

**MINUTES: MANAGEMENT COMMITTEE MEETING  
COMMUNITY ACTION AGENCY OF HENNEPIN COUNTY  
122 W FRANKLIN AVENUE, MINNEAPOLIS, MN 55404  
FRIDAY, MAY 3, 2019  
11:00 A.M.**

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

**CAP-HC Staff:** Clarence Hightower, Feleshia Edwards, and Todd Blooflat

**1. Call to Order and Introductions:** Chair Mike Vekich called the meeting to order at 11:09 and outlined the agenda for the meeting. A quorum was present. Mr. Vekich introduced Dr. Clarence Hightower and asked each committee member to introduce themselves.

**2. Approval of Minutes:** Chair Vekich made a correction to the draft minutes from the April 18 meeting: although he was present, he was inadvertently marked absent. With that change, the Management Committee approved the meeting minutes.

**3. March Financial Statements:** Todd Blooflat presented the March financial statements, which were better than he had expected, with a small positive balance, due to quarterly recognition of revenue of grants billed quarterly in March. Direct cost allocation is working as planned. With the liquidation of the investment account in February, the agency's cash flow has been healthy for the past two months. Mr. Blooflat said that the organization is getting payments out on time and there is less stress to the financial position with a positive cash flow.

The Management Committee approved the March financial statements, subject to audit.

**4. Line of Credit:** Mr. Blooflat noted that the organization still has approximately \$230,000 outstanding on its line of credit, which is the same balance since September. He stated that he will be working with Kevin Myren, treasurer, and Dr. Hightower or his designee, to determine how to best proceed with respect to the expiration or renewal of the line of credit with Bremer Bank.

**5. Additional Updates:**

- a) **Housing Programs Update:** Mr. Vekich recapped with Board discussion of certain housing grants that may be pulled back because of lack of trained CAP-HC personnel. Dr. Hightower will be engaged in developing a strategy for housing programs and will revisit with the Management Committee at a later date. Alysen Nesse commented that the Work Plan will need to be updated once Dr. Hightower is on board.
- b) **IT Contract Extension:** David Asp reported that the agency's contract with CADAN, its IT outsource provider, was a three-year extension which was signed by the former executive director without the approval of the Board or Management Committee. Mr. Asp is considering what actions may be taken.

- c) **Background on Management Committee, Board and Governance:** Chair Vekich provided Dr. Hightower some background on the formation of the Management Committee and the current status of the tripartite membership of the Board. Karin Keitel noted that it would be useful to have DHS acknowledge the current status via the QIP response. Dr. Hightower stated that part of the strategy review will include a section on governance and a strategy to come into compliance with our bylaws. Mr. Asp mentioned the need to recruit Board members and to provide appropriate on-boarding.
- d) **Dr. Hightower Update:** Dr. Hightower described his initial meetings with CAP-HC employees. He noted that he asks each employee how they enjoy their work and what they need to be supported. He described these meetings as very positive, giving employees an understanding that we are going to move forward to normality so that they can do the work they signed up to do. He said that he is excited by the opportunity to work with CAP-HC. Josh Schaffer thanked Dr. Hightower for his positive outlook and engagement with the staff. Ms. Edwards added that based on feedback she had received, the staff feel like Dr. Hightower's concern for them is genuine. Dr. Hightower added that the staff has concerns about the number of vacancies because lack of personnel means that fewer people can be served.
- e) **QIPs Status:** Ms. Keitel gave a brief update on the status of the QIPs.
- f) **Frequency of Meetings:** Chair Vekich discussed the possibility of changing the Management Committee's meeting schedule to once monthly, instead of twice monthly, with interim updates from Dr. Hightower.

**6. Adjournment:** Chair Vekich asked if there was any further business. There being none, the meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Karin Keitel, Secretary to the Management Committee

*Next Management Committee Meeting:  
Friday, May 17, 2019*