

**MINUTES: BOARD OF DIRECTORS MEETING
COMMUNITY ACTION AGENCY OF HENNEPIN COUNTY
8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426
THURSDAY, JUNE 28, 2018
6:30 P.M.**

David Asp	P	Karin Keitel	P
Anthony Baquero	P	David Krause	P
Mary Brindle	P	Kevin Myren	P
Alma Brown	A	Alysen Nesse	P
Abdi Busari	A	Solomon Ogunyemi	E
Justin Gillette	P	Debbie Goettel	E
Marvin Johnson	P	Josh Schaffer	A

CAP-HC Staff Present:

Steve Piekarski, the Executive Director; Pam Pullman, the Interim Executive Director; Feleshia Edwards, the Director of Energy Programs; Christina McCoy, the Director of Client Services; Joel Wilcoxon, the Interim Director of Finance, Laura Seymour, Human Resources ; and Lydia Green, the Executive Administrative Assistant.

Guest:

Michael Ohama, aide to Commissioner Debbie Goettel.

I. Call to Order:

The meeting was called to order at 6:33 p.m. by Chairperson Brindle.

II. Roll Call/Introduction of staff/guests/visitors:

Chairperson Brindle asked for the roll call. A quorum was present. Chairperson Brindle called on the board and staff to introduce themselves to new board members and the new Executive Director.

III. Conflict of Interest Disclosure:

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

IV. Approval of the Agenda:

Mr. Krause recommended including action items on the agenda for future reference. The recommendation was noted by staff and the Board. **A MOTION** was made by Mr. Baquero and seconded by Mr. Myren to approve the agenda. **MOTION CARRIED.**

V. Review and approval of April 26, 2018 Board of Director Minutes:

A recommendation was made by Chairperson Brindle to approve the April 26, 2018 Board minutes. Mr. Baquero pointed out that item "6b" incorrectly states that Mr. Johnson is retiring from the Board. The Board and staff noted changes to the April 26, 2018 Board minutes. **A MOTION** was made by Mr. Baquero and seconded by Mr. Gillette to approve the minutes with corrections. **MOTION CARRIED.**

Chairperson Brindle presented the *Board Officers and Executive Committee Members* list. A **MOTION** was made by Mr. Gillette to appoint Mr. Myren as Treasurer of the Board and Finance Committee. **MOTION CARRIED.**

VI. Committee Reports:

1. Executive Committee Report

a. Introduction of new Executive Director and Remarks

Chairperson Brindle briefly introduced Mr. Piekarski, the new Executive Director to the Board and welcomed him to CAP-HC. Mr. Piekarski stated that he was happy to be at CAP-HC and looks forward to working with the Board.

b. Introduction of Interim Director and Remarks

Chairperson Brindle thanked Ms. Pullman, the Interim Executive Director for her service to CAP-HC. Ms. Pullman stated that she would stay in contact with the organization and assist Mr. Piekarski and the leadership team during the transition period.

c. Update: Board Committees, Chairs and Meeting Schedules

The Board is currently looking to expand the number of committee members. Ms. Brindle presented several nonprofit and public organizations that can be used for recruitment efforts. There are currently three open positions in the community sector. A brief discussion of the Bylaws & CSBG grant requirements was held. The Bylaws require the Board to maintain a minimum of 15 Board members and a maximum of 21 members. It was agreed that Mr. Asp will discuss recruitment efforts at the next Bylaws & Governance Committee meeting.

At the start of July, the Bylaws & Governance and Program Planning & Development committee will meet the last Thursday of each month prior to Board meetings. The Board will plan to meet in July until further notice is provided. Appointment of new Board members to a committee will be presented at a later date.

2. Interim Executive Director's Report

A final report has been sent to the new Executive Director that highlights the achievements of the organization over the last six months. Recommendations have been included in the report for the Board and the new Executive Director. Ms. Pullman stated that she will be in contact with the new Executive Director to prepare the next QIP report. It was agreed that the Interim Director's final report will be sent to the Board as soon as possible.

3. Bylaws & Membership Committee Report

There are currently vacancies in the private and public sector. Mr. Asp stated that there are applications in the private sector that will be reviewed at the Bylaws & Governance Committee meeting. Upon review from the committee, the applicants will be referred to the full Board for approval.

The new Board application is currently being finalized. IT is looking to see about uploading a fillable form that can be submitted online. It was agreed that the application will be finalized and reviewed at a later date.

4. Finance and Investment Oversight Report

Mr. Myren presented the single audit for 2017 and discussed the audit review process. The Bylaws require that an audit be presented at the June Board meeting. However, the audit has not been finalized. Mr. Myren requested a month extension for a July deadline. A **MOTION** was made by Mr. Myren to extend the audit deadline to July and seconded by Mr. Johnson. **MOTION CARRIED.**

Mr. Krause asked whether or not required information has been provided to Baker Tilly. Mr. Wilcoxon confirmed that the information has been provided and reviewed.

Mr. Krause recommended a review of the \$350,000 line of credit with Bremer Bank. A **MOTION** was made to renew the line of credit made by Mr. Johnson and seconded by Mr. Gillette. **MOTION CARRIED.** The terms for the line of credit will remain the same from last year. Chairperson Brindle briefly discussed the importance of CAP-HC having a line of credit.

Mr. Asp asked about reserves in relation to the line of credit. The board chair, executive director, and treasurer will have the ability to sign for of the line of credit. The executive director and the director of finance will have the ability to draw down on the line of credit. Internal controls were briefly discussed. Chairperson Brindle recommended a motion be made to approve the three signers. A **MOTION** was made by Mr. Gillette to approve the board chair, executive director, and finance director as signers on the line of credit and it was seconded by Mr. Baquero. **MOTION CARRIED.**

Mr. Myren stated that the March/April financial reports were included for Board review, but do not require approval at the moment. Mr. Wilcoxon added that he believes that the finance items can be completed prior to the July Board meeting and that staff will work diligently to do so.

Mr. Wilcoxon presented his assessment report for finance and made several recommendations to improve finance operations. Mr. Wilcoxon's recommendations were noted by the Board and staff. Mr. Asp asked whether or not a prior consultant firm had similar findings. It was agreed that the report will be reviewed to determine if there are any similarities.

5. Human Resources Committee Report

Mr. Krause invited Ms. Seymour to discuss the new PTO policy for CAP-HC. Ms. Seymour explained that staff currently can acquire 96 hours of sick time. Under the new PTO policy, vacation, sick leave, and floating holidays have been combined. Mr. Piekarski and Ms. Seymour recommended bundling the PTO policy together

instead of implementing singular changes. A **MOTION** was made by Mr. Krause and seconded by Mr. Gillette to approve the PTO policy but leave the implementation date open to Mr. Piekarski. **MOTION CARRIED.**

Ms. Seymour briefly discussed the 403(b) plan. It was agreed that this will be discussed further at a later date.

6. Staff Directors Report

a. Energy Services

Ms. Edwards presented the Energy Services report. The federal fiscal year audit will be held July 16-18th. The Water Bill Program has served 20 households in Minneapolis. A maximum of 300 households are projected to use the Water Bill Program services.

b. Client Services

Ms. McCoy presented the Client Services report. Client Services has exceeded their program goal in MnSure applicants. A new staffing model has been implemented and preexisting staff conditions have been condensed. Reevaluating the intake process and ensuring that proper information is being captured. Ms. McCoy announced that Kahn Property residents have successfully received assistance from CAP-HC's new partner, NorthPoint. Ms. Nesse asked about the process for determining NorthPoint as the proper partnership. Ms. McCoy stated that CAP-HC has worked with NorthPoint before and felt they would be equipped to handle the needs of tenants. In addition, Ms. Pullman reported that there have been no additional inquiries about CAP-HC's connection to Kahn Properties after the Board's response was issued to the article in the Star Tribune.

VII. Unfinished Business: A response was written and provided to the Star Tribune in regards to the Kahn Properties article that was published. Ms. Nesse made a reference to the "City of Minneapolis and their Public Housing staff" line in the press release. Ms. Nesse recommended making a clear distinction between the two organizations for future reference. Ms. Nesse's recommendation was noted by the Board and staff.

Mr. Duhamel is considering rejoining the Board. Mr. Asp noted that he may need to contact him prior to the next Bylaws & Governance Committee meeting.

VIII. New Business: none

XI. Adjournment:

With no further business, Chairperson Brindle recommended a motion be made to adjourn the meeting. A **MOTION** was made by Mr. Gillette and seconded by Mr. Baquero. **MOTION CARRIED.** Chairperson Brindle adjourned the meeting at 7:52 pm.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:
JULY 26, 2018, AT 6:30 PM**