

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

PRESENT:

David Asp, Anthony Baquero, Mary Brindle, Alma Brown, Justin Gillette, Debbie Goettel, Marvin Johnson, Karin Keitel, David Krause, Jeanne McTootle, Char Wilkinson. Casey Krolczyk

ABSENT:

Abdi Busuri, Jeremiah Ellison, Mark Matasovsky, Solomon Ogunyemi

CAP-HC Staff Present:

Pam Pullman, Kim Saunders, Kim Mongoven, Suzanne Shatila, Feleshia Edwards, Laura Seymour and Elona Varnum.

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.

III. Review and approval of February 22, 2018, Board of Director Minutes:

A MOTION was made by Mr. Asp, and seconded by Ms. Goettel, to approve the minutes.

MOTION CARRIED.

A MOTION was made by Mr. Baquero, and seconded by Mr. Asp, to approve the Agenda with no conflicts of interest.

MOTION CARRIED.

VI. Committee Reports:

1. Executive Committee Report

a. Final Board Committee Assignments & Meeting Schedule(s)

Chairperson Brindle reviewed the assignments. Mr. Asp agreed to be Chairperson for the Bylaws & Governance Committee. It was agreed that the Bylaws & Governance Committee would meet one hour prior to the BOD meetings (5:30-6:15).

Committees and Chairs: Bylaws & Governance, Planning & Evaluation, Resource Development (as a working group directed by the Finance & Investment Oversight Committee), Government Relations. These new committees, as well as the renaming of the Personnel Committee to the Human Resources Committee, will be created when the new Bylaws are adopted. The chairs and members of these committees can determine their own meeting schedule. Would make the hour prior to the monthly board meeting available for members' convenience.

Board Members and Terms: With the adoption of the new Bylaws, board member terms will change and some board members will reach their maximum years of service. Marvin Johnson, Char Wilkinson,

Jeanne McTootle. Retired board members will be recognized at the May 17 Volunteer Recognition Event.

Board Members Legacy & Advisory Committee: Retired board members will be invited to serve as advisors to the CAP-HC Board of Directors and its committees. This new advisory panel will be created when the new Bylaws are adopted.

Legal Advice: We are compiling a list of attorneys that CAP-HC has contacted for assistance. We will organize this list according to the type of advice sought (Human Resources, Hiring, Real Estate, etc.). Do we need fewer areas, different areas, any specific areas? Look for a list to come to you in the coming months. In the meantime, please consider the areas of CAP-HC that require legal advice to make sure we include those areas on the list.

b. Bylaws Update & Committee Schedule

Ms. Pullman will send out the “red lined” Word doc draft of the Bylaws to all BOD members. Mr. Asp will send an e-mail to all other Bylaws members with schedule of next meeting. The Chairperson for Planning & Evaluation Committee will be determined by next month’s meeting. The Resource Development Committee members will be populated as the need arises.

c. New Board Member Recruitment

A MOTION was made by Chairperson Brindle to invite Kevin Myren to become a Board Member. Mr. Myren has great experience in the financial arena. Seconded by Ms. Goettel.

MOTION CARRIED. Ms. Pullman and Chairperson Brindle will contact the other two candidates.

d. May 17, 2018 Event

Chairperson Brindle acknowledged the “Save the Date” postcards. Ms. Pullman noted that CAP-HC has an invitation list of approximately 600 invitees. It was suggested that BOD Members send their invitation lists to Ms. Pullman to prevent any mailing duplications. Ms. Goettel and Mr. Krolczyk will work on getting a Community Action Proclamation from the Governor.

e. Extension of Interim Executive Director Contract

A recommendation was made by Chairperson Brindle to accept the updated contract.

A MOTION was made by Ms. Wilkinson and seconded by Ms. McTootle.

MOTION CARRIED.

2. Interim Executive Director’s Report

a. Agency Operations Update

Ms. Pullman briefly discussed the overview of agency operations and updates for outreach and compliance. She feels things are going well

b. Temporary HR Consultant

Ms. Pullman introduced Laura Seymour and stated that Ms. Seymour has been working very diligently since starting her position 9 days prior. Ms. Seymour will have a report for next month’s meeting.

c. QIP Update

Ms. Pullman noted the monitoring visit by DHS on March 15, 2018 went very well; the first Quarterly Report for the QIP is due April 15, 2018. It was agreed that the Executive Committee would meet on

April 11, 2015 to review and approve submission of the QIP, with ratification of this action at the April board of directors meeting.

3. Finance and Investment Oversight

a. January Fiscal Report & Audit Update

Ms. Saunders expressed interest in the new board member appointment and hope that he will serve on the Finance Committee. The new Employee identification equipment has been installed; all staff will begin receiving new identification badges. The fieldwork for the agency-wide Audit went very well. The exit interview with the auditors is tomorrow afternoon (3/23). It was suggested that the minutes be approved "subject to audit".

4. Personnel Committee Report

a. Executive Director Search Process

The Personnel will be known as the Human Resources (HR) Committee. Chairperson David Krause stated that the process with Ballinger/Leafblad is going well and they are hoping to start telephone interviews as early as the end of next week. The position is posted in many different areas, so the candidates may be varied and widespread.

5. Staff Directors Reports

- a. Planning & Development: Written report submitted by Ms. Mongoven.
- b. Program Operations: Written report submitted by Mrs. Shatila.
- c. Energy Services: Written report submitted by Feleshia Edwards.

6. Nominations Committee Report

- a. Nominations from the floor-Chairperson Asp presented the slate as follows:
- b. Voting & Seating of new Officers
 - a. Chairperson – Mary Brindle
 - b. Vice Chair – David Krause
 - c. Secretary – Karin Keitel
 - d. Treasurer – Justin Gillette
 - e. Parliamentarian – Debbie Goettel

A MOTION was made by Mr. Johnson to accept the proposed slate of Officers. Seconded by Char Wilkinson.

MOTION CARRIED.

V. Unfinished Business

Chairperson Brindle noted that this was the BOD annual meeting and she wanted to acknowledge the six (6) retired Board Members. These people will be acknowledged at the May 17th event.

VI. New Business

None

Adjournment

With no further business, Chairperson Brindle adjourned the meeting at 7:55 p.m.

**NEXT BOARD OF DIRECTORS MEETING:
Thursday, April 26, 2018
6:30 pm**