



**MINUTES: BOARD OF DIRECTORS MEETING
COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY
8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426
THURSDAY, SEPTEMBER 27, 2019
6:30 PM**

Alysen Nesse	E	Kevin Myren	E
Angela Wade	P	Marvin Johnson	P
David Asp	P	Michael Vekich	E
Eric Totten	P	Nelson Morocho Cuvi	P
Josh Schaffer	E	Sherrie Pugh	P
Justin Gillette	P	Solomon Ogunyemi	E
Karin Keitel	P	Tyanna Bryant	P

CAP-HC Staff Present: Dr. Clarence Hightower, Brooke Walker, Sam Miller, Todd Blooflat, Mitch Radtke and Rae Clark

1. Call to Order:

Vice Chair David Asp called the meeting to order at 6:34 PM. A quorum was present.

2. New CAP-HC Board Members

As several new board members were present, everyone introduced themselves. Dr. Clarence Hightower explained that each new board member will be assigned an experienced board member 'buddy' to guide them.

3. Approval of the September 26, 2019 Board Minutes:

Mr. Asp asked if there were any changes to the September 26 Board Minutes. There were none. A motion to approve the minutes was made by Marvin Johnson and seconded by Justin Gillette. **The Motion was approved.**

4. Managing Committee Update:

Mr. Asp asked Karin Keitel to provide an update on the October 18th Managing Committee meeting. Ms. Keitel stated that this Board meeting will cover everything discussed so there is no need for a separate update.

5. Financials:

a. August Financials:

Todd Blooflat presented the August financial statements. CAP-HC ended the month with a small positive and is still on track to pay off the Line of Credit by December 31, 2019. Mr. Asp asked about the Green Zone grant. The contract with the Green Zone ends on December 31, 2019. Mr. Asp requested that if the Green Zone reapplies, their funding should be conducted the same as any other subgrantee. A motion was made by Ms. Keitel and seconded by Ms. Wade to accept the CAP-HC August financial statements, subject to audit. **The Motion was approved.**

b. Cash Flow Projection:

Mr. Blooflat reviewed the cash flow projections and stated that the agency’s cash flow position is doing very well.

6. Subgrantees

Mr. Blooflat and Brooke Walker discussed the Subgrantee Status Report and All Subgrantees report. They reported that the worst-case scenario is that we have \$30K left to spend. If that happens, Hunger Solutions is prepared to accept the funds for Hennepin County food shelves. Ms. Walker has visited 6 of the 7 subgrantees and will visit Lutheran Social Services next Monday, October 28th. Beacon has asked to expand the scope of their service. CAP-HC has reviewed the Beacon request and the CAP-HC Managing Committee approved it at the October 18, 2019 meeting. Ms. Walker is monitoring closely. If it looks like Beacon cannot spend it down, CAP-HC will consider transferring the funds to Hunger Solutions. Allocating the unspent funds to the Salvation Army was considered, but we are unable do a quick amendment to the Salvation Army contract because of their lengthy internal approval process. An amendment to Hunger Solutions can be completed quickly.

Ms. Walker further reported that EMERGE has enrolled 12 more people in their program. EMERGE believes they will spend their money down. Simpson has asked to shift their funding from direct assistance to additional personnel. Jane Cummiskey thoroughly reviewed the Beacon and Simpson files to verify there were no overlaps for payment of the additional personnel, and she confirmed that there were none.

Ms. Walker reported that the Salvation Army program has been very successful. They anticipated spending \$1,000 per household but have been averaging \$1700 per household for their services to address homelessness. As a result, the Salvation Army will probably only be able to serve 64% of the households they projected.

Sherrie Pugh asked whether CAP-HC anticipates granting similar subgrants in 2020. Dr. Hightower responded that the agency is in the process of developing its 2020 budget which will help determine if CAP-HC will provide services directly or through subgrantees.

The Board did not take action on potential unspent funds. If funds need to be shifted to Hunger Solutions, Ms. Walker will present the information at the November Board meeting.

7. Cost of Living Increase (COLA)

Dr. Hightower and Mr. Blooflat spoke regarding the proposed Cost of Living Increase (COLA). Once a year, staff typically receives an increase. Mr. Blooflat provided background (see handout). Dr. Hightower proposed a 2.5% cost of living increase. Ms. Keitel reported that when the Managing Committee considered the COLA, Andrew Grewell at DHS said 2.5% was consistent with DHS increases, and Chair Vekich said the increase was consistent with other organizations with which he is associated. The Managing Committee did approve a 2.5% COLA. A motion to ratify the Managing Committee’s approval of the 2.5% cost of living increase for CAP-HC employees was made by Mr. Gillette and seconded by Mr. Johnson. **The Motion was approved.**

8. Executive Director Search Timeline

Dr. Hightower presented a timeline for getting a new CAP-HC Executive Director before Dr. Hightower leaves. A search committee comprised of CAP-HC board members is required. A search firm is also needed, as CAP-HC and the Board of Directors do not have the expertise to do this search. The goal is to have a new Executive Director start around May 15, 2020. It is probable that Dr. Hightower will mentor the new Executive Director. Ms. Pugh requested that the search firm is aware of the values CAP-HC is seeking. The search firm will probably be local, but the search will be a national search.

9. Succession Plan

Sam Miller presented the Succession Plan for the agency's Executive Director, which is required by the QIP. This plan is similar to the previous Succession Plan. One change is that the specific Board of Director committees are not stated. This is because currently there are no Board of Director committees. Mr. Miller also presented a job description of the CAP-HC Executive Director position. The Managing Committee has approved the Succession Plan. A motion to ratify the Managing Committee's approval of the succession plan was made by Ms. Keitel and seconded by Nelson Morocho Cuvi. **The Motion was approved.**

10. Employee Handbook

Mr. Miller presented the revised CAP-HC Employee Handbook and described the review process and the high-level changes. This handbook has gone through review by a committee of staff, the leadership team and an attorney at, Thompson Co who is experienced with Community Action organizations. The language is more conversational than the previous handbook. This handbook will be sent to employees electronically so it will be available on-line for employees to reference. Mr. Miller will meet with employees grouped by departments to discuss the Employee Handbook. The Managing Committee has approved the Employee Handbook. A motion to ratify the Managing Committee's approval of the Handbook was made by Mr. Johnson and seconded by Ms. Pugh. **The Motion was approved.**

11. Conflict of Interest Policies

Mr. Miller presented the CAP-HC Conflict of Interest Policy for CAP-HC Board Members. The Managing Committee has approved the policy. A motion to ratify the Managing Committee's approval of the CAP-HC Board of Directors Conflict of Interest Policy was made by Ms. Pugh and seconded by Angela Wade. **The Motion was approved.**

12. Strategic Plan

Mitch Radtke presented an update on the Community Needs Assessment and Strategic Plan. CAP-HC needs to do a Community Needs Assessment every 3 years and a Strategic Plan every 5 years. CAP-HC is doing the Community Needs Assessment and the Strategic Plan together, as one journey, to be completed by May 2020. The contracts with the consultants have been finalized. The Managing Committee has approved and Dr. Hightower has signed the contract. The first Inception meeting is Monday, October 28, 2019.

Dr. Radtke reminded the Board that there will be a CAP-HC Board retreat with the consultants, leadership team and the CAP-HC Work Group on Saturday, December 7th from 8:00 AM until Noon. Going forward, board meetings will have 15 – 20 minutes allotted for the consultants to present updates.

Ms. Pugh asked how the consultants are going to seek out trends. Dr. Radtke stated that he will ask the consultants this question. It was asked, who are the consultants surveying? Dr. Radtke replied that the consultants plan to partner with other agencies for survey participants and also to survey current CAP-HC clients. There will be focus groups also.

13. Client Satisfaction Survey

Dr. Radtke presented the Quarterly Client Satisfaction survey. The results are favorable. Going forward, the board will receive Client Satisfaction Survey results quarterly. Dr. Radtke stated that the 12% response rate is actually pretty good. The percentage is right in the range he would expect.

14. CAP-HC Program Numbers

Mr. Radtke handed out Program Data Report. There are plans to have more detail in the January report. Ms. Pugh asked if there are any flags indicating suburban areas that are underserved. That is an issue CAP-HC plans to have addressed with the Community Needs Assessment.

15. Program Update

Ms. Edwards was not present, so Ms. Walker directed everyone to Dr. Radtke’s Data Report. The last line indicates the Water program numbers. The average water bill that CAP-HC pays is \$650. There is a need for this program and the program will continue.

16. Interim Director Update

Dr. Hightower did not have additional information to provide to the Board.

17. QIP

Ms. Keitel reviewed the QIP Progress Tracker, which summarizes the progress CAP-HC has made to address the QIP items. At the end of October, CAP-HC will submit the QIP report with the Employee Handbook, Conflict of Interest and the Succession Plan. CAP-HC has made a lot of progress. The Board discussed.

18. New Business

Mr. Asp asked if there was any new business. There was none.

19. Adjournment

With no further business, Mr. Asp adjourned the meeting at 7:40 PM.

NEXT REGULAR BOARD OF DIRECTORS MEETING:

Monday, November 25, 2019

At 6:30 PM