

Board of Directors Meeting
November 10, 2020
6:30 PM - VIRTUAL Meeting
Meeting Minutes

1. Preamble

A. Call to Order – Board Chair, Chris Hansen at 6:34 PM.
B. Determination of a Quorum Board Members Present – Chris Hansen, Betty Potasnak, Darin Nelson, John Green, Gayle Degler, Mike Beard, Lillian Somuah, Sachin Isaacs, Courtney Johnson Board Members Absent – Bev Higdeman, Ruth Richardson, Tom Redman Staff Present – Jeff Hansen, Dennis Bebus, Eric Gentry, Laura Gilkey, Melissa Gardner, Jackie Lara, Linda Leininger (minutes)
C. Amendments to Agenda Remove Action Item 3B. More discussion will take place later this evening. Adding new item: to approve a line of credit (Item 3B) Motion by Gayle Degler to approve the Amendments to Agenda. Seconded by Mike Beard. Carried.
D. Public Comment none

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items Motion by John Green. Seconded by Betty Potasnak. Carried.	Item #
A. Board Meeting Agenda – November 10, 2020	2A
B. Board Meeting Minutes – October 13, 2020	2B
C. Head Start 1. September Head Start Monthly Report 2. September Head Start Policy Council Meeting Minutes 3. Head Start Self-Assessment Results	2C1 2C2 2C3

3. Action items

A. Removal of Lawrence Kamara from Board (reason – lack of attendance) Jeff stated that in June, he sent a letter to Lawrence regarding attendance. At that time, Lawrence indicated he wanted to remain on the Board but then participated in only one and has not responded to invitations for meetings nor has he attended. Jeff stated that he sent a second letter to Lawrence regarding removal from the Board and Lawrence has not responded. Motion by Mike Beard to regretfully approve that Lawrence Kamara be removed from the Board of Directors. Regretfully seconded by Gayle Degler. Chris commented that it is a regretful event. Carried.	
B. Line of Credit \$250,000 through Wells Fargo Jeff commented that the Line of Credit has been discussed at previous Board meetings in addition to Executive and Finance Committee meetings. The Rosemount building is our collateral for this Line of Credit. Motion by Darin Nelson to approve. Seconded by John Green. Carried.	

<p>Gayle asked if there was a penalty if we didn't use the line of credit. Molly was not present for this meeting but John commented that there was an expense to the agency in an annual fee and that could be brought back for information to the December meeting.</p>	
<p>C. Credit Card Summaries – Agency & Head Start – 9/3/2020 through 10/3/2020 Jeff stated that the summaries were reviewed at the last Finance Committee meeting. Chris questioned audible expenses and Jeff responded that the Finance Committee also questioned that expense. Eric stated that one of his staff purchased an audible subscription for training rather than reading books and that was an allowable expense. Motion by Darin Nelson. Seconded by Mike Beard. Carried.</p>	3C
<p>D. 9/30/2020 Grant Summary Chris asked if there were any updates. Jeff stated that all financial documents were reviewed by the Finance committee. Year-end grants were being closed and some just beginning but no concerns. Motion by John Green. Seconded by Darin Nelson. Carried.</p>	3D
<p>E. 9/30/2020 Financials Motion by Mike Beard. Seconded by Gayle Degler. Carried.</p>	3E
<p>F. 9/30/2020 Program Balances John stated that the Finance committee has reviewed this document. This was the year-end document, and a lot of balances are being closed and cleared. Jeff stated that we will have a clean financial statement after the audit which will begin very soon. We look forward to 2 consecutive clean audits. Motion by John Green. Seconded by Mike Beard. Carried.</p>	3F
<p>G. 2020 OEO Emergency Solutions Grant – Eric Gentry Eric stated that in coordination with our consultant, JMA, we have moved forward and applied for funds. Our CAP Agency is the recipient of a CARES award from the federal government. The office of economic opportunity (OEO) approached Eric to apply and this will provide us with more funding to house an additional 12 residents that would have been impacted by COVID. As part of our grant request, we are planning to focus on Carver County. This is \$580,000 for a 2-year grant for the period of 2020-2022. Chris questioned if the applicants are individuals, families, or both. This funding will be for individuals. Motion by Mike Beard to submit. Seconded by Sachin Isaacs. Discussion: Mike Beard stated that Scott County has funds for individuals to catch up on their mortgage or rent due to COVID. The county has recapped that only 2 individuals have been helped and Mike questioned if the County should change their parameters. Eric has been working with Lisa F. with Scott County. Mike stated that the county money expires in early December. Eric said his understanding is that Scott County is going to close the offering prior to Thanksgiving. Eric reiterated that the funds from OEO is not connected to a timeline. Carried.</p>	3G

4. Updates and Discussion

<p>A. Executive Director Updates – Jeff Hansen Jeff stated that he has spent a good deal of time searching for properties to relocate the Thrift Store. The expense to the Agency to move that space would not be profitable at this time so rather than moving the Thrift Store, Jeff is proposing moving the Food Shelf since a warehouse type building is far less expensive than a retail space would be. Jeff has been meeting with Leslie, a Scott County Commissioner, who proposed that Scott County purchase the Corn Growers building for CAP and once we sell the building at 712 Canterbury, we could purchase the Corn Growers from the County. Corn Growers has a large warehouse space that could easily accommodate the CAP Food Shelf. With that move, the Thrift Store could stay at Canterbury Road until the building is sold. We are interested and intrigued, and the County has been allowed to move forward with discussion. Mike Beard stated that it was a discussion item, and the general mood was good yet there's still quite a few details to be worked out. Jeff is working with the CEO of Corn Growers as well. If we moved the Thrift Store to another space, the costs would have to be absorbed by other program grants. Jeff will keep the group up to date as changes occur.</p> <p>Jeff spoke about his proposal for Committee Structure which included researching documents with the vision of developing Committees that are valuable to the Board and the Agency. Jeff stated that he has already discussed his vision with the Executive Committee. The proposal to have four (4) Committees which would include the <u>Executive Committee</u>, <u>Internal Affairs Committee</u></p>	
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<p>(Finance/HR/Buildings); <u>External Affairs Committee</u> (Fund Raising/Publications/Marketing/Community Assessment) and the <u>Governance Committee</u> (Board health committee). Jeff asked that the Governance Committee meet to propose changes to the By-Laws and make suggestions on Committee members. Any thoughts? Strategic Planning Committee is an ad-hoc committee. Courtney and Sachin approve of the committees and the balance which seems very efficient with connectivity. Suggested changes will be brought to the December meeting.</p> <p>Jeff is pleased with the \$60,000 in CARES money from Scott County for the walk-in coolers. The product must be delivered by end of December. Jeff is working with Scott County and is hopeful that either the City of Shakopee or Canterbury could have storage space available.</p>	
<p>B. Finance – Molly was not present. Jeff stated that the Finance Department is working on the new Finance System (SAGE Intaact). Preparing for the audit and taxes.</p>	
<p>C. Head Start –Laura said that we have 9 locations and 2 of them are closed due to COVID so they are running virtually. We have one location that does not have a teacher. With the increase of COVID cases, we anticipate that we will be running 100% virtual by Thanksgiving or at least by the beginning of December. Working on plans, preparing staff and know that we are a lot more prepared than we were in the Spring. We have plans in place and are finalizing plans. We anticipate that we will lose staff if the districts close as they will have to be home with their children. We’re trying to stay positive and be as supportive as possible with our families and staff. Our enrollment in EHS is increasing and Head Start enrollment is increasing a little bit at a time.</p>	
<p>D. Housing & Emergency Services – Eric Gentry <i>Ending Veteran Homelessness</i></p> <p>Eric stated that in the packet, there is a letter regarding Ending Veteran Homelessness. We are honored to be a part of ending Veteran Homelessness in 5 counties (Dakota, Anoka, Washing, Scott & Carver). Tomorrow there is going to be a presentation at the World War II Memorial and this will be broadcast on Facebook</p> <p>Energy Assistance is busy accepting applications, yet no money has been received. We anticipate that funds will be released later this week.</p> <p>Working with a mobile home park to provide housing in Burnsville. Lots of discussion remains to secure this.</p> <p>Emergency Services is very busy. We have 20 people on a waiting list in Scott & Carver counties to get into a shelter.</p> <p>We continue to partner with Scott County on CARES funds and hope to complete this process by the first week of December. CAP is working alongside Salvation Army to assist with getting paperwork completed.</p> <p>Jeff thanked Eric along with the Housing and Emergency Services area for their great work. Jeff added that all CAP Employees are appreciated for their hard work and diligence during these trying times. We have many staff on the front lines working with individuals regardless of whether it’s for housing or food and they are to be commended. Everyone is appreciated!</p>	<p>4D</p>
<p>E. Board Committee Updates</p> <ol style="list-style-type: none"> 1. Executive Committee – Chris Hansen Chris stated that Jeff recapped the meeting in his report this evening and there was nothing else to report. 2. Finance Committee – Darin Nelson Darin stated that the Finance Committee reviews all documents. Hats off to Molly and her team for their hard work and dedication. Looking forward to receiving new reports. Jeff added that he attended a MNCAP meeting and one of the problems close to the St. Cloud area is finding Fiscal Directors. We are really pleased with Molly and her diligence. John said that Molly’s audit background has helped her with her compliance and the grants. She is a great asset to the Agency. 3. Governance Committee – nothing to report 4. Strategic Implementation Committee – nothing to report 	

<p>F. Board Chair Report – Chris Hansen Chris stated that she joined the Breaking Bias training, and she was very impressed with the quality of the training and the engagement of staff. Great job by the trainer! The Equity Team should be complimented. Melissa thanked Chris for participating and for her feedback. The training was videotaped. Jeff added that there was a lot of positive feedback from staff.</p>	
<p>G. Other Business</p>	
<p>H. Adjournment Motion by Courtney Johnson to adjourn at 7:27 PM. Seconded by Mike Beard. Carried.</p>	

Next Meeting – December 8, 2020