

Board of Directors Meeting
January 14, 2020
6:30 – 8:00 pm
712 Canterbury Rd S
Shakopee MN 55379

Meeting Agenda

1. Preamble

A. Call to Order – 6:35pm
B. Welcome and Introductions.
C. Determination of a Quorum Board Members Present – Betty Potasnak, Tom Redman, John Green, Rhonda Nau, Bev Higdem, Courtney Johnson, Chris Hansen Board Members Absent – Gayle Degler, Lillian Somuah, Mike Beard, Lawrence Kamara, James Latiker, Sandy Wood, Nate Bostrom Staff Present – Laura Gilkey, Molly Tellijohn, Dennis Bebus, Eric Gentry, Jackie Lara (minutes), Cari Miller, Karen Perram
D. Amendments to Agenda
E. Public Comment

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items Rhonda motioned. Courtney second. None opposed. Motion carries.	Item #
A. Board Meeting Agenda – January 14, 2020	2A
B. Board Meeting Minutes – November 12, 2019	2B
C. Head Start 1. October Policy Council Minutes 2. November Monthly Report	2C1 2C2

3. Action items

A. ESG Shelter Workplan and Budget Amendment for 2019-2021 Emergency Solutions grant through DHS OEO – funds are \$50,000 per year that help place clients in a shelter. Grant was awarded for July 1, 2019 through June 30, 2021. There are only 2 ESG recipients in the Metro. We could be approved for an additional \$100,000 (over the course of 2 years), due to another grantee dropping out. Potential pilot of working with local hotels to block rooms and receive them at a lower cost. Need approval for receiving additional money and	3A
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<p>expansion of the program. Continuation of grant beyond 2021 cannot be guaranteed, as it depends on applications and funding streams. Rhonda motioned. Tom second. None opposed. Motion carries.</p>	
<p>B. MAAA 2020 Contract Approval for Senior Nutrition This is a continuation of the 5-year grant that was awarded in 2019. This is to continue into year 2 with the same funding as 2019. Board approval needed to continue the grant into the 2nd year. Courtney motioned. John second. None opposed. Motion carries.</p>	3B
<p>C. Financial Reports 1. Credit Card Summaries – December 2019 2. October and November Agency Financial Report 3. October and November Grant Summary Report First 2 months of a new fiscal year. Molly reports we are starting as expected and working on building up reserves. Many grants are on a reimbursement model, so we may have not received any revenue yet to reflect in the reports. The Grant Summary gives the finance team an opportunity to review and follow-up on grants that are underspending. John motioned. Chris second. None opposed. Motion carries.</p>	3C1

4. Updates and Discussion

<p>A. Head Start – Laura Gilkey Head Start nationally received additional funding that we would be eligible to apply for in the next year. Head Start plans to apply for additional funding to support COLA and expansion of EHS. Angie Craig came to the Rosemount classroom to visit with the Head Start class. The MN HS Executive Director and National HS representative, Tommy Sheridan, were both present at the visit. Head Start is close to securing a new site in Farmington, just waiting for a lease agreement. HS would close the Rosemount site and move students to the Farmington site.</p> <p>B. Community Projects Update – Jackie Lara Hope for the Holidays project was successful again in 2019. We had a total of 2285 clients receive gifts this holiday season – 917 adopt-a-family, 796 toy distribution, 572 adopt-a-senior. We had over 300 individual donors supporting these 3 projects. Clients were extremely grateful for the extra support during the holiday season. Seniors sent in numerous thank you cards (passed around board meeting) to share how grateful they are that others are thinking of them. Jackie appreciated the support she received from all CAP Agency staff, as they are so important to enroll families in need and gifts are distributed out to clients. Gala update: Molly reports we had about \$19,461 in net proceeds. We had higher attendance this year, near capacity.</p> <p>C. Board Committee Updates 1. Executive Committee – Bev Higdrem – minutes attached 2. Finance Committee – John Green – minutes attached – Monitoring report that the deficiency has been removed for Head Start. Still had to apply in the competitive process for Head Start Federal grant. Will find out in Spring/Summer. Quick turn around for audit of FY19 this year, which is an improvement from previous years. Wipfli will present the audit to the full board at the February board meeting. Audit process went very well this year, thanks to Molly and her finance team. Form 990 will be completed in late January and will be approved at the next board meeting. Finance committee will review policies of purchasing cards when a new Executive Director starts. 3. Governance Committee – Nate Bostrom – minutes attached – tabling items 4. Strategic Implementation Committee – Chris Hansen – have not met recently, hoping to meet at 5:30pm in February prior to the board meeting.</p> <p>D. CAP Leadership Update and Discussion Successfully transitioned from semi-monthly to bi-weekly pay period as of January 1, 2020. This</p>	
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<p>was suggested due to benefits to employees, consistency of time card approvals, time savings for fiscal processing.</p>	
<p>E. Board Chair Report – Bev Higdem Executive Director search update – narrowed the pool to 4 candidates. Meeting tonight after the board meeting to discuss next steps and reference checks. Search committee was hoping to be done this week, but there are very good candidates. So, there may be another phase in this process to narrow down the candidates. Hoping to have a new Executive Director in place at the February board meeting. Bev noted that the Search Committee has put a lot of work into this process. Dennis echoed how grateful he is to the Search Committee for their participation and accommodation to meet the needs of this process. Thank you to the Search Committee for their hard work during this process and Bev thanked Dennis for coordinating and prepping for the interviews.</p>	
<p>F. Other Business</p>	
<p>G. Adjournment – 7 :20pm Rhonda motioned. Tom second. None opposed.</p>	

Note: Next CAP Board meeting will be held on Tuesday, February 11, 2020 at 6:30 PM