**Board of Directors Meeting**  
**October 12, 2021**  
**6:30 PM – Teams VIRTUAL Meeting**  
**Meeting Minutes**

### 1. Preamble

A. **Call to Order** – John Green

B. **Determination of a Quorum**  
   - Board Members Present – John, Courtney, Darin, Betty, Barb, Gayle, Amy, Lillian  
   - Board Members Absent – Sachin  
   - Staff Present – Jeff, Amber, Eric, Holly, Jackie, Molly, Kay (minutes)

C. **Amendments to Agenda**  
   - Items A & B is tabled  
   - Amendment to Board agenda add item G – Recommendation and approval of new Board member

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

D. **Introductions – Welcome**  
   - John welcomed Barb Weckman Brekke to the Board. Barb is the Commissioner for Scott County and will also be a member of the Finance Committee. Barb is excited to be here.

### 2. Consent Agenda

- **Board Action Requested:** To review and approve Consent Agenda Items  
  
  **Motion** to approve by Gayle. Seconded by Betty.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A</td>
<td>A. Board Meeting Agenda – October 12, 2021</td>
</tr>
<tr>
<td>2B</td>
<td>B. Board Meeting Minutes – September 14, 2021</td>
</tr>
</tbody>
</table>
| 2C1    | C. Head Start  
  1. August 2021 Head Start Monthly Report |

### 3. Action items

A. **Credit Card Summaries – Agency & Head Start – 8/3/2021 through 9/3/2021**  
   - The Finance Committee did not meet. This is tabled until the next Board meeting.  
   - **No Action taken**

B. **August 2021 Grant Summary; Program Summary, Statement of Financial Position**  
   - The Finance Committee did not meet. This is tabled until the next Board meeting.  
   - **No Action taken.**

C. **Head Start CACFP (Child & Adult Care Food Program) budget for 2022**  
   - This is through the state, and we follow CACFP rules and get reimbursed for parts of our meals. We have applied and put our application as well as the anticipated budget for reimbursement. Anticipated reimbursement amount is $179,022.24. It did start October 1. John wanted to know if this is something we do every year. Yes, it is.  
   - **Motion to approve by Courtney. Seconded by Darin**

D. **Head Start Federal Grant & Summary- 2/1/2022 through 1/31/2023 - $3,257,870**  
   - This is due November 1. This will serve 197 federal children ages three to five and early head start home based services for 50 pregnant women and children ages zero to three. We do have a five-year grant and every year apply, so this will be taking us in to year two of our five-year grant.  
   - Darin had a question regarding if the grant increases in value each year similar to cost-of-living increase. Holly stated that it can. We are not aware of one yet for this year. This amount is to
continue to serve the number of children served. Jeff wanted to know if we are locked into the number of children served and if we serve less, we do look for more children to serve. Holly stated that we have a certain cost per child and unless there is an increase in funding, it is difficult to change that amount. Sometimes we may change the total amount based on state funding that comes in. But for now, we are not seeing the change for the Federal Grant.

Motion to approve by Darin. Seconded by Gayle.

### E. Head Start and Early Head Start 2021 Self-Assessment

We do this annually. It is part of the grant application that we are sending November 1. Opportunity to look at our program goals, our school readiness goals, and just look at the whole program. We look at all the data that we have collected over the last year for the different positions in our program. Included in this assessment were Jeff, Amber, Molly, John, teachers, other staff, and parents. They look at the data and give their perspective, input, and opinions on that. From there we create a summary. It helps us to stay on track and keep moving forward and to create the most efficient program for children and families. We have been focusing on our strengths. Our strengths are the children, even throughout the pandemic we had high outcomes. Some of the challenges we are working on are things around the data. Another challenge is our outcomes, boys came out a little lower than girls, we want to look at that and some of the different variables to see how we can support boys in our program. Will be putting a summary together that will be shared with the Board. Asking approval to submit the self-assessment in with the grant.

Motion to approve by Courtney. Seconded by Gayle.

### F. Head Start and Early Head Start 2020-2021 Program Information Report

Annual report. Looking at data from our program and we put this in our office of Head Start System. Looking at how many teachers we have, qualifications, to the characteristics of our families. Asking for approval to submit.

Motion to approve by Betty. Seconded by Amy.

### G. Recommendation and approval of new Board member.

We have an application from Michael Andrea, he is a Scott County resident, married and works for Amazon. This will be his first board opportunity. He engaged with us last year as an employee of Amazon and coordinated some drop offs for us of their products that they had in their warehouse and paid some donations. A big part of our Hope for the Holidays. He reached out and was interested in some opportunities to engage with CAP. Barb wanted to know if the board should get a copy of the application or does CAP not do this. Jeff stated that according to the by-laws the Executive Committee reviews and recommends an application to the Board. But we can certainly do that. John agreed to give the Board a copy of a board application moving forward. John did ask those who did not see the application if they had reservations to feel free to speak up. That it could be tabled, otherwise we could entertain a vote on it.

Motion to approve by Courtney. Seconded by Betty.

### 4. Updates and Discussion

#### A. Executive Director Updates – Jeff Hansen

- **Thrift store update.**
  - Signed the lease last week to occupy the former Pier One site in Shakopee. We are very excited for the opportunity to give the store a chance to grow and thrive. The name of the store is Local Imports. Jackie came up with this name. We will be having a soft opening. Want to be open for Black Friday.

- **New building update.**
  - Walk through tomorrow to get some clarification. One being when they think we can move in. We need to be out of the old building by November 15. First estimate from the movers today, it will be between $35,000 - $40,000 for the first move. We have another moving company coming in that the county uses for another estimate. Will work with Amy to get volunteers in to help dismantle and throw things in the dumpster. Received the purchase agreement from the County attorney on Sunday, have not looked at it, but the lawyers have all agreed on it.

- **Vaccine mandate update**
  - Office of Head Start says that anyone being paid out of a Head Start grant will have to be fully vaccinated by January 1. Will be sending out more rules in the next few weeks. Looking for that. One thing the Senior Leadership team has been talking about is making this uniform throughout the agency. We talked about this in the Executive Committee today and we are going to get a sense of what that might mean for our staffing if we do implement that. Jeff asked Holly if she had a sense of how this
will impact her team now. Holly thinks that she could lose a few people, but as far as the total number she does not fully know what that would be at this time. Jeff asked Amber when we can get the number of employees vaccinated. Amber stated that we can ask if people will voluntarily let us know, but we cannot pressure them into letting us know. John wanted to know that once it's a mandate then we will be asking for proof of vaccination. Jeff stated yes. There will be two outs, medical and religious, but we are still waiting to get the final rule with the guidance on it to see what the specifics are around that. We will be sharing this with our Managers in the Managers meeting next week. Making sure they understand that we are talking about it. John’s understanding is that this might include becoming agency wide. You may be coming back to us at the next Board meeting to approve going beyond the Head Start requirement. John wants anybody that has questions, reservations, comments between now and the next meeting to get comfortable with it so we can have our own dialogue about it. John feels that we really do need to get a feel for the rest of the employee base to make sure everyone is on board with that.

- Kay and I are working on a board calendar that will include the action items and when they are reviewed, ROMA training and different things. It will be more a formal calendar that hopefully will roll out next month.
- We are continuing to do our meetings remotely for now. Hopefully in the new building we can have a hybrid model in place.
- Reminder that March 12 is our new dinner date. Still at the Mystic Event Center.
- Shakopee Brew Hall will be having a bingo event and we will get the proceeds from that. That will be on November 18. Jeff will send out more information.

B. Human Resources – Amber Butcher

- Update on medical insurance. Numbers were higher than expected. We did go to market to investigate other options. Met with various brokers last week and the rest of this week to determine the best option. Hope to make a final decision soon. Open enrollment begins December 1

C. Head Start Updates – Holly Schulz

- Wanted to share that our enrollment has been a little slow. Happy to say that we are almost at 90% enrollment, and it is continuing to grow.
- We did have one case of Covid and had to close that classroom for two weeks, we are doing virtual learning.
- Early Head Start is doing a kind of a combination of in person and virtual as needed and they are in the process now of hiring or have hired a new family educator to fill one of their roles
- Child Care Aware update – we have made an offer for a new manager, and she has accepted.

D. Nutrition & Community Services Updates – Jackie Lara

- Hope for the holidays program has started. That includes the Adopt-a-family, toy distribution and adopt a senior program during the December months. Started enrolling families and clients. Donor sign up is live on our website.
- John asked a question regarding the thrift store, what are we doing to get the word out. Jackie stated that we have talked about doing press releases. We are communicating it in our thrift store and on the donation receipts that we hand out. Ashley, the store manager, will hopefully be posting it on her social media accounts and then we can update our website. Jeff stated that it will be included in newsletters, quarterly newsletters, and the local press. All digital platforms we can think of as well as at any events that were in. The hours will be different, more than previous.

E. Housing & Emergency Services Updates – Eric Gentry

- We are in renewal time for HUD. We have four renewal grants for our homeless programs that we run in Scott, Carver and Dakota. Those four have preliminarily been completed and sent off to our continuum of care coordinator for review before submission. The due date for these grants to HUD will be mid-November
- Our new Energy Assistance season started Oct 1 and will run through May 31, 2022. Several changes to the program. There are some COVID stimulus dollars floating through the Federal Government to the State of Minnesota, Commerce Department. The primary heat grants are ranging from $300 - $2,000, which is higher than usual. Crisis grants are $1,200 per household and new this year, Commerce rolled out to all EAP programs.
- Have been contacted by Sanya - Christmas Bag event. We will be using our Joe van for that. Will be dedicating some weekend time for this and coordinating and connecting her with some homeless shelter resources.
- This Thursday the Program Directors along with Jeff will be doing our FISH presentation to the Community. Look forward to bringing awareness to the Community regarding CAP and what we do.

F. **Board Committee Updates**  
   1. **Executive Committee – John Green**  
      - Met prior to this meeting with Jeff to review items. We want to acknowledge Courtney as the newest member of the Executive Committee. Chris will stay on as a Chair Emeritus for the next year. Darin is the Treasurer. Jeff gave us an update on info from the By-Laws. Jeff is working on a Board Calendar that will be presented at the next board meeting
   2. **Finance Committee – Darin Nelson**  
      - We cancelled the meeting in September due to little agenda items. Next meeting, we will approve two months of financials.

G. **Board Chair Report – John Green**  
   - First meeting as Chair. Very excited to be here. Encourages everyone to volunteer. Looking forward to when we can get to a point where we can say we are open and start to really participate more fully and robustly. Thank you for being a board member. Thank you to the SLT for being great leaders. Being in the self-assessment was really cool because it teaches you more about what we actually do.

H. **Other Business**  
   No other business.

I. **Adjournment**  
   Meeting adjourned at 7:23pm  
   *Motion to adjourn by Gayle. Seconded by Barb.*

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**Next Meeting – November 9, 2021**