

**Board of Directors Meeting
 September 8, 2020
 6:30 PM - VIRTUAL Meeting
Meeting Minutes**

Board approved 10/13/2020

1. Preamble

A. Call to Order – Board Chair, Bev Higdem (Chris called the meeting to order at 6:38 PM as Bev was joining later)
B. Welcome and Introductions.
C. Determination of a Quorum Board Members Present – Bev Higdem, Chris Hansen, Betty Potasnak, John Green, Nate Bostrom, Gayle Degler, Mike Beard, Tom Redman, Lillian Somuah Board Members Absent – Courtney Johnson, Rhonda Nau, Lawrence Kamara Staff Present – Jeff Hansen, Jackie Lara, Eric Gentry, Melissa Gardner, Dennis Bebus, Molly Tellijohn, Linda Leininger (minutes)
D. Amendments to Agenda Add action Item 3 K for new board member. Motion by Gayle. Seconded by Tom. Carried.
E. Public Comment n/a

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items Chris commented that she sent an email to Laura with a question on the Head Start Community Assessment. Motion by John. Seconded by Betty. Carried.	Item #
A. Board Meeting Agenda – September 8, 2020	2A
B. Board Meeting Minutes – August 11, 2020	2B
C. Head Start 1. July Head Start Monthly Report 2. June Head Start Policy Council meeting minutes 3. Head Start Community Assessment	2C1 2C2 2C3

3. Action items

A. Head Start Federal Grant (2/1/2021 – 1/31/2022) \$3,219,069 Jeff stated that this is the grant for the full year and a brief summary was included in the packet. Motion by Betty. Seconded by Mike. Carried.	3A
B. MAAA Chore Contract (8/28/2020 – 12/13/2020) \$25,000 Jackie stated that we were approved for special COVID funding which we applied for in July and were notified that we were awarded. This funding will provide services to Chore, Home Modification and Assisted Transportation Services. We last received this	3B

<p>grant in 2015 and this award will put us into good position to receive the funding in 2021. Motion by Tom. Seconded by Nate. Carried.</p>	
<p>C. Agency FY21 Budget Molly spoke about the budget process that began in the spring and the finance committee has been involved on a regular basis. Predictions for expenses and revenues for 2021 are reflected. John asked about the expense for equipment and maintenance. Food Shelf equipment and space accommodations are going to be greater than in the past. John thanked Molly for her work on the format and work on the budgets. The Agency operates at \$12,394,458. We are looking closely at a couple of programs that are very dependent on donations and CSBG dollars. Jeff added that we have hired a consulting firm to assist us in securing grants and finding more donations. Motion by Mike. Seconded by John. Carried.</p>	3C
<p>D. Credit Card Summaries – Agency & Head Start – 7/3/2020 through 8/3/2020 Jeff stated that he and Molly review the credit card expenses on a regular basis. Molly added that there were some spend down expenses for Head Start and Child Care Aware in addition to expenses for Housing in assisting clients needing assistance. Motion by Gayle. Seconded by Tom. Carried.</p>	3D
<p>E. 7/31/2020 Grant Summary Molly stated there were a lot of grants that began on July 1st. Everything else is good. Motion by John. Seconded by Betty. Carried.</p>	3E
<p>F. 7/31/2020 Financials Molly said everything is trending well and nothing that wasn't predicted. We expect direct client services, emergency services and supplies to be greater. Motion by Nate. Seconded by John. Carried.</p>	3F
<p>G. 7/31/2020 Program Balances Molly stated that Program Balances are in-line with the financial statements and reflects where each grant is going since a majority of the grants are set up in a reimbursement model. Motion by John. Seconded by Tom. Carried.</p>	3G
<p>H. Review of 401K Audit Dennis spoke about the valuation of the Audit and that it was a successful 401K Audit. Everything was clear cut and in good order. Jeff and Dennis will sign the Audit and submit to WIPFLI and this will accompany the 5500. Motion by Betty. Seconded by Lillian. Carried.</p>	3H
<p>I. Mutual of America – Retirement Plan Dennis stated that Mutual of America has presented to CAP and they are the predominate company for non-profits. Numerous other CAP Agencies within Minnesota work with Mutual of America and recommendations have been the same. Mutual of America was able to mirror our investments in addition to 12-15 other options. ADP charges a great deal to oversee this plan as compared to Mutual of America. The Agency will save approximately \$10,000 in addition to employees saving money, about \$12,000. CAP currently works with ADP for our payroll system and Jeff added that we could potentially leave ADP if there is a better option. Motion by Nate. Seconded by Gayle. Carried.</p>	3I
<p>J. Marco IT Management Jeff added that Dennis and he have been spending a great deal of time on this program. Dennis said that through October 2019, we had one IT Director and 2 support staff. Jeff and Dennis met with three IT Management companies that offer basic services, but Marco came forward and set themselves apart with costs. In October 2019, we were spending over \$200,000 for IT work. By going to the new model, there will be a savings of over \$20,000 per year with full support staff 365 days a week. Using this model will benefit CAP indefinitely and we will see additional savings. Jeff asked for questions. Dennis added that the cost is based on 140 users and there will be an adjustment when staff numbers are less during the summer. Motion by John. Seconded by Tom. Carried.</p>	3J

<p>K. New Board Member Jeff spoke about the application for new potential board member, Sachin Isaacs, Dakota County elected official. Jeff has reached out to many possible candidates. This individual is very interested in the CAP Agency Board. The application was emailed to the Executive Committee today. Jeff asked for questions. Chris added that he has a great deal of experience in multiple areas including financial management and early childhood. This individual would be a great asset to the Board. Motion by Mike to approve. Seconded by Nate. Carried.</p>	
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4. Updates and Discussion

<p>A. Executive Director Updates – Jeff Hansen 1. Building Update/Facilities Update/CARES Money – All 3 entities that occupy the Shakopee building are in agreement to work together to sell the building. The plan is to be out of 712 Canterbury Road within the next 12-18 months and we will work together to achieve this. Strategic Implementation Committee will begin next month when executive officers are elected. High priority is that we are receiving CARES money from Scott County and CSBG and most of this money needs to be spent quickly. Jeff estimates \$160,000 is needed to purchase coolers for the expanded Food Shelf. These items will be movable once we vacate the Shakopee building. We are working on locating a property for the Thrift Store and once that space is moved, we can expand the Food Shelf. Where do we want to be next? Jeff asked for questions. Gayle asked if CAP is interested in staying in Scott County or would we be interested in another county for office locations. Jeff replied that the Food Shelf must remain in Scott County but offices could be in Carver or Dakota Counties.</p> <p>Jeff spoke about the excellent services of both Nate and Rhonda and they are greatly appreciated for their dedication over the years. It's been great to work with them and we hope to cross paths again. Jeff thanked Nate for his many years of service. Bev thanked Nate for his mentorship, leadership and hard work. Jeff asked that Nate and Rhonda join the group for a more formal gathering when time allows. Nate said that the past 7 years have gone by quickly and he spoke about hurdles and achievements.</p>	
<p>B. Head Start Updates – Laura Gilkey/Diane Wolden No updates as both Laura & Diane were not present.</p>	
<p>C. Housing & Emergency Services Updates – Eric Gentry Eric thanked Nate for his service on the Board. Bryant property rehab was discussed. We are getting close to the end of our bidding process with the assistance of Dakota CDA. This could be a \$700,000-\$750,000 project to update a home built in 1920's. Motel Vouchers have been received with 5 for Scott County and 8 of 10 being used in Dakota County. Emergency Services department is very busy working virtually with clients and it's working well. CARES Act money with a contract with Scott County is hopefully beginning in October. Energy Assistance is receiving applications and has received about 200 apps. We are going to start reviewing apps next week and the program typically doesn't begin until Oct. 1st. We will be receiving money from the Commerce Dept. to fix furnaces.</p>	
<p>D. Nutrition & Community Services Updates – Jackie Lara Received about 2,300 donated backpacks and have distributed 2,239. Jackie asked that the Board reach out to potential volunteers to help deliver meals for Meals on Wheels, in the Thrift Store and in the Food Shelf.</p>	

<p>E. Prevention Services Updates – Melissa Gardner Crisis Nursery numbers have been down since the start of COVID which mirrors other Crisis Care programs throughout the state, so we are reaching out and promoting the program. October is typically very busy. Parents Helping Parents – not holding in person meetings due to COVID but looking at other options. Families are completing questionnaires and we are working on innovative options. We are looking into forming a Spanish support group in Jordan. Together We Can, a Scott County funded program, is a prevention effort in Scott County and we are excited to take on that contract. The Justice Task Force was put together in May and is made up of employees and today, Melissa and another Task Force member spent time at the Esperanza pop-up and provided individuals with information on getting registered to vote.</p>	
<p>F. Board Committee Updates 1. Executive Committee – Bev Higdem Executive Committee spoke about vacancies on the Board of Directors. Bev thanked Jeff for time committed to searching for new members. If you know of anyone interested in the Board, contact Jeff. 2. Finance Committee – John Green Everything was covered this evening. 3. Governance Committee – Nate Bostrom Ready to hand over to the next chair 4. Strategic Implementation Committee – Chris Hansen Nothing to report but will talk further. Chris volunteered for the backpack distribution and said that was very rewarding and hard work but if you have the chance to volunteer, do it. Jackie thanked Chris for volunteering.</p>	
<p>G. Board Chair Report – Bev Higdem Bev thanked Nate for his time on the Board.</p>	
<p>H. Other Business n/a</p>	
<p>I. Adjournment Motion by Nate to adjourn. At 7:55 PM. Seconded by Chris. Carried</p>	

Next Meeting – October 13, 2020
Annual Meeting