Board of Directors Meeting  
February 8, 2022  
6:30 PM – Teams VIRTUAL Meeting  
Meeting Minutes

1. Preamble

<table>
<thead>
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<th>A. Call to Order –</th>
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B. Determination of a Quorum  
Board Members Present – John, Darin, Betty, Barb, Courtney, Amy, Gayle, Sachin, Mary, Juwan, Jennifer  
Board Members Absent – Lillian, Joan  
Staff Present – Jeff, Molly, Holly, Jackie, Kay (minutes)

C. Amendments to Agenda  
- Added 2021 CAP Agency Audit – draft form 3A  
- Added CAP Agency Tax Return – draft form 3A  
- Added Management Letter – draft form 3A

D. Introductions – Welcome

2. Consent Agenda

<table>
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<tr>
<th>Item #</th>
<th>Board Action Requested: To review and approve Consent Agenda Items</th>
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<tbody>
<tr>
<td>2A</td>
<td>Motion to approve consent agenda by Gayle. Seconded by Barb.</td>
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A. Board Meeting Agenda – February 8, 2022

B. Board Meeting Minutes – January 11, 2022

C. Head Start  
- November 18, 2021, Head Start Policy Council Meeting Minutes  
- December 2021 Head Start Monthly Report

3. Action items

A. Audited Financial Statements Year Ended September 30, 2022 – WIPFLI Presentation  
- Molly introduced Lisa Desotelle who is the audit partner from our audit firm WIPFLI along with her is Alicia Cameron, the audit manager. We also have the draft of the tax return that needs to be approved tonight.  
- Lisa introduced herself and Alicia. Both specialize in nonprofits and CAPS. Lisa stated that Molly and her team did a great job getting ready for the audit, it is a super easy presentation because we found no findings this year again.  
- Lisa and Alicia went through the presentation. CAP qualifies as a low risk because we have had clean audits for the past couple of years. Nice status to have, especially when you are going out for additional funding.  
- **2021 CAP Agency Audit – Draft Form**  
- **2021 CAP Agency 990 Tax Return – Draft Form**  
  o 990 tax return is complete as well. No big changes in the 990 this year compared to previous years.  
- **Management Letter – Draft Form**
At the end of every audit were required to communicate to the board the results of the audit. The items that are in there are required communications with the board. We did not have any difficulties working with management. The audit went really well and was much easier this year than it has been. Each year just gets easier. Lisa thanked Molly for the work that she and her team are doing.

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

### B. Credit Card Summaries – Head Start
- **11/04/2021 through 12/03/2021**
  - Darin stated that we do have two months of statements due to the Finance Committee not meeting in December. We met the last week in January and approved both months. The Finance Committee did have a discussion regarding a payment we have been making for some emergency services for some housing that was out of state, trying to learn more about what are the regulations around that or what are the rules or policies around that and study a little bit further in the Finance Committee and get a better understanding of that in the future.
  - Molly added that there was a discussion regarding Eric Gentry’s and Amber Butcher’s credit cards. It was decided to keep those open and Eric’s is still being used by the housing department and are being reviewed by Jackie, they have a lot of reoccurring expenses on there and we did not want to disrupt that service. Amber’s is not being used.
  - John stated that he is very impressed with the Finance Committee. Hats off to all of you and it shows.

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

### C. November 2021 Statement of Financial Position, Statement of Activities, Grant Summary; Program Summary
- November was sent out in December to the Finance Committee to review on a timely basis and there were not any questions that arose out of that. We just decided to focus more on December since that was a more current period.
- Darin stated that the Finance Committee approved both November and December statements.

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

### D. December 2021, Statement of Financial Position, Statement of Activities, Grant Summary; Program Summary
- Motion to approve by Darin. Seconded by Gayle.

### E. Head Start Policy Council By-Laws
- At the last Policy Council meeting we reviewed our bylaws for our Policy Council and made two changes. One was reflective of saying that we are meeting virtually as well as meeting in person and we needed to change that in the bylaws. The other change was with the number of representatives we have. We only have 4 classrooms at Hamilton now, so that made a change in the number of parent representatives.

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

### 4. Updates and Discussion

#### A. Executive Director Updates – Jeff Hansen
- Introduced Juwan and Jennifer, two new board members.
- Talked to the Executive Committee regarding the Bryant project which is the CHODO funds. There are a few of you who have not sent in your forms yet. We need to get those forms in because this is a million-dollar project that the Dakota County CDA is helping us to revamp the property.
- Reminding everyone that the March board meeting was pushed to March 15.
- Thanked Molly and her team for another successful audit.
- In the midst of preparing for the March food drive, Sanya, our ambassador is having a bowling activity at the Lakeville bowl on Sunday, March 31. They will be doing a food drive and donations. It will cost $30 to bowl. It would be great to have a board member present, some of us will be there as well.
• Regarding the dinner that we are having on April 30, at the Mystic Lake Event Center. Please share this with anybody that is looking to support our agency and wants to buy a table. Would love 100% board member attendance if possible. Courtney is our MC that evening.

B. Human Resources Updates – Jeff Hansen
• In the process of hiring a new HR Generalist who can run our major department payroll and things in the interim. Signed a contract today between the Executive Committee and the Board meeting. This will provide us with a temporary employee, who could begin as early as tomorrow. Getting our staff paid and their benefits processed is our number one priority.
• It is all hands-on deck, between the SLT and others we are making sure that this gets all the little things picked up along the way. Shout out to Holly, Molly, Jackie, Kay, and Lucas for stepping up and helping.

C. Head Start Updates – Holly Schulz
• Continue to move along to keep doing in person services.
• One thing happening right now is our classroom in Eagan has been asked to switch rooms in the building we rent from Especially for Children. We are moving to the room next door.
• Early Head start continues to do in person services with families in the home, we are still looking for children to fill spots. We do have openings in both Early Head Start and Head Start programs.
• Child Care Aware right now is transitioning with the new manager Christy Stroud, she is doing a great job. She just hired a new staff member this week and is in the process of doing training.
• Jeff wanted to know how many staff we lost due to the vaccine mandate. We did end up losing four staff.

D. Nutrition & Community Programs Updates – Jackie Lara
• Starting a food distribution in Norwood Young America. They have expressed a need for that. We have partnered with them a couple times in 2020. Jeff connected me to the contact there and we will be starting on the 1st Friday of every month. Having a food rescue drop and some staples as well. It will run from 12:00noon to 1:30pm. Appreciate the city of Norwood Young America taking the lead and planning that, getting the flyers and distributions going. It is also a partnership with Carver County Public Health. When we did it before there were more seniors that went through the distribution, we are excited to be able to offer that service to the seniors living in that area, especially if they are in need of food.
• We will continue with the Chaska food distribution.

E. Housing & Emergency Services Updates – Jackie Lara
• We have hired an Energy Programs Senior Manager, Lisa Akinseye, and an Energy Programs Assistant Manager, Rachel Croonquist. They both are hitting the ground running, really assessing, learning, and looking at the program. The program remains effective and processing all the applications that we had become behind on. Tammy Stauffer is assisting us with training for both Lisa and Rachel through the end of February. We appreciate her support.
• Mission Moment
  o Last Thursday there were two housing staff working in the food shelf warehouse when a single mom walked in with her two kids and asked if we would be able to help because her furnace was not working for three days, her kids were so cold, they were wrapped in multiple layers. One of the housing staff, who previously worked in energy assistance, helped her complete an application with the help of one of the housing staff who speaks Spanish. They then put that through the crisis line with energy assistance. They were able to escalate it up for repair or replacement of the furnace through energy assistance. They were able to get a tech out there the next day to start working on it. In the meantime, housing provided a three-day hotel stay and some food when they were in the hotel. This is just really awesome how all the different parts came together. They are now back in their home and warm.

F. Board Committee Updates
  1. Finance Committee – Darin Nelson
    o As mentioned earlier we did approve the November and December statements and credit card statements. We also had a good discussion about some of the policies on the emergency housing assistance that was being provided. I think we just need to dive into a deeper discussion and learn a bit more about the program requirements. Jeff stated that they are already talking about creating some policies and guidance around using our resources outside of our service area.
2. Executive Committee – John Green  
   - Short meeting. Talked briefly about the audit. Ran through it and did not see anything that concerned us.

G. Board Chair Report –  
   - Happy to report that there is not much right now. Heard that the old CAP building is completely gone. My deepest thanks to everybody involved in making the move happen. Thanked Scott County as well.
   - Jeff mentioned that on July 21 the CAP Agency will be recognized and supported as one of the honorary nonprofits at the Twin Cities Summer Jam being held at Canterbury Park the weekend of July 21, 22 and 23. It is a Thursday evening, and we will be there talking about the agency. They are going to help us promote our agency through some text, a donation, and things of that nature. Anybody who wants to join us please do, come out for some nice music, and help raise some money for us. It will be all local Minnesota music for this event. John asked Jeff to make sure he repeats this as we get into May and June, because it does sound like a lot of fun.
   - John thanked everyone for a great meeting. See

H. Other Business  
   - None.

I. Adjournment  
   - Motion to adjourn by Gayle. Seconded by Courtney. Meeting adjourned at 7:24pm

Next Meeting – March 15, 2022