

Board of Directors Meeting
June 9, 2020
6:30 PM - VIRTUAL Meeting
Meeting Minutes

1. Preamble

A. Call to Order – Vice Chair, Chris Hansen
B. Welcome and Introductions.
C. Determination of a Quorum Board Members Present – Chris Hansen, Betty Potasnak, Gayle Degler, Tom Redman, Nate Bostrom, Rhonda Nau, John Green, Courtney Johnson Board Members Absent – Mike Beard, Lawrence Kamara Staff Present – Jeff Hansen, Eric Gentry, Laura Gilkey, Jackie Lara, Molly Tellijohn, Linda Leininger (minutes)
D. Amendments to Agenda Addition of Action Item 3G – Discussion of Esperanza Program. Motion by John Green to amend agenda. Seconded by Rhonda Nau. Carried.
E. Public Comment n/a

2. Consent Agenda

Board Action Requested:	Item #
Motion by Gayle Deger to approve Consent Agenda. Seconded by Betty Potasnak. Carried.	
A. Board Meeting Agenda – June 9, 2020	2A
B. Board Meeting Minutes – May 12, 2020	2B
C. Head Start 1. April Policy Council Meeting Minutes 2. April Head Start Monthly Report	2C1 2C2

3. Action items

A. Senior Nutrition – MAAA Grant Amendment Jackie Lara reported that there is an amendment to the current contract which provides us with guidance to stop congregate dining effective 3/16/2020 and provide a home delivered meal to all congregate dining clients in 2020. We are receiving additional funds of \$1.1 million dollars due to the CARE Act. We are in need of Board approval to reduce congregate dining and increase home delivered meals. Courtney asked if the need for volunteers has increased and Jackie responded that the need has increased. We anticipate a 10% increase in those wanting to	3A
---	----

<p>receive home delivered meals thus additional volunteers are needed. Motion by Tom Redman to approve the MAAA Grant Amendment. Seconded by Gayle Degler. Carried.</p>	
<p>B. Senior Nutrition – Telephone Reassurance for Seniors Jackie explained that this is a new program for us to provide assurance to seniors that are self-isolating. Telephone Reassurance would allow a social contact through providers. We have been granted \$580,000 to make regular contact and the funding is based on expenses. Tom asked what the expenses would be and how we would identify the clients. Jackie responded that it can be any senior that is self-isolating and how we would determine the clients. We will be reaching out to Bountiful Baskets and Senior Centers to identify the individuals. This is not a registration program so a form does not have to be completed. The expenses would be telephones issued to volunteers as well as staff. Motion by Nate Bostrom to approve funding application for Telephone Reassurance for Seniors. Seconded by John Green. Carried.</p>	3B
<p>C. Credit Card Summaries – Agency & Head Start – 4/4/2020 through 5/3/2020 Chris asked for questions. John stated that the Finance Committee reviewed this document as well as 3C, 3D, 3E, 3F. Motion by Rhonda Nau to approve the Credit Card Summaries. Seconded by Betty Potasnak. Carried.</p>	3C
<p>D. Approval of April 30, 2020 Grant Summary Motion by Tom Redman to approve April 30th Grant Summary. Seconded by John Green. Carried.</p>	3D
<p>E. Approval of April 30, 2020 Financials Molly reported that there are going to be a couple of grants closing in the near future. Donations are up but without the Thrift Store, revenue is down in that area. Everything is going well now. Courtney questioned if there was a proposed date on opening the Thrift Store. Jeff said we are starting to receive donations in the Thrift Store but we have no Thrift Store employees as they have been laid off. With some of the CARES Act funds, we are going to expand the Food Shelf into the area that is currently occupied as the Thrift Store. We are planning on relocating the Thrift Store somewhere in Shakopee. Once we move the Thrift Store and hire a new manager, we anticipate opening in August at the earliest. Nate questioned if we are providing unified messaging regarding the Thrift store on the building as well as the phone message for the donations and Jeff will follow up. Motion by John Green to approve April 30th Financials. Seconded by Gayle Degler. Carried.</p>	3E
<p>F. Approval of Program Balances April 30, 2020 Molly said the program summary shows the funding a different way in how we are receiving funds on the reimbursement model. Motion by John Green to approve April 30th Program Balances. Seconded by Courtney Johnson. Carried.</p>	3F
<p>G. Esperanza Program Esperanza Program began in Shakopee in 2011. Mary Hernandez is the Executive Director of Esperanza and Jeff has met with Mary in addition to reviewing information with the Executive Committee earlier this evening. They are dissolving their 501c3 status. Jackie stated that in 2018, CAP began working with Esperanza and the partnership intensified when COVID began. This partnership can help CAP to improve relations with the Hispanic community and the underserved communities. We will be able to offer and provide other CAP programs to clients of Esperanza. Jackie reviewed a list of services that Esperanza provides. The Executive Committee has approved moving the Esperanza Program under the CAP umbrella. Courtney questioned what financial expenses CAP would incur. We will hire Mary Hernandez and she will run this program and do the fundraising under the leadership of Jackie Lara. They have very few assets and no liabilities. Mary will bring us additional revenue. Courtney asked if CAP has concerns about the undocumented citizens and what is CAP's stand. Jeff said that we will continue to distribute food through the church so individuals will not be required to go to CAP. We are going to work with Mary to make sure the message of CAP is</p>	

<p>provided to this client. Nate commented that we will be reaching clients that we currently are not reaching and they have a group of volunteers plus a Board that could allow CAP new members. No other questions. Motion by Courtney Johnson to approve the addition of Esperanza to the CAP Agency. Seconded by Nate Bostrom. Carried.</p>	
--	--

4. Updates and Discussion

<p>A. Executive Director Updates – Jeff Hansen Jeff is looking forward to working with Esperanza and thanked the Board for their insight. We are in a fortunate position to receive funding and we are taking this seriously to serve clients to the greatest degree. There are a lot of opportunities and each area has a designated amount of money. We have a lot of responsibility and are committed to doing it well. Head Start has begun the summer program. The relocation of the Thrift Store will be an ongoing adventure. A senior accountant will start in a couple of weeks and we will be fully staffed in our Finance Department. Jeff said that he is very proud that Dennis was called up to the National Guard and just returned yesterday. We are proud of him and what he has done for Minnesota.</p> <p>Chris asked if Head Start is having summer programming since at the last meeting, it was reported that there would not be Head Start. (see 4C)</p>	
<p>B. Project Community Connect Update – Eric Gentry Eric reported that typically we are planning for PCC in March but because of COVID, there will not be Project Community Connect held in September of 2020. The committee is still meeting, and we are searching for other options of providing services to the community. Eric is planning to meet with Carver County Public Health. PCC started in 2010 but there are too many concerns about gathering 800 people together.</p>	
<p>C. Head Start Updates – Laura Gilkey 1. COVID-19 Supplemental funds Laura explained that there were initially funds for summer programming and then extra funding for Supplemental Funding. We weren't able to provide the in-center program due to lack of classroom staff but were offered an opportunity to offer a virtual program. We have 5 classroom staff that are working with 70 families. We are anticipating that there will be more restrictions and responsibilities that we will be required to meet in the fall due to COVID-19.</p> <p>At the last meeting, information was provided on two separate grants. One was for summer programming and one was for Supplemental Funding in the amount of \$71,630. The amount of funding has changed for Supplemental and we are applying for \$216,000. The funds will be used for staffing, technology, sanitation and personal protective equipment. We are not going to be able to be in the Westview classroom in Apple Valley next year due to school district spacing issues, so we are searching for another location.</p> <p>John questioned if Head Start has been cleared from findings based on the last review and if we are clear for the next 5 years. Laura said we have not received official notice but she feels it's heading in the right direction. Our new grant will start on July 1st so we anticipate hearing from the Office of Head Start within the next 2 weeks.</p>	4C1
<p>D. Board Committee Updates 1. Executive Committee – Chris Hansen reported that the Committee spoke about Esperanza 2. Finance Committee – John Green stated that the Finance Committee met and discussed an accounting system conversion due to current limitations. We will be converting to another system based on multiple factors. Funding from various grants will be used to pay for this package. Finance Committee has approved of this system. Finance Committee also discussed the 2021 budget process and the Finance Committee is looking forward to this in July. 3. Governance Committee – Nate Bostrom reported that the committee has not recently met. Nate has met with a potential new Board member. Nate asked Jeff if he had leads on new potential board members. Jeff has met with Chris Goodwin and he recommends one or two</p>	

<p>members of the Esperanza Board to be transitioned into the CAP Board. Nate highly recommends Chris and thanked Courtney for reaching out to the Burnsville mayor and he will be reaching out to other potential candidates. Adding members of the Esperanza Board to the CAP Board is very appealing.</p> <p>4. Strategic Implementation Committee – Chris Hansen. No date set for next meeting.</p>	
<p>E. Board Vice-Chair Report – Chris Hansen. Chris is very impressed with CAP staff on working efficiently and managing business in this difficult time. Thank you for your hard work and keep in mind that so many individuals and families are the benefactors of the hard work. John voiced his appreciation to CAP staff as well.</p>	
<p>F. Other Business</p>	
<p>G. Adjournment: Motion by Rhonda Nau to adjourn at 7:30 Seconded by Courtney Johnson. Meeting adjourned.</p>	

Next Meeting – July 14, 2020