

MINUTES: BOARD OF DIRECTORS MEETING
COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY
8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426
THURSDAY, April 25 at 6:30 PM

Alysen Nesse	E	Kevin Myren	E
David Asp	P	Marvin Johnson	E
Josh Schaffer	E	Michael Vekich	P
Justin Gillette	P	Solomon Ogunyemi	P
Karin Keitel	P	Tanya Simons	A
Abdi Busari	A (resignation received during meeting)		

CAP-HC Staff Present: Feleshia Edwards, Todd Blooflat, Rae Clark

I. Call to Order:

The CAP-HC Board of Directors met on Thursday, April 25. Initially, a quorum was not present so the meeting was not called to order. Chair Mike Vekich explained that we would dispense with the roll call and the conflict of interest disclosure at the board meetings. The secretary can record attendance and it is each member's responsibility to be cognizant and to communicate conflicts of interest.

II. Management Committee Update

Mr. Vekich provided an update on the Management Committee's activities. The Management Committee has entered into a one-year agreement with Community Action Partnership – Ramsey Washington (CAP-RW) to provide administrative and other services. The cost to CAP-HC will be \$100,000. The MN Department of Human Services (DHS) is in favor of this action. Mr. Vekich will be meeting with the MN Commerce Department in the next two weeks to discuss this agreement. Dr. Clarence Hightower, the CAP-RW executive director, will start on May 1, 2019 and be at the CAP-HC site as much as necessary. At 11:00 AM on Friday, April 26th, Mr. Vekich will meet with the full CAP-HC Staff to announce the agreement.

DHS is working on merging the two QIPs into a single document for quarterly reporting by CAP-HC. Ms. Keitel is working on that project. The relationship with DHS has improved.

The agency's cash flow position is in the best condition it has been for a while and we are discussing our programming with DHS.

Chair Vekich commended Feleshia Edwards for her work during this interim period. He also recognized Mr. Schaffer, Ms. Nesse and Ms. Keitel for their work on various committee projects.

III. February Financials

Todd Blooflat presented the February financial statements. This is the first month in long time that we had an excess of revenue over expenditures, primarily due to the investment income received by liquidating the agency's investment account. The amount was \$298. It is expected that most months we will have a slight deficit due to interest on the line of credit and depreciation.

The 2018 financial audit is completed. We received an unqualified audit opinion. There were three findings of weaknesses from the first 6-8 months of the year that Mr. Blooflat and Mr. Myren feel they now have a grasp. There were three findings of material weakness and one finding of significant deficiency.

With the audit complete, we can now send the indirect cost rate proposal for FY2018 to CAP-HC's federal agency, the US Department of Housing and Urban Development (HUD). Last year we asked for a 35% rate for 2017 and received a 31% rate. If CAP-HC is approved for a higher rate for 2018, it will allow CAP-HC to go back and recover under the 2018 grants that are still open, but the amounts recovered will show on the 2019 financials.

The MCAG grants are closing on June 30, and the agency is working with DHS to expand the water program in order to use this grant effectively. The organization will see how much money is remaining on June 1 and it may implement grants to food shelves for the remainder.

We expect the CSBG grant advance will be paid back in the December 2019 billing.

IV. Meeting called to Order

Chair Vekich received and read to the Board an email that Abdi Busuri resigned from the CAP-HC Board of Directors effective immediately. Therefore, with a quorum now present, Chair Vekich called the meeting to order at 6:47 PM.

A MOTION to approve the March 28th Board of Directors minutes as presented was made by David Asp and seconded by Ms. Keitel. **MOTION CARRIED.**

A MOTION to approve the February financial statements as presented, subject to audit, was made by Mr. Asp and seconded by Justin Gillette. **MOTION CARRIED.**

V. Interim Director Update

Ms. Edwards reported that there are issues with CADAN, our technology service provider. Her understanding was that it was a three month contract, concluding May 31st. Upon review, it has been discovered that it is a three year contract which may have been signed during the period the previous executive director was not authorized to sign additional contracts. Ms. Edwards will send all CADAN contracts to Mr. Asp for review and further action.

Ms. Edwards reviewed some recent activities and issues

April 2, 2019:	Otto Bremmer Application was due. Grants manager sent it 4/3/2018. We reached out to Tessa Wetjen at Bremmer to see if they would still accept the late application. They accepted the application.
April 5, 2019	CSBG Report was submitted.
April 10, 2019	MNSure report was submitted.
April 12, 2019	SNAP report was submitted.
April 15, 2010	CDBG Report was submitted
April 23, 2019	Home Ownership Capability (HOC) application was due. Ms. Edwards called Ruth DeBose, Minnesota Housing Finance Agency, for an extension due to unknown capacity. We only have 2 Housing employees and neither of them have all the requirements & certifications to deliver. Marissa Hernandez resigned, her last day will be May 3, 2019. Ms. DuBose was very understanding, she will reach out to her boss Tal Anderson and will follow-up next week.
May 10, 2019	SNAP Outreach application is due. We will have the same issues as with HOC due to having only 1 of 8 navigators.

Ms. Edwards then reviewed some grant monies that were returned under the former Executive Director:

- Transitional Housing Program (THP) \$30,000
- Small Business Technical Assistance Program (BTAP) \$5,000
- Due to lack of capacity, attempted to send back \$60,000 to MNsure Outreach grant, but Nachee Lee advised us not to revise our budget. However, the contract for State Fiscal Year 2020 was terminated for \$125,000. Mr. Vekich asked Ms. Edwards to reach out to Mr. Lee regarding renewing the 2020 grant application.
- MDVA Minnesota Department of Veteran Affairs terminated a \$90,000 two-year grant.

VI. Adjournment

Chair Vekich asked if there was any further business. There being none, Chair Vekich adjourned the meeting at 7:00 p.m.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:
Thursday, May 23, 2019
At 6:30 PM**