

**MINUTES of the
COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY
BOARD of DIRECTORS MEETING
8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426
THURSDAY, FEBRUARY 22, 2018 6:30 P.M.**

PRESENT: David Asp, Anthony Baquero, Mary Brindle, Alma Brown, Abdi Busuri, Dan DuHamel, Debbie Goettel, Marvin Johnson, Karin Keitel, David Krause, Mark Matasovsky, Casey Krolczyk

ABSENT: Jeremiah Ellison, Justin Gillette, Jeanne McTootle, Solomon Ogunyemi, Char Wilkinson

CAP-HC Staff Present: Pam Pullman, Kim Saunders, Kim Mongoven, Suzanne Shatila, and Elona Varnum.

Guests: Isaac Wengerd, DHS

I. Call to Order: The meeting was called to order at 6:30 p.m. by Chairperson Brindle.

II. Roll Call/Introduction of staff/guests/visitors: Chairperson Brindle conducted the roll call. A quorum was present. Introductions also made of new staff and guests.

III. Review and approval of January 25, 2018 BOD minutes: A **MOTION** was made by Dan DuHamel, and seconded by Debbie Goettel, to approve the minutes, subject to the correction noted on page 5, section 8 to remove the word "draft". **MOTION CARRIED.**

IV. Chairperson Report: 1. Board Member Assignment: Chairperson Brindle stated that both David Asp and Alma Brown would need to make a decision on committee assignments; the chairperson encouraged all members who have not done so to commit to committee assignments tonight. A newly revised list of committee assignments will be sent to all board members. **2. Bylaws and Board member recruitment issues.** Chairperson Brindle noted the proposed two new members that needed to be interviewed to fill current board vacancies.

V. Interim Executive Director's Report. Bylaws & Board Member Recruitment Issues: Ms. Pullman briefly discussed contents in her written report (overview of agency operations, finance, IT, and updates for outreach and compliance). Ms. Pullman focused on the need to prioritize the revisions to the bylaws. The report sets forth the various key issues that will affect current board operations, including recruitment and selection of new board members, committees, MN Open Meetings law and other items. Ms. Pullman also noted there would be a monitoring visit in March, and the first Quarterly Report for the QIP was due to DHS on April 15. Ms. Pullman plans to have a draft QIP Report at the March 22 Board of Directors meeting.

Mr. Wengerd from DHS spoke to the need of the board to not rush to fill the seats, but to allow a substantive process to take place. Question from member David Asp regarding the number of vacancies. Chairperson Brindle noted one vacancy in the Public sector, two in the Private Sector and two in the Community Sector. Additional discussion included not rushing into member recruitment before the revisions to the bylaws.

VI. Committee Reports:

a. Executive Committee: **i. Annual meeting update:** Chairperson Brindle noted the Boards Annual Meeting will be held Thursday, March 22 and include election of new officers. Chairperson Brindle asked for volunteers for the Nominations Committee; responses included: David Asp, Anthony Baquero and Abdi Busuri. This Committee will bring forth a slate of Officers for election at the March 22 Board of Directors meeting. **ii. May 17, 2018 Event.** The agency has confirmed its Annual Event for Thursday, May 17, 2018 from 6:00 – 9:00 pm at the Earle Brown Center. This event will also recognize agency volunteers, and the agency is planning to announce the new Executive Director.

b. Finance and Investment Oversight: **i. Audit Update:** Committee Chairperson Dan DuHamel introduced Kim Saunders, the new Director of Finance. Dan DuHamel, presented the 2017 year-end numbers, and discussed the financial report. It was noted that CAP-HC is no longer serving as fiscal agents for other nonprofits. **A MOTION** was made by Debbie Goettel and seconded by Karin Keitel for approval of the financial report. **MOTION CARRIED.** Claudia Zweber and Kim Saunders have been working on the Audit Update. The 2018 budgets will be available in March.

Dan DuHamel announced his plan to apply for the position of Executive Director, and submitted his resignation letter to the full board of directors effectively immediately. **ii. Agency facilities/lease update:** Mark Matasovsky reported that a new 2 year lease will be signed to extend the lease space for the current administrative office an additional two years (July 1-2018-2020). **A MOTION** to approve an updated lease extension was made by Mark Matasovsky and seconded by Marvin Johnson. **MOTION CARRIED.** Mr. Matasovsky also suggested looking into the pros/cons of buying/owning a building at the end of 2 years, and the board should follow-up.

c. Personnel Committee Report: Search for new Executive Director: Committee Chairperson David Krause explained the search process that has been taking place over the last several weeks. Two responses were received to the agency's RFP: Ballinger/Leafblad and Robert Half. Both responses were exceptional and the decision-making was difficult. After interviews of both bidders, Ballinger/Leafblad was selected. It was noted they have strong experience in community action and have placed other executive directors in CAA's. **A MOTION** to approve an agreement with Ballinger/Leafblad for recruitment for a new Executive Director was made by David Krause and seconded by Karin Keitel. **MOTION CARRIED.**

VII. Staff Directors Reports:

- a. Planning & Development: Written report submitted and Kim Mongoven highlighted the grant award for the Veteran's Program; also noted the January 31st fundraising event went extremely well, and thanks to Mark Matasovsky for his donations.
- b. Program Operations: Written report submitted by Suzanne Shatila, with highlights of the tenant eviction pilot program in North Point; also noted the tenant education classes.
- c. Energy Services: Written report submitted by Feleshia Edwards.

VIII. Unfinished Business: None.

Adjournment: With no further business, the Chairperson adjourned the meeting at 7:25 P.M.