

**MINUTES: MANAGING COMMITTEE MEETING  
COMMUNITY ACTION AGENCY OF HENNEPIN COUNTY  
122 W FRANKLIN AVENUE, MINNEAPOLIS, MN 55404  
FRIDAY, MARCH 15, 2019  
11:00 A.M.**

David Asp	P	Alysen Nesse	E
Karin Keitel	P (via telephone)	Josh Schaffer	E
Kevin Myren	P	Mike Vekich	P

**Guests:** Tikki Brown, Francie Mathes, and Isaac Wengerd of DHS; Dr. Clarence Hightower of Community Action Partnership of Ramsey and Washington Counties (CAP-RW)

Mr. Vekich opened the meeting at 11:10 a.m. A quorum was present.

**CAP-HC Slate of Officers:** Isaac Wengerd inquired about the agency’s annual meeting and slate of officers. Mr. Vekich reported that David Krause was not going to run for chair and planned to resign from the Board. The managing committee discussed and approved a slate consisting of Mr. Vekich as chair, Kevin Myren as treasurer and Karin Keitel as secretary.

**Discussion with Dr. Hightower:** Mr. Vekich introduced Dr. Clarence Hightower to the managing committee and DHS representatives, and he provided Dr. Hightower some background on the agency and the establishment and subsequent work of the managing committee. He also described some of the immediate needs of the agency. Dr. Hightower described his view of the potential arrangement: the managing committee would be entering into a relationship with Dr. Hightower and his executive team, rather than a single individual, and CAP-RW would be capable of providing executive, HR, IT, and financial expertise to the organization. He noted that he would bring his executive committees into the discussion regarding the arrangement. Discussion ensued and questions were asked.

Mr. Myren spoke in support of the proposal and mentioned the need for a strong presence at CAP-HC, with focus on the finance function. Ms. Keitel asked whether we might have differing conceptions of the proposal, as the managing committee had previously discussed engaging Dr. Hightower, rather than entering into a broader relationship with CAP-RW. David Asp talked about the need to develop our own expertise at CAP-HC and to transition it effectively.

Tikki Brown stated that leadership will be the central issue, and that Dr. Hightower would need to establish a clear line of authority as soon as possible. She noted that the agency may need to reduce certain programming that has been ineffective or problematic, and that it may want to outsource certain functions such as IT and HR.

Mr. Vekich stated that if we enter into this arrangement with CAP-RW, Dr. Hightower and his team would have full executive authority, including the authority to hire and fire and run the agency. He said that the contract would need to be for one year. Mr. Asp asked for clarification

on whether we'd want CAP-RW to provide HR and IT services, and Mr. Vekich responded that Dr. Hightower and his team would need to do an interim assessment of the agency's needs. Dr. Hightower agreed. Ms. Brown listed some short-term priorities, including engaging a program consultant, managing the new sub-grants, and stabilizing the fiscal area. The committee and DHS discussed what level of flexibility would be given in timing and next steps, with an aim of meeting the requirements of the agency's two QIPs.

Dr. Hightower was asked what benefit CAP-RW would receive from providing such assistance to CAP-HC. He stated that CAP-RW benefits, as do all of the state's CAPs, from a strong network of CAP organizations. He described the CAP-RW leadership institute that trained non-profit leaders and noted that community outreach is a core part of CAP-RW's mission.

The committee discussed next steps and stipulated that CAP-RW would need to indicate its interest in this proposal. The committee agreed that if CAP-RW's board is willing to proceed, we should proceed to contracting, with the goal to have a contract completed by not later than April 15th. DHS representatives indicated that a sole source waiver would be available for this arrangement. The committee discussed appointing Feleshia Edwards as interim ED until the contracting process is complete, and Ms. Brown offered to reach out to her counterpart at the Department of Commerce to walk them through the proposal, to allay potential concerns about Ms. Edward's focus during the energy season.

**Governance Update:** DHS representatives inquired about plans for officer elections and Mr. Vekich described the slate that will be presented. Ms. Mathes pointed out that the managing committee does not currently have a community representative. The committee and DHS representatives discussed when the best time to reincorporate community members into the agency's governance.

**Sub-grant Update:** Mr. Vekich reported that the sub-grant award letters have been sent out.

**Piekarski's Final Day at CAP-RW:** Mr. Vekich noted that Steve Piekarski had moved up his last day as executive director at the agency from April 4 to March 22, per an email to Mr. Vekich. Karin Keitel made a motion to accept Mr. Piekarski's new departure date, seconded by Mr. Vekich. MOTION PASSED.

**Telephone Call with Liz Kuoppala:** The DHS representative and the committee agreed to postpone its call with Ms. Kuoppala, a former CAP interim ED, until a later meeting.

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

Karin Keitel, Secretary to the Managing Committee