

**MINUTES: MANAGING COMMITTEE MEETING
COMMUNITY ACTION AGENCY OF HENNEPIN COUNTY
122 W FRANKLIN AVENUE, MINNEAPOLIS, MN 55404
FRIDAY, FEBRUARY 15, 2019
11:00 A.M.**

David Asp	P	Alysen Nesse	E
Karin Keitel	P	Josh Schaffer	P
Kevin Myren	P	Mike Vekich	P

Guests: Steve Piekarski, Executive Director; Tikki Brown, Andrew Grewell, and Isaac Wengerd, DHS Representatives

Mr. Vekich opened the meeting at 11:06 a.m. A quorum was present.

Closed Session: Mike Vekich indicated that the managing committee needed to discuss a potential personnel issue. The managing committee agreed to go into closed session.

The meeting returned to open session at 11:30 a.m.

General Updates:

Review of Agency Legal Counsel – David Asp stated that as a result of recent conversations, the agency could add some additional attorneys who practice employment law to its list of resources.

Lease/Facility Updates – Steve Piekarski reported that the agency has executed an amendment to its lease so that it will no longer be renting the third floor of the St. Louis Park facility in April. The agency will then assess how much space it needs on the fourth floor. Mr. Asp reported that the landlord is amenable to terminating parts of the fourth floor. The agency may be able to move employees to the Franklin Avenue or other locations.

Staff and Leadership Reviews – Mr. Piekarski reported that the programming consultant will be looking at staffing needs in that area. Mr. Asp noted that he had spoken with Marcia Ballinger of Ballinger Leafblad and she was willing to help find someone for the programming role. Mr. Vekich stated that members of the managing committee should be involved in the interview process for this important role. Mr. Asp also noted that Ms. Ballinger has made a recommendation for an executive assessment for Mr. Piekarski.

Fiscal Updates:

State Advance: Kevin Myren thanked the state for the advance of \$241,000 in finds, which will help the agency's cash flow.

2017 DHS Internal Audit Findings: Mr. Piekarski reported that the state has closed its inquiry into a matter relating to a former employee with no additional findings from its forensic review of the employee's computer. Mr. Wengerd stated that the state doesn't have additional information about unallowable costs that may need to be remitted, but that it is trying to work this out on the agency's behalf.

Indirect Cost Allocations: Mr. Myren report that the first indirect cost allocations are being billed.

2018 Audit, 2017 Audit Corrective Action Plan: Mr. Myren reported that he had spoke with Todd Blooflat, Interim Financial Director, and the audit work is proceeding with additional requests from the audit firm that he and others are trying to fulfill. The organization is on track for on-site meetings with the auditors in March.

Interim Finance Director: Mr. Piekarski recommended that Mr. Blooflat be promoted to the Finance Director position. The managing committee discussed Mr. Blooflat's performance and received input from the DHS representatives present. Mr. Myren made a motion to accept Mr. Piekarski's recommendation, seconded by Karin Keitel. Motion passed.

RFP Evaluation and Subgrant Process: Josh Schaffer asked Mr. Piekarski to update the managing committee. Mr. Piekarski described how the review panel will operate: because of the number of RFP responses received, the reviewers will be divided into groups of 4, with 16 proposals each. The review panel process should be complete by February 25, with the proposals ready for the managing committee to re view at its March 1 meeting. The executive director explained that the timeline has shifted: the date to begin contracting was March 1, but is now March 4, and April 1 is the expected go-date. Discussion ensued regarding the decision-making and contracting processes, and the managing committee emphasized the need to work with organizations that are stable and capable.

Program Consultant RFQ: Mr. Schaffer summarized the program consultant RFQ, which will be released on February 25. Discussion ensued regarding the appropriate cost for a program consultant and the relationship of the program consultant with a new program director. The managing committee recommended that some of its members be involved in the interview process.

QIP 1 and 2: Mr. Wengerd reported that the state has approved the agency's response to QIP 2 and it will send a letter documenting its approval soon. He is also working on a reporting format that will accommodate both QIPs.

Community Action Activities: Andrew Grewell provided the managing committee with a report that summarized Community Action activities in Minnesota.

Next meeting: Tikki Brown reported that Lori Schultz from TriCAP will be present at the next planned meeting of the managing committee (March 15) to provide her perspective on HR, strategic planning and community needs assessments.

The meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Karin Keitel, Secretary to the Managing Committee