

Board of Directors Meeting
February 11, 2020
6:30 – 8:00 pm
712 Canterbury Rd S
Shakopee MN 55379

Meeting Minutes

1. Preamble

A. Call to Order – called to order at 6:42 PM
B. Welcome and Introductions.
C. Determination of a Quorum Board Members Present –Nate Bostrom, Beverly Higdem, Chris Hansen, Betty Potasnak, Tom Redman, Courtney Johnson, Rhonda Nau, Lillian Somuah Board Members Absent – Gayle Degler, John Green, Mike Beard, Lawrence Staff Present – Molly Tellijohn, Dennis Bebus, Jackie Lara, Laura Gilkey, Gretchen Semeler, Linda Leininger (minutes), Jeff Hansen Other - Lisa Desotello, Wipfli
D. Amendments to Agenda no amendments
E. Public Comment no comments

2. Vote for new Executive Director – Jeff Hansen

Bev spoke about the experience of Jeff Hansen. Courtney asked how the final selection was determined. There was conversation about the process. Dennis spoke about the application process and establishing interviews. **Motion by Rhonda Nau to approve the hiring of Jeff Hansen. Seconded by Betty Potaskak. Carried.**

Jeff joined the meeting and each person introduced themselves.

3. Presentation of Financials and Tax Return – Lisa Desotelle (Wipfli)

Lisa thanked Molly and the Board for their hard work over the past year. Lisa reviewed the sections of an Audit Report. No findings this year and all previous findings have been resolved. Lisa reiterated that with Molly on staff, the processes have been put in place to ensure efficiency. However, the agency is not considered low risk. We need a clean audit for 2 consecutive years before the “risk” status changes. Statements of Financial Position was reviewed. Molly and John Green are working to increase cash on hand. Nate questioned the importance of cash flow and Lisa stated that most of our funding is grant funding which must be spent before it can be drawn down. Fundraising and private grants are important. Budget to Actual Results was discussed. A chart of Assets, Liabilities and Net Assets was reviewed. Annual Functional Classification was discussed. Unrestricted Cash and Net Assets was discussed which the Finance Committee has discussed including the suggestion for a Line of Credit. Line of Credit was discussed with a suggested amount of \$500,000 through the bank. However, there are costs associated with lines of credit. Liquidity calculation was reviewed. As a CAP Agency, keep a close eye on the total

liquid assets. New Accounting Standards were discussed along with upcoming changes. Lisa complimented Molly on the hard work.

4. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items Motion by Tom Redman. Seconded by Courtney Johnson. Carried.	Item #
A. Board Meeting Agenda – February 11, 2020	4A
B. Board Meeting Minutes – January 14, 2020	4B
C. Head Start 1. November Policy Council Minutes 2. November Head Start Monthly Report 3. December Head Start Monthly Report	4C1 4C2 4C3

5. Action items

A. Approval of Wireless Communication Device Use Dennis spoke about the language that pertains to the State of Minnesota Statute. Each staff person will review this information as well as including in the Personnel Handbook. Motion by Chris Hansen to approve. Second by Lillian Somuah. Carried.	5A
B. Approval of Head Start funding – Department of Health & Human Services in the amount of \$1,397,277 for the period of 2/1/2020 – 6/30/2020 Laura spoke about the modified grant as we have applied for our competitive 5-year grant. This modified grant is a continuation of the current year. Motion by Rhonda Nau to approve. Second by Courtney Johnson. Carried.	5B
C. Credit Card Summaries – Agency & Head Start – January 2020 Bev asked for questions on the Credit Card Summaries. Chris asked about the expense for gift cards for employees and Dennis responded that it was for milestone anniversaries. Staff who had celebrated employment anniversaries in increments of 5 years were awarded a gift card. Motion by Tom Redman. Second by Nate Bostrom. Carried.	5C
D. Approval of the 9/30/19 Financial Statements Nate thanked Molly and everyone that was involved with no findings in 2019 and 2018 findings resolved. Motion by Nate Bostrom. Second by Betty Potasnak. Carried.	
E. Approval of the 9/30/19 Tax Return Molly stated that the Tax Return had been reviewed by both Bev Higdem and John Green. John has signed the return. Motion by Courtney Johnson. Seconded by Lillian Somuah. Carried.	

6. Updates and Discussion

A. Head Start – Laura Gilkey 1. ERSE (Eligibility/Recruitment/Selection/Enrollment) Training Laura distributed ERSE information and stated that reviewing this information is a requirement of our grant. Requirements include that either phone or in-person interviews are conducted with all applicants; calculating eligibility is critical. The Office of Head Start encourages an active wait list. Tom questioned if recruitment efforts were identical in each county. Laura responded that generally they are the same, but it varies based on our community partners and resources. Nate asked if recruitment is equally successful in all 3 counties. Laura said that enrollment is largest	
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in Dakota County followed by Scott and Carver Counties. Nate asked about strengthening our partnerships in Carver County and Laura responded that we do annually evaluate the need. Tom questioned if there are no children in Norwood Young America, does that mean we don't have eligible families there and Laura answered that either the client doesn't know about us or we haven't found them. Chris commented on EHS.

B. Community Projects Update – Jackie Lara

March is Food Share Month and if you know of anyone or any business that is interested in donating, please promote the CAP Agency food shelf. For every dollar donated, we can purchase \$9 of food. Thanks to John Green we are the recipient of a HyVee Bag Donation. There was conversation about the placement of the signage at HyVee and Jackie will follow up with her contact. Betty reported that on Feb. 27th, Mystic is packing 27,000 meals for the CAP Agency through Harvest Pack. The oatmeal packets are given to senior dining clients and offered in the food shelf. There are 110 volunteers and they're considering packing again in October. Dennis picked up a large donation from Sanmar.

C. Board Committee Updates

1. Executive Committee – Bev Higdrem - No committee meeting today.
2. Finance Committee – John Green – John is not present today. Finance committee met last week.
3. Governance Committee – Nate Bostrom – last meeting was held in November and trying to get each board member on a committee. Nate spoke about OEO standards and insurance and liability statement which is due soon. The full agency community assessment is due. Governance Committee has also requested Strategic information and Nate will submit to Bev for the next Executive Committee meeting
4. Strategic Implementation Committee – Chris Hansen
Chris reported that a meeting was held this evening and benchmarks were revisited. Chris and Jeff will meet to determine next steps. Some current benchmarks are still appropriate, and others need to be modified.

D. CAP Leadership Update and Discussion

Dennis spoke about the OEO reporting which is being finalized by Molly this week (CSBG Annual Report). This information will be submitted next week. In the past, there were 58 standards that CAP was required to fulfill and this year we are required to report on just 5 standards. Nate spoke about the past ROMA reports. Dennis said we are creating a process to gather all of the information as we move forward. Laura spoke about the next Board Meeting that will be held on March 10th at Diamond Head Education Center which will be the Shared Governance Training.

E. Board Chair Report – Bev Higdrem

Bev thanked the Search Committee and the Senior Leadership Team for the dedication and hard work put forth in the search for the new CAP Agency Executive Director.

F. Other Business

Jeff thanked the group for the opportunity to be at CAP.

G. Adjournment

Motion by Rhonda. Seconded by Courtney. Adjourned.

**Note: Special Meeting Schedule – Tuesday, March 10, 2020
Diamondhead Education Center – Burnsville.**

*CAP Board meeting will be held from 6:30 PM – 7:00 PM
Head Start Shared Governance Training from 7:00 PM – 8:00 PM*