

**MINUTES: MANAGING COMMITTEE MEETING
COMMUNITY ACTION AGENCY OF HENNEPIN COUNTY
122 W FRANKLIN AVENUE, MINNEAPOLIS, MN 55404
FRIDAY, FEBRUARY 1, 2019
11:00 A.M.**

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

Guests: Steve Piekarski, Executive Director; Sam Miller, HR Director

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

Salary Survey: Steve Piekarski stated that the agency’s salary survey was outdated and that the organization had changed significantly since it was done. Sam Miller added that it was unclear what documentation was behind the survey. Karin Keitel suggested that Mr. Miller speak with David Krause, a Board member who was on the Personnel Committee when the last survey was done.

Mr. Vekich asked whether CAP-HC wants to lag, lead or be in the middle of salary ranges for its market. He noted that his preference was to be market competitive so that we can attract the right talent, but we don’t have the resources now to lead the market. He asked whether employees were exhibiting leaving behavior. Mr. Miller responded that he didn’t think we were far behind the market, and that it is hard to distinguish between leaving behavior and concern about the organization generally. He noted that an employee had made noises about leaving because of salary issues and left even though the agency had responded with an increase.

Mr. Vekich surveyed the members of the Managing Committee regarding salaries: Ms. Keitel agreed that we should be market competitive; David Asp voiced concern about administrative costs; Josh Schaffer stated that the organization needs to address stability first, and then become an employer of choice; Kevin Myren stated the agency should be market competitive across the board, and above market for key positions in order to attract and retain talent; Alysen Nesse noted that the current situation at CAP-HC may have a chilling effect on hiring, so that we have to be matching if not competitive, especially with those providing direct services, and in light of Minneapolis’ focus on achieving a \$15 minimum wage.

Mr. Piekarski responded that direct services positions are likely aligned with the market. He noted that other local CAPs are having trouble filling their key leadership roles. He noted that the job posting for the director of programming was unclear and had been reported with a clearer job description. He felt like the agency was getting better feedback and response to the new posting. Mr. Miller is planning on doing some phone interviews. He is also making sure that job postings have clear descriptions that specify the required background and experience. Mr.

Miller also noted that the general navigation jobs didn't seem to work as expected and the organization is returning to having more specifically targeted navigator roles.

Mr. Miller explained that he is analyzing the organization's job descriptions and what activities they're responsible for, so that they will be accurate going forward. As part of this process, he is talking with supervisors and staff. He would like to add some workplace principles, such as respect, dignity and kindness for other employees. He reported reviewing 14 job descriptions so far. His goal is to create no more than 10 job families/grades, to understand the differences between various positions, and to document salary ranges thoroughly, so that the survey can remain helpful for five years before having to redo the work. He is also using the most recent Minnesota Council of Nonprofits salary and benefits survey, has asked CAP RW if they have a salary survey that they're willing to share, and is pursuing other state and federal CAP data that may be available.

The Managing Committee approved Mr. Miller's approach. Mr. Miller said that he would be able to give the committee a time frame for completion within a week.

QIP #2 Update: Ms. Keitel reported that the agency's response to QIP #2 had been submitted to DHS on time. The agency is working on a template for a consolidated work plan.

Update on the RFP: Mr. Piekarski reported that the RFP deadline had been extended because of the weather. The agency received 59 proposals from 63 organizations, which was a bigger response than expected. Mr. Myren asked whether it was feasible to make an initial cut that would assure that the programs CAP-HC is supporting are in fact existing programs. Mr. Asp asked about the monitoring program for the awards. Mr. Piekarski mentioned monthly meetings with the awardees and noted that there is still an open requisition for a person to monitor. Mr. Asp asked for the monitoring person to present to the managing committee. Mr. Myren asked whether the agency had a philosophy about covering the potential areas the RFP seeks to impact and noted that organizations who've passed a single audit would likely have the organizational capacity to carry out the work. Mr. Schaffer added that the agency should not consider any proposal for pilot projects, but should concentrate on existing programs. Mr. Piekarski noted that the agency wants to fund the best overall proposals, and is not setting arbitrary quotas (e.g., one proposal for housing, one for education, etc.). He noted that they will be splitting the review panel into teams because of the number of proposals. He agreed that Ms. Nesse and Mr. Schaffer should review the training materials for the review panel.

Program Consultant and Process: Mr. Piekarski stated that the agency is considering bringing in a consultant and will need to do an RFP. Mr. Vekich asked him to define the role. Ms. Nesse asked about the timeline for the RFP. Mr. Piekarski agreed to work with Ms. Nesse and Mr. Schaffer to draft an RFP, by February 8, for review by the Managing Committee. Mr. Myren noted that we will want DHS' input before it is released, and he noted that there is likely an appropriate way to bill these expenses through the cost allocation process.

Line of Credit: Mr. Piekarski informed the Managing Committee that Bremer Bank has recently

asked for financial information on the organization.

The meeting was adjourned at 12:09 p.m.

Respectfully submitted,

Karin Keitel, Secretary to the Managing Committee