

**Board of Directors Meeting  
 August 11, 2020**

**6:30 PM - VIRTUAL Meeting via Microsoft Teams**

**Meeting Minutes**

**1. Preamble**

<b>A. Call to Order</b> – Board Vice-Chair, Chris Hansen
<b>B. Welcome and Introductions.</b>
<b>C. Determination of a Quorum</b> <b>Board Members Present</b> – Lawrence Kamara, Gayle Degler, Betty Potasnak, Chris Hansen, Nate Bostrom, Courtney Johnson, Lillian Somuah, John Green, Mike Beard, Tom Redman, Rhonda Nau  <b>Board Members Absent</b> – Bev Higdem  <b>Staff Present</b> – Jeff Hansen, Eric Gentry, Laura Gilkey, Dennis Bebus, Jackie Lara, Linda Leininger (minutes)
<b>D. Amendments to Agenda</b> Adding Bountiful Baskets Agreement to Action Item 3.I. <b>Gayle asked that the agenda be approved. Seconded by Betty.</b>
<b>E. Public Comment</b> n/a

**2. Consent Agenda**

<b>Board Action Requested:</b> To review and approve Consent Agenda Items Motion by John Green. Seconded by Nate Bostrom. Carried.	Item #
<b>A. Board Meeting Agenda – August 11, 2020</b> Motion by Gayle Deger. Seconded by Nate Bostrom. Carried.	2A
<b>B. Board Meeting Minutes – July 14, 2020</b>	2B
<b>C. Head Start</b> 1. June Head Start Monthly Report	2C1

**3. Action items**

<b>A. Head Start CARES Act Funding (\$217,065)</b> Laura Gilkey reported that money has been received. No questions. <b>Motion by Courtney Johnson. Seconded by Gayle Deger. Carried.</b>	3A
<b>B. Head Start Governance Screening</b> Laura stated that a document was included in your packet which is a requirement when a new 5-year grant is received. Laura and Jeff have	3B

<p>reviewed the document and 99% of the items listed are already being accomplished. The item not being met is the lack of an Attorney on the Board of Directors. This is a document for your review. Nate asked what progress has been taken in obtaining an attorney. Mike is working with a potential candidate. Jeff is working with possible candidates as well. <b>Motion by John Green. Seconded by Mike Beard. Carried.</b></p>	
<p><b>C. Low Income Home Energy Assistance Program (LIHEAP) Grant</b> Eric spoke about the grant application. Information was included in the board packet. In April, the Board approved the intent to apply so Board approval is needed to contract. <b>Motion by Mike Beard. Seconded by Gayle Degler. Carried.</b></p>	3C
<p><b>D. Credit Card Summaries – Agency &amp; Head Start – 6/3/2020 through 7/3/2020</b> John spoke about items D-G that were reviewed at the recent Finance Committee meeting. If there are any questions, John defers to Jeff in Molly’s absence tonight. John encouraged Board Members to ask questions as all Board Members should feel comfortable about Agency expenses and budgets. Nate questioned the felonious charge for Best Buy. Jackie Lara stated that it was a charge on her agency credit card and she has received a new credit card. Jeff commended Dena for her watchful eye on the credit cards and attention to detail on credit card statements. <b>Motion by Gayle Degler. Seconded by Nate Bostrom. Carried.</b></p>	3D
<p><b>E. Approval of 6/30/2020 Grant Summary</b> John commented that changes have been made to the report to make user friendly. John asked Jeff for feedback on this report. Jeff stated that Molly has come a long way to get the reports in order for the Finance Committee and himself. Reviewing these reports is so much easier. <b>Motion by John Green. Seconded by Betty Potasnak. Carried.</b></p>	3E
<p><b>F. Approval of 6/30/2020 Financials</b> John commented that the continual refinement of the reports is encouraging and Molly has a high degree of confidence with the documents. Looking for continual improvement. Chris appreciates the level of continuity and detail. John felt the board would have a greater degree of understanding and comfort with Agency Financials. <b>Motion by Nate Bostrom. Seconded by Gayle Degler. Carried.</b></p>	3F
<p><b>G. Approval of 6/30/2020 Program Balances</b> No questions. <b>Motion by John Green. Seconded by Gayle Degler. Carried.</b></p>	3G
<p><b>H. Early Head Start Expansion Grant</b> Laura stated this is a new opportunity for our Agency in combination with a childhood partnership grant. Whenever the office of HS puts out an RFP (Request for Proposal), we are eager to apply. At this time, all of the details of the grant are not available since this RFP was announced within the last 2 weeks. We are interested in expanding our EHS program as well as partnering with South West Metro and New Beginnings in Chaska located at East Creek. This expansion could provide affordable childcare options as well. Chris Hansen stated that she is very happy about this and questioned if funding from this grant would serve children from all three counties and Laura responded that yes, the in-home expansion would cover all three counties. The childcare partnerships could if families from Scott or Dakota were interested. <b>Motion by Gayle Degler. Seconded by Nate Bostrom. Carried.</b></p>	3H
<p><b>I. Bountiful Basket Agreement</b> This is an agreement between CAP and BB. Jeff has met with Tom Redman who is the Chair of the BB Board. Jeff shared the agreement. CAP has set up a separate account so all of the BB money will be in their account and managed by CAP staff. We will pay their bills, assist with tax returns, etc. This is effective 8/1/2020 and will run for 12 months. This will go to the BB Board on 8/18/2020. The rate of \$1,484 per month will be charged to BB to cover CAP staff time and expenses. If Tom’s Board of Directors approves, it will be signed with approval from the CAP Board. Tom thanks CAP for handling this process. Tom wants to build the BB area by expanding in Carver County to expand and help more people with intentions of partnering with CAP. Tom thanked Jeff and Molly. Jeff thanked Tom for his patience while we move through this process. Courtney asked if there are other organizations that we fulfill this role and Jeff said no, BB is the only organization that we partner with at this</p>	3I

level but it is not uncommon amongst other CAP Agencies. **Motion by Nate Bostrom. Seconded by Mike Beard. Carried. Tom Redman abstained from voting.**

#### 4. Updates and Discussion

##### A. Executive Director Updates – Jeff Hansen

Jeff reported that things are going well. We have had conversation about CARES money through Scott County while they determine how they want to share the money. The Esperanza partnership is going well. A meeting with the county and school district will take place later in August and it's looking favorable. Staff continue to work from home and Head Start is preparing for start up with all classroom locations secured.

##### B. Housing Updates – Eric Gentry **Scott County CARES Funding**

Eric reported that he and Suzie Mizel have had conversations with Scott County as they've received over \$17 million for CARES and there's the potential of providing CAP with \$1.2 million for homelessness and eviction protection. When the Governor's order expires, we will be able to help those in need. We foresee a large impact on housing and potentially hiring part time staff. Chris asked what the process would be if someone was threatened with eviction. Eric explained the process that included the potential client contacting CAP and we would work with the individual(s) to provide them with assistance and training on how to obtain the money. Our job will be to verify that they are eligible and hope to keep them in safe housing and avoid homelessness.

##### C. Nutrition & Community Services Updates – Jackie Lara

1. **Thrift Store opening 8/6** The Thrift Store opened on Thursday the 6<sup>th</sup> with almost \$2,000 in Net Sales. No sales this week but customers have been coming to shop. Prior to closing, an average day was about \$250-\$300 and we've been bringing in well over that. We have a lot of product to move and we want to improve the product that we are putting on the shelves. Looking for volunteers Frank is our new Thrift Store Manager and started as a volunteer in July. We've hired another Manager, Liz, to work in a dual role and she will begin on 8/24. Jeff said we will have 2 Managers and 1 Full Time Cashier and complete the process with volunteers. We are happy to have the Thrift Store open and this is another form of revenue for our Agency. This will cover the cost of our space and staff until we obtain a new location. Nate asked if there was a Volunteer job description and Jackie will send that out. Volunteer applications can be completed on-line and after a background check is completed, the application is forwarded to the appropriate area. Donations are being accepted Mon-Friday 9:00-3:00.

2. **Project Student Success** Enrollment is open to any CAP Agency client. All enrollments are going to be through program staff since our lobby is not open due to COVID. Each program area will accept the enrollments. If someone is not a client, they can enroll through Esperanza and that link will be posted on our website. 700 backpacks will be picked up on Thursday. Lillian spoke about crisis assistance and asked if some information could be included in the backpacks to provide information on crisis and stress. Jackie responded that the information can be dropped off at the CAP Agency. Jeff offered that he or Jackie can meet with Lillian to accept the item(s) to be added to the back packs.

##### D. Head Start Updates – Laura Gilkey

Laura stated that Head Start is opening with smaller class sizes, still serving the same number of children but fewer children per day. Some will attend Mon-Tues and others will attend Wed-Thursday. Children will receive packets of information and teaching staff will follow up with the families. We are closely watching the COVID statistics and have purchased PPE equipment. Especially for Children in Eagan is renting us a classroom in Eagan and we've obtained a classroom in Apple Valley at Redwood Community Center. We have some struggles with staff concerned about the virus and how to deal with their child at home. Right now, our enrollment is low but we anticipate the numbers will increase. EHS

<p>continues virtual home visits and are starting to meet with families at a park while socially distancing.</p>	
<p><b>D. Board Committee Updates</b></p> <ol style="list-style-type: none"> <li>1. <u>Executive Committee</u> – Chris Hansen reported that the EC reviewed the BB agreement and had conversation on filling board openings.</li> <li>2. <u>Finance Committee</u> – John Green John stated that Jeff &amp; Molly have reviewed a preliminary budget with the FC and hope to see a finished product within the next couple of weeks. It's a format that is easy to understand.</li> <li>3. <u>Governance Committee</u> – Nate Bostrom Nothing to report</li> <li>4. <u>Strategic Implementation Committee</u> – Chris Hansen Nothing to report.</li> </ol>	
<p><b>E. Board Chair Report</b> – Chris Hansen stated that she's noticed a re-birth of CAP Agency in social media and was happy how uplifting this is. It's important to get our name out there and we hope the media is contributing to this success. Very pleased and impressed with how staff are working under some stressful and difficult times. Jeff thanked Chris for her kind words and said that Sara Marsh is doing a great job in growing our marketing.</p>	
<p><b>F. Other Business</b> Rhonda wants the board application email to her. (Sent by Linda L. 8/11)</p>	
<p><b>G. Adjournment</b> Motion by Gayle Degler at 7:32. Seconded by Rhonda Nau. Carried.</p>	

***Next Meeting – September 8, 2020***