

**Board of Directors Meeting
 and
 Annual Meeting
 October 8, 2019
 6:30 – 8:00 pm
 712 Canterbury Rd S
 Shakopee MN 55379**

Meeting Minutes

1. Preamble

A. Call to Order – 6:35 PM by Beverly Higdem
B. Welcome and Introductions. Moment of Silence for Joe Vaughan.
C. Determination of a Quorum Board Members Present – Beverly Higdem, Chris Hansen, Nate Bostrom, Mike Beard, Lawrence Kamara, Rhonda Nau, Gayle Degler, Courtney Johnson Policy Council Liaison: Diane Wolden Board Members Absent – John Green, James Latiker, Tom Redman, Sandy Wood, Lillian Somuah Staff Present – Molly Tellijohn, Dennis Bebus, Jackie Lara, Eric Gentry, Laura Gilkey, Jennifer Baker, Cari Hoffbeck, Karen Perram, Linda Leininger (minutes) Guest: Lloyd (Prior Lake resident)
D. Amendments to Agenda Remove action item F – for further review
E. Public Comment No comments

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items Motion by Degler. Seconded by Beard. Carried.	Item #
A. Board Meeting Agenda – October 8, 2019	2A
B. Board Meeting Minutes – September 10, 2019	2B
C. Head Start 1. August Policy Council Minutes 2. August Monthly Report 3. Program Information Reports	2C1 2C2

3. Action items

A. Approve FY2020 Slate of Board Officers and Executive Committee: Chair – Bev Higdem Vice Chair – Chris Hansen Secretary – Betty Potasnak	
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<p>Treasurer – John Green Representative At-Large – Nate Bostrom</p>	
<p>Jennifer reported that the vote was conducted electronically with 10 yes and 4 no vote.</p>	
<p>B. Nominate and Approve FY2020 Board Committee members:</p> <ol style="list-style-type: none"> 1. Finance Committee 2. Governance Committee 3. Strategic Implementation Committee 4. Head Start Liaison <p>Nominate and approve Finance Committee chair and committee: John Green, Mike Beard, Darin Nelson. Motion by Beard. Seconded by Bostrom. Moved.</p> <p>Governance Committee – Nate reported that Vice-Chairperson becomes the chair of the Governance Committee. Chris is the new Vice-Chair and fellow committee members are Gayle Degler and Nate Bostrom. Mike Beard moves that the board suspends the by-laws to allow Bostrom to chair the Governance Committee. Motion by Beard. Seconded by Hansen. Moved.</p> <p>Looking for two other committee members. Nau is interested and will represent Scott County. Kamara will represent Dakota County. Motion by Bostrom. Seconded by Degler. Moved.</p> <p>Strategic Implementation Committee – Chris Hansen chair, Betty, Nate, Rhonda and Liz Carlson are the current committee. Meetings are held every other month and meetings will be held same day as regular board meetings. Motion by Hansen. Seconded by Beard. Carried.</p> <p>Head Start Liaison is currently Rhonda Nau. Rhonda is interested in continuing in that capacity. Motion by Bostrom to appoint Nau as Head Start Liaison. Seconded by Beard. Moved.</p>	
<p>C. Review and Approve the submission of the Federal Head Start/Early Head Start Application</p> <p>Laura stated that the Grant to fund the Head Start program would be effective on July 1, 2020; 60-month project period with five 12 month budget periods. This is a competitive grant. The board discussed the grant application. Motion by Nau. Seconded by Beard. Moved.</p>	3C
<p>D. Approve authorization of Laura Gilkey to be designated as the Identified Official with Authority for Education Identity Access management</p> <p>This allows Laura to be the Identified Official with Authority for the Minnesota Department of Education Pathways II Grant which allows her to designate who will enter the data and who will approve the submissions. Motion by Degler. Seconded by Beard. Moved.</p>	3D
<p>E. Approve authorization of Molly Telljohn as Agency signatory</p> <p>Motion by Beard. Seconded by Potasnak. Moved.</p>	
<p>F. Review and Approve Agency Wireless Communication Device Use Guidelines</p> <p>Removed from agenda</p>	3F
<p>G. Financial Reports</p> <ol style="list-style-type: none"> 1. VISA Card Summaries – August 2019 Head Start and Agency 2. August Agency Financial Report 3. August Grant Summary Report 	3G2 3G3

Beard questioned if the finance committee reviews the credit card and financial reports. Molly stated yes. Motion by Beard to accept the Financial Reports. Seconded by Degler. Carried.

4. Updates and Discussion

A. Head Start – Laura Gilkey and Diane Wolden

Laura spoke about a former Head Start student in our program and the impact the teacher made on his life.

Finished submitting materials for the federal review and waiting for feedback on the results. We are applying for the Competitive Grant which is due on November 12th. The regular 12-month grant is due on November 1st which is funding for a 5-month period.

We continue looking for a few more classroom staff.

Diane spoke about the last Policy Council meeting which was held at the Mediterranean Café. Increasing the wait list is important.

B. Communications Update – Jennifer Baker

Jennifer has resigned and will be starting on October 21st as the MN Zoo Communications Coordinator. The Holiday Project is going well with client sign-ups. Emails and social media pieces are set through December. Jackie Lara is taking over the Holiday Project. Adopt a Family, Toy Distribution and Adopt a Senior sign-ups will take place. Jackie Lara will be your contact person.

Project Student Success went well. We have extra backpacks and will distribute to Adopt a Family clients.

Gala is November 14th and Michelle Franke will be the point person for this event. Michelle was very instrumental with the Gala last year and is doing an excellent job this year. Tickets are \$40. There will be awards as well as a tribute to Joe.

Marketing of PCC could change and that's going well.

Bev thanked Jennifer for staying and her support at the Agency.

Rhonda spoke about PCC and the supports she received.

Eric spoke about PCC and the impact a simple haircut made to a gentleman. Eric has the summary of the event and will present at the next meeting.

C. Board Committee Updates

1. Executive Committee – Bev Higdem – 9/10/18 and 9/24/19 minutes attached

2. Finance Committee – John Green – 9/24/19 minutes attached

3. Governance Committee – Nate Bostrom

4. Strategic Implementation Committee – Chris Hansen. Met tonight and will meet in December.

4C1

4C2

4D

D. Committee Sign-Ups

E. CAP Leadership Update and Discussion

Bev asked SLT for updates. No updates.

F. Board Chair Report –Bev Higdem

Executive Committee has met a couple times about how to fill the position of Executive Director. The job will be posted on October 14th and closed on October 25th. A hiring committee now consists of Bev, Betty, Chris, John and 3 more volunteers. Dennis Bebus is the point person and will lead the charge. Dennis will provide the link of the job posting to the full board including the sites we are advertising. Rhonda Nau and Gayle Degler are interested. Bev prefers morning interviews. The goal is to have 5 board members at each interview. If you are interested in the interview committee, contact Bev.

G. Other Business

Jennifer said that the Agency has received overwhelming donations in Joe's memory. He will continue to be missed.	
H. Adjournment Motion by Bostrom to adjourn at 7:35 PM. Seconded by Johnson. Carried.	

Note: Next CAP Board meeting will be held on Tuesday, November 12, 2019 at 6:30 PM