

**MINUTES: MANAGING COMMITTEE MEETING
COMMUNITY ACTION AGENCY OF HENNEPIN COUNTY
122 W FRANKLIN AVENUE, MINNEAPOLIS, MN 55404
FRIDAY, APRIL 5, 2019
11:00 A.M.**

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

CAP-HC Staff: Feleshia Edwards, Todd Blooflat, and Sam Miller

1. Call to Order: Mr. Asp, vice chair, opened the meeting at 11:10 a.m. A quorum was present.

2. Salary Survey: Sam Miller presented the salary survey he performed at the request of the managing committee. He interviewed employees to understand their job duties and responsibilities, which he compared to their written job descriptions. He also compared individual jobs within a department and created a rank order of jobs, based on significance to the organization. Job descriptions were compared to the Minnesota Council of Nonprofits 2018 salary survey, CAP-Ramsey Washington’s most recent salary survey, and the nonprofit segment of pay scale, for the Minneapolis/St. Paul Area. He noted that it was difficult to find exact comparable positions for a variety of reasons. He provided a proposed salary range based on data from MNCN and CAP-RW. Discussion ensued. Mr. Miller raised the issue of merit pay vs. cost of living increases. Alysen Nesse expressed her opposition to a merit-only system, stating her view that it was not consistent with CAP-HC’s mission. Feleshia Edwards gave some background on the agency’s approach to COLAs and noted that CAP-HC had skipped a COLA increase in 2018. She noted that the employees are only now getting work plans, which would support a merit-based component. Mr. Asp asked Mr. Miller to provide additional analysis based on the size of the nonprofits used as comparables, by number of employees and by total budget.

3. Finance and Technology: Todd Blooflat presented the February financial statements. There was a small net positive due to the realization of gains from the liquidation of the investment account. He is projecting a deficit of a few thousand dollars for most months going forward, because of depreciation expense and interest on the line of credit (LOC), whose balance is approximately \$229K.

The FY2018 negotiated indirect cost rate (NICR) will be submitted to the US Department of Housing and Urban Development when the single audit is completed. We are hoping that the final NICR will be higher than the current provisional rate of 31%.

Mr. Blooflat stated that CAP-HC’s cash-flow position had improved because of the \$241K advance on our CSBG grant. This has allowed the agency to stay current with vendors and pay

for direct services in a timely manner. The agency continues to develop alternative strategies for manage its cash position; however, it does not plan to use the LOC as the current goal is to pay it off.

Mr. Blooflat and Ms. Edwards discussed how the agency plans to spend remaining grant funds by their deadlines. In addition to the subgrants, DHS has suggested some additional ways to spend the grants. CAP-HC is expanding the water program and is considering creating a computer lab for clients to use for online applications and giving Hennepin County food shelves a stipend.

The managing committee discussed the open positions' impact on budget and unspent funds. It also discussed the need for a qualified QA person to monitor subgrantees' compliance. CAP-HC staff also indicated a need to fill the roles of senior accountant and marketing & communications specialist.

Mr. Blooflat indicated that the audit is proceeding and close to completion. Mr. Myren discussed timing of a draft that could be reviewed by the committee.

A MOTION was made by Ms. Keitel, seconded by Mr. Myren, to approve the February financial statements, subject to audit and to forward them to the full Board. MOTION PASSED.

4. Managing Committee Work Plan: Mr. Asp briefly reviewed the Managing Committee Work Plan. The committee noted that given the Executive Director's recent resignation, some of the items may need to be revised. Committee members agreed to review and propose revisions outside of the meeting.

5. Update on RFP Process and Review Plans: Ms. Edwards stated that most of the contracts with subgrantees had been signed. The contract with the Salvation Army has a longer review process. The agency has had difficulty connecting with Simpson and Ms. Nesse agreed to reach out on behalf of CAP-HC. There will be a group meeting with the grantees on April 10, which DHS representatives will attend.

6. Staff Reports: Mr. Blooflat and Mr. Miller left the meeting. Ms. Edwards updated the managing committee on on-going personnel issues and on her transition into the temporary interim ED role. The committee reiterated its support of Ms. Edwards and clarified her authority in her new role.

7. Approval of Minutes: Ms. Keitel stated that past minutes had been made available to the managing committee for review. She noted that because she was unable to attend the January 11 and 25 meetings, she had not prepared minutes for those meetings. Other committee members agreed to look for their notes on those meetings. A MOTION was made by Ms. Nesse, seconded by Mr. Schaffer, to approve the past minutes as presented, subject to minor changes such as correcting the subgrant amounts. MOTION PASSED.

The meeting adjourned at 12:35 p.m.

Respectfully submitted,

Karin Keitel, Secretary to the Managing Committee