

**MINUTES: BOARD OF DIRECTORS MEETING
COMMUNITY ACTION PARTNERSHIP OF HENNEPIN COUNTY
8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426
THURSDAY, June 27, 2019
6:30 PM**

Alysen Nesse	P	Kevin Myren	E
David Asp	E	Marvin Johnson	E
Josh Schaffer	E	Michael Vekich	P
Justin Gillette	P	Solomon Ogunyemi	P
Karin Keitel	P		

CAP-HC Staff Present: Darlynn Benjamin, Feleshia Edwards, Sam Miller, Todd Blooflat and Rae Clark

Call to Order:

The CAP-HC Board of Directors met on Thursday, June 27, 2019. The meeting convened at 6:30 PM; a quorum was not present. A quorum was achieved when Ms. Nesse called into the meeting and the meeting was called to order at 6:45 PM by Chair Vekich.

Approval of the 5/23/2019 Board Minutes

A motion to approve the May 23, 2019 Board of Directors Meeting Minutes was made by Mr. Gillette and seconded by Mr. Ogunyemi. Motion carried.

April Financials

Mr. Blooflat reported that the U.S. Department of Health and Human Services has asked CAP-HC for additional information regarding its Indirect Cost Rate Proposal. Based upon last year’s timeline, CAP-HC expects to receive the Indirect Cost Rate Proposal decision in approximately 4 weeks.

Mr. Vekich asked if the June Financials could be presented at the July 25, 2019 CAP-HC Board of Directors meeting. Dr. Hightower stated that a two-month lag is standard operating procedure in the industry. Mr. Vekich said a June Cash Flow Analysis and a projection of the months that CAP-HC is expecting cash flow deficits would be sufficient at the July 25, 2019 CAP-HC Board of Directors Meeting. Going forward the Financial Report presented at the CAP-HC Board of Directors and CAP-HC Managing Committee meetings will consist of the two-month prior Financials, the previous month’s Cash Flow Analysis and an update on any potential CAP-HC cash flow deficits.

CAP-HC is on track to spend the MCAG funds by the end of the year. Cash flow has been stable since CAP-HC received the CSBG Advance. CAP-HC June cash flow will be an issue, as Bremer Bank has not provided a line of credit proposal. A conference call between Dr. Hightower, Mr. Blooflat and Bremer Bank is scheduled for Friday, June 28, 2019.

A motion was made by Ms. Keitel and seconded by Mr. Ogunyemi to approve the CAP-HC Financials, subject to audit. Motion carried.

Interim Executive Director Update 2019-2020 Work Plan

Dr. Hightower stated that the Community Action Partnership of Hennepin County 2019 – 2020 Work Plan that the CAP-HC Board of Directors received is the overall plan. It does not have action steps but states the goals. The CAP-HC 2019-2020 Work Plan was approved at the June 21, 2019 CAP-HC Management Committee meeting.

The process of appointing a community board member was explained. The process is required to be a democratic selection process. CAP-HC and the CAP-HC Board of Directors cannot ask a community sector member to join the CAP-HC Board of Directors. A minimum of one-third of the tripartite board membership must be democratically selected representatives of low-income individuals and families who reside in the geographic area being served by the agency.

Mr. Gillette and Ms. Nesse will coordinate a plan and outreach to attract CAP-HC community sector board members, in accordance with the democratic selection process set forth in the agency's bylaws.

A motion was made by Mr. Gillette and seconded by Mr. Ogunyemi to reaffirm action taken by the CAP-HC Managing Committee to approve the CAP-HC 2019-2020 Work Plan. Motion carried.

Dr. Hightower introduced Darlynn Benjamin. Ms. Benjamin started as the CAP-HC Director, Client Services on June 24, 2019.

2020-2021 CSBG/MCAG Application

Dr. Hightower provided an update on the agency's 2020-2021 CSBG/MCAG Application. The 2020-2021 CSBG/MCAG Application is a workplan that CAP-HC needs to submit to OEO/DHS and makes CAP-HC eligible to request an advance.

The 2020-2021 CSBG/MCAG Application provides two sources of funds: CSBG and MCAG grants. Through the State of Minnesota legislative action, federal CSBG/MCAG dollars flow to CAP-HC. CSBG/MCAG funds are the most flexible with few constraints—a building cannot be bought or built. CAP-HC and other CAP agencies in the state receive funds based on the percent of poverty. Hennepin County has the largest percentage of poverty in Minnesota.

CAP-HC expects that its two-year funding will be just under \$5,000,000. Of the nearly five million dollars, approximately \$2.8 million will be spent on staff and \$1.3 million will be spent on client support activities, i.e. paying water bills, paying car repairs.

This 2020-2021 CSBG/MCAG Application is not final. The state of Minnesota has allowed CAP-HC to create this 2020-2021 CSBG/MCAG Application as a placeholder so the agency has the ability to go back to the state with revisions. Each revision will be presented to the CAP-HC Board of Directors for approval.

A motion was made by Mr. Gillette and seconded by Mr. Ogunyemi to allow CAP-HC to submit the 2020-2021 CSBG/MCAG Application to the state of Minnesota. Motion carried.

New Business

Dr. Hightower Signing Authority

The Board discussed Dr. Hightower's signing authority, and the Interim Executive Director provided some guidance on the level he would be comfortable with. A motion was made by Mr. Gillette, seconded by Ms. Keitel to give Dr. Hightower signing authority up to and including \$75,000 through December 31, 2019. Motion carried.

With no further business, Chairperson Vekich adjourned the meeting at 7:15 PM.

NEXT REGULAR BOARD OF DIRECTORS MEETING:

Thursday, July 25, 2019

At 6:30 PM