

**MINUTES: MANAGING COMMITTEE MEETING  
COMMUNITY ACTION AGENCY OF HENNEPIN COUNTY  
122 W FRANKLIN AVENUE, MINNEAPOLIS, MN 55404  
FRIDAY, May 17, 2019  
11:00 A.M.**

David Asp	P	Alysen Nesse	P
Karin Keitel	P (on phone)	Josh Schaffer	P
Kevin Myren	P	Mike Vekich	P

**CAP-HC Staff:** Dr. Hightower, Feleshia Edwards, Todd Blooflat and Sam Miller

**Guests:** Tikki Brown, Francie Mathis, Isaac Wengerd, and Andrew Grewell (DHS); John Harvanko (DOC), Allyson Sellwood, Chief Policy Aide to Commissioner Callison

**1. Call to Order:** Chair Vekich called the meeting to order at 11:22 AM and outlined the agenda for the meeting. A quorum was present.

**2. Approval of Minutes:** Chair Vekich asked if there were any changes to the minutes of the April 18, meeting of the Managing Committee. There were no changes. The minutes were approved.

**3. Initial Impressions:** Dr. Hightower presented his initial impressions of CAP-HC. He indicated that the organizational culture is not good. Staff have gone through many turnovers of key staff in the last couple of years and it has had a negative impact on the environment, as well as, the culture. The employees appear dedicated to the organization and its mission. Dr. Hightower will begin the process of evoking change by bringing in a cultural consultant to meet with staff, one-on-one for 30 minutes. The staff one-on-ones will take place the week of May 27, 2019. Dr. Hightower also mentioned that the Board Governance Structure is not in compliance with our bylaws. This will be one of his top priorities.

Dr. Hightower shared that he will be conducting a 45-day assessment of the following areas:

1. Organizational Culture
2. Board Governance
3. Financial Viability
4. The State of Human Resources
  - a. Number of Staff
  - b. Capacity of Staff
5. Programmatic Lens
  - a. Current Programs- CAP Hennepin
  - b. Current Community Needs
  - c. Current Program Offerings – Programs Offered by Other Agencies
  - d. Current Service Gaps
  - e. Most appropriate Opportunities to Provide Service
6. Information Technology Needs
7. Combined Quality Improvement Plan

The 45-day assessment will be available for review on June 17, 2019. Dr. Hightower opened the floor for questions.

Ms. Keitel asked if the assessment would include a timeline of issues that can be resolved this year and issues that can be resolved in year 2020. Dr. Hightower indicated that the information would be included.

Ms. Keitel also asked about merging the QIPs. She indicated that some of the issues and/or concerns have been resolved. It would be nice to begin the process of moving the resolved issues off the list. Ms. Mathis agreed, and stated that DHS was in the process of scheduling a meeting to go over the first QIP report. She indicated that Dr. Hightower, Mr. Grewell, Mr. Wengerd and any other committee members and/or staff should attend. Mr. Grewell will send out potential dates.

Chair Vekich asked if finding a new location was included in the assessment. Mr. Asp has previously negotiated with Brinker to release us from our lease on the third floor of the STLP location.

Dr. Hightower indicated that he would not have time to look for a new location, but recommended that we relocate closer to the City of Minneapolis. Mr. Asp indicated that he would reach out to Brinker for a lease extension or shrinkage of the 4<sup>th</sup> floor.

**4. Change Meeting Schedule:** Chair Vekich discussed changing the Management Committee meetings from the first and third Friday of the month to once a month. Now that Dr. Hightower is situated, it may not be necessary to meet as often. This change will take place at the end of the quarter.

**5. Meeting with Funder:** Chair Vekich shared that he and Dr. Hightower met with staff from the Department of Commerce (DOC). They discussed the contract with CAP-RW. DOC shared some concerns that they had. Both parties agreed to work together to alleviate concerns. Chair Vekich welcomed Mr. Harvako.

Mr. Harvanko said that his primary focus is on the Energy Assistance Program. He noted that the EAP program at CAP-HC was doing well, thanks to Ms. Edwards. There were no findings and or recommendations in the delivery of the EAP program, which is rare for an agency of its size. Mr. Harvanko shared that he has concerns regarding the turnover of Sr. Leadership staff, the overall stability within the Sr. Leaders and the financial viability of CAP-HC. He is looking forward to the EAP program continuing to be viable.

There were once 42 CAP agencies in the state of Minnesota and now there are 29. Agencies have merged over the years and CAP-HC is now the largest, followed by CAP-RW.

A large percentage of funding is spent by CAP-HC and it would cause problems for the program statewide if the program did not remain viable. DOC has been looking at all of their options to deliver EAP in the future. They do have a back-up contingency plan.

Mr. Wengerd reiterated that the EAP program had a clean program audit and is running well.

He asked why there was a back-up plan and what the timing of the back-up plan was. Mr. Harvanko shared that there was a timeline. FFY20 is approaching and the time to make changes would be soon.

Mr. Myren asked if there was anything that the management committee could do to assist Dr. Hightower. Dr. Hightower could not think of anything.

Mr. Blooflat is working with the Finance Director of CAP-RW on a contingency plan in case of a State or Federal shutdown. They have a meeting with DHS staff on June 7, 2019 to discuss the current line of credit. The current line will mature on July 1, 2019.

Per Ms. Edwards, Dr. Hightower and Chair Vekich have been added as signers for the agency. It was agreed that both Ms. Edwards and Mr. Myren would remain signers in case of an emergency. CAP-RW is now insured under our Liability Insurance. Dr. Hightower has been added as the Interim Executive Director and is now covered under our D&O Insurance Policy with a one million dollar limit and a \$10,000 retention.

Mr. Miller briefly discussed additional information that was collected for the salary study. He has been charged with organizing the HVAC repairs at the St. Louis Park location.

Chair Vekich opened the floor for Q&A and/or remarks.

Mr. Myren feels more comfortable now that Dr. Hightower is in place. He sees a bright future in the forecast.

Ms. Brown stated that she is much more at ease. There will be a federal audit of programs September 9-13, 2019.

Ms. Sellwood comment that Commissioner Callison feels very comfortable and at ease and foresees a good future.

Dr. Hightower asked if he could re-implement summer hours. Staff would work Monday through Thursday 7:00 AM-4:30 PM and 8:00 AM until 12:00pm on Friday.

Mr. Vekich asked for a motion to approve summer hours. MOTION by Myren, seconded by Mr. Asp. MOTION APPROVED. Mr. Vekich announced that summer hours will be an on-going policy.

## **5. Adjournment**

Chair Vekich asked if there was any further business. There being none, Chair Vekich adjourned the meeting at 11:52 AM.

Respectfully submitted,