



**MINUTES: BOARD OF DIRECTORS MEETING  
 COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY  
 8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426  
 THURSDAY, AUGUST 22, 2019  
 6:30 PM**

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

CAP-HC Staff Present: Dr. Hightower, Darlynn Benjamin, Feleshia Edwards, Sam Miller, Todd Blooflat and Rae Clark

**1. Call to Order:**

Vice Chair David Asp called the meeting to order at 6:33 PM. A quorum was present.

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

Mr. Asp asked for comments and changes to the draft minutes; there was one change: remove the entire second paragraph under New Business. A motion was made by Marvin Johnson to accept the minutes as amended and seconded by Justin Gillette. MOTION CARRIED.

**3. Financials:**

**a. June Financials:** Todd Blooflat presented the June financial statements. He reported that CAP-HC had a small deficit of \$2750.00 due to expenses to the HOC program that have not received payment yet, interest on the line of credit and depreciation of assets. CAP-HC has begun making monthly payments of \$39,100 to Bremer Bank on the Line of Credit. The final payment is due January 2020, but CAP-HC hopes to make the last payment December of 2019 in order to keep that line item off next year's books. The current cash flow of \$456,000 is healthy; all payments are on time. The CAP-HC has requested an advance from DHS that will offset the payback of the current advance against December 2019 CSBG expenses.

Mr. Blooflat also reviewed the agency's grant monies through June 30, 2019. CAP-HC spent all MCAG money. EAP ended June at \$526,169. The EAP grant ends September 30, 2019. CSBG ended June at \$2,132,000. The CSBG grant ends December 31, 2019. Mr. Blooflat stated that he does not anticipate any problems spending the entire CSBG grant as long as spending occurs as planned. The water and car programs are doing well and are helping spend down the CSBG grant. CSBG and Energy Assistance expense reimbursements will pay the line of credit.

Josh Schaffer made a motion to accept the June financial statements, subject to audit, seconded by Mr. Gillette. MOTION CARRIED.

**b. Cash Flow Projections:** Mr. Blooflat reviewed that 10-month cash flow analysis. The board discussed the cash flow projections. No cash flow deficit is projected through October 2019.

**4. Interim Executive Director Update:** Dr. Clarence Hightower presented the interim Executive Director update:

**a. Compensation Study**

A vendor, MRA, has been chosen for the compensation study. The project's completion date is now expected to be October 31, 2019. The previous completion date was October 1, 2019. The Compensation Committee consists of Josh Schaffer, Michael Yarbrough, Julie Schuette, Sam Miller and De Humphrey. The Compensation study will include a review of all CAP-HC job descriptions, salaries and benefits, such as PTO. Karin Keitel commented the study will also help CAP-HC fulfill one of the QIP requirements.

Mr. Gillette asked whether the compensation study will cover anticipated future positions. CAP-HC staff responded that it would include two positions that will soon be posted that CAP-HC has not had before, but no other future positions are included in the study.

The Board asked how the organization would handle jobs or salaries that need to be changed as a result of the compensation study. Dr. Hightower noted that it would have think about how to make those changes consistent with its resources and budget.

**b. Sub-Grantee Site Reviews**

Dr. Hightower introduced Darlynn Benjamin, the new Director of Client Services, to speak about the sub-grantee site reviews. In July and August, Ms. Benjamin and Jane Cummiskey, Senior Accountant, visited the seven sub-grantee sites for a fiscal and program review: Salvation Army, Beacon Interfaith Housing Collaborative, The Link, Emerge, Volunteers of America, Simpson Housing Services. The Salvation Army, Beacon Interfaith Housing Collaborative and The Link are on schedule to spending down the grant by December 31, 2019. Emerge, Lutheran Social Services, Volunteers of America and Simpson Housing Services had slow start-ups but are confident they will spend down their subgrants by December 31, 2019. The reasons for the slow start-ups were staff turnovers and curriculums that needed to be adjusted. All organizations are making progress toward their service and performance goals. All findings were discussed with the sub-grantees. Reports were mailed to sub-grantees on August 19, 2019.

**c. Department of Commerce Letter**

Dr. Hightower read a letter of congratulations to Feleshia Edwards from Katherine Blauvelt, Assistant Commissioner at the Department Commerce. "Congratulations on the impressive milestone of twenty-five years of service in Community Action. Your dedication and exceptional efforts bring a positive impact to the community and to people's lives. I am grateful for your leadership, throughout change, in ensuring Minnesotans receive and benefit from energy assistance and weatherization. Please know your efforts are recognized and deeply appreciated."

**d. Program Update – Energy Assistance Program**

Dr. Hightower asked Ms. Edwards to provide an update on the energy assistance program. Ms. Edwards provided data on households in the program:

Applications:	23,600
Approved:	20,395
Denied:	3,196
Over Income:	926

Households Served

Minneapolis:	9,986	49%
Suburban Hennepin:	10,409	51%

Ms. Edwards indicated a slight decrease in applications from FFY2019. According to the Department of Commerce, application numbers are down statewide. They believe that it is in correlation to low unemployment numbers throughout the State of Minnesota. Ms. Edwards notes that there are pockets of underserved households throughout Hennepin County. The hope is that the new Data Analyst will assist Outreach Coordinator to determine which pockets are underserved.

Ms. Edwards stated that the agency has engaged Time Communications to cover all CAP-HC calls when the agency is at an All-Staff meeting or closed due to bad weather. They also provide after-hours, real time assistance for the EAP Department. This resource assisted in maintaining the commitment and level of service to our clients.

CAP-HC has been in communications with the City of Minneapolis regarding our participation with Census 2020. CAP-HC has proposed providing free space at any CAP-HC locations. A census worker(s) will be provided an office to complete services for walk-in clients. CAP-HC has space at the Urban League, Minnesota Council of Churches, Sabathani and St. Louis Park location. CAP-HC has tracked over 9,000 walk-ins to-date.

Ms. Edwards described the EAP crisis program that provided 3,182 households additional assistance for a utility crisis. Qualified households are eligible for an additional grant of up to \$600. EAP temporary workers and seasonal staff return to CAP-HC on Monday, August 26, 2019.

Ms. Edwards also described the energy related repair (ERR) program that addresses hazardous and life-threatening situations where a home has no heat due to malfunctioning or nonfunctioning heating systems. Under ERR, 340 households received assistance to repair or replace their heating units, with an average cost of \$1,561.

Ms. Edwards reviewed the Water Program, which provides financial assistance to low-income residents of Hennepin County. This Community Service Block Grant (CSBG) requires households to be at or below 125% of the federal poverty income guidelines. Qualified households are eligible for a grant of up to \$1200. The program ends December 2019. This started as a Minneapolis-only program. The Water Program is under housing stabilization, which allows the agency to reach households in suburban Hennepin. 368 households received financial assistance to pay their water bill with an average cost of \$560.

- 5. QIP:** Ms. Keitel gave an update on the QIP. Since the last CAP-HC board meeting, CAP-HC received a response from DHS regarding the QIP. It was generally positive and DHS indicated at the most recent managing committee meeting that it was pleased with the agency's progress and plans. DHS did indicate five items that it believes require additional work. Ms. Keitel and the leadership team at CAP-HC continue to track progress and meet monthly to discuss. Dr. Hightower has created a form that will list the completion status of line items. This will provide clarity on specific line items and facilitate communication with DHS.

Ms. Keitel indicated that Hennepin County has agreed to appoint public sector members in October, ahead of its normal process in February or March next year. Dr. Hightower has found that obtaining new community sector members has been slower than anticipated. CAP-HC is reaching out to community neighborhood councils and public housing councils. Dr. Hightower distributed a Community Board Member flier CAP-HC has created to share with organizations. The Board discussed moving the Board meetings to more centrally located CAP-HC buildings such as Sabathani and the Urban League. No decisions were made.

Overall, CAP-HC is making progress on the QIP. Karin Keitel and the CAP-HC Leadership team will meet again in mid-September to update progress.

- 6. Adjournment:** With no further business, Vice Chair Asp adjourned the meeting at 7:27 PM.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:**

**Thursday, September 26, 2019  
At 6:30 PM**