

Board of Directors Meeting
March 10, 2020
Diamondhead Education Center
200 West Burnsville Parkway

Meeting Minutes

1. Preamble

A. Call to Order – 6:35 PM by Bev Higdém
B. Welcome and Introductions.
C. Determination of a Quorum Board Members Present – Betty Potasnak, Gayle Degler, John Green, Nate Bostrom, Courtney Johnson, Rhonda Nau, Lawrence Kamara, Chris Nelson, Bev Higdém Staff Present – Jeff Hansen, Molly Tellijohn, Dennis Bebus, Eric Gentry, Jackie Lara, Linda Leininger (minutes)
D. Amendments to Agenda - none
E. Public Comment - none

2. Presentation – CAP Agency Ambassador, Sanya Pirani

Sanya spoke about her fundraising efforts and a grant for books for the Head Start program. April 14th is a Feed My Starving Children Packing event and volunteers are needed. Christmas Bag Project is taking place and looking for volunteers to sew the bags. Visit sanyashopeforchildren.org for more information. The Board thanked Sanya for everything that she has done. Sanya has a check for \$1,000 to present to the CAP Agency. Dennis will provide Sanya’s Power Point presentation to the CAP Board. Jeff and Bev presented a Presidential Volunteers Service Award and Medal to Sanya and thanked her for her involvement in the community.

3. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items Motion by Gayle Degler. Seconded by Rhonda Nau. Carried	Item #
A. Board Meeting Agenda – March 10, 2020	3A
B. Board Meeting Minutes – February 11, 2020	3B
C. Head Start 1. January Policy Council Minutes 2. January Head Start Monthly Report 3. Head Start Mission-Philosophy-Standards	3C1 3C2 3C3

4. Action items

A. Approval of Head Start Goal Process Motion by Rhonda Nau. Seconded by Nate Bostrom. Carried.	4A
B. Approval of Head Start Policy on Reimbursement Motion by Gayle Degler. Seconded by Courtney Johnson. Carried.	4B
C. Credit Card Summaries – Agency & Head Start – 1/4/2020 through 2/3/2020	4C

Motion by Betty Potasnak. Seconded by Gayle Degler. Carried.	
D. Approval of the January 31, 2020 Financial Summary Report John stated that this is an extension of what was reviewed last month. Motion by John Green. Seconded by Chris Hansen.	4D

5. Updates and Discussion

<p>A. Housing & Emergency Services Updates – Eric Gentry</p> <ol style="list-style-type: none"> 1. Richard M. Schulze Family Foundation – applied for and received \$50,000 for cold weather shelter and received within one week of completing application. This will assist with winter of 2020-2021. 2. Home/CHDO Rehab Project -working with Dakota County CDA on a building in West St. Paul that needs a lot of work. There were 6 contractors and there will be an open bid soon. CAP is the only CHDO in Dakota County. There was conversation about the amount that could be awarded. 3. CDBG Rehab dollars/Dakota CDA has an extra \$100,000 to spend and their Board is reviewing who can be awarded this money. (CDBG – Community Development Block Grant) <p>John asked if CAP has previously received money from Richard M Schulze. Money has been received in the past for the Food Shelf.</p> <p>B. Board Committee Updates</p> <ol style="list-style-type: none"> 1. <u>Executive Committee</u> – Bev Higdem stated that a meeting was held today and openings on the Board were discussed. Current openings in Scott County: One member in Public Sector and one member in the area of Community Representatives/Group to Be Served. Current openings in Carver County: no openings Current openings in Dakota County include: two members in the Public Sector. <p>If you have any ideas for possible Board Members, please get the information to Jeff so it can be brought forward to the Executive Committee. Reminder that a member is needed with a legal background to fulfill a requirement for Head Start.</p> <ol style="list-style-type: none"> 2. <u>Finance Committee – John Green</u> John stated that the Finance Committee regularly reviews financial statements and credit card statements with Molly and Jeff. Molly is fully staffed now. 3. <u>Governance Committee – Nate Bostrom</u> – Nate stated that the Governance Committee made a presentation to the Executive Committee today. Courtney and Lillian will be joining the Governance Committee. 4. <u>Strategic Implementation Committee</u> – Chris Hansen Christ stated that the Strategic Implementation Committee will be meeting next month. <p>C. Executive Director Update – Jeff Hansen - Jeff reported that everything is going very well. Staff have been wonderful with strong support from the Senior Leadership Team. Bev expressed her appreciation to Jeff and CAP staff.</p>	
E. Board Chair Report – Bev Higdem. Report was provided in Updates.	
F. Other Business – No other to report	
G. Adjournment - Bev at 7:05 PM Motion by Gayle Degler to adjourn. Seconded by Rhonda Nau.	

Next Meeting – April 14, 2020