

Board of Directors Meeting
March 9, 2021
6:30 PM – Teams VIRTUAL Meeting
Meeting Minutes

1. Preamble

A. Call to Order – Board Chair, Chris Hansen at 6:33 PM

B. Determination of a Quorum

Board Members Present – Tom Redman, Betty Potasnak, Courtney Johnson, Amy Donaldson, Chris Hansen, John Green, Mike Beard, Sachin Isaacs, Darin Nelson, Gayle Degler, Lillian Somuah

Board Members Absent – Bev Higdem, Ruth Richardson

Staff Present – Jeff Hansen, Laura Gilkey, Eric Gentry, Jackie Lara, Molly Tellijohn, Dennis Bebus, Linda Leininger (minutes)

Guests: Julie Murphy & Trisha Skajewski (JMA)

C. Amendments to Agenda **Corn Growers Building. Motion Beard & Isaacs. Carried.**

D. Introductions – Welcome Chris welcomed Amy Donaldson, new Board member. Amy introduced herself and spoke about her family and work. In addition to working as the Playworks Director at Shakopee Mdewakanton Sioux Community (SMSC) for over 20 years as a Director, Amy also chairs the SMSC volunteer committee where she met and worked with both Jackie Lara and Jeff Hansen during popup food distributions. Chris asked that each Board member provide a brief update on their years of service on the board.

E. JMA Presentation (30 minutes) Julie Murphy and Trisha Skajewski
 Jeff introduced Julie & Trisha. JMA has written grants and working on Razors Edge to track our donations. We are going to have a Capitol Campaign and that hasn't been accomplished in many years. Julie shared a Power Point presentation. JMA is capable of development/fundraising/grant writing/identification as well as working with Legions, firms and large corporations, event management and design. Work with organizations across the region to assure that the organization is out front and awareness. Flexibility is important. Some of JMA clients have been with them for over 10 years. JMA provides an amazing staff with a history of writing and research. JMA is strong with Capitol Campaigns as well as Razors Edge. JMA has been working with CAP Senior Leadership including monthly newsletters to increase CAP brand awareness. A feasibility study will be sent out and was reviewed. As we embark on a Capital Campaign, we surveyed key supporters of the CAP Agency. Excellent feedback was received and Trisha explained the executive summary. Recommendation is to move forward with expectations of a \$3-3.5 million dollar campaign. Recommend to move forward with a 3-3.5 year campaign. Carver and Dakota County need more work and relationship building. The Board of Directors is very important. The "committee" must understand the campaign and make connections and attend meetings and outreach. It's hard work but very good work. A plan and timeline was provided to Jeff. Julie asked Trisha to share specifics on how board members can be involved. Who do you know, what companies are in your communities, can you attend events, can you set up a meeting to strengthen relationships? The donors haven't been cultured to continue donating. Each county is instrumental in the implementation of this grant. Dakota County is more of an "opportunity" than a challenge. We need to share what we are doing to build financial support for CAP. It's not concerning that the bulk of support comes from Scott County but that more work needs to be done in both Carver County and Dakota County. Jeff stated that we have to develop these types of relationships. We have great leadership to lead the programs and the agency and Jeff is planning to be in the communities and making connections to bring us to a healthy financial position that will help us in areas through the future. Not only to purchase a building but to have funding to do what is best for our communities. As an organization, CAP makes the biggest mark on Scott County. For survival purposes, there has to be more engagement with businesses in Dakota and Carver Counties. Revenue streams for each category over time will be beneficial to the future of the Agency. Courtney questioned the expense of moving and the potential of the campaign. Julie said that if there are improvements that need to be made, the agency would have the funding

plus money to pay off the building. Courtney questioned how JMA is paid. JMA is registered with the State of MN and is paid professional services by the hour or a retainer. JMA has experience in Capital Campaigns that have exceeded a great amount of funding and goals were met. In a Capital Campaign situation, JMA looks to the board for support to provide the services needed. Relationship and Fundraising is key. Jeff added that he is very aware that this board is going to be different things to enhance this process and when we find what works for you, that is what we will do. Tom Redman asked for a schedule/timeline and for information to educate the county on what the CAP Agency is. Trisha responded that county by county, there can be different strategies. Through communications or gatherings with individuals or groups. Jeff is interested in meeting with Rotaries and American Legions. CAP will come out stronger than when they entered. A lot of outreach, communication, research is needed. Social Media will be critical. Getting the Agency Directors (SLT) out in the communities will be key. CAP will count on each board member to make introductions to potential donors. Jeff added that the Board will have further discussions. Chris thanked both Julie and Trisha for presenting and their introduction of the Campaign.

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items Motion by Gayle. Seconded by Courtney. Carried.	Item #
A. Board Meeting Agenda – March 9, 2021	2A
B. Board Meeting Minutes – February 9, 2021	2B
C. Head Start 1. January Head Start Monthly Report 2. January Head Start Policy Council Meeting Minutes 3. Head Start Policy Council Reimbursement for Expenses Policy 4. Head Start Organizational Chart 5. Head Start Goals & Procedures 6. Internal Dispute Resolution/Grievance Policy (Head Start)	2C1 2C2 2C3 2C4 2C5 2C6

3. Action items

A. Credit Card Summaries – Agency & Head Start – 1/3/2021 through 2/3/2021 Items A-E have been reviewed by the Finance Committee. Chris asked about a charge on a credit card that was identified as false. Motion by Betty. Seconded by Mike. Carried.	3A
B. 1/31/2021 Grant Summary Jeff stated that the formats have been changed with a better understanding. No concerns on any grants at this time. Jeff explained grant reimbursement. Darin added that with the new Fiscal system, we are in a good routine with a successful audit. Motion by Darin. Seconded by Mike. Carried.	3B
C. 1/31/2021 Program Summary Motion by John. Seconded by Gayle. Carried	3C
D. 1/31/2021 Statement of Activities Motion by Darin. Seconded by Sachin. Carried.	3D
E. 1/31/2021 Statement of Financial Position Motion by John. Seconded by Mike. Carried.	3E
F. Minnesota Department of Education funds in the amount of \$14,812.39 (Head Start) Laura stated that this is extra funds from the state that are being allocated to Head Start programs in MN. There was information included in the packet. Chris asked about increasing staff hours. Laura respnded that the hours will used to compensate an individual that would normally be out for the summer but will be covering Motion by Betty. Seconded by Courtney. Carried.	3F
G. Minnesota Department of Education Pathways II Funds in the amount of \$225,000 (Head Start)	3G

<p>Laura stated that this is a grant for scholarship funds and we allocate the funds to a family that is over-income and provides funding for 15 children each year for \$112,500 each year. Motion by Mike. Seconded by Gayle. Carried.</p>	
<p>H. Purchase Agreement – Corn Growers</p> <p>Jeff announced that the purchase agreement has been signed by the County. The Executive Committee has approved, and Jeff will be signing the agreement tomorrow. The county has agreed to some of our financial requests in regards to the time line and it will be based on the sale of the current building. Documents will be drawn up to reflect the changes and the county will provide \$1.2 for the sale of the building in addition to \$500,000 for maintenance of the building. We will enter into a payment plan to the county on the 1st day of the month following the sale of the 712 Canterbury Road building. We will close in 30 days with a 15 day wait period. We are ready to move forward, and we are not obligated to make the purchase if something were to come up.</p> <p>Gayle asked for the appraised value of the Corn Growers building and the appraised value of 712. Jeff responded that construction individuals have indicated that the Corn Growers building exceeds the \$1.2 value as it couldn't be built for that amount. We started at \$1.9 and negotiated to \$1.2. The 712 building was estimated at \$5.2 a few years ago and we will be getting a new appraisal this spring. Our ownership of 712 is 1/3 of the total value. CAP owns 37% of the 712 building. Chris commented that there has been a lot of work by Jeff and Molly, and she thanked Mike Beard for his support in moving forward. The attorneys and the Executive Committee as well as the Finance Committee have reviewed and approved. Mike added that the Corn Growers building is listed at \$1.4 and \$1.2 is very generous. Mike is familiar with the appraisal and said it will be good when it wraps up. Mike has been pushing for terms of this loan and asked if there was a decision. Jeff said that a loan of up to 15 years was agreeable. Jeff thanked Commissioner Beard for his support and involvement in this adventure. Motion by Mike. Seconded by Gayle. Carried.</p>	

4. PRESIDENTIAL SERVICE AWARD

Sanya Pirani joined and provided updates. Hats, socks, mittens, and underwear was collected. A check for \$1,000 will be presented to the CAP Agency. Local initiatives and global initiatives were reviewed. Sanya met with Jeff and a food drive will be held with a goal of 1,500 pounds. Sanya reviewed accomplishments in 2020. Social media contacts were shared and Sanya is the recipient of the presidential award. Jeff thanked Sanya for her involvement and said that we are very proud of her and her accomplishments. Chris thanked Sanya for a wide array of involvement in the community. John thanked Sanya and stated that she is amazing and an inspiration. Sachin announced how proud he was for her selflessness and dedication. Eric thanked Sanya for her work and coordination of the works of the community. Chris congratulated Sanya and looks forward to seeing her again soon.

5. Updates and Discussion

<p>A. Executive Director Updates – Jeff Hansen The process of replacing Laura and Dennis have moved forward. There is a lot of interest in the position of HR Director so that is being fine-tuned. Anticipate having a new HR Director within 30 days. Replacement of HS Director is more complex. We have 3 external and 1 internal candidate. Jeff stated that he will be working with the PC and will include 2 members of the leadership team on this committee. Hoping to begin this interview process within the next 2 weeks. Policy Council must approve the HS Director as well as the Board and the Office of Head Start.</p> <p>The agency is in a good spot with a great audit and moving forward with our mission. Staff are working remotely as much as possible, business as usual.</p> <p>Anticipate hosting a barbeque at the end of April for staff and board members at the Corn Growers Building. Stay tuned for more information.</p> <p>Dennis added that essential front-line workers will be able to be vaccinated within the next week or so including Housing, Food Shelf and any other staff that work with clients. Jeff added that Laura is making COVID testing kits available to agency staff. Jeff said the agency is in good shape and we look forward to the next year.</p> <p>Dennis announced that he was leaving the CAP Agency at the end of next week and moving with his family to Florida. He thanked everyone for their support through his tenure. It has been an honor and you will be missed. Jeff thanked Dennis for his support since day one. Chris commented that on behalf of the Board, there is a great deal of thanks for his work, and he will be missed.</p>	
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<p>B. Community Project Updates – Jackie Lara Jackie commented that we are in the middle of MN Food Share Month is through Greater Minneapolis Community Connections. There will be more information coming out from JMA. Jeff added that we are looking at tripling our donations to the food shelf through JMA. The need exists and individuals are willing to donate.</p>	
<p>C. Head Start Updates – Laura Gilkey 1. CACFP Training A federal program that we receive funding from through claims in reimbursement for feeding HS children breakfast, lunch & snack. Claims are submitted based on the number of meals that were served. Great deal of documentation is retained. Federal review every 3 years based on CACFP. Board members are responsible for the oversight. Laura reviewed the areas that can cause defunding. Other Head Start funds are used to pay for adult meals so they can model for the children. 2. 70% of Head Start staff have received their COVID vaccinations. Staff that are interested in being tested for asymptomatic symptoms can be tested. We have 2 classrooms running on a virtual mode and others are in session. Information from the MHSA meeting today covered the possibility of new funding coming for COVID to prepare for or to respond to COVID. 3. Save the Date..... April 13th Shared Governance Training. Laura reminded the group of this meeting. Laura added that Danger Boat Productions will be providing the training on board and Policy Council responsibilities. Jeff added that the Board meeting will begin at 6:30 and move to Shared Governance Training at 7:30.</p>	<p>Page 37</p> <p>Page 39</p>
<p>D. Housing Updates – Eric Gentry 1. Beyond New Beginnings - Eric spoke about Beyond New Beginnings in Carver County which was formed as a 501c3 in February. This is helping individuals experiencing homelessness and focuses on women and children coming from New Beginnings. Housing and childcare opportunities are provided to empower individuals to search for employment or continue their education. CAP will be there to cultivate the partnership. The building was funded by the Carver County CDA. There are a number of great partnerships involved with this project. Chris is very thankful for this opportunity to develop this partnership that has been needed for a long time. 2. HOME 2021 rehab project The Bryant Avenue project is an old building and requires repairs. CHDO has allowed us a good amount of funding and through a partnership with a CAP Agency in Rochester, we will be able to update this building within the next 3-4 months. Updates will be made available in future board meetings</p>	
<p>E. Board Committee Updates 1. Executive Committee – Chris Hansen Executive Committee meeting revolved around the purchase of the Corn Growers building. 2. Finance Committee – Darin Nelson Darin stated that the Finance Committee reviewed January financials and we are in a good position with a great audit and a new financial system. Feeling more comfortable all the time. FC also discussed funding for the Corn Growers Building.</p>	
<p>F. Board Chair Report – Chris Hansen Board is providing feedback on Jeff's performance and Chris is hoping to get this completed by tomorrow morning. A summary will be provided to Chris and John and they will meet with Jeff with a summary report to the Executive Committee in April. Another thank you to Dennis.</p>	
<p>G. Other Business no other business</p>	
<p>H. Adjournment Motion by Amy to adjourn. Seconded by John. Carried.</p>	

Next Meeting – April 13, 2021

