

**MINUTES: BOARD OF DIRECTORS MEETING
COMMUNITY ACTION AGENCY OF HENNEPIN COUNTY
8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426
THURSDAY, JULY 26, 2018
6:30 P.M.**

David Asp	P	Marvin Johnson	P
Anthony Baquero	P	Karin Keitel	P
Mary Brindle	E	David Krause	P
Alma Brown	A	Kevin Myren	P
Abdi Busuri	A	Solomon Ogunyemi	P
Alysen Nesse	E	Josh Schaffer	P
Justin Gillette	P		
Debbie Goettel	P		

CAP-HC Staff Present: Steve Piekarski, Laura Seymour, Joel Wilcoxen, Christina McCoy, Azucena Ortega and Lydia Green.

Guests:

Casey Krolczyk, aide to Commissioner Debbie Goettel; Francie Mathes and Isaac Wengerd, Department of Human Services.

I. Call to Order:

The meeting was called to order at 6:34 p.m. by Vice Chairperson Krause.

II. Roll Call/Introduction of staff/guests/visitors:

Vice Chairperson Krause asked for the roll call. A quorum was present. Mr. Krause asked Mr. Schaffer, a new member of the Board of Directors and designee for Minneapolis City Councilperson Jeremy Schroeder, to introduce himself to the Board.

III. Conflict of Interest Disclosure:

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

IV. Approval of the Agenda:

Vice Chairperson Krause alerted the Board to changes in the agenda to move up the report from the Bylaws and Governance Committee, and to accommodate a conversation with Ms. Mathes and Mr. Wengerd from DHS. **A MOTION** was made by Ms. Goettel and seconded by Mr. Gillette to approve the amended agenda. **MOTION CARRIED.** Recommendations for future agendas were also noted by staff.

V. Review and approval of June 28, 2018, Board of Director Minutes:

Mr. Wilcoxen noted a correction to the draft minutes as follows: on the third page, Section 4. Finance and Investment Oversight Report, fourth paragraph, next to last sentence: "A MOTION was made by Mr. Gillette to approve the board chair, executive director, and ~~finance director~~ treasurer as signors of the line of credit and it was seconded by Mr. Baquero." **A MOTION** was made by Ms. Goettel to approve the amended minutes and seconded by Mr. Ogunyemi.

MOTION CARRIED.

VI. Bylaws & Governance Committee Report

Mr. Asp reported on the Bylaws and Governance Committee meeting that was held prior to the Board meeting. He described the current vacancies for private sector (3) and community sector (4). The private sector Board members are reviewing applications and will make recommendations to the Board at the August meeting. Mr. Asp also briefly discussed the democratic process for selection of community sector Board members. The committee used CAPLAW resources to develop a draft democratic selection process that was included in the board materials. As drafted, a two-year time frame would occur during the selection process, and the agency would send a call for nominations to low-income individuals and families receiving services from CAP-HC in the preceding year, and to partner organizations, government agencies and businesses who may have an interest in recommending board members. The agency would review applications and compile a ballot, which would be provided to low income families and individuals receiving CAP-HC services. Mr. Asp discussed the need to broaden recruitment. The Board discussed staggering the terms of community sector Board members, making sure that community sector Board members represent geographic diversity (i.e., Minneapolis and suburban Hennepin County), and having a process to fill vacancies on a timely basis. Mr. Asp and staff noted the Board's recommendations. It was agreed that a revised plan will be presented during the August Board meeting.

VII. DHS Conversation:

Ms. Mathes and Mr. Wengerd introduced themselves to the Board and discussed their partnership approach of working with CAP-HC. Ms. Mathes thanked the Board for their hard work and said that they were starting to see some positive results. She mentioned the need for enhanced Board oversight. Mr. Wengerd stated that this is a critical time for the agency and the agency and Board need to stay vigilant. He listed areas that need on-going attention: (1) internal controls and implementation, including making sure policies are fully implemented; (2) procurement, to be clear about what the agency is paying for; (3) human resources, because a large share of the agency's budget is people costs, and (4) program development and implementation, which DHS has been discussing with the agency for two years. Mr. Wengerd stated that the Program & Evaluation Committee will be critical and developing and monitoring new programs. He stated that DHS wants to communicate a sense of urgency around program planning, and the need to develop programs that reach more low-income clients. He encouraged the Board to ask questions about what the agency's programs are accomplishing and what those programs cost. Mr. Asp asked for clarification on actions needed to stay on track and the metrics used. Mr. Piekarski stated that he is currently working on developing a metric system. Dashboards were recommended as a strategy for monitoring programs, training, and recruitment efforts.

VIII. Committee Reports:

1. Executive Committee Report

Vice Chairperson Krause presented the report on the Executive Committee meeting on July 18. The Executive Committee discussed Board recruitment and spent time revising the Board application. Ms. Keitel complimented Ms. Green on the revised application, included in the Board packet, which reflected the Executive Committee's input. It was agreed that the application would be finalized and posted online. Mr. Piekarski updated the Executive Committee on the QIP. The Executive Committee also agreed that a Board training calendar will be developed and uploaded online.

2. Executive Director's Report

Mr. Piekarski presented the Executive Director's report. The written ED report, provided at the meeting, will be included in the board packet going forward. Individual staff and community partner meetings are currently underway. Mr. Myren asked about the outcomes and objectives of the meetings. The underlying themes and commonalities of the meetings for organizational improvement were briefly discussed. It was agreed that information collected from the meetings would be presented to the full Board. A staff meeting was held on July 12 to discuss plans moving forward. The quarterly staff meetings will be used to increase transparency and accountability.

Mr. Piekarski stated that grant updates will be provided at future Board meetings to increase effectiveness. CAP-HC will hold off on requesting additional funding until current funds are effectively utilized.

Mr. Piekarski discussed the updated QIP which will be provided to DHA later this month. The updates for 2nd quarter are highlighted in yellow. Ms. Keitel asked about developing the Community Action work plan. The work plan will focus on what the organization can accomplish. Ms. McCoy discussed the current Community Action plan and described the process the agency is using to taking into account additional information and data about parts of the community that are currently underserved, such as low-income young people. It was agreed that a full draft of the Community Action work plan will be submitted to the Board for its review and input in August. Ms. Goettel asked about current challenges that the organization faces and how the Board can better support the Executive Director in making changes. Mr. Piekarski briefly discussed the current challenges and role of the Board going forward. Recommendations were made and noted by the Executive Director and staff. Mr. Ogunyemi stated how the mission and vision of CAP-HC have served him personally and made suggestions for how to meet additional needs of the community. **A MOTION** was made by Mr. Myren to approve the QIP with amendments and seconded by Ms. Goettel. **MOTION CARRIED.**

3. Finance and Investment Oversight Committee Report

Because Mr. Myren was absent at the July 18 meeting of the Finance and Investment Oversight Committee meeting, Mr. Wilcoxon presented the report on the July 18 meeting. Mr. Wilcoxon briefly discussed the updates on the 2017 single audit. The eligibility requirements for grants and funding were briefly discussed. Mr. Wilcoxon is scheduling a call with the Director of Energy to finalize unresolved issues. **A MOTION** was made by Mr. Gillette to extend the deadline for completion of the audit to August and seconded by Mr. Baquero. **MOTION CARRIED.**

Mr. Wilcoxon discussed the audit report and progress made for upcoming reports. Mr. Wilcoxon discussed the updates to the March/April financials that included correcting some mathematical errors. **A MOTION** was made by Ms. Goettel to approve the March/April Financials, subject to audit, and seconded by Mr. Myren. **MOTION CARRIED.**

A MOTION was made by Mr. Schaffer to approve the May Financials, subject to audit,

and seconded by Mr. Gillette. **MOTION CARRIED.**

4. Human Resources Committee Report

Ms. Seymour updated the Board on human resource matters. The applicants for the Director of Finance position have been reviewed and the interview process has started. Three individuals were interviewed, including competency-based interview questions, and a separate interview by Mr. Wilcoxon to validate experience in federal grants and other CAP specific matters. Two of those applicants will be interviewed by Mr. Piekarski, and Mr. Myren.

A performance management pay increase policy/process will be provided in the fall for a January start date.

The board was referred to Ms. Seymour's written report regarding changes to the agency's 403(b) plan. The 403(b) money will be transferred to the new account. A transition team is in place to discuss the plan design. Ms. Seymour briefly discussed additional staff updates.

5. Staff Directors Reports

a. Energy Services

The Board was referred to Ms. Edward's written report in her absence.

b. Client Services

Ms. McCoy discussed the challenges of getting accurate data on the services CAP- HC offers and stated that a new process for tracking data will be implemented next month. She described the need to develop a strategy to differentiate between services offered and used (e.g., a one touch outreach and intensive case management). The agency is currently undergoing data reassignment. It is also developing a partnership with the International Institute of Minnesota and CAPI to serve immigrant populations.

IX. Unfinished Business:

Mr. Krolczyk asked about the response that was issued to the Star Tribune and additional notes. It was agreed that Mr. Piekarski will verify that the matter has been resolved. Ms. Goettel recommended changes to the agenda, to cross reference the agenda with the board materials.

X. New Business: None.

XI. Adjournment:

With no further business, **A MOTION** was made by Ms. Goettel to adjourn the meeting and seconded by Mr. Ogunyemi. **MOTION CARRIED.** The meeting adjourned at 7:58pm.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:
AUGUST 23, 2018, 6:30PM**