

**Board of Directors Meeting
February 10, 2026
6:30 PM – Rosemount office/Teams**

Meeting Agenda

1. Preamble

A. Call to Order – by Amanda Schuh, Chair at 6:37pm
B Determination of a Quorum Board Members Present in person – Amanda Schuh, Darin Nelson, Sachin Isaacs, Ellie Krug, Barb Weckman Brekke, Lisa Anderson, Richard Scott Board Members Present online – Jenny Hauschildt (left early at 31:55), Ryan Hentges, Jason Eilola (joined late, at 35:45) Board Members Absent: Taneisha Terrell, Jenni Hauwiller, Heidi Briggs, Betty Allen Staff Present – Jeff Hansen, Jackie Lara, Holly Schulz, Suzie Misel, Denise Culshaw (minutes), Jack Haring Guests: Seth Maddox from All in One Accounting, Braeden Sucharski from WIPFLI
C. Welcome & Introductions -
D. Board Meeting Minutes – January 13, 2026 Motion to approve by Sachin Second by Barb Carried
E. Board Meeting Agenda - February 10, 2026 Amendments: items 3D and 3E will be moved to the March meeting so there is more time to look at 3D, and 3E we are waiting for some legal clarifications. 3F will move to the end of the meeting, in a closed session. Motion to approve amended agenda by Ellie Second by Darin Carried

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items
A. Head Start – Holly Schulz - November 2025 Policy Council Meeting Minutes - November 2025 Monthly Report - December 2025 Monthly Report
Motion to approve by Darin Second by Barb Carried

3. Action items

A. Board review and accept FY25 Draft Audit – WIPFLI Braeden Sucharski, this year's audit manager, presented a PowerPoint to summarize the results of the audit. For FY25, it was a clean unmodified report with no matters to report regarding internal controls and compliance. Uniform Guidance Audit Major Programs were LIHEAP and HOME loan. CAP was determined to be a low-risk auditee and will be for next year's audit as well. Jeff acknowledged the CAP finance team and the good job they're doing. Motion to accept the audit draft by Lisa Second by Darin Carried
B. Financial Statements - Jeff Hansen (Jack Haring) December 2025 Jack summarized the December financials. Accounts payable decreased but cash remained high because of increased

donations. Property and equipment had a large increase to due to...Jeff told the story: Second Harvest had a grant to buy us a refrigerated truck which we didn't need because we have one, but we did need a new box truck that could take pallets of food, and they agreed. So, we have a new box truck to replace one we received in 2003. We will be reimbursed for almost the entire expense.

Cash was \$711,134 - the highest it's been since Aug 2024. Donations at all time high – last year at this time we were at \$360,000 and as of Dec 31 we had \$570,000 – an increase of \$210,000 this year.

Almost all programs are at break even.

Because of the increased donations, we are at a \$472,000 profit right now.

Working on entering budget into system for next month.

Grant summary: we are now able to draw down from CSBG, the full amount available as of January 1, so that will help cover MCAG funds that were overspent due to CSBG not being available. New CSBG started Jan 1. HS Fed grant ended Jan 31, spent down. PSH consolidated grant is overspent will use CSBG and MCAG dollars.

Jeff mentioned that the Head Start grant was received, despite the shutdown.

Motion to approve by Darin Second by Sachin Carried

C. Head Start Credit Card Summary – Holly Schulz

- November 2025
- December 2025

November – state license from Dept of Children Youth and Families. In December there was a parent conference so there are charges for airfare, hotel, etc., as well as training for new staff.

Motion to approve November by Barb Second by Ellie Carried

Motion to approve December by Ellie Second by Lisa Carried

D. Approve 2026-2028 Strategic Plan – Jeff Hansen – move to March

Motion to approve by Second by Carried

E. Approve Updated Employee Policy Manual – Jackie Lara – move to March

Motion to approve by Second by Carried

F. Review and Approve Jeff's 2025 Performance Review (Closed) - Amanda Schuh -move to end after updates

Motion to approve by Second by Carried

4. Updates and Discussion

A. Executive Director Updates – Jeff Hansen

Kudos to audit folks and finance team. WIPFLI is not cheap, we will put out for bid again.

- Mi CASA - we had been working with MiCasa through Scott County to help get food to families throughout the Shakopee school district, but the process was cumbersome and chaotic. We decided to no longer work with them regarding food, and after contacting Shakopee schools, we are serving them directly and getting food to families that need help due to fear of leaving home. We're sending out 110 boxes of food tomorrow with the help of staff and volunteers. Lilly has been key to getting all this coordinated, finding volunteers to deliver the food. We do this every week.
- We've also been approached by Shakopee Public Schools to provide utility support for those residents that need it now – they are not clients, they are people afraid to go to work so they cannot pay their bills - and we've committed \$10K in CAP resources to cover utilities in all three counties. The school district is providing us with the names, etc., of those who need this help. Heart Ministries/Hosanna Church has donated \$10K for Shakopee, enabling CAP to provide for other communities. The next challenge is rent (to prevent evictions), we've had 100 people reach out for help, which amounts to \$160K in just one county. People that are requesting this are new – never been clients before – so when they can go back to work, these needs will be alleviated.
- School District Partnership (see above)

B. Associate Executive Director Updates – Jackie Lara

- Org Standards Submission

As part of CSBG funding, there are 58 organizational standards to follow. There were five due this year in addition to the 21 that are due every year, which we submitted Jan 31: The Community Needs Assessment, By-Laws, Board Manual, Fiscal Policies and the Strategic Plan.

- CSBG Annual Report – working on this - it includes all statistics for the last fiscal year and our action plan for what we'll do with CSBG funds and the progress we've made so far.
- CAP Impact Report – flyer distributed at the meeting and included in the board packet.

C. Head Start Updates – Holly Schulz

Holly addressed Ellie's earlier question about how the current fear is affecting attendance and funding. Holly reported that it is affecting attendance, but not funding. Some families have decided to leave the program in the hope that they

can return when they feel safe to do so. There are guidelines we must meet but also want to make sure families have all the resources they need.

- I Love to Read Month is February, and we're having a big literacy event on 20th and bringing in guest readers, so if anyone wants to come out and read in a classroom, please let us know. Will send out info.
- We've been focusing on father figures with a father initiative. Doing Dadventures and lots of activities with dads and kids.
- Also working with a consultant - AIM (Always Intentional Man) – to talk through issues with dads. This is the first year of this. Excited to build on it, connecting dads with more resources beyond Head Start.

D. Housing & Emergency Services Updates – Suzie Misel

- The ribbon cutting for Hopes Portage was Jan 27. Throughout the week we had tours for members from DHS, Carver County, Washington County. Beautiful space, simple, lots of light...
 - Barb commented on the great job Suzie did speaking at the opening event.
- We hope to have families moving in on Monday – working with some internet issues right now, so need to ensure everything is safe and functioning before anyone moves in.
- CAP housing - Michelle Polson has taken over property management of West Creek so is working to get up to speed.
 - \$50K from Dakota County – to address the rental crisis being seen right now. These are their LAHA funds and CAP will administer it following all the FHPAP guidelines. This came after Suzie attended a meeting at Mount Calvary where Dakota Churches, PTAs, elected officials and non-profits got together to see how to address the current rental crisis during Metro Surge. Suzie said we had the capacity to administer some more funds.
 - EAP – 5000 apps approved by the end of the week. We have received over 10,000.

E. Development Updates - Jeff Hansen

- GALA April 9th – Equestria West at Bavaria Downs, Chaska
- We have received a \$20K sponsorship from Shakopee Culver's again and need people to buy tickets, board to invite friends, procure silent auction items, sponsor tables.
- The planning committee will meet again next week
- We are close to covering with sponsorships so far. Tickets on sale now via our website.

F. Board Committee Updates

- Board Report – Amanda Schuh – closed session for ED review
- Finance Committee – Darin Nelson
- Executive Committee – Amanda Schuh

G. Other Business –

H. Adjournment – meeting goes into closed session at 7:42pm, recording stopped

Motion to accept review of Executive Director by Sachin, second by Darin. Carried.

- The board discussed Strategic Plan options, with no final decision being made. Agreed to continue discussion led by Amanda and Jeff
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Motion to adjourn by Richard Second by Ellie Carried Meeting adjourned at 8:22pm

CAP Agency Events - Engagement/volunteer opportunities

- Volunteer Opportunities
 - Food Shelf Volunteers Needed – Monday and Friday afternoons – contact lhalvorson@capagency.org
 - Thrift Store Volunteers Needed – Monday, Tuesday, Thursday, Saturday – contact lhalvorson@capagency.org
 - Senior Nutrition Drivers Needed – Apple Valley & Rosemount, reach out to lhalvorson@capagency.org
 - Food Deliveries to local school district families – Wednesdays 3-4pm - contact lhalvorson@capagency.org
 - Food Distributions – contact Lilly Halvorson to sign-up, lhalvorson@capagency.org
 - February 11, 12-1pm – Norwood Young America Food Distribution
 - February 17, 3-4pm – Shakopee Food Distribution
 - February 19, 11:30-12:30pm – Chaska Food Distribution
- Upcoming Events:
 - CAP GALA (Generosity Advancing Local Action) - April 9, 2026, 6-9pm, Equestria West, Chaska

Next Meeting – March 10, 2026