

**Board of Directors Meeting**  
**September 10, 2019**  
**6:30 – 8:00 pm**  
**712 Canterbury Rd S**  
**Shakopee MN 55379**

**Meeting Agenda**

**1. Preamble**

<b>A. Call to Order – 6:40pm</b>
<b>B. Welcome and Introductions</b>
<b>C. Determination of a Quorum</b> <b>Board Members Present – Betty Potasnak, Chris Hansen, Nate Bostrom, Gayle Degler, Tom Redman, John Green, Rhonda Nau (phone), Bev Higdem (phone)</b> <b>Board Members Absent – Mike Mayer, Mike Beard, Lawrence Kamara, James Latiker, Lillian Somuah, Ron Ceminsky, Courtney Johnson, Sandy Wood</b> <b>Staff Present – Joe Vaughan, Molly Tellijohn, Dennis Bebus, Jackie Lara, Eric Gentry, Karen Perram, Cari Miller, Jennifer Baker (minutes)</b>
<b>D. Amendments to Agenda</b> Item 4D added Moved by Gayle, seconded by Tom. Motion carried.
<b>E. Public Comment</b>

**2. Consent Agenda**

<b>Board Action Requested:</b> To review and approve Consent Agenda Items Moved by Tom, seconded by Gayle. Motion carried.	Item #
<b>A. Board Meeting Agenda – September 10, 2019</b>	2A
<b>B. Board Meeting Minutes – August 13, 2019</b>	2B
<b>C. Head Start</b> 1. June Policy Council meeting minutes 2. July Head Start Program Monthly Report 3. Head Start Organizational Chart 4. Head Start Program Plan (center locations and class times)	2C1 2C2 2C3 2C4

**3. Action items**

<b>A. Review and Approve Head Start CACFP (Child &amp; Adult Care Food Program) Budget</b>	3A
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<p>A revised budget was distributed to the Board. This is a grant from the USDA that is used for classroom meals for the Head Start students.</p> <p>Moved by John, seconded by Betty. Motion carried.</p>	
<p><b>B. Review and Approve Head Start Federal Grant Application</b></p> <p>The grant runs Feb 2019-Jan 2020. The grant will be extended through the school year to June 30<sup>th</sup>.</p> <p>Moved by Gayle, seconded by Tom. Motion carried.</p>	3B
<p><b>C. Review and Approve Head Start Annual Report</b></p> <p>Joe replied to a question from Tom that United Way funding has ended.</p> <p>Moved by Chris, seconded by Betty. Motion carried</p>	3C
<p><b>D. Review and Approve Head Start Self-Assessment</b></p> <p>This year saw an improvement in teacher retention, continued improvement is being pursued.</p> <p>Moved by John, seconded by Chris. Motion carried.</p>	3D
<p><b>E. Review and Approve Head Start Program Information Report (PIR)</b></p> <p>The PIR reports include primarily demographic information for our Head Start students and families.</p> <p>Moved by Tom, seconded by John. Motion carried.</p>	3E
<p><b>F. Review and Approve Early Head Start Program Information Report (PIR)</b></p> <p>Moved by Rhonda, seconded by Chris. Motion carried.</p>	3F
<p><b>G. Review and Approve the State of MN Low Income Home Energy Assistance Program Federal Fiscal Year (FFY) 2020 Grant Contract</b></p> <p>Funding for the 2020 EAP season is soon to be released by the State of MN Commerce department. Therefore, the residual dollars of the \$4,233,164 amount from the 2019 budget year will carry us through until the 2020 NFA is released.</p> <p>Moved by Gayle, seconded by Chris. Motion carried.</p>	
<p><b>H. Review and Approve CAP Agency FY 2020 Budget</b></p> <p>Joe highlighted several budget assumptions including Senior Nutrition becoming more financially sustainable, a new duplex property run by CAP housing, reorganization of Thrift Shop management, and the completion of the Shakopee office lease (CAP will own its portion at the end of 2019.) There are few unknowns this fiscal year. This is a conservative budget as we work to rebuild our cash reserves.</p> <p>Moved by Gayle, seconded by Betty. Motion carried.</p>	3H
<p><b>I. Financial Reports</b></p> <p>1. VISA Card Summaries – July 2019 Head Start and Agency 2. July Agency Financial Report</p> <p>The finance committee will be meeting monthly, which will allow data to be reviewed in a timely manner and allows Molly to close the books on the month prior to the Board meetings. John commented that the Visa summaries will be given more scrutiny by the finance committee as well. The finance committee needs another member.</p>	3I

Approval of the financial reports including the Visa Card Summaries moved by John, seconded by Betty. Motion carried.	
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#### 4. Updates and Discussion

<p><b>A. Head Start</b> – Laura Gilkey and Diane Wolden 1. Quality Improvement Plan Update All materials were sent in on time prior to August 25<sup>th</sup>. There will be a conference call with our Head Start monitor on September 12<sup>th</sup> which John will be a part of. Joe commented that he is feeling confident in the process and that we look forward to the call.</p> <p><b>B. Project Community Connect Update</b> – Eric Gentry Tomorrow is the 10<sup>th</sup> annual Project Community Connect event from 10am-6pm. All Board members are invited and encouraged to attend at any time throughout the day. The event will be at Canterbury Park Expo Center.</p> <p><b>C. Board Committee Updates</b> 1. Executive Committee – Bev Higdeme – 8/13/19 minutes attached 2. Finance Committee – John Green – 8/13/19 and 8/8/27/19 minutes attached 3. Governance Committee – Nate Bostrom 4. Strategic Implementation Committee – Chris Hansen</p> <p><b>D. Discussion of FY20 Slate of Board Officers and Executive Committee</b> Slate recommended by the Executive Committee: Chair – Bev Higdeme Vice Chair – Chris Hansen Secretary – Betty Potasnak Treasurer – John Green Representative At-Large – Nate Bostrom If you have an interest in the Executive Committee or any other committee, please contact Joe or Bev. This will be sent out for an electronic vote September 23<sup>rd</sup>.</p> <p>Both Ron Ceminsky and Mike Mayer’s terms are ending at the end of this month. Information on open positions on the Board will be sent out.</p> <p><b>E. CAP Connections Updates</b> Project Student Success reached 705 families and 1,603 students this year. Hope for the Holidays is starting soon, information on this will be going out in the next week. Volunteers and donors will be needed! On Sept 18<sup>th</sup>, Jennifer will be meeting with marketing students at UW River Falls. Through a partnership with their professor, the class will spend the semester creating new branding and marketing materials for PCC 2020.</p>	
<p><b>F. Board Chair Report</b> –Bev Higdeme Bev has been meeting regularly with Joe, everything is going fairly smoothly.</p>	
<p><b>G. Other Business</b> Joe shared that there have been site visits in the last week from Metropolitan Area Agency on Aging (MAAA), our Senior Nutrition partner. Joe has been named to the state Board on Aging and will begin that position on July 1st. Two CSBG representatives were also here for a site visit this past week. They were very impressed by PCC and Crisis Nursery, two unique local programs.</p>	

<p>Jeremy will be leaving the agency at the end of September for an opportunity with a security company in Bloomington.</p> <p>Jennifer will be leaving the agency at the end of September. She has accepted a position with the MN Zoo. She expressed her gratitude for the breadth of experience she has gained at CAP and the wonderful friendships that have grown in her four years at the Agency.</p> <p>Joe thanked Jennifer and Jeremy for their work at the agency. Both are leaving the agency better than they found it.</p>	
<b>H. Adjournment 8:05pm</b>	

*Note: Next Finance Committee meeting will be held Tuesday, September 24, 2019 at 4:00 PM*  
*Next CAP Board meeting will be held on Tuesday, October 8, 2019 at 6:30 PM*