

**Board of Directors Meeting
 May 12, 2020**

6:30 PM - VIRTUAL Meeting

Meeting Minutes

1. Preamble

A. Call to Order – Board Chair, Bev Higdem at 6:34 PM
B. Welcome and Introductions.
C. Determination of a Quorum Board Members Present – Bev Higdem, John Green, Chris Hansen, Betty Potasnak, Nate Bostrom, Lillian Somuah, Courtney Johnson, Rhonda Nau, Gayle Degler, Tom Redman, Mike Beard, Diane Wolden (PC Liaison) Board Members Absent – Lawrence Kamara, Sandy Wood Staff Present – Jeff Hansen, Molly Tellijohn, Eric Gentry, Sara Marsh, Jackie Lara, Dennis Bebus, Linda Leininger (minutes)
D. Amendments to Agenda no amendments.
E. Public Comment n/a

2. 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 – May 12, 2020	2A
B. Board Meeting Minutes – April 14, 2020	2B
C. Head Start 1. March Policy Council Meeting Minutes 2. March Head Start Monthly Report	2C1 2C2

3. Action items

A. Head Start & Early Head Start Eligibility & Enrollment Criteria Jeff stated that Laura is ill and unable to participate in the meeting. Linda commented on the annual requirement for the Policy Council and Board of Directors to review the Eligibility & Enrollment Criteria. Motion by Chris Hansen to approve. Seconded by Tom Redman. Carried.	3A
--	----

B. Head Start COLA & Quality Improvement Funding This is a 2% increase for staff that was built into the budgets. Funding was also available for staff training. Motion by Nate Bostrom to approve the application. Seconded by Rhonda Nau. Carried.	3B
C. Head Start COVID-19 Supplemental Funding Jeff reported that Laura is interested in obtaining additional funds in the amount of \$71,630 to purchase materials for staff working remotely. This document is a grant summary and was included in the packet. Motion by Mike Beard to approve the application. Seconded by John Green. Carried	3C
D. Head Start Summer Funding Jeff stated that we will not be providing summer programming due to the fact that classroom staff are not interested.	3D
E. Credit Card Summaries – Agency & Head Start – 3/4/2020 through 4/3/2020 Bev asked for questions on the credit cards. John stated that the credit card summaries and statement were reviewed by the Finance Committee at their last meeting. Motion by John Green to approve the credit card summaries. Seconded by Mike Beard. Carried.	3E
F. Approval of March 2020 Grant Summary John stated that the Finance Committee reviewed the March Grant Summary at their last meeting. Motion by Mike Beard to approve. Seconded by Chris Hansen. Carried.	3F
G. Approval of March 2020 Financials Bev asked for questions. John stated that the Financials were reviewed by the Finance Committee at their last meeting. Motion by John Green to approve the March 2020 Financials. Seconded by Tom Redman. Carried.	3G
H. Approval of Program Balances March 31, 2020 John asked Molly for an explanation of the balance sheet. This is a document based on reimbursement model and a snapshot of where we are at right now with grants still be collected. This is support for the receivables and shows grants in process. Jeff added that we have to spend the money before we can draw down the money. Some grants are monthly reimbursement and others are quarterly. Motion by John Green to approve the Program Balances. Seconded by Gayle Degler. Carried.	3H

4. Updates and Discussion

A. Head Start –Diane Wolden – PC Liaison Diane said that remote learning is going well with no problems and teachers are scheduling their final home visits virtually. Jeff added that Head Start will be ending at the end of May and classrooms will open again in August.	
B. Board Committee Updates 1. <u>Executive Committee</u> – Bev Higdeem. Bev reported that the Executive Committee met earlier this evening and spoke about the need for Board members. Linda will send out a list of members needed. If you know someone who is interested or could be a great candidate, let Jeff know. The application for Board members will soon be posted on the CAP Agency website. The application will be emailed to all Board members. 2. <u>Finance Committee</u> – John Green. John stated that the Finance Committee reviewed and approved a lot of documents. An application for a line of credit has been submitted at Wells Fargo. 3. <u>Governance Committee</u> – Nate Bostrom. Nate said the work was wrapped up regarding by-laws as well as indemnity and the length of time of we keep records. Regarding new board members, Courtney has contacted the Burnsville mayor. Courtney responded that at this time, the Burnsville mayor is not interested in the CAP Board but Courtney will continue to work with her office on possible candidates. 4. <u>Strategic Implementation Committee</u> – Chris Hansen. Chris reported that the committee met last week and an updated recap with benchmarks and objectives was sent to the full board. Chris was pleased that some of the benchmarks have been achieved and we did experience successes, particularly in the area of on-boarding for board members. The volunteer process that the agency has established is working extremely well. There are a few areas that need to be completed but are in process. Chris stated that Sara Marsh has been hired and is familiarizing herself with the software for donations. There was also conversation about board	

<p>member expectations and that will be discussed at a future meeting. The Agency Community Assessment and Client Survey are also on the table and Jeff is working on those two items. The next Strategic Implementation Committee meeting will be held within the next month or two. Bev will connect with Chris on signing thank you cards and letters to donors.</p>	
<p>C. Executive Director Updates – Jeff Hansen. Jeff spoke about the previous Building Committee and we are going to be forming a new committee. Eric and Molly were on the former committee and we are in need of Board members to join that committee. This committee will be developed within the next couple of weeks. Bev is interested in joining the Building Committee.</p> <p>Jeff is very disappointed that Head Start won't be offering a summer program. Many of the issues are related to health and safety.</p> <p>In relation to COVID, we have not made a determination on when staff will return to the office. Dennis spoke about the Shelter in Place ruling. Restrictions will be eased but we aren't in a hurry to return to the offices. Guidelines will have to be established for trace testing, signage for social distancing, and we will not take any unnecessary risks.</p> <p>Jeff sent a <i>Shout Out</i> to Jackie's and Eric's staff that are going above and beyond to actively serve our clients. Clients in those arenas are receiving the food and housing assistance they so desperately need thanks to the committed staff!</p> <p>Jeff stated that there was a wonderful response for the recent fundraiser for Crisis Nursery.</p> <p>A week's stay at a hotel is \$350. Eric stated that we are receiving referrals and have enough money to pay for 3 weeks but we have 5 families that are in need of emergency housing.</p> <p>CAP Agency Youth Ambassador, Sanja Pirani has raised \$10,000 for the CAP Agency and she will be presenting a check to Jeff later this week. Sanja has requested this money be used for crisis situations as well as for the food shelf.</p> <p>Jeff introduced Sara Marsh to the group.</p> <p>Jeff stated that Mike Luce from Shakopee has worked with businesses in Shakopee to obtain a pallet of dry cereal for our food shelf. We have received donations to purchase enough cereal through the end of August. Cash donations go further as we can purchase from Second Harvest.</p> <p>Jeff announced that he has been contacted by three local restaurants and tomorrow (May 13) he will be receiving money for the CAP Agency. O'Brien's Public House (\$2173.00); Turtles Bar & Grill (\$2467.70) and Pablo's Mexican Restaurant (\$3,200.00). We are honored to have these great partnerships.</p>	
<p>D. Board Chair Report – Bev Higdem Next meeting is on June 9th. Bev has been following the CAP emails and applauds staff for their work and dedication. Nothing but good comments have come from the public regarding CAP's continued efforts.</p>	
<p>E. Other Business Rhonda asked for a Board application for an interested candidate.</p>	
<p>F. Adjournment Motion to adjourn by Rhonda Nau at 7:20 PM. Seconded by Gayle Degler. Adjourned.</p>	

Next Meeting – June 9, 2020