

**MINUTES: BOARD OF DIRECTORS MEETING
COMMUNITY ACTION AGENCY OF HENNEPIN COUNTY
8800 HIGHWAY 7, SUITE 401, ST. LOUIS PARK, MN 55426
THURSDAY, NOVEMBER 29, 2018
6:30 P.M.**

David Asp	P* ¹	Kevin Myren	P
Mary Brindle	A	Solomon Ogunyemi	E
Abdi Busuri	A	Alysen Nesse	P
Justin Gillette	P	Josh Schaffer	P
Debbie Goettel	A	Tanya Simons	P
Marvin Johnson	E	Michael Vekich	P
Karin Keitel	P		
David Krause	P		

CAP-HC Staff Present: Steve Piekarski, Todd Blooflat, Sam Miller, Feleshia Edwards, Kesha Joyner, Scott Rusten, Azucena Ortega² and Lydia Green.

Guest: Casey Krolczyk, aide to Commissioner Debbie Goettel; Rebecca Holschuh, counsel to Hennepin County Commissioners; Dan Rogan, counsel to Hennepin County Commissioners.

I. Call to Order:

The CAP-HC Board of Directors met on Thursday, November 29, 2018. The meeting was called to order at 6:34pm by Chairperson Krause.

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

Chairperson Krause asked for brief introductions of staff. Mr. Miller, the new Director of Human Resources and other CAP-HC staff briefly introduced themselves to the board. Mr. Krause asked for the roll call. 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. Gillette seconded by Ms. Nesse to approve the agenda. **MOTION CARRIED.**

V. Review and approval of October 25, 2018 Board Minutes:

A **MOTION** was made to accept the minutes as presented by Mr. Schaffer, seconded by Mr. Gillette. **MOTION CARRIED.**

¹ Arrived at 6:47pm

² Arrived at 6:50pm

VI. Reports:

1. Finance & Investment Report

Mr. Myren presented the October Financials to the board. The Finance Committee met on Monday, November 26, but a quorum was not present to conduct official business. Mr. Krause asked if there is a strategy to improve the financial situation of the agency. Mr. Myren discussed the agency's finances in detail. The agency needs to develop a definitive plan to improve the current financial situation. **A MOTION** was made by Mr. Vekich, seconded by Mr. Myren to approve the October Financials subject to audit. **MOTION CARRIED.**

VII. OEO/DHS Commissioner Letter

Mr. Krause asked for questions and comments in regards to the letter and board resolution received from DHS and Commissioner Piper. Ms. Keitel asked about the members selected for the Management Committee and the scope of responsibility. Mr. Krause stated that he was not exactly sure how the new layout would work with the Management Committee. However, it was established that all other committees are on an indefinite hold. In addition, the board will need to determine when to conduct regularly held board meetings.

Mr. Rogan, the counsel for Hennepin County presented the amended board resolution and explained both options in detail. Mr. Krause discussed whether the committee needed to go with 'plan A or B'. **A MOTION** was made to adopt Plan B of the amended Board Resolution by Mr. Vekich, seconded by Mr. Myren.

Mr. Krolczyk asked about the committee's schedule and the role of the board. Mr. Rogan stated that DHS has developed a playbook to work with the committee relatively quickly to avoid long-term intervention. However, there is not a definitive timeframe. The board will continue to meet on a monthly basis. The power will be primarily in the committee, which will report to the board. Mr. Myren added that the state operates on Federal CSBG laws, which will help guide the decisions of the committee. Ms. Keitel added that the committee would stand as long as outstanding items in the quality improvement plan (QIP) exist.

The Management Committee will receive the second QIP in the near future. The main challenge with programs is the CSBG and deliverables. However, the strength of the organization is the Energy Assistance Program (EAP). Mr. Krause highlighted that he believed the EAP was the primary reason that Plan B was an alternative and thanked Ms. Edwards for her dedication and hard work.

Mr. Rogan stated that the committee encompasses all responsibilities of the board. However, the board could decide to dissolve the sub-committee even if it was not in the best interest of the organization. Ms. Simons added that the board resolution is confusing because of the statement to disband and transfer all powers to the sub-committee. Mr. Vekich stated that the disbanding exists only at the sub-committee level. However, the board will retain limited powers.

Ms. Keitel stated that the committee should submit monthly reports to the board. Input from the board would assist in accountability and allow the board to state if they feel the steps taken are appropriate for the agency. Ms. Keitel stated that at the last board meeting, DHS cited specific agencies that had undergone a similar process. Mr. Myren stated that to his knowledge no other Minnesota CAP agencies had undergone a second QIP and sub-committee process. Mr. Rogan briefly discussed the process involved to create the sub-committee based on input from DHS and their concerns.

Mr. Krause concluded by thanking the board for their hard work and dedication serving low-income residents throughout Hennepin County. **MOTION CARRIED.**

A **MOTION** was made to approve the amended Board Resolution by Mr. Vekich, seconded by Ms. Nesse. **MOTION CARRIED.**

VIII. Unfinished Business:

None.

IX. New Business:

Mr. Krause inquired about scheduling a December board meeting. Ms. Simons stated that a December meeting would be beneficial to discuss the newly implemented changes and full scope of the Management Committee. The board agreed to meet on Thursday, December 20 at 6:30pm.

X. Adjournment:

With no further business, Mr. Vekich made A **MOTION** to adjourn, seconded by Mr. Asp. **MOTION CARRIED.** The meeting adjourned at 7:12pm.

**NEXT REGULAR BOARD OF DIRECTORS MEETING:
DECEMBER 20, 2018, 6:30PM**