



The CAP Agency assists and empowers people to achieve social and economic well-being by providing services in partnership with our communities.

**Board of Directors Meeting
November 12, 2019
6:30 – 8:00 pm
712 Canterbury Rd S
Shakopee MN 55379**

Meeting Agenda

1. Preamble

A. Call to Order – 6:47pm
B. Welcome and Introductions Francie Mathes, Director of Office of Economic Opportunity, which provides many grants to CAP Agency. Thank you to the Board of Directors for their service. Visit today to provide support and guidance. OEO would like CAP Agency to stay strong during this time of change. Andy Grewell will provide monitoring, training and technical assistance. OEO is here to move us through this next stage of the agency. Francie brings us greetings from Bill Grant, Executive Director at MN CAP, as he was unable to attend tonight. Bill is extending his support and guidance, if needed.
C. Determination of a Quorum Board Members Present – Betty Potasnak, Nate Bostrom, Gayle Degler, Tom Redman, John Green, Rhonda Nau, Bev Higdem, Courtney Johnson, Lillian Somuah Board Members Absent – Mike Beard, Lawrence Kamara, James Latiker, Sandy Wood, Chris Hansen Staff Present – Dennis Bebus, Jackie Lara (minutes), Stephanie Pierson, Laura Gilkey, Eric Gentry Guests – Dilshad Pirani, Sanya Pirani, Francie Mathes, Andy
D. Amendments to Agenda Table action item B. Review and Approve Agency Wireless Communication Device Use Guidelines
E. Public Comment

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items Courtney motioned. Gayle second. None opposed.	Item #
A. Board Meeting Agenda – November 12, 2019	2A
B. Board Meeting Minutes – October 8, 2019	2B
C. Head Start 1. September Policy Council Minutes 2. September Monthly Report 3. Head Start Weather Closing Policy 4. Head Start Program Plan	2C1 2C2 2C3 2C4

3. Action items

<p>A. Approve the Head Start & Early Head Start Eligibility and Enrollment Criteria Language changes to kinship criteria and categorical eligibility. John motioned. Rhonda seconded. None opposed.</p>	3A
<p>B. Review and Approve Agency Wireless Communication Device Use Guidelines Action item tabled due to changes to the policy from legal counsel.</p>	3B
<p>C. Financial Reports 1. Credit Card Summaries – September 2019 2. September Agency Financial Report 3. September Grant Summary Report 3rd consecutive month where we are seeing an improved analysis. Finance team preparing for the financial audit and starting preliminary work. Financials show a positive change in net assets with FY19 end. John said that he feels good about where we are at this point. Molly and her team have done a good job getting information to Finance Committee in a timely manner. John motioned. Gayle seconded. None opposed.</p>	3D1 3D2 3D3

4. Updates and Discussion

<p>A. Head Start – Laura Gilkey Updates: Submitted competitive grant. Awaiting response – won't know until June 2020. 5-year grant period would end 1/31/20; application for extension from 2/1/20-6/30/20 not competitive. Fully expecting the extension awarded, as the grantor would like services to continue through 6/30/20. Laura will keep board updated as things develop. Head Start has a nice partnership with Metro State. Students evaluated dental outcomes with Head Start children. Each semester, this partnership will continue and looking at future prevention and education that can happen for HS and EHS children and families. 1. CACFP Training – See attached Annual Board Training agenda. Board members should be aware of what can happen with a serious deficiency (handout provided).</p> <p>B. Project Community Connect Update – Eric Gentry Event summary attached.</p> <p>C. MAAA 2020 Renewal Application for Senior Nutrition – Jackie Lara A renewal application was submitted for year 2 of 5 year grant with MAAA. This application does not need board approval. We applied for the same amount of funding received in 2019, which is \$563,194.</p> <p>D. Community Projects Update – Jackie Lara 1800 individuals sponsored in our Hope for the Holidays Program to provide gifts to children this holidays season. Client registration is closed, as all spots have filled. Donors continue to come in. Adopt-a-senior is part of the holiday project, but we are waiting on final donor numbers.</p> <p>E. Board Committee Updates 1. Executive Committee – Bev Higdum – will discuss more in Board Chair report. 2. Finance Committee – John Green – review of finances as mentioned earlier in meeting. Purchase card will be part of finance review. 3. Governance Committee – Nate Bostrom – Working to recruit volunteers for committees. Nate recommends that Tom Redman would make a good addition to the Facilities Committee. Nate to connect with Lillian and James to discuss committee work. There is a need for a Scott County government official and private sector board member. There is a need for 2 Dakota County public official. Language in bylaws is restricted to wait for Dakota County to provide appointments. Governance committee will rewrite bylaws to reflect need for change in Dakota County appointments. 4. Strategic Implementation Committee – Chris Hansen – no updates</p>	
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<p>F. CAP Leadership Update and Discussion Transition team meeting semi-monthly and continue regular communication and contact. Transition team had a meeting with OEO recently to ensure things are continuing to operate smoothly. Courtney asked how things are going with the Executive search. 44 applications received. Board members in the Search Committee can review all applications and resumes received. 10 strong applications discussed with 5 members of the Search Committee. Bev indicated the Search Committee will review current applications and shrink pool down to select interview candidates. Ultimately, the pool will move to 3 candidates to introduce to the Senior Leadership Team.</p>	
<p>G. Board Chair Report –Bev Higdem Gala is November 14, 2019. Michelle Polson is still taking donations until the last minute. Bev will speak at the Gala. Bev hopes everyone can make it to the Gala.</p>	
<p>H. Other Business 1. Sanya Pirani presentation – CAP Agency Ambassador updates: Moment of silence for Joe Vaughan. SHFC 2019 Contributions: 7 speaking engagements, 13 projects to fundraise for 10 efforts, 735 volunteer hours from January to November 2019. Cereal drive provided 608 lbs of cereal in May 2019. Net profit \$1050 from Bowling for Hunger Event, as well as 1,388 pounds of food for the Food Shelf. In April 2019, 3,300 books were donated. Fundraising of socks and underwear for PCC event. Scare Hunger event raised 1,196 pounds of food for Food Shelf. CROP Hunger walk raised \$195 and 240 lbs of food for Food Shelf. SHFC committed to adopting 20 individuals (\$1000) and continuing to fundraise. Christmas Bag Project (5th year) this year will serve children at Launch Ministry and Families Moving Forward in our community. Volunteers needed for SHFC Christmas Bag event which takes place Dec 7th from 10:30-1:30pm (lunch is provided) – link to sign up will be sent to Board Members and posted on CAP Agency’s website. SHFC is proposing to CAP to have a Joe Vaughan Homeless Shelter and help with the Christmas Bag Project for local homeless children. Wants to have a homeless shelter to remember Joe Vaughan, as CAP Agency deals with homeless population. Dennis will work with SHFC to ensure communication about events goes to a group of employees at CAP Agency to ensure partnership continues in Joe’s absence. SHFC presented a check of \$1,050 to CAP Agency.</p>	
<p>I. Adjournment Meeting adjourned at 7:57pm. Rhonda motioned. Gayle seconded. None opposed.</p>	

Note: Next CAP Board meeting will be held on Tuesday, December 10, 2019 at 6:30 PM