

**Board of Directors Meeting
 July 14, 2020
 6:30 PM - VIRTUAL Meeting (Teams)**

Meeting Minutes

1. Preamble

A. Call to Order – Board Chair, Beverly Higdem
B. Welcome and Introductions.
C. Determination of a Quorum Board Members Present – Beverly Higdem, Courtney Johnson, Chris Hansen, Nate Bostrom, Lillian Somuah, Betty Potasnak, John Green, Rhonda Nau Board Members Absent – Gayle Degler (unable to sign in to meeting); Tom Redman (vacation); Mike Beard (out of town) Staff Present – Jeff Hansen, Eric Gentry, Laura Gilkey, Jackie Lara, Molly Tellijohn, Melissa Gardner, Linda Leininger (minutes)
D. Amendments to Agenda none
E. Public Comment n/a

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items	Item #
Motion by Nate Bostrom. Seconded by Betty Potasnak. Carried	
A. Board Meeting Agenda – July 14, 2020	2A
B. Board Meeting Minutes – June 9, 2020	2B
C. Head Start 1. May Policy Council Meeting Minutes 2. May Head Start Monthly Report	2C1 2C2

3. Action items

A. Removal of Board Member, Sandy Wood (attendance) Motion by John Green. Seconded by Chris Hansen. Carried.	
B. item B was removed from agenda.	
C. Head Start Federal Grant application \$1,690,116 (7/1/2020-1/31/2021)	3C

<p>Laura stated that this is a 7-month grant which will put us back on our regular schedule. We will be applying again in late August for our 5-year grant. Motion by Nate Bostrom to approve this application. Seconded by John Green. Carried.</p>	
<p>D. Credit Card Summaries – Agency & Head Start – 5/3/2020 through 6/3/2020 No questions. Motion by Courtney Johnson. Seconded by Betty Potasnak. Carried.</p>	3D
<p>E. Approval of May 31, 2020 Grant Summary John reported that the Finance Committee reviewed this report and complimented Jeff and Molly on this new document. John encouraged board members to review the new format. Motion by John Green. Seconded by Lillian Somuah. Carried.</p>	3E
<p>F. Approval of May 31, 2020 Financials John stated that the Finance Committee reviewed end of May financials. Report has been redesigned and financials are looking good. Preparing for the budget process. Motion by John Green. Seconded by Chris Hansen. Carried.</p>	3F
<p>G. Approval of May 31, 2020 Program Balances John said the finance committee reviewed and reiterated that this document is reviewed at all meetings to determine concerns. Anticipate a surplus at the end of audit. Motion by John Green. Seconded by Betty Potasnak. Carried.</p>	3G

4. Updates and Discussion

<p>A. Executive Director Updates – Jeff Hansen Jeff said the status remains the same with most people working remotely. Still different moving parts with different grants. Received paperwork for March Cares Grant which is a large sum of money that will be used for different programs but we are not spending on this until the building status is determined.</p> <p>Building update – SW Metro School District & Scott County are our partners in the Shakopee building. The school district could be putting a bid on the CAP building if another property they bid on isn't available. Another meeting will be held in August and we should have more to report at the August Board meeting.</p> <p>Distributions - Esperanza food pop-ups, produce distributions and backpack distributions are going to take place. 321 families received produce today.</p> <p>Jeff introduced Melissa Garnder and announced that she is Associate Director of Prevention Services and is a bigger part of our team now. Currently Melissa is providing Crisis Nursery and Parents Helping Parents services. Melissa introduced herself and spoke about the initiatives that she is working on/with including being approached by Dakota County to take on Crisis Nursery and because of CARES Act, that could take place. Melissa is spearheading, "Justice League/Team" at CAP and a group has been meeting to address issues within the Agency. Presently there are 13 employees on the "League" and we want to provide resources and support those in need. Looking for internal ways to support staff as well as support our communities in justice and understanding. Jeff thanked Melissa for her contributions.</p> <p>Jeff is working with partnerships and new agencies including the Shakopee Sioux Community.</p>	
<p>B. Housing Updates – Eric Gentry</p> <p>1. MN Housing's Tax-Credit Competition (QAP) (<i>Power Point presentation</i>) Qualified Application Plan is a federal resource to spur housing overseen by MN Housing. Housing vacancies (pre-covid) was less than 1% in Scott-Carver. 29 housing units available for every 100 in need. Affordable Housing, Education, Health and Finances are all bricks in the foundation of housing. In-demand jobs don't cover the costs of housing. To rent a 2-bedroom apartment, income would have to be \$60,000. Preserving subsidized and federally assisted housing is key. A metro map reflecting need for housing was reviewed. We are partners with Carver County CDA. We have been approached to manage properties in Chaska as well as a</p>	4B1

<p>property near Mystic Lake. CAP is involved with housing because of rental assistance model which provides additional funds for staff with unrestricted cash and capital needs. There is a need for more affordable housing. Lillian asked if there was funding for utility bills during the pandemic. Eric said there are options based on the situation. FHPAP might have some money. New Emergency Assistance Program begins in 4 weeks. We are applying for additional funds which could assist with those expenses.</p> <p>2. FHPAP Program Audit Results A letter from MN Housing was included in the board packets. A desk audit was completed and Suzie and her staff did a tremendous job with no recommendations and no requirements. Board thanked Eric and his staff for a job well done.</p>	
<p>C. Head Start Updates – Laura Gilkey Wrapping up short summer virtual program that ends this week. Virtual EHS continues until we receive further guidance. Starting enrollment process for the fall without know what Head Start is going to look like. We are waiting for school districts to make decisions before we can make plans. We are making plans for virtual if needed. Working on preparedness plans from MN Dept of Health & CDC regarding PPE, cleaning supplies, etc. Trying to stay flexible and adaptable. With the school districts looking at their plans, we have lost a classroom at Westview and Northview in ISD 196 so we are looking for 2 classrooms. Looking at 4 properties right now but waiting on feedback on availability and rental costs. We have good staff working very hard with the unknowns. Nate asked about technology. Laura said that iPhones were purchased for teachers; a few iPads to assist families to participate virtually; iPads for Teacher Assistants. Nate asked how the virtual learning took place, individually or as a group. Laura responded that virtual learning took place when parents were available. In the beginning of COVID, we focused on being supportive of families in need. Before “learning” could begin, it was checking in on families to make sure they had the basic necessities. Rhonda asked if the numbers per classroom would be decreased if children were in classrooms and Laura responded that we are considering ½ of the children to attend on Monday & Tuesday’s and the other ½ to attend on Wednesday & Thursday’s.</p>	
<p>D. Board Committee Updates</p> <p>1. Executive Committee – Bev Higdem We are in need of Board Members in all three counties so if you know of anyone, forward the information to Jeff.</p> <p>2. Finance Committee – John Green Finance Committee discussed new accountant, Amanda Murphy. Paperwork has been signed to purchase SAGE to be implemented in October. Budget process was reviewed. Bountiful Baskets is their own entity. Setting up a line of credit at Wells Fargo.</p> <p>3. Governance Committee – Nate Bostrom No updates</p> <p>4. Strategic Implementation Committee – Chris Hansen No updates</p>	
<p>E. Board Chair Report – Bev Higdem Bev encouraged board members to read their CAP Agency email. Bev is receiving a lot of positive feedback and gave special thanks to Melissa Gardner for leading the Justice Team.</p> <p>Courtney reported that she participated in a food distribution in Chaska with over 350 families and complimented Mary Hernandez for her work. The only issue was that there were so many people and the wait was long but having Esperanza with CAP is exceptional! Courtney is working on a distribution in another area.</p>	
<p>F. Other Business none</p>	
<p>G. Adjournment Motion by Courtney Johnson to adjourn. Seconded by Rhonda Nau. Carried.</p>	

Next Meeting – August 11, 2020 - TEAMS