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
November 9, 2021
6:30 PM – Teams VIRTUAL Meeting
Meeting Minutes

1. Preamble
   A. Call to Order – meeting started at 6:36pm
   B. Determination of a Quorum
      Board Members Present – John, Courtney, Gayle, Mike, Barb, Betty, Amy, Darin, Sachin
      Board Members Absent – Lillian
      Staff Present – Jeff, Amber, Eric, Holly, Jackie, Molly, Kay (minutes)
   C. Amendments to Agenda
   D. Introductions – Welcome
      a. Jeff introduced our newest board member Mike Andrea, Senior Operations Manager at Amazon. Board members introduced themselves to Mike.

2. Consent Agenda
   Board Action Requested: To review and approve Consent Agenda Items
   Motion to approve consent items by Gayle, seconded by Barb
   A. Board Meeting Agenda – November 9, 2021
      2A
   B. Board Meeting Minutes – October 12, 2021
      2B
   C. Head Start
      2. August 12, 2021, Head Start Policy Council Meeting Minutes
      2C, 2C2

3. Action items
      • This was tabled at previous board meeting.
      • Reviewed by Finance Committee
      Motion to approve by Sachin, seconded by Betty
      3A
   B. August 2021 Grant Summary; Program Summary, Statement of Financial Position, Statement of Activities
      • This was tabled at previous board meeting
      • Reviewed by Finance Committee
      Motion to approve by Darin, seconded by Gayle
      3B
   C. Credit Card Summaries – Agency & Head Start – 09/03/2021 through 10/03/2021
      • Nothing stood out. Darin wanted the board to know that we do have credit card controls in place and that it is dual approvals and multiple set of eyes. Sachin commented that the increase in credit card limits will help decrease the usage of other people’s credit cards.
      Motion to approve by Betty, seconded by Courtney
      3C
   D. September 2021 Grant Summary; Program Summary, Statement of Financial Position, Statement of Activities
      3D
• These are drafts. This is our year end. In the process of fine tuning. Once these are finalized and audited you will be presented with the final numbers. Darin commented about the good work Molly has done. John mirrors Darin.

Motion to approve by Darin, seconded by Sachin

E. Trellis III-B (Chore, Home Modification, Telephone Reassurance) - $48,818

- Chore connects seniors with independent contractors that provide services, such as lawn care, snow removal and light housekeeping. Chore also provides regular telephone contact with isolated older people to ensure continued well-being of the individual, and to provide social contact. Eligible individuals must be 60 years of age or older. Funded under the Older Americans Act where the targeting criteria states that services are provided to older adults and caregivers with the greatest social and economic need.

- This was a competitive grant this year. CAP had the grant until 2014 and then lost the grant for 2015 through 2020.

- Any questions. Gayle wanted to know why we lost it for a few years. It had to do with the budget that was submitted. Because it was a five-year competitive grant starting in 2015 when it was submitted in 2014, there was something wrong with the budget and therefore we did not get awarded the grant, we were not eligible until it became competitive again. Gayle commented on the good work on getting it back.

Motion to approve by Gayle, seconded by Courtney

F. 2020-2021 Head Start/Early Head Start Annual Report to the Public

- The Scott Carver Dakota CAP Head Start/EHS Annual Report to the Public provides program information about funding, enrollment, parent and child information and school readiness outcomes. The Annual Report is shared annually and submitted with the Head Start grant application.

- We put together some basic information about the program discussing our different funding sources and our enrollment as well as expenses for the public.

- Jeff gave a shout out to a job well done. Keeping our head start program in good graces and moving forward. Nicely done Holly and your team.

Motion to approve by Barb, seconded by Amy

G. Head Start and Early Head Start 2020-2021 Community Assessment

- The Head Start Community Assessment provides a better understanding of our community strengths and identifies possible gaps in services. Our Head Start program uses the community assessment to inform program planning and plan for needs of the children and families we serve in the community. The Head Start community assessment is completed annually.

- This gives us an opportunity for us to take a look at needs in the community where we find children that may be needing services and take a picture of the whole three counties that we serve. We use this information in our self-assessment. We use it when we plan for the five-year grant.

- John wanted to know if this was done every five years. Holly commented that the community assessments are done every year and we make adjustments to our program goals and planning as we evaluate the community assessment every year. We also look very closely when we start the five-year grant.

- John wanted to know if there was anything noteworthy given, we are coming out the backside of COVID. Holly stated that when we look at the typical income for families and whether it is sustainable income, we did see some real changes during the pandemic for families and seeing a lot of families in need towards the end of the year. We did start to see it go back to more typical numbers. Although there are still a lot of people in our community that are in need. We also found that a lot of the sites where we are located meet our family’s needs, so we currently feel good about our sites and where they are located.

Motion to approve by Sachin, seconded by Courtney

H. Head Start Five Year Goals (2020)

- Head Start program goals are broad statements that describe what a program intends to accomplish. Our Head Start program’s long-term goals provide a framework for the program’s mission, including priorities related to education, nutrition, health, and parent and family engagement program services. Program goals are strategic and long-term. They may also support comprehensive approaches that encourage system-wide cultural and linguistic responsiveness. After the self-assessment process, the Head Start leadership team updated the objectives and action steps of our 2020-2025 program goals. Program goals are reviewed and updated annually.
- When we do our five-year grant, we also do a five-year goal. This year we made a slight adjustment. The goals are the same, but we changed the objectives to be more of a smart objective, meaning we want them to be more specific. We want them to be measurable, attainable, and realistic.
- John wanted to know if there was a period of review with the team or with Jeff to follow up on. Holly stated that we do it annually, but we also are doing it throughout the year. We will be taking the data from our self-assessment and looking at our goals and bringing it into our monthly administration meetings and digging deeper into the data. We are doing this so we can be on top of where we are at with the goals and make any adjustments, we need to make to better support families. John applauds the effort to get data to really help drive decision making.

Motion to approve by Betty, seconded by Barb

### 4. Updates and Discussion

#### A. Executive Director Updates – Jeff Hansen
- Move update
  - We have moved our food shelf. Anticipates the food shelf will get their certificate of occupancy as soon as a few details are completed such as the fire alarm system.
  - Next move will be the thrift store on Monday. They have already started their move. We are hoping to get the store open earlier than expected.
  - Admin move has been moved to next Thursday, Nov 18. All employees will be working from home effective at the end of the day tomorrow, Wednesday, Nov 10.
- We will have two different potential mandates from the federal government:
  - Federal Head Start
  - OSHA
    - Has been temporarily restrained by a court in New Orleans

#### I. Human Resources – Amber Butcher
- Vaccine mandate update
  - We communicate as a leadership team as new information comes out. We have in draft form the policy, the accommodations, both medical and religious, so that when the decisions are made, we will update and be ready to go.
- Open Enrollment. We are switching to United Healthcare and are able to offer comparable plans for our staff at an even lower price than we are paying right now. Our broker will be offering virtual meetings to answer questions to better explain the changes. New plans effective January 1. Jeff stated kudos to Amber and Tamra. They worked hard to find plans that would not cost the agency and our staff any more money while still providing them with the coverage that they are used to having. Nice job!
- Working with a consultant to complete a culture audit. A survey to take a pulse on what the current culture is at CAP. Looking at burnout, communication, leadership. We are rolling out the survey in early to mid-December and early next year we will dig into as a leadership team. Jeff stated that this will be shared with this group as well.

#### C. Head Start Updates – Holly Schulz
- Week of the 25th of October we had our federal review, and it sounds like everything went well. Should get the results in 45 – 60 days.
- Licensing visits will continue until the end of the year.
- A few closures due to possible COVID exposures.
- Seeing a staff shortage in Head Start and Child Care Aware.
- Child Care aware is expecting additional funding, nothing confirmed yet.
- CACFP Training - Holly shared a presentation on what CACFP is.
  - This is a federally funded program administered by the Minnesota Department of Education.
  - We provide payments for meals and snacks, it is all reimbursed back to us, we have to be complaint with CACFP requirements to receive the reimbursements.
  - Reimbursables meal is something that is set by the USDA, we have to meet those required components and minimal portion guidelines. This is set specifically for three-to five-year-olds.
- John thanked Holly and Kudos on the federal review.

#### D. Nutrition & Community Services Updates – Jackie Lara
- Food Shelf Move
We are hoping to have all our shelving installed and everything in place so we can have volunteers coming back and continue the curbside pickup model until we decide to open doors to clients again.

- **Hope for the Holidays**
  - For the last month we have had our staff register their clients for the adopt a family. Gifts will be given to families in the second and third week of December.
  - A signup link will be sent out to the board if anyone is interested in volunteering to accept the gifts or give them out to families.
- **Adopt a Senior**
  - This is the 4th year for this program, and we have a huge outpouring of support for over 350 seniors already adopted through our website registration, which will be live for another three weeks. Jeff has been in contact with Emerson company which is right down the road from us, and they want to adopt as many seniors as possible.
  - If you know of a senior in need or know of a family in need that is utilizing our services, please connect them with me or someone that you work with at CAP to make sure that we are getting all the families in need.

### E. Housing & Emergency Services Updates – Eric Gentry

- **HUD** releases every year their notice of funding opportunity. These have been submitted alongside with our continuum of care grant. Waiting approval on HUD. Grand total is just shy of $700,000.
- Honored to be part of a groundbreaking event for Carver CDA’s tax credit property Trails Edge in Waconia. This is a 60-unit affordable housing building which is going to be approximately a $17 million dollar project. The event was well attended. CAP is going to be the service provider and our family service coordinators will provide intensive community support to 8 of the 60 units. Anticipated completion is June 2022.
- Homelessness update. In Dakota County we have 8 people in motel, and we have received money from Dakota County proper to put folks in extended stay in Eagan. In Scott and Carver Counties we have 40 different households in motel presently and 35 on a waiting list. Unfortunately, we are having to close our waiting list and we are seeing a lot of other shelter providers regionally having to do the same.
- We still do have our weather-related vouchers in cases of extreme weather events.

### F. Board Committee Updates

1. **Executive Committee** – John Green
   - Received an update from Molly who provided a high-level summary on the project costs for the move. Molly laid it out nicely in terms of the draws and with the upcoming monies to be spent where we are going to get the money from within our funds. That was put together very nicely.
   - Touched on the vaccine topic. We do not know the final answer, but we did talk about the board position and demonstrating the leadership within the board and felt that the board should support the agency not only with our words but our actions. We are starting to have this conversation. Courtney stated that if we are asking the CAP staff to be vaccinated then we should also be vaccinated. We will come back and formalize it when we have more information available to us.

2. **Finance Committee** – Darin Nelson
   - Met back on October 26, did not meet in September. Barb’s first Finance committee. Talked about credit card policies and procedures.

### G. Board Chair Report –

### H. Other Business

- John encouraged the board to try and tour the new space before Christmas.
- Hats off to everybody for their efforts this year to make this move happen.
- Jeff left an open invitation to anybody on our board that wants to see the new space to give him a holler and he will be happy to walk you through it at any time.

### I. Adjournment

**Motion to adjourn by Mike, seconded by Gayle. Meeting adjourned at 7:34pm**

**Next Meeting – December 14, 2021**