

**Board of Directors Meeting
 April 13, 2021
 Teams VIRTUAL Meeting
Meeting Minutes**

1. Preamble

A. Call to Order – Board Chair, Chris Hansen at 6:30 PM
B. Determination of a Quorum Board Members Present – Gayle Degler, Courtney Johnson, Chris Hansen, Betty Potasnak, Sachin Isaacs, Darin Nelson, John Green, Amy Donaldson, Lillian Somuah Board Members Absent – Mike Beard, Beverly Higdem, Ruth Richardson, Tom Redman Staff Present – Jeff Hansen, Eric Gentry, Laura Gilkey, Molly Tellijohn, Jackie Lara, Linda Leininger (minutes) Policy Council Liaison – Himanot Belay
C. Amendments to Agenda Biennial OEO add to 3D and move Head Start to E and F. Motion to approve with amendments by Gayle Degler. Seconded by Betty Potasnak. Carried.
D. Introductions - Welcome

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items Motion by John Green to approve. Seconded by Courtney Johnson. Carried.	Item #
A. Board Meeting Agenda – April 13, 2021	2A
B. Board Meeting Minutes – March 9, 2021	2B
C. Head Start 1. February Head Start Monthly Report 2. February Head Start Policy Council Meeting Minutes	2C1 2C2

3. Action items

Chris stated that the area of Action Items is being changed. The credit card summaries will be kept separate while the financial statements will be combined. The Finance Committee reviews in great detail all financial statements at their monthly meetings prior to providing this information to the full Board.

A. Credit Card Summaries – Agency & Head Start – 2/3/2021 through 3/3/2021 Motion by Betty Potasnak. Seconded by Gayle Degler. Carried.	3A
B. 2/28/2021 Grant Summary; Program Summary; Statement of Activities; Financial Position No questions. Motion by Darin Nelson. Seconded by John Green. Carried.	3B
C. Energy Assistance Program 2021-2022 Renewal Eric explained the information regarding Energy Assistance (LIHEAP) for the year of 2022. Eric reviewed the documents and stated that the total amount is not yet known but we anticipate it being comparable to 2019 funding. Motion by Sachin Isaacs. Seconded by Courtney Johnson. Carried.	3C
D. Biennial OEO Grant Eric stated that the OEO Grant is for emergency assistance/services which provides money to fund for motel vouchers and staff to assist clients. This is a slight increase from what we requested 4 years ago as there wasn't a grant application 2 years ago because of COVID so	3D

<p>the amount remained the same. This grant will be effective from this year through 2023 in the amount of \$ 955,400 this biennium round. In comparison to the last biennium request, this is an increase of \$57,548 for the biennium or \$28,774 annually. Motion by John Green. Seconded by Gayle Degler. Carried.</p>	
<p>E. CARES Carry Over Request Laura stated that the Head Start program received \$217,000 last year and have some remaining. After the grant period of one year, it is necessary to request a carryover which is \$56,746. This amount must be spent by January 2022. Motion by Betty Potasnak to approve request. Seconded by Darin Nelson. Carried.</p>	3E
<p>F. COLA (Cost of Living Allocation) Funding Laura stated that the Office of Head Start has issued a COLA for each grantee in the amount of 1.22% for \$38,801 to increase salaries and fringe benefits for Head Start employees. This is retroactive to February 1, 2021. Gayle asked how this was divided by employee. Laura stated that it's 1.22% of each Head Start staff salary and fringe of the Federal allocation. Chris asked if this impacts other CAP Agency employees. Jeff will update in his area but at this time, it does not include other CAP Agency staff. Laura added that this is just based on the salary of federal funding only which equates to approximately 85% of our funding. After doing all the math, it comes to about 1% of the total salary. Motion by Gayle Degler. Seconded by Amy Donaldson. Carried.</p>	3F

4. Updates and Discussion

<p>A. Executive Director Updates – Jeff Hansen Jeff stated that COLA was not budgeted for this budget year and the uncertainties of what 2021 was going to look like. Now that Head Start has been awarded COLA, Jeff is interested in providing an increase to remaining CAP staff so he will be sitting down with Molly to find a way to make this happen. Within the next month, we hope to have the results and will bring it to the Finance Committee as well as the Executive Committee. Gayle questioned what percentage of staff are paid by Head Start and the response was approximately 48% of the staff. This will be discussed at greater length soon. John is looking forward to hearing more about how this will work in the agency budgets.</p> <ul style="list-style-type: none"> • An appraisal has been completed for the 712 Canterbury Building. Because the county is the majority owner of this property, they will be posting the sale soon. Jeff will keep Chris informed and bring updates to the board at the May meeting. • An estimated cost to renovate our new facility, formerly the Corn Growers building, was discussed. There is a cost to remodel the warehouse which will accommodate the food shelf and some staff offices. The costs are coming in slightly higher, but we will be bidding with contractors. We anticipate closing without difficulties by the 26th of April. Molly along with the Finance Committee and SLT will be involved in making the move most affordable. We anticipate having construction done within 3 months. • New Human Resource Director, Amber Butcher from People Serving People has been hired. Very enthusiastic and a lot of experience and great ideas for staff engagement. Amber will begin on April 26th. • Interviews began on April 12th for the Head Start Director position. The Policy Council Chair, Molly, Jackie, Holly Schulz and Jeff are on the interview committee. The format has provided very good dialogue and after the interview, the group stayed on to continue discussion. Three interviews are scheduled for next week. If someone jumps out, we will offer the position. If we feel there is the need for a second interview, those will be conducted. Jeff stated that he will not rush into the hiring as it has to be the right person for this job. • Reminder that the Shared Governance Training begins at 7:30 PM via Zoom today. • Jeff is working with JMA on completing the Agency Annual Report as well as the Agency Community Assessment. The last Assessment was completed in 2015 and we need to get this completed by June if possible. After those 2 projects are completed, JMA will move into the fundraising mode. We anticipate that the cost of this community assessment will be roughly ½ of the last assessment. • Jeff announced that the Agency does have a Thrift Store, but we need to think long and hard about what it brings to the agency. The revenue, the services, moving expenses, etc. There is a lot to be sorted through on this before a decision is made. Prices of property have not reduced, and we continue to search for a property that we feel would be ideal and affordable. More discussion will be held at a later date. • We will continue to work as is with staff working from home until we move into the new building in Shakopee. Housing staff have been in the buildings more. There will be much discussion on who will be officed and how the Shakopee building will be laid out. Until the Shakopee office move is completed, there will not be a change in staff working remotely. 	
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<ul style="list-style-type: none"> • Jeff has been approached by an organization about accepting donating vehicles so that discussion will continue. • Jeff anticipates that the full board will be involved on when members are interested in coming together as a group in person or continuing via Teams. CAP does not have the space to hold meetings so the meeting location would also have to be determined. • We are trying to run the Esperanza summer program and soccer clinics and have considered perhaps running it through the Head Start program. Jeff has met with Laura, Jackie & Mary to discuss options. If anyone has ideas on funding this program, let Jeff know. 	
<p>B. Housing Updates – Eric Gentry</p> <p>Eric updated the board on the submission of the FHPAP grant (allows for rent assistance and mortgage payments). This will be our 12th year and we have been selected to receive this funding. We will be partnering with HIS House and United Way 211. The grant is due to the State in May and we will be working with Carver and Scott counties to complete and submit the final grant.</p> <ul style="list-style-type: none"> • Also, the FHPAP grant in Dakota County. Also 12 years+ running for CAP to be a subgrantee. Affordable Housing Trails Edge South will be located in Waconia and CAP will be the supportive housing agent. West Creek Apartments another affordable housing project in Carver County (across the highway from the bussing garage in Chaska) is also moving ahead. For this project we will be the management company rather than the Service Provider. • Jeff added that Eric is very involved in many areas of the CAP service area and he and CAP Housing staff will provide updates at the next meeting. If individuals are interested, we could rent a small bus to get Board members to see our properties. Chris and Gayle are very excited about the housing opportunities in Carver County. • Eric stated that about 15 years ago, the Agency took a HOPE loan of \$413,000 through Dakota County CDA. Eric worked with Gary Johnson and Joe Vaughan to work with Dakota county CDA to expand the loan to a 20-year loan, rather than 15 years. The County board continues to be supportive of this program and CAP as a whole. 	
<p>C. Community Project Updates – Jackie Lara Jackie stated that as an initiative of the Justice Task Force at CAP, there will be an EID celebration celebrating the end of Ramadan. At this time, we are planning a celebration for 3 hours on May 10th and May 11th, held at the Mosque in Shakopee. Culturally appropriate gifts will be available. Sachin asked for a flyer with more information on this. Jackie will send the information to the full board.</p>	
<p>D. Board Committee Updates</p> <ol style="list-style-type: none"> 1. Executive Committee – Chris Hansen Chris stated that the Executive Committee meeting was held earlier tonight and no additional information. 2. Finance Committee – Darin Nelson Darin commented that the Finance Committee met, and reviewed financials and Molly has a good handle on the situation. Sachin said it was an efficient meeting. 	
<p>E. Board Chair Report – Chris Hansen Chris commented that the annual review for Jeff has been conducted and it was a smooth process. SLT and Board members in addition to Jeff contributed to the review. There was a meeting between Chris, John and Jeff that took a few hours, and everything is going well. The Executive Committee reviewed and approved tonight. John added that it was a great process and went well and very productive. Jeff thanked the members for their feedback.</p>	
<p>F. Other Business None.</p>	
<p>G. Adjournment Motion by John Green to adjourn at 7:19 PM. Seconded by Courtney Johnson. Adjourned.</p>	

Next Meeting – May 11, 2021