

**MINUTES: BOARD OF DIRECTORS MEETING  
COMMUNITY ACTION AGENCY OF HENNEPIN COUNTY  
8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426  
THURSDAY, DECEMBER 20, 2018  
6:30 PM**

David Asp	P	Kevin Myren	P
Abdi Busuri	E	Solomon Ogunyemi	E
Justin Gillette	P	Alysen Nesse	P
Debbie Goettel	A	Josh Schaffer	E
Marvin Johnson	P	Tanya Simons	E
Karin Keitel	P	Michael Vekich	P
David Krause	P		

**CAP-HC Staff Present:** Steve Piekarski, Feleshia Edwards, Kesha Joyner, Steve Piekarski, Sam Miller, Todd Blooflat, Scott Rusten and Lydia Green.

**Guest:** Casey Krolczyk, aide to Commissioner Debbie Goettel.

**I. Call to Order:**

The CAP-HC Board of Directors met on Thursday, December 20, 2018. The meeting was called to order at 6:36pm.

**II. Roll Call/Introduction of staff, guests, and visitors**

Chairperson Krause asked for roll call and brief introductions of staff present. CAP-HC staff briefly introduced themselves to the board. A quorum was present.

**III. Conflict of Interest Disclosure:**

Chairperson Krause asked if there were any conflicts of interest to disclose. There were none.

**IV. Approval of the Agenda:**

A **MOTION** was made by Mr. Johnson seconded by Mr. Gillette to approve the agenda. **MOTION CARRIED.**

**V. Review and approval of November 29, 2018 Directors Minutes**

A **MOTION** was made to accept the amended minutes by Mr. Vekich, seconded by Ms. Nesse. **MOTION CARRIED.**

**VI. Executive Session**

Chairperson Krause briefly discussed the meeting held with Commissioner Piper on Friday, November 30, 2018, where the Board announced their decision in regards to the proposed board resolution. Mr. Krause asked if there were any outstanding questions pertaining to the meeting held. With no questions, A **MOTION** was made to go into a closed session at 6:40pm by Mr. Vekich, seconded by Ms. Nesse. **MOTION**

## **CARRIED.**

### **VII. Management Committee Update**

The meeting returned to an open session at 7:12pm. Mr. Vekich briefly discussed the role of the Managing Committee and meetings held with DHS. The purpose of the meetings was to discuss outstanding QIP items and develop a comprehensive work plan. The work plan incorporates a separation of duties for each committee member. The Managing Committee will be a different composition of the board and will work alongside the leadership team.

Ms. Keitel will be responding to the second QIP upon receipt. DHS has granted an extension on the deadline to submit the QIP report due to the amount of time taken to deliver the report to the committee. Mr. Krause asked if there was a priority of one QIP over another. Ms. Keitel pointed out that the QIP reports contain overlapping matters that the agency needs to address. Therefore, both QIPs will need to be addressed concurrently.

Mr. Krause asked if hiring is currently permitted. Mr. Vekich stated that the organization could resume hiring. Furthermore, Mr. Vekich acknowledged staff and stated that the committee will be working to provide additional support. The goal and expectation will be to reaffirm leadership within the organization.

The Managing Committee meeting minutes will be available to the full board. Ms. Keitel stated that it would be important to include the meeting minutes in the monthly board packets. It was agreed that the method for sending out the minutes would be decided after further discussion.

The RFP process is scheduled for implementation in January 2019. Mr. Asp stated that DHS is in full support of the organization and the board. Mr. Asp highlighted that priorities have been ranked and assigned to individual committee members. In addition, a top priority for the committee will be determining how CSBG and MCAG funds are allocated.

Mr. Myren and Mr. Vekich have been working on developing the budget and a positive cash flow. Ms. Nesse stated that there is about \$800,000 CSBG funds that need to be allocated via a request for proposal (RFP) process. The RFP rewards will be distributed by early February 2019. Mr. Piekarski, Ms. Nesse, and Mr. Schaffer held a meeting on Wednesday, December 19, 2018 to discuss the RFP process and recruitment. The recommendations made are included in the current RFP guidelines. Currently, the minimum grant amount is set at \$100,000 and must be used for preexisting programs.

Quality Assurance positions will be posted in the near future to monitor the RFP process. Mr. Myren asked how the \$800,000 allocation of CSBG funds was determined. Mr. Blooflat stated that the 2019 budget was used to determine the extent of CSBG funds that need to be spent in the near future. Operational expenses and program salaries are currently being charged to MCAG because it will expire before the CSBG funds. The CSBG funds would be used for operational expenses during the second half of 2019.

Mr. Piekarski estimated that it would take a few months to spend down the current funds. However, some funds will be maintained by the organization to cover internal expenses. Mr. Myren stated that based on his conversations with OEO the RFP amount should be closer to \$1.2 million. Mr. Myren recommended planning to sub-grant out a larger amount based on the current situation of the organization and contacting OEO for feedback. It was agreed that Mr. Piekarski would contact DHS to determine the amount of funds that need to be distributed during the RFP process. Ms. Nesse and Mr. Asp pointed out that OEO has encouraged the organization to pursue a larger scope of programs.

### **VIII. Finance & Investment Oversight Report**

Mr. Blooflat discussed the November Financials in detail. Mr. Myren asked about the low point in cash flow that occurred in November and short-term cash management strategies. Mr. Blooflat stated that the extended short-term cash management strategy would be to utilize vendors. However, the current policy is to not to draw from the line of credit when unnecessary. Mr. Vekich recommended consulting with Mr. Myren if a situation arises that would require the organization to draw from the line of credit. Mr. Myren asked about the status of the LPL Investment and moving it to operational expenses. Mr. Piekarski agreed to check with LPL Investment about a timeline and fees that may be required.

Mr. Johnson asked about receivables and being able to process them in a timely manner. Mr. Blooflat stated that it has improved, but the granters have approximately 30 days to approve requests. The available options to improve the process for receivables would be further evaluated. The Board agreed to recommend the November financials to the Managing Committee for approval subject to audit. **A MOTION** was made to recommend the November financials subject to audit to the Managing Committee by Mr. Myren, seconded by Mr. Johnson. **MOTION CARRIED.**

### **XI. Adjournment**

With no further business, the meeting adjourned at 7:53pm.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:  
JANUARY 24, 2019, 6:30PM**