



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
April 14, 2020**

**6:30 PM
VIRTUAL Meeting - Zoom**

Meeting Minutes

1. Preamble

A. Call to Order – 6:37 called to order by Bev Higdem
B. Welcome and Introductions.
C. Determination of a Quorum Board Members Present – Bev Higdem, Gayle Degler, Rhonda Nau, Betty Potasnak, Chris Hansen, John Green, Nate Bostrom, Lillian Somuah, Tom Redman, Mike Beard, Courtney Johnson Board Members Absent – Lawrence Kamara, Sandy Wood Staff Present – Jeff Hansen, Dennis Bebus, Jackie Lara, Laura Gilkey, Eric Gentry, Linda Leininger (minutes) and Karen Perram (minutes)
D. Amendments to Agenda no amendments
E. Public Comment none

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items Motion Degler. Beard seconded. Carried.	Item #
A. Board Meeting Agenda – April 14, 2020	2A
B. Board Meeting Minutes – March 10, 2020	2B
C. Head Start 1. February Policy Council Meeting Minutes 2. February Head Start Monthly Report	2C1 2C2

3. Action items

A. FY2021 Low Income Energy Assistance Program (LIHEAP) Summary Grant Agreement Eric stated that this grant would provide funding for the Energy Assistance Program for FY2021 year. The Energy Assistance Program provides low income households with supplemental grants to help pay their utility bills. It is estimated that we will receive applications for energy assistance from approximately 7,000 households with approximately 6,000 qualifying. This	3A
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<p>grant is for the funding period 10/01/2020 to 9/30/2021 and for a similar amount to the FFY19 budget of \$671,926. Bev asked if emergency funding will increase. Eric replied that Crisis funds have doubled from \$600 to \$1,200. LIHEAP is being reviewed for participant eligibility. The application deadline has been extended. EAP is waiting for a response from the Department of Commerce to determine if it's possible to contact households that didn't initially respond (when additional materials were needed) to provide assistance and determine if perhaps they would now qualify. Motion by Beard. Seconded by Nau. Carried.</p>	
<p>B. 2020-2021 Head Start State Grant Application Laura spoke about the State Head Start grant which is requested annually. The grant supports the Head Start program for 84 children. The State funding supports center-based Head Start programming for 34 children ages 3-5 years old and Early Head Start home visiting services for 50 pregnant women and children. The State guidelines meet all the Federal requirements for Head Start. The grant timeline is July 1, 2020- June 30, 2021. The State grant is one of three grants that support Head Start program services. Funding to support Head Start services for 84 children and their families \$1,100,200. Motion by Hansen. Seconded by Potasnak. Carried.</p>	3B
<p>C. Head Start Policy Council By-Laws Laura stated that there were minimal changes to the By-Laws that are reviewed by both the Policy Council and the Board of Directors on an annual basis. Motion by Green. Seconded by Degler. Carried.</p>	3C
<p>D. Credit Card Summaries – Agency & Head Start – 2/4/2020 through 3/3/2020 No questions on the credit cards. Motion by Redman. Seconded by Beard. Carried.</p>	3D
<p>E. Approval of the February 29, 2020 Financial Summary Report Motion by Green. Seconded by Beard. Carried.</p>	3E
<p>F. Approval of the February 29, 2020 Grant Summary Report Motion by Degler. Seconded by Betty. Carried.</p>	3F
<p>G. By-Laws for the Board of Directors Bev asked for questions or comments on the Board By-Laws which include updates from the Governance Committee. The proposed changes were reviewed by the Executive Committee at their March 13th meeting. Courtney brought forth a couple of minor edits/typos. Motion by Johnson with corrections. Seconded by Bostrom. Carried.</p>	3G

4. Updates and Discussion

<p>A. Food and Nutrition Updates (during COVID-19) – Jackie Lara Jackie stated there has been an outpouring of volunteers with applications from 60 new volunteers so there are more than enough volunteers at this time. In the food shelf, we have a drive-up model and are open from 8-3 and serving 4 families every 20 minutes. Second visits are being made available. Mobile food shelf deliveries are being made to our senior buildings as well as to those that have requested a delivery. Special COVID funding is available through Hunger Solutions. Tom stated that Bountiful Baskets in Chaska was up by 5% for the month of March. Food Banks and Second Harvest are contributing and putting together emergency food boxes. We recently received 300 boxes of cereal. Jackie spoke about a SHIP grant partnership and we were able to receive additional 2 single unit and 2 double unit coolers. In the area of Senior Nutrition, congregate dining ended on March 16th due to COVID. Hot meals are still being provided yet brought to the client's apartments or rooms. There is no contact with any clients. Have had an increase of requests for Meals on Wheels in all 3 counties. Through a MAAA opportunity, starting in May there will be the option of telephone reassurance program to make sure we are supporting seniors experiencing isolation. Tom asked if there is a way for Jackie to publicize MAAA notices in Watertown, Waconia and Chaska by communicating with Bountiful Baskets. Mike suggested that Tom connect with Carver County (Randy) who could support Bountiful Baskets to get the information. In the meantime, Jackie will forward MAAA</p>	
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information to Tom. 50 gallons of hand sanitizer (cost of \$500) was purchased to assure we are adhering to safety protocol. WIC staff are working remotely and since we have E-WIC cards, benefits can be loaded remotely. There will be an increase to \$18 per participant. USDA approved an extension of our 5-year grant which will extend our grant to 12-31-2021. Lillian asked about scheduling a WIC appointment and Jackie stated that the phone numbers are the same. Thanks to Jackie for handling the changes.

B. Head Start COLA (Cost of Living Adjustment) – Laura Gilkey

Cost of Living Adjustment (COLA) and Quality Improvement Funds for a total of \$131,676. The COLA supports an increase of two percent for each grantee to increase staff salaries and fringe benefits and offsite higher operating costs. COLA funds are effective at the start of the FY 2020 budget period and are retroactive if this period has already begun. Quality Improvement funds are allocated proportionally based on federal enrollment. Quality funds will be used to increase classroom quality by hiring a .8FTE Mentor Coach/Parent Educator. This position will provide coaching for classroom staff and additional support to assist staff in increasing school readiness skills for the children. This position will also provide parenting education opportunities to support parent needs. In addition, the quality funding will support the increase of the Nutrition Coordinator from a .1 FTE to a .5 thus increasing the nutritional health outcomes for families. Additional funds will be used for Trauma Informed training for staff.

Laura spoke about the model of operating HS by FSC's and Teachers contacting families remotely to connect on a regular basis. Educational activities are being offered to the children and FSC's are providing necessary resources. Most of our families are connecting with the school districts for lunches. Given the new guidelines, we don't anticipate being back in the classroom yet this year since our program would be ending on May 21st. There is potentially summer funding primarily for children going to kindergarten in September as well as children with an IEP. We are planning as "if" we will hold a summer program pending decisions from the Governor. We are making a list of families and staff that could be working.

C. Quality Improvement – Laura Gilkey (see Letter B)

D. Board Committee Updates

1. Executive Committee – Bev Higdeman. Bev stated that the Executive Committee did meet prior to this meeting. Working on a few items that will be addressed at future meetings. Building changes were also discussed but nothing to report at this time.

2. Finance Committee – John Green. John spoke about the last Finance Committee meeting. It was determined that CAP should be entering into a Line of Credit. There isn't an immediate need, but it would be advisable to have a backup. We are not in the situation where cash is needed but recommending a line of credit in the amount of \$250,000. In addition, there was conversation on increasing credit card limits. Molly and Jeff feel good about the credit card situation.

3. Governance Committee – Nate Bostrom. Nate spoke about resolutions that have been addressed through the By-Laws and Jeff is checking out Liability issues. The committee will change at the end of November as Rhonda and Nate will be leaving and Lillian and Courtney will be additions to the committee.

4. Strategic Implementation Committee – Chris Hansen. Chris stated that she had a phone conversation with Jeff within the last month regarding some changes. Hoping to get this committee together soon.

E. Executive Director Update – Jeff Hansen

Jeff said the Agency is operating very well remotely and our IT department has been tremendous. Client Services is reporting that we are serving more clients and able to provide individualized services. Some new staff have been hired. A Communications Coordinator has been hired and she will be starting on Monday the 20th. Nate asked about physical health of

<p>employees and volunteers. Jeff responded that we have had no reports of COVID illness or symptoms. Dennis said that staff are doing very good in providing services. Dennis is meeting with Jeff on a regular basis and the Agency is providing services to staff on opportunities and outlets that can emotionally support our staff. Employees are connecting virtually and that's great. Jeff felt blessed to be working with such compassionate staff. Jeff and Dennis shared photos of the new van and rap which were donated for the "Joe Mobile". The van is going to be used by the Housing Department. Joe's wife Karla had input to the design. Nate asked about health issues amongst our housing units. Eric replied that we have 43 units and we are partnering with hotels in Scott County to house 13 homeless individuals. We are waiting for funding to assist in other areas and keeping an eye on health issues.</p>	
<p>F. Board Chair Report – Bev Higdem Bev reiterated that she wanted to praise the agency on emails and she is very pleased with the input and feedback from staff keeping our staff and clients safe. Bev extended her appreciation to Jackie for the work that Senior Nutrition staff is doing. Since the stay at home is through May 13th, we will continue status quo. Bev asked for other questions. Nate asked for feedback from Tom about Bountiful Baskets and asked Tom for comments. Tom said that starting in 2007, BB started with the CAP Agency and then eventually became BB. The mobile food distribution in Carver County is working well and Tom thanked Jackie. Metro Mobility is delivering meals to those that are unable to get there. Outreach is being broadened to get food delivered. BB is 100% volunteers and they have more volunteers than needed. Tom said he's talked to Jeff and wants to build on the partnership with CAP to expand in Carver County. Courtney applauded CAP staff for their hard work for IT, HR, Accounting and everyone across the board deserves appreciation from the Board.</p>	
<p>G. Other Business</p>	
<p>H. Adjournment Motion to adjourn by Nau. Seconded by Degler. Carried.</p>	

Next Meeting – May 12, 2020