

**Board of Directors Meeting**  
**December 8, 2020**  
**6:30 PM - VIRTUAL Meeting**  
**Meeting Minutes**

**1. Preamble**

<b>A. Call to Order</b> – Board Chair, Chris Hansen
<b>B. Determination of a Quorum</b> <b>Board Members Present</b> – Chris Hansen, Betty Potasnak, John Green, Darin Nelson, Bev Higdem, Gayle Degler, Sachin Isaacs, Courtney Johnson, Lillian Somuah, Himanot Belay (PC Liaison) <b>Board Members Absent</b> – <b>Staff Present</b> – Jeff Hansen, Laura Gilkey, Jackie Lara, Eric Gentry, Molly Tellijohn, Dennis Bebus, Linda Leininger (minutes)
<b>C. Amendments to Agenda</b> Remove Sanya Pirani from the agenda. Motion by Gayle Degler. Seconded by Courtney Johnson. Carried.
<b>D. Public Comment</b>
<b>Presidential Award</b> – Sanya Pirani

**2. Consent Agenda**

<b>Board Action Requested:</b> To review and approve Consent Agenda Items Motion by Courtney Johnson. Seconded by Betty Potasnak. Carried.	Item #
<b>A. Board Meeting Agenda – December 8, 2020</b>	2A
<b>B. Board Meeting Minutes – November 10, 2020</b>	2B
<b>C. Head Start</b> 1. October Head Start Monthly Report 2. October Head Start Policy Council Meeting Minutes	2C1 2C2

**3. Action items**

<b>A. Annual Employee Policy Manual review</b> – Dennis Dennis spoke about changes in the manual as outlined in the emailed materials yesterday, Dec. 7 <sup>th</sup> . Title changes have been made. Sick time can be used for physical or mental illness. One item of significance is the bereavement policy wording. The word “kinship” has been removed from the manual. Questions? CAP vacation policy was recently reviewed and it’s a requirement for consistency in reviewing this document on an annual basis. No questions. Jeff stated that this policy change is a result of staff presenting at a manager’s meeting. Dennis noted that another change is certification reimbursement. Some grants allow staff to be reimbursed for training around their position at CAP. <b>Motion by John Green. Seconded by Sachin Isaacs. Carried.</b>	3A
<b>B. Credit Card Summaries – Agency &amp; Head Start – 10/3/2020 through 11/3/2020</b>	3B

<p>Darin commented that due to the conversion of our financial system, the reports do not reflect the full month. The Credit Card reports are accurate. Because of the conversion and the cutoff on October 28<sup>th</sup>, we are catching up. <b>Motion by Darin Nelson to approve. Seconded by John Green. Carried.</b></p>	
<p><b>C. 10/31/2020 Grant Summary</b></p> <p>Molly stated that there were a lot of programs that ended on 9/30/2020 so this report reflects red because of the start of the grants within the past 30 days. Everything else is performing as expected. All October activity is not represented in this report. We anticipate a clearer picture the end of December. <b>Motion by John Green. Seconded by Beverly Higdém. Carried.</b></p>	3C
<p><b>D. 10/31/2020 Financials</b></p> <p>Molly stated that there is only one month of activity on this report. <b>Motion by Darin Nelson. Seconded by Gayle Degler. Carried.</b></p>	3D
<p><b>E. 10/31/2020 Program Balances</b></p> <p>Molly commented that this report is in conjunction with financial statements and reiterates one month of activity in the new fiscal year. Once fully integrated in the new system, it will be a clearer picture. <b>Motion by Sachin Isaacs. Seconded by Betty Potasnak. Carried.</b></p>	3E

## 4. Updates and Discussion

<p><b>A. Executive Director Updates – Jeff Hansen</b></p> <p>Jeff reported that there isn't anything new on the 712 Canterbury building. We are working with the county on the Corn Growers building and working with an electrician and HVAC. The Holiday Gift distribution will be made out of the Corn Growers building and we are thankful to the Corn Growers for allowing us to utilize this building.</p> <p>There will not be a January board meeting and tentatively, no July Board meeting. In the event that there is the need for a board meeting, Jeff and Chris will work together to call a meeting. The Finance Committee will continue to meet and we will provide you with financial documents on a monthly basis.</p> <p>At the last board meeting, there was discussion on forming committees. The Executive/Governance Committee will continue to meet regularly which will be the combination of the Finance Committee and other members will be added. Internal Affairs will include Molly &amp; Dennis. External Affairs will include Courtney Johnson who will chair this committee. Jackie, Laura, Eric, Jeff and other board members will compromise this committee. Jeff is assigning each board member to one committee.</p> <p>Kudos to staff who are quarantining and taking care of themselves when they don't feel well or when they have tested positive. Dennis added that employees are using the Families First Sick Leave when they have been impacted by COVID. Staff continue to work from home and we haven't had a major outbreak amongst our staff.</p>	
<p><b>B. Head Start Updates – Laura Gilkey</b></p> <p>Laura introduced Himanot Belay as the new Liaison from the Policy Council. Himanot thanked the CAP Agency for all of the supports for her family in so many different ways. Himanot welcomes the opportunity to participate as the Liaison. Chris welcomed Himanot.</p> <p>Laura stated that Himanot has been a great asset to the PC and is going to be a great asset. At this time, all of our locations have gone to distance learning as we follow the school districts. Early Head Start has been providing distance learning since April. With in person learning, we are struggling with staffing and are down about 1/3 of staff. There's a lot of fear and with children not in the classrooms, our staff are home with their children. Our enrollment is down quite a bit but the pandemic is impacting all Head Start programs across the state and the country. There are a lot of challenges. We've developed a Recruitment Task Force to build our wait list. The Committee has met once and will be meeting soon. The Office of Head Start has been lenient with enrollment. If Board members have ideas for recruitment, please send your ideas to Laura. Head Start tends to have the most staff in the agency and we've had several staff out for COVID but definitely a high number that have been out with symptoms or with contact. Bev asked if the Agency is willing to allow a small number of children in the classroom. Could we provide</p>	

<p>services to families that are struggling? Laura said we are going to be considering a lot of options if this continues much longer. We will be meeting to prioritize the needs and the criteria that our families are in.</p>	
<p><b>C. Community Project Updates – Jackie Lara</b></p> <p>Jackie said that we are serving about 2,500 families per month and last year we served 800 per month. For Thanksgiving, 190 meal kits were distributed. Partnered with St. John’s in Chaska on meal distribution as well as delivering meals to senior housing buildings. Planning to deliver 200 meal kits for the Holidays. John asked if we are keeping up with demand. Jackie responded that we partner with Second Harvest, but we need healthy staff and volunteers to fulfill the need. Where is the high demand? Monday &amp; Tuesday. Beginning and ending of month are busiest. Food distribution is equally busy with 300-500 families. Courtney questioned if we have adequate volunteers. Jackie has seen 30 volunteer applications this month. Chris asked about training volunteers. All volunteers complete a background check and training is provided as needed. If any board member is aware of volunteers, please share the news about the need. Volunteers are crucial to the delivery of service. Jackie will send the link for volunteers. This week are working on the gift program. Email Jackie for more information or if you are interested in helping with the distributions. Distributions will take place at the Corn Growers Building. Volunteers are needed to delivery senior bags.</p> <p>345 of our case managed families (1400 people) were adopted. 240 will receive toys. Adopt a Senior has expanded, and 840 seniors have been adopted. This is such a tremendous effort, and the Senior gift delivery has increased from 500 to over 800 in one year. The seniors on the program can be any senior that is a client of CAP. Courtney thanked Jackie for her support in providing gifts to the seniors in the city of Carver.</p> <p>Gayle asked if there was going to be anything held for staff this year. Dennis stated that on December 18<sup>th</sup>, there will be a virtual party for staff. The Christmas gift exchange will not take place, but all employees will receive a gift card. Gayle thanked for not forgetting about employees. Chris supports a gathering for staff for their hard work.</p>	
<p><b>D. Board Committee Updates</b></p> <p>1. Executive Committee – Chris Hansen The conversation revolved around re-formatting committees and not meeting in January.</p> <p>2. Finance Committee – Darin Nelson Darin commented that the reports were all approved at the last meeting and the audit is taking place along with cash on hand. The financial system has been a challenge and time consuming.</p> <p>3. Governance Committee – John Green Chris commented that this committee will merge with the Executive Committee</p>	
<p><b>E. Board Chair Report – Chris Hansen</b> If you have the time to volunteer or have the means to support the work of the CAP Agency, please do.</p>	
<p><b>F. Other Business</b></p> <p>Jeff commented that on Give to the Max day, we raised about \$30,000 and Jeff felt that it was a result of the support from Julie Murphy &amp; Associates. We are holding one more event. Gayle commented that he has been on the Board for multiple years and prior to Thanksgiving, he received an email from a woman that was interested in donating to the CAP Agency. John is appreciative of donors being recognized in the monthly report. On a quarterly basis, there will be more emphasis in that area. Chris stated that when she looked at the list of donors, it was long and impressive. Happy Holiday from Jeff! Dennis shared that he will have his Masters Degree within a week.</p>	
<p><b>G. Adjournment</b></p> <p>Motion by Gayle Degler. Seconded by Courtney Johnson. Carried.</p>	

***Next Meeting – February 9, 2021***