

**MINUTES: BOARD OF DIRECTORS MEETING
COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY
8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426**

**THURSDAY, MARCH 28, 2019
6:00 PM
OPEN SESSION**

David Asp	Present	Kevin Myren	Present
Abdi Busuri	Absent	Solomon Ogunyemi	Present
Justin Gillette	Present	Alysen Nesse	Absent
Marvin Johnson	Present	Josh Schaffer	Absent
Karin Keitel	Present	Tanya Simons	Absent
David Krause	Present	Mike Vekich	Present

CAP-HC Staff Present:

Feleshia Edwards, Interim Executive Director
Sam Miller, Director of Human Resources
Todd Blooflat, Director of Finance
Rae Clark, Temporary Executive Administrative Assistant

Guests: None

I. Call to Order

The CAP-HC Board of Directors met on Thursday, March 28, 2019. The meeting was called to order at 6:08 PM by Chairperson David Krause.

II. Roll Call/Introduction of staff, guests, and visitors

Chairperson Krause asked for the roll call. Rae Clark conducted the roll call. A quorum was present.

III. Conflict of Interest Disclosure

Chairperson Krause asked if there were any conflicts of interest to disclose. There were none.

IV. Review and approval of January 24, 2019 Board of Directors Meeting Minutes

Two corrections were made to the minutes from the January 24, 2019 meeting:

- At the bottom of page 1, replace “*Jan Callison substituted for Karin Keitel, aide to the Commissioner” with “*Jan Callison substituted for Karin Keitel, Board designee of the Commissioner.”
- In section VI, paragraph three, the fourth sentence has a grammar correction. It should read, “The current databases used to track client information and surveys were discussed in detail.”

A MOTION was made by Marvin Johnson to approve the minutes as amended and seconded by Justin Gillette. MOTION CARRIED.

V. Board of Director Elections

Chairperson Krause moved up the agenda item regarding electing officers. He presented the slate of officers as follows:

Chair	Michael Vekich
Vice Chair	David Asp
Secretary	Karin Keitel
Treasurer	Kevin Myren

There were no other nominations. Chairperson Krause called for a motion on the slate of officers as presented. A MOTION was made by Mr. Johnson to accept the proposed slate of Officers as presented and was seconded by Kevin Myren. MOTION CARRIED. Mr. Krause handed over the gavel to new Chairperson Mike Vekich.

VI. Closed Session Re: Personnel Matters

Chairperson Vekich asked for a motion for a closed session to discuss personnel matters. A MOTION for a closed session was made by Mr. Johnson and seconded by Mr. Gillette at 6:12 PM. MOTION CARRIED. The CAP-HC staff left the meeting.

A MOTION was made by Mr. Johnson to return to open session, seconded by Mr. Krause. MOTION CARRIED. The CAP-HC staff returned to the meeting. The open session resumed at 6:50 PM.

VII. Detailed Management Committee Update

a. January Financial Statements

Kevin Myren presented the January financial statements. He stated that January was not a good month, with a net reduction in assets of \$17,000. He described the organization as “razor thin” on the cash side. The agency is carrying a balance of approximately \$230K on the line of credit. Feleshia Edwards noted that the Water Utility Program funding has been spent, but the organization is continuing it using MCAG dollars and serving the entire Hennepin County. The program helps people pay water bills. Eligibility is based on inability to pay. The 2018 financial audit is currently underway. The Board discussed the timing of the audit report.

Chairperson Vekich asked to entertain a motion to accept the January financial statements. A MOTION was made by Mr. Gillette to accept the January financial statements, subject to audit, and was seconded by Solomon Ogunyemi. MOTION CARRIED.

b. Department of Commerce Update

Ms. Edwards stated that the Department of Commerce feels they have been kept out of the loop of CAP-HC’s recent activities. She reported that Tikki Brown and Francie Mathes of DHS will work with their Commerce counterparts to provide information. Ms. Edwards stated that Home Ownership Center (HOC) has pulled the reverse mortgage program, because CAP-HC no longer had an employee who was HUD-certified. We are in the process of getting 2 staff through the certification process, so we expect be able to restate the program and have grant funding for the 2nd half of the year.

c. Executive Director Departure

Chairperson Vekich noted that Ms. Edwards is acting as temporary interim executive director. Discussions are underway with a potential interim ED but those are not public yet. Mr. Vekich indicated that the managing committee hopes to negotiate the arrangement within a week and have the interim ED in place by April 15th.

d. QIP Update

Ms. Keitel described the process that the managing committee went through to draft the response to QIP #2, working collaboratively with Isaac Wengerd and Andy Grewell of DHS. The QIP response was approved by DHS, which is working on a reporting tool for CAP-HC to use. DHS waived the reporting requirement for the first quarter. We have met some of the requirements of the second QIP through the other work of the managing committee.

VIII. Temporary Interim ED Update

Ms. Edwards provided the Board an update regarding activities at CAP-HC.

a. Sub-grant Process

Alysen Nesse and Josh Schaffer have been working on sub-grants. Seven sub-grantees were

chosen by the managing committee, based on recommendations of the review panel:

\$250,000	The Salvation Army
\$100,977	Volunteers of America
\$156,183	Lutheran Social Services
138,069	Simpson Housing Collaborative
\$199,375	Beacon Interfaith Housing Collaborative
\$150,000	EMERGE Community Development
<u>\$100,000</u>	The Link
\$1,094,604	

Francie Mathes, Isaac Wengerd, Andy Grewell and Ms. Edwards met today to discuss reporting requirements, tracking and eligibility for the RFP process. On April 10th, we will meet with the seven sub-grantees as a group. We will have one-on-ones prior to April 10th.

b. Work Plan Revisions

Ms. Edwards described revisions to our current work plan:

- a. Water Assistance Program
- b. Sub-Grantees Contracts
- c. Setting up a computer lab in our office/In discussion
- d. Lift to Work Program
- e. Food Shelves – considering giving them all a stipend / In discussion
- f. Cross Training EAP temps to provide assistance with SNAP Intake
- g. Contracts for subcontractors / Mike Vekich will sign off on these contracts.
- h. We will re-post the Quality Assurance position

IX. Additional Matters

Chairperson Vekich was asked when the managing committee meets, and he responded that it meets twice a month for a couple of hours or more each time. Mr. Vekich will talk with Tikki Brown (DHS) about having Commerce representatives join the third Friday of the month Managing Committee meetings which DHS attends.

Mr. Johnson asked about the indirect cost rate. Kevin Myren stated that it is no longer in use as the agency has moved to cost allocation.

The Board of Directors meetings will continue regularly each month. Going forward, all Board of Directors meetings will commence at 6:30 PM.

Mr. Vekich was asked about recruitment of new Board members and he explained that DHS does not want us to bring on any new members until after more of the managing committee’s work is complete and all Board members can contribute fully.

X. Adjournment

Chairperson Vekich asked if there were any objections to adjourning. There were none. The meeting was adjourned at 7:22 PM.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:
Thursday, April 25, 2019 at 6:30 PM**