

Board of Directors Meeting
October 13, 2020 – Annual Meeting
6:30 PM - VIRTUAL Meeting
Meeting Agenda

1. Preamble

A. Call to Order – Board Chair, Chris Hansen

B. Welcome and Introductions.

New Board Members:

Sachin Isaacs – Dakota County Public Sector (ISD #196 School Board). Sachin introduced himself and spoke about his professional and personal life. Sachin is very happy to be a part of the CAP Agency.

Ruth Richardson – Dakota County Public Sector (MN House of Representatives – District 52B and CEO – Wayside Recovery Center) Ruth spoke about her professional career and her passions. Ruth is also very happy to be a part of the CAP Agency.

Darin Nelson – Carver County Private Sector. Darin has been involved in the CAP Agency Finance Committee and is the Finance Director for the City of Minnetonka and is looking forward to working with CAP and to learn more about programs offered by CAP.

Sachin Isaacs was voted to the Board of Directors at the 9/8/2020 meeting. All active board members received the applications for both Ruth Richardson and Darin Nelson via email on 10/1/2020. The tally for the electronic vote conducted between the period of 10/1-10/5 for both Ruth Richardson and Darin Nelson was 8 Yes and 3 that didn't respond.

Each Board member introduced themselves.

C. Determination of a Quorum

Board Members Present – Darin Nelson, John Green, Betty Potasnak, Chris Hansen, Gayle Degler, Tom Redman, Bev Higdem, Sachin Isaacs, Ruth Richardson, Courtney Johnson, Mike Beard

Board Members Absent – Lawrence Kamara

Staff Present – Jeff Hansen, Dennis Bebus, Eric Gentry, Laura Gilkey, Jackie Lara, Molly Tellijohn, Melissa Gardner, Linda Leininger (minutes)

D. Amendments to Agenda

Move Sanya Pirani later in the agenda

Remove names of Committee Members in 4 B

Motion by Mike Beard. Seconded by Betty. Carried.

E. Public Comment n/a

2. Update – Sanya Pirani, CAP Agency Ambassador

3. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items
Motion by Gayle Degler. Seconded by Mike Beard. Carried.

Item #

A. Board Meeting Agenda – October 13, 2020	3A
B. Board Meeting Minutes – September 8, 2020	3B
C. Board Meeting Schedule – FY 2021	3C
D. Head Start 1. August Head Start Monthly Report 2. August Head Start Policy Council meeting minutes 3. Head Start Goals & Objectives (2020-2025) 4. 2020 School Readiness Goals 5. Authorization of Laura Gilkey to be designated as the IOA (Identified Official with Authority) for Education & Identity & Access Management (MN Department of Education Pathways II Grant) 6. Head Start Annual Report	3D1 3D2 3D3 3D4 3D5 3D6

4. Action items

A. Approve FY21 Slate of Board Officers and Executive Committee: Chair – Chris Hansen Vice Chair – John Green Secretary – Betty Potasnak Treasurer – Darin Nelson Chair Emeritus – Beverly Higdem Motion by Gayle Degler. Seconded by Sachin Isaacs. Carried.	
B. Approve FY21 Board Committee Members: 1. Finance Committee: 2. Governance Committee: 3. Strategic Implementation Committee: 4. Head Start Liaison: Jeff stated that there will be 4 Committees and if anyone is interested, please contact Jeff. Jeff will provide descriptions of each committee to those needing that information.	
C. Credit Card Summaries – Agency & Head Start – 8/3/2020 through 9/3/2020 John stated that the Finance Committee reviewed items C through F at their last meeting. All Board Members are urged to review this information. Motion by John Green. Seconded by Gayle Degler. Carried.	4C
D. 8/31/2020 Grant Summary Molly stated that there are grants in red but it's still early in calculating those results. Everything is inline. Motion by Tom Redman. Seconded by Mike Beard. Carried.	4D
E. 8/31/2020 Financials Molly commented that in general, the report is from 8/31/2020 and we are getting close to wrapping things up. The only areas we've seen as high are supplies and client services including housing and senior nutrition. Motion by John Green. Seconded by Darin Nelson. Carried.	4E
F. 8/31/2020 Program Balances John asked Molly to describe the document to the new board members. This is a document showing how the programs are tied together in the agency net statement. This is a snapshot of all of our programs. We work under a reimbursement model with our grants and some are monthly or quarterly. At the end of the year, we are working at getting this all zeroed out. John commented that the Grant Summary and Program Balances are excellent documents to understand the financial picture of the CAP Agency. Sachin would appreciate an orientation to review the document. Motion by John Green. Seconded by Betty Potasnak. Carried.	4F
G. Head Start CACFP (Child & Adult Care Food Program) budget for 2021 Laura stated that this is a requirement of our CACFP application and the reimbursement along with expenses are highlighted on the document included in the packet. Motion by Gayle Degler. Seconded by Bev Higdem. Carried.	4G

5. Updates and Discussion

<p>A. Executive Director Updates – Jeff Hansen Working remotely is running smoothly and no plans to change that in the near future. Had conversation with our partners to sell the Shakopee office and working on a common agreement to get the building sold early 2021. The timeline for spending the Cares Act funding is a challenge. Cares Act money must be spent by early November. We need to relocate our Thrift Store before we can expand our Food Shelf so purchasing walk-in coolers and freezers. We could be moving the Thrift Store to a location near the Shakopee Cub Foods Store. Jeff stated that Dennis is working on the new 401K as well as IT Support with Marco and Molly is working on the SAGE Finance system. These changes will save the agency money. We are looking for new health care as we are being presented with a 27% increase. Courtney questioned if CAP is working with a health care insurance broker. Dennis stated that we do have a broker and are hoping to receive an increase in the teens. We are keeping our options open.</p>	
<p>B. Finance – Molly Tellijohn, CFO Molly introduced herself and spoke about her background as well as her current position at CAP. Working on a new team and new processes and looking forward to seeing the audit. Welcomed the new board members. September 30th is CAP year-end so closing the year as well as two grants (EAP & WIC). Working on accounting conversion from Blackbaud to Sage and really looking forward to being live on November 1st. Preparing for the CAP Agency Audit and we will be filing before the deadline. Auditors are beginning next week to review Head Start, EAP and WIC and will begin testing. Tax returns will be completed after that. Down one staff person now and have brought on an individual from a temp team.</p>	
<p>C. Head Start – Laura Gilkey, Director of Head Start & Education Services Laura introduced herself and spoke about her time with the Agency. Oversees Head Start and Child Care Aware. Lots of challenges with COVID. We have 247 Head Start children in 13 classrooms with 3 operating virtually due to staffing and illnesses. We are very low on staff now as well as lower enrollment. We are steadily growing each week in our enrollment. Early Head Start is a home visiting model with 100 children. This program is also enrolled at lower numbers. Cares Act money has come in which we've spent on PPE and some technical support. Our classrooms are going day-to-day and trying to manage the best as we can to avoid cross-contamination. Chris thanked the Head Start staff for facing the unknown obstacles every day. Laura stated that new procedures and policies were required, and we have new staff and we're learning together to do the best we can every day. Welcome to the new board members and please reach out with any questions.</p>	
<p>D. Housing & Emergency Services – Eric Gentry Housing CARES funding Eric welcomed the new board members and spoke about his background with the CAP Agency. Oversees the Housing portfolio which includes 9 properties (43 units) dedicated to clients experiencing homelessness in Scott & Dakota Counties. Partnering with Dakota County to expand our properties. Dakota County would like to use some of their CARES dollars to purchase mobile homes in Burnsville to allow families leaving our properties to live in a mobile home with the option of owning. Oversees emergency housing which is a triage to do homeless assessment to provide housing in a hotel (10 in Dakota; 5 in Scott County). Partner with other non-profits. Supportive Housing, Energy Assistance, and Continuum of Care are under Eric's direction. Also involved with Project Community Connect as well as Carver County Watershed.</p>	
<p>E. Human Resources – Dennis Bebus Dennis introduced himself and stated that he has enjoyed his time. Handles all aspects of Human Resources in addition to the IT Department. Bringing in IT Management services to support the agency and working with MARCO. We anticipate 4 weeks to going live. Transitioned our 401K services from ADP to Mutual America. Huge savings by making this change. Open enrollment is upcoming and we're working hard and exploring all avenues to get a reasonable rate for benefits. Dennis welcomed the contact information from Courtney. We are facing the challenges one day at a time.</p>	
<p>F. Nutrition & Community Services – Jackie Lara Jackie has been in this position for 3 years and with the agency for 13 years. Oversees the Food Shelf in Shakopee; Emergency Food Shelf in Rosemount; Senior Nutrition (550 seniors receiving meals) which</p>	

<p>has increased monthly. WIC will be with CAP until the end of 2021 when it moves back to Scott and Carver Counties. Public Health has priority for WIC and CAP Agencies/non-profits are #5 on the list. Only 2 WIC programs are managed by CAP Agencies in the state. Mike Beard stated that there hasn't been much conversation at Scott County, and he was asking if it's better for the county to operate WIC rather than the Agency. Jackie and Mike will have further conversation. SNAP and CHORE assist families to stay in their home. Overseeing Client Services and the Thrift Store. Also, backpack distributions and Holiday gifts. Over 2,000 backpacks were provided and we're working on our letters to send to donors for Holiday Gifts and Support a Senior. Always looking for volunteers to help in these areas. We have a large number of volunteers but can always use more. Chris advocates for board members getting involved as a volunteer.</p>	
<p>H. Prevention Services – Melissa Gardner</p> <p>Worked in many different roles including Housing and Head Start at the CAP Agency. Crisis Nursery is a lifeline for families in Scott & Carver Counties with licensed providers to assist when called upon. Also have advocate to talk with families. Parents helping Parents (Chaska, Waconia & Shakopee) offered virtually and adding a bi-lingual group in Jordan. We've added Circles of Security for families interested in working on relationships with children. U of M Extension is offering a budgeting class as well as a Cooking Matters class. There has been a decline in the number of calls for Crisis Nursery but increased need in our service area. Together We Can is a Scott County initiative to end child abuse. Focus is to provide trauma support and spreading the news and awareness of masked trauma. Justice Task Force is a new CAP Agency task force and currently working on voting registrations. A virtual training is being held on Friday at 1:30 and all are welcome to attend. Please let Jeff know if you are available. This training will also be recorded.</p>	
<p>I Sanya Pirani</p> <p>Started her initiate at age 7 making bookmarks for the Crisis Nursery program. An on-line marketplace account is being established and fund raising will take place through early December. Sanya is hoping to present a check to the CAP Agency. Sanya wants the ability to update her own page on the CAP Agency website. Sanya wants the CAP Agency to get involved and partner with her on products. Sanya reviewed the projects she's completed this year and the funds that have been awarded to the Agency. Some of the fundraising has been books for Head Start, cereal for the food shelf and cash for the food shelf. Sanya reviewed her pending projects for the remainder of 2020. Jeff thanked Sanya for her hard work and stated that we are so excited to have Sanya as our Amabassador and thanked Sanya's mother. Her mother commented that symbolic walks to Curb Hunger would be appreciated with 5 volunteers needed. Packing the backpacks is very important and this will take place on December 4th and 5th. Jeff will make sure a vehicle is available and asked for support from CAP staff. Chris encouraged board members to join in the Crop Walk as well as the events on December 4th-5th. Betty asked if the Power Point could be shared with all board members. It will be sent out on Wednesday.</p>	
<p>H. Board Committee Updates</p> <ol style="list-style-type: none"> 1. Executive Committee – Chris Hansen There was conversation on the sub-committees 2. Finance Committee – John Green Nothing else to report other than the financial reports and Molly's report. 3. Governance Committee – nothing to report at this time 4. Strategic Implementation Committee – nothing to report at this time 	
<p>I. Board Chair Report – Chris Hansen</p> <p>Chris welcomed all new board members, and said we look forward to working with you. Chris thanked Bev for her commitment and leadership through rocky times and very happy that Bev is continuing with the Board.</p>	
<p>J. Other Business n/a</p>	
<p>K. Adjournment</p> <p>Motion by Courtney. Seconded by Gayle. Adjourned at 8:08 PM</p>	

Next Meeting – November 10, 2020