

**MINUTES: BOARD OF DIRECTORS MEETING
COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY
8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426
THURSDAY, JULY 25, 2019
6:30 PM**

Alysen Nesse	P (via telephone)	Kevin Myren	E
David Asp	E	Marvin Johnson	P
Josh Schaffer	P	Michael Vekich	P
Justin Gillette	P	Solomon Ogunyemi	E
Karin Keitel	P		

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

1. Call to Order:

Chair Mike Vekich called the meeting to order at 6:32 PM; a quorum was present.

2. Approval of the June 27, 2019 Board Minutes:

Mr. Vekich asked for comments and changes to the draft minutes; there were none. Mr. Vekich stated that the June 27, 2019 CAP-HC Board minutes stand approved as presented.

3. Financials:

a. May Financials: Todd Blooflat presented the May financial statements. He reported that CAP-HC had a small deficit of \$668.00 due to the interest on the line of credit and depreciation of assets, which are items for which the agency cannot be reimbursed. These were partially offset by interest received on CAP-HC’s Magic account. Mr. Blooflat reported that CAP-HC received information this week that Bremer Bank is going to start CAP-HC on a six-month payment plan to pay-off the line of credit, which was very similar to what CAP-HC had originally proposed to the bank. Mr. Blooflat confirmed that cash flow projections support the payment plan. He reported that CAP-HC received the final Indirect Cost Rate of 37%, 6% higher than the interim rate, which he estimates will allow CAP-HC to recoup approximately \$50,000 from 2018 expenses against still open grants. CAP-HC has requested an advance from DHS and DHS is working on that request. Andrew Grewell (DHS) told Mr. Blooflat that CAP-HC should know within a couple of weeks. The agency expects an advance of \$200,000. CAP-HC was the first Minnesota CAP to receive a CSBG/MCAG contract for FFY20. Ms. Keitel made a motion to approve the May financial statements, subject to audit, and Justin Gillette seconded the motion. Motion carried.

b. Cash Flow Projection: Mr. Blooflat presented a 10-month cash flow analysis using a template from Dean Dalzell, chief financial officer of CAP-RW. Bremer Bank has requested to receive this cash flow projection each month. The board discussed the cash flow projection.

4. Interim Executive Director Update:

Ms. Edwards presented the Interim Executive Director update on behalf of Dr. Clarence Hightower, who was absent. She noted that she and Dr. Hightower had been honored at this week’s MinnCap Conference. Ms. Edwards was honored for 25 years of service to the CAP community. Dr. Hightower received the 2019 Partnership Award by OEO for his efforts to

advance the Minnesota Community Action Network.

Ms. Edwards noted that the agency is closing out the EAP program for FFY2019; the close-out package is due October 30, 2019. Ms. Edwards listed some upcoming events/deadlines for the EAP program:

- August 7-8 – FFY20 EAP Annual Training in St. Cloud
- August 16 – FFY20 Local Plan and Internal Controls Document due
- August 19 – FFY20 EAP Application mailing begins
- September 16 – FFY20 Grant Contract documents are due

Ms. Edwards reported that the CAP-HC leadership team is reviewing Dr. Hightower's 45-day report with staff. Questions have arisen regarding the report's culture section. Dr. Hightower will review and answer staff questions at the upcoming staff meeting.

Ms. Edwards stated that John Harvanko from the Department of Commerce has retired. His replacement is Michael Schmitz who has worked with Mr. Harvanko for the past six years. Ms. Edwards has worked with Mr. Schmitz in the past. She also reported that Bill Grant is replacing the retiring Arnie Anderson at MinnCap.

Marvin Johnson asked Ms. Edwards whether the agency is providing energy assistance for cooling. She responded that there is none available this year.

Ms. Edwards reported that senior directors are currently revising job descriptions. Each employee is receiving a performance review and creating three year-end goals within a work plan. The goal is for this process to be completed by July 31, 2019, but no later than August 9, 2019.

5. Managing Committee Update:

Mr. Vekich provided the Board an update on the Managing Committee. He and Dr. Hightower have met with the Department of Commerce in the past few weeks regarding the continuance of funding. Ms. Edwards reported that she was told in a conversation with the Department of Commerce at the MinnCap conference that the Department of Commerce will continue to fund the agency's EAP program. Mr. Vekich stated that the Commerce Department wanted an update on improvements the agency is implementing. The state agency had expressed concerns that CAP-HC was underserving Minneapolis, however, Ms. Edwards stated that 48% of the 20,000 applications that were approved were in Minneapolis. Mr. Vekich asked whether CAP-HC could serve more people and Ms. Edwards replied that it would take more outreach and more data analysis to determine where there may be pockets of individuals who are underserved. She noted that she would like the agency to serve 30,000 families.

Mr. Vekich reported that the Managing Committee is working toward reconstituting the Board of Directors, which will require filling vacancies in all three sectors of the tripartite Board. The goal is to complete this process by the end of September. When the CAP-HC Board of Directors is fully in place, the Managing Committee will continue to meet; the agency's understanding with DHS is that the Managing Committee will be in place until the second QIP is completed. The need for the Managing Committee will be reviewed in 2020.

Chair Vekich stated that the Minnesota Council of Churches has listed the CAP-HC space on Franklin Avenue. If MCC finds a new lessee, CAP-HC is prepared to vacate as soon as needed.

Mr. Vekich described the processes for the combined Community Needs Assessment and Strategic Plan and the Compensation Study, which had been presented at the most recent Managing Committee meeting. The agency will use processes that CAP-RW has used successfully. Both processes will benefit from having a Board member involved. Mr. Gillette and Mr. Johnson expressed an interest in assisting.

The next Managing Committee meeting is Friday, August 2, 2019.

5. QIPs:

Ms. Keitel presented an update on the QIP process. She reported that DHS has combined the reporting for the two QIPs and that this tool made the reporting easier. Ms. Keitel met with Dr. Hightower and his leadership team and walked through the QIP, line by line. Completing the combined Community Needs Assessment and Strategic Plan will be critical to completing the QIP. She noted that the DHS representatives at the Managing Committee meeting were enthusiastic about the processes outlined by the CAP-RW representatives. Ms. Keitel said she was optimistic about completing the QIP because Dr. Hightower is driving it with monthly meetings with his leadership team. The agency's first QIP report is due on July 30th. The Managing Committee has approved the draft QIP report. Ms. Keitel made a motion for the Board to affirm the approval of the draft QIP report, seconded by Mr. Gillette. Motion carried.

6. New Business:

Mr. Vekich suggested that the Board consider having officer elections once the CAP-HC Board of Directors has a full membership.

. Adjournment:

With no further business, Chair Vekich adjourned the meeting at 7:17 PM.

NEXT REGULAR BOARD OF DIRECTORS MEETING:

Thursday, August 22, 2019

At 6:30 PM