

**MINUTES: BOARD OF DIRECTORS MEETING  
COMMUNITY ACTION AGENCY OF HENNEPIN COUNTY  
8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426  
THURSDAY, AUGUST 23, 2018  
6:30 P.M.**

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

**CAP-HC Staff Present:** Steve Piekarski, Joel Wilcoxon, Reggie Turner, Laura Seymour, Feleshia Edwards, Christina McCoy, Azucena Ortega, and Ricardo Perez.

**Guest:**

Allyson Sellwood, aide to Commissioner Jan Callison; Casey Krolczyk, aide to Commissioner Debbie Goettel; and Andrew Grewell, Department of Human Services.

**I. Call to Order:**

The Board of Directors of Community Action Partnership of Hennepin County met for the August meeting on Thursday, August 23, 2018 at the CAP-HC office in St. Louis Park. The meeting was called to order at 6:37 p.m. by Chairperson Brindle.

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

Chairperson Brindle asked for the roll call. A quorum was present. The Board, staff, guests, and visitors introduced themselves.

**III. Conflict of Interest Disclosure:**

Chairperson Brindle asked if there were any conflicts of interest to disclose. There were none. In addition, it was requested that conflict of interest disclosure forms be completed and submitted.

**IV. Approval of the Agenda:**

A **MOTION** was made by Mr. Krolczyk to approve the agenda and seconded by Mr. Krause. **MOTION CARRIED.**

**V. Review and approval of July 26, 2018 Directors Minutes**

It was noted that in section 'IX' of the minutes Mr. Krolczyk name is incorrectly spelled 'Krolzyk'. A **MOTION** was made by Mr. Krolczyk to approve the minutes with changes and seconded by Mr. Gillette. **MOTION CARRIED.**

**VI. Committee Reports:**

**1. Executive Committee Report**

Ms. Brindle briefly discussed the Executive Committee meeting and recommendations to the full board. It was agreed during the August Executive Committee meeting that a collaborative work plan between the Executive

Director and HR department will be developed to improve communication and transparency. A draft was provided of the work plan and will be merged with the monthly Executive Director's Report.

**2. Bylaws & Governance Committee Report**

Mr. Asp briefly discussed plans to appoint two new board members. An amendment will need to be made to the Bylaws for how to fill vacancies in the community sector. It was agreed that Mr. Asp will present the recommendations at the September Bylaws & Governance Committee meeting.

Ms. Brindle briefly discussed the housing background of a potential board member. **A MOTION** was made to recommend the two board applicants for selection by Mr. Asp and seconded by Mr. Johnson. **MOTION CARRIED.**

**3. Planning & Evaluation Committee Report**

The Planning & Evaluation Committee has met two times in August and was provided with an overview of Client Services and Energy Assistance programs. It was agreed that monthly Planning & Evaluation updates will be provided to the full board.

**4. Executive Director's Report**

Mr. Piekarski briefly discussed the DHS audit and the progress that has been made by the organization. The procurement policies and procedures are beginning to be implemented and will be presented to the full Board in September.

The Grants Manager position has been redesigned to include monitoring and reporting. One applicant was phone screened and interviewed on Thursday, August 23. The position will remain open until additional applications are received.

Mr. Piekarski discussed developing an RFP plan and establishing processes. Mr. Myren asked about the sub-recipient plan in place. The focus will be to strengthen monitoring of the RFP process. It was recommended that funding be allocated based on how appropriate it is for the program and organization. Mr. Turner has received the *Accounting & Financial Policies and Procedures Manual* from the Community Action Partnership of Ramsey and Washington County (CAPRW) and will use the manual as a method to strengthen and improve the policies in place at CAP-HC.

Ms. Brindle recommended that Board members bring forward the organizations that CAP has partnered with in the past to present the RFP.

**5. Finance and Investment Oversight**

Mr. Wilcoxon presented the 2016 and 2017 Baker Tilly audit. The amended 2016 audit includes EHEAT funding as requested along with two additional findings. **A MOTION** was made to approve the 2016 Baker Tilly audit by Mr. Johnson and seconded by Mr. Krolczyk. **MOTION CARRIED.**

The 2017 Baker Tilly has remained the same with the exception of minor changes. A **MOTION** was made to approve the 2017 Baker Tilly audit by Mr. Myren and seconded by Mr. Krolczyk. **MOTION CARRIED.**

Mr. Wilcoxon was notified by Baker Tilly to find a new audit firm for 2019. Agreed upon procedures will be followed in 2019 to ensure that progress is being made in relation to the 2017 audit. Mr. Myren recommended attaching financial documents to the QIP report and merging them into one document as an effective method for monitoring DHS concerns. Ms. Brindle asked about methods on how to relate findings to the QIP report. Mr. Myren compared the scope of the audit reports in relation to the QIP.

Mr. Wilcoxon presented the June and July Financials to the full board. It was brought to the attention of the board that the indirect cost rate was applied inappropriately to grants. The inappropriate application of the indirect cost rate resulted in back rates to funders. To prevent this from reoccurring, a proposal was made to the Finance Committee to move from an indirect to a direct cost rate.

Mr. Wilcoxon stated that a cost recovery is expected in September due to the EAP program and reimbursement. The largest amount of restricted funds being spent are in the water program and spending of unrestricted funds has reduced. The onboarding process will involve evaluating whether or not grants fall under federal expenditures. Mr. Krause asked about the 2018 audit and how it will look in relation to the 2016 and 2017 audit. Mr. Wilcoxon reported that some of the findings will repeat. Mr. Wilcoxon predicted that the 2019 audit would show major improvements for the organization.

A **MOTION** was made to approve the June and July Financials subject to audit by Mr. Johnson and seconded by Mr. Ogunyemi. **MOTION CARRIED.**

## **6. Human Resources Committee Report**

The Human Resources Committee meeting focused on the 403(b) policy change. An all staff meeting will be held on Monday, August 27, 2018 with two representatives from Foresters. The PTO policy will be implemented on September 1<sup>st</sup> and a merit-based pay increase will be discussed and implemented by January 2019.

## **7. Staff Directors Reports**

### **a. Energy Services**

EAP will receive the same amount of funding that was provided during the 2018 fiscal year. Seasonal and temporary staff will return in mid-September and training sessions will be held for all EAP staff. The income guidelines established by the Department of Commerce have increased for the 2018-2019 fiscal year. Times Communications will monitor the CAP-HC after-hours hotline for clients, who have an energy-related crisis.

The Department of Commerce audit resulted in no major findings for the 2017 fiscal year, which is a drastic improvement from the 2016 findings. The water program is treated as an extension to the energy assistance program. The work plan for Energy Assistance was submitted to the DOC last Friday and Ms. Edwards is waiting for an initial response.

**b. Client Services**

The SNAP system has been moved on track with other programs and an update will be provided in the August report during the September board meeting. The Renter's Workshop flyer will be translated into Somali by the new Community Programs Navigator.

Ms. McCoy briefly discussed recent outreach events that the Client Services department has held. Ms. Brindle asked about the MOU with MACV for veteran services. The MOU was revised to include additional funding that was collected through a fundraiser. MACV will certify veteran status and income to ensure that clients will qualify for services.

**VII. Unfinished Business:** none.

**VIII. New Business:**

Mr. Krolczyk asked about the status of the Star Tribune article and the data request that was made in relation to staffing changes. Ms. Brindle and Mr. Piekarski stated that they have not received an additional requests or heard from Star Tribune after the response was issued in June 2018.

Ms. Brindle presented Hennepin County's \$26,600 CDBG grant contract and partnership with CAP-HC that would be extended to eight CAP-HC programs as of July 1 2018 through June 2019. Mr. Krause asked about the expectations for the number of clients served to support funding. It was agreed that Mr. Piekarski will present further stipulations of the grant at the September board meeting.

**A MOTION** was made to approve the acceptance of the grant dollars by Mr. Krause and seconded by Mr. Ogunyemi. **MOTION CARRIED.**

Ms. Brindle briefly discussed upcoming committee and board meetings and the possibility of a December meetings. It was agreed that whether or not a December Board meeting will be held will be presented during the November meeting.

**XI. Adjournment:**

With no further business, **A MOTION** was made by Mr. Gillette to adjourn the meeting and seconded by Mr. Johnson. **MOTION CARRIED.** The meeting adjourned at 8:00pm.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:  
SEPTEMBER 27, 2018, 6:30PM**