The CAP Agency assists and empowers people to achieve social and economic well-being by providing services in partnership with our communities.

Board of Directors Meeting
January 11, 2022
6:30 PM – Teams VIRTUAL Meeting
Meeting Minutes

1. Preamble

A. Call to Order –

B. Determination of a Quorum
   Board Members Present – John, Courtney, Darin, Betty, Gayle, Sachin, Mike, Lillian, Mary (Head Start Policy Council Liaison)
   Board Members Absent – Barb, Amy
   Staff Present – Jeff, Holly, Jackie, Molly, Kay (minutes)

C. Amendments to Agenda
   • Added 3F – Temporary Change in Staffing Policy
   • Tabled 3A and 3B due to the Finance Committee not meeting in December.
   Motion to approve by Gayle. Seconded by Sachin

D. Introductions – Welcome

2. Consent Agenda

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<th>Board Action Requested: To review and approve Consent Agenda Items</th>
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<tr>
<td>Motion to approve consent agenda by Gayle. Seconded by Courtney</td>
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<tr>
<td>A. Board Meeting Agenda – January 11, 2022</td>
<td>2A</td>
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<tr>
<td>B. Board Meeting Minutes – December 14, 2021</td>
<td>2B</td>
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<td>C. Head Start</td>
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   • November 2021 Head Start Monthly Report

3. Action items

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   • Tabled until next board meeting due to the Finance Committee not meeting in December. | 3A |
| B. November 2021, Statement of Financial Position, Statement of Activities, Grant Summary; Program Summary
   • Tabled until next board meeting due to the Finance Committee not meeting in December | 3B |
| C. CAP Agency COVID-19 Vaccination or Testing and Face Covering Policy
   • We are preparing to have a policy in place for our employees not under the Head Start vaccine mandate to be vaccinated or chose weekly testing including face masks.
   • Some of the highlights include the 2nd paragraph where we include part-time employees, seasonal employees, board members, volunteers, independent contractors, and employees contracted from staffing agencies.
   • The supreme court is hearing arguments on this, and it does appear they are not going to support it. But in the meantime, we need to do our due diligence in case it is so.
   • The other part that came up was who is responsible for paying for the testing. It will be the requirement of the employee if they choose to go that route. | 3C |
- Again, this is different from our Head Start policy which affects anybody being paid out of our Head Start Federal grant, including HR, finance, Jeff, our board chair and all Head Start and Early Head Start. We do not want to confuse the two.
- Sachin wanted to know how many people this is affecting. Jeff stated that we have not asked the non-head start employees who will, who is or is not vaccinated.
- Mike wanted to know what the financial impact would be on the employees who choose the testing route. Jeff stated that it will be the responsibility of the employee to pay for testing, but there is free testing out there. It is something we can revisit when we have better numbers. We will be providing testing sites in each county. Jackie stated that Scott County Public Health does both the saliva and nasal testing Monday through Thursday from 8am to noon.
- The push out of the policy to staff will give them those types of information to make sure they are aware of the free testing sites that there are in the three counties that we serve.
- Mike wanted to know if they will be paid to get tested. Jeff stated that at this time it is unpaid.
- Sachin wanted to know if we would have to follow the Minnesota OSHA requirement regardless of what the Supreme Court does. Jeff stated that he has had that conversation with other Executive Directors as well as the Executive Director of Minn CAP Association and have been told that we do not have to follow the Minnesota OSHA laws.
- John stated that he believes that the Head Start program is a heavy burden, so we are probably very solid there. What we are really talking about is the remainder of the agency. Hopefully, there is a good number of people vaccinated, so we are just trying to narrow down the window of nonvaccinated. Jeff stated yes, that is exactly what this is.
- John asked if there were any further questions before we make a vote to approve or not. There were no more questions.

**Motion to approve by Courtney. Seconded by Gayle**

**D. Head Start Mandatory Vaccination Policy and Fact Sheet**
- The Office of Head Start has a new vaccination and masking requirement. This was put in place to reduce transmission of COVID-19 to children and families, to reduce exposures causing classroom closures, and to protect staff, children, and families. The new rule requires that all staff supported by Head Start funds are fully vaccinated or have been approved for a medical or religious exemption by January 31st, 2022. A fact sheet about the new requirement is attached. Due to this new requirement, the agency has created a Head Start Mandatory Vaccination Policy.
- We have a total of four staff who have decided not to continue with their employment with CAP at the end of the month. We are making plans for that and doing what we can to support those classrooms and staff.
- There is also a face mask mandate that requires masks to be worn in the classroom. We are already doing this.

**Motion to approve by Sachin. Seconded by Mike**

**E. New Board Member Voting**
- Jeff reviewed each applicant with the board.
- Sachin commented that he was really happy when he read the applications, there is no substitute for the lived experiences. John agreed.

**Motion to approve the four new board members by Sachin. Seconded by Gayle**

**F. Temporary Change in Staffing Policy**
- Temporary Change in Staffing Policy – Our agency policy states that staff who are related cannot supervise the other. We are requesting to temporarily bypass this policy to support staffing in the classroom. Our Head Start program is short staffed and has struggled to find candidates to fill positions in the classroom. This causes the classroom to close and not provide in-person services to children and families. We currently have a candidate who is related to another staff person and would be supervised by that staff (teacher) in the classroom. The teacher would supervise the new candidate with the support of the Education Supervisor, who would be monitoring the classroom and staff’s supervision.
- Jeff wanted to know what temporary means. Holly stated until the end of May and this summer we will reevaluate and look to see what we can do to maybe move staff or to make it so that it is no longer the situation.
- Jeff stated that we are asking the board to approve this temporary through the end of the school year, which will enable us to have another classroom that is up and running.
- John stated to have a specific date in the action item. Holly will add the date May 31, 2022, to the action item.
- Mike wanted to know if there is a difference doing an accommodation versus a policy change in this scenario. Wondering why we went the policy change instead of the accommodation. Holly and
Jeff had no problem calling this an accommodation over a change in policy. Jeff was concerned that if we called it an accommodation does that make it more permanent, or is it still temporary, that needs to be clarified.

- Mike was concerned with opening up a policy and now having some sort of legal aspect to it. He wanted to know if this was more a transportation issue than medical. Holly stated it was and she was fine with either and what the board would prefer her to do.
- John stated that he did not understand what he would call the legal angles on this and whether an accommodation is an easy way to get through it or a temporary change in policy, he is just not sure.
- Darin wanted to know if we envision this to potentially open up for others during this time. Does the policy change give a little bit more flexibility in that rather than coming back for each combination.
- Jeff stated that he would love to have this policy not be in existence because we are losing out on a quality of staff that we cannot hire because of the relationship.
- John thought that if we made a temporary change in policy that it would be hard to reject another request. But the alternative as an accommodation can also do the same thing. He is not sure which is the better alternative.
- Darin prefers the policy change over the accommodation.
- Sachin stated that it could be a nice recruitment tool during these times
- John stated that it does open the door to eliminating the policy all together. We are not entertaining that angle at this time. That is a larger discussion to have.
- John stated that the only door we are opening is a temporary change in policy. You could potentially do this for more people, but come next fall these people still want to do it and if we do not have the staffing pressures, we are going to say no. We just need to be clear on how we talk about it today. That it is temporary because of staffing and labor issues and there is no guarantees that it would be the case going forward.
- John stated that since he is not hearing any compelling arguments one way or the other, he thinks we have two alternatives and will be going down the path as Darin in that it is a temporary change in policy and that we are not opening any other doors. If people want to have an opinion on this, something they see as a real risk absolutely want to hear it, otherwise it does not strike him as harmful as long as we know and are very clear our intent here.
- John thanked Mike for the intriguing angle on this. Loves the thought provoking of different ways to think about it.

Motion to approve with the added date of May 31, 2022, by Darin. Seconded by Gayle.

4. Updates and Discussion

A. Executive Director Updates – Jeff Hansen
   - We are getting settled into our new space. The biggest issue that we have is producing too much waste from garbage and recycling. Jackie and I are trying to figure out solutions for this.
   - Spending a lot of our time working on our energy assistance program and hats off to Jackie for really diving in and getting to know this stuff. We had a few interviews today and several more tomorrow.
   - When it gets warmer, and we are a little bit more set up, we will have an open house. But you are always welcome to come and check the place out, just need to wear your face mask.
   - Appreciate the help from Michelle Polson in recruiting the new board members and the senior team in recommending Joan. My gratitude to the Head Start team for allowing us to bring Mary onboard.

G. Human Resources Updates – Jeff Hansen
   - Jeff is working with Tamra to come up with some ideas and what she thinks would be helpful for her.
   - We are currently working on a cheat sheet from an HR perspective to help staff with where they need to go with questions.

C. Head Start Updates – Holly Schulz
   - We are trying to have in person services with our classrooms as well as our Early Head Start home visiting.
   - We have six of our 12 classrooms doing virtual services due to staffing issues as well as COVID exposures. We are definitely seeing the impact of Omicron variant in our classrooms and services.
• Early Head Start is doing in person we are allowing them to meet virtually if they feel it is not safe or a parent or family request it.
• Working diligently on the mandate and working with our community partners, it also requires us to work with partners that would be working with our children. So special education staff and mental health staff if they are coming into the classroom that they are also mandated by this.
• Childcare Aware  
  ▪ Our new manager Christy is doing great. They did have some new funding come in through the State of Minnesota where they are looking at providing more resources and building more family childcare in the Scott and Carver County area. We also received one which will help pay for a role that will work on providing resources, sort of a one stop shop role where families and childcare providers can come in and get resources.
  ▪ Have offered a position for a full-time coach which replaces one of the coaches that resigned in December.

D. Nutrition & Community Services Updates – Jackie Lara  
• Adjusting to the transition of new responsibilities. Learning as much as she can right now.
• Maritza Real is now our new Community Programs Manager. She will be overseeing the Esperanza programming and prevention services as well as our community projects. We are excited to have her move up in that that role.
• One of the former WIC and food shelf staff, Belkis Santiago-Martinez, is staying on with CAP in a community outreach role, she will be assisting with the parent’s helping parents and family resource.

E. Housing & Emergency Services Updates – Jeff Hansen  
• We have promoted some people and created two new positions within the agency.
  o Jackie is now the Senior Director of programs.
  o Suzie Misel has been promoted to Senior Housing Manager.
  o Currently in the hiring process for Energy Programs Senior Manager and Energy Programs Assistant Manager. Hope to fill these positions by end of January.

F. Board Committee Updates  
  1. Finance Committee – Darin Nelson  
     o The Finance Committee did not meet in December.
  2. Executive Committee – John Green  
     o Covered what we just covered in the board meeting.

G. Board Chair Report –
• Wants to give a shout out to folks to get your CHODO forms filled out. Reach out to Jeff or Kay if you have any questions.
• Board members need to be vaccinated and that is really a statement of just trying to represent a position and lead by example.
• Increase board engagement is very difficult to do right now but urges members to get down to the food shelf and out to the Local Import store.

H. Other Business

I. Adjournment
Motion to adjourn by Gayle. Seconded by Courtney. Meeting adjourned at 7:32pm

Next Meeting – February 8, 2022