DOC has been going well.

**10. Recruitment and Selection Policy:**

Mr. Miller reviewed the agency's updated Recruitment and Selection Policy. The document has been reviewed and approved by our HR attorney and by the managing committee.

**11. New Business:**

There was no new business.

**12. Adjournment:**

With no further business, Chair Vekich adjourned the meeting at 7:43 PM.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:  
Thursday, March 26, 2020  
At 6:30 PM**