CAP AGENCY
COMMUNITY ACTION PARTNERSHIP
SERVING SCOTT CARVER & DAKOTA COUNTIES

CAP Agency assists and empowers people to achieve social and economic well-being in partnership with our community.

Board of Directors Meeting
January 13, 2026
6:30 PM – Shakopee office/Teams

Meeting Minutes

1. Preamble

A. Call to Order – by Amanda Schuh, Chair at 6:34pm

B Determination of a Quorum

Board Members Present in person – Amanda Schuh, Darin Nelson, Sachin Isaacs, Richard Scott, Betty Allen, Lisa Anderson

Board Members Present online – Jenny Hauschildt, Jenni Hauwiller, pending member Taneisha Terrell, Heidi Briggs, Barb Weckman Brekke

Board Members Absent – Ryan Hentges, Ellie Krug, Jason Eilola

Staff Present – Jeff Hansen, Jackie Lara, Suzie Misel (online), Holly Schulz, Denise Culshaw (minutes), Jack Haring - absent (for 3B)

C. Welcome & Introductions – Jeff introduced Taneisha – she will fill the Dakota County slot under people we serve and makes CHDO funds available by filling that slot.

- Went around table and online and everyone introduced themselves

D. Board Meeting Minutes – November 11, 2025

Motion to approve minutes by Sachin Second by Heidi Carried

E. Board Meeting Agenda - January 13, 2026

Amendments: none

Motion to approve agenda by Richard Second by Lisa Carried

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items

A. Head Start – Holly Schulz

- October 2025 Policy Council Meeting Minutes
- October 2025 Monthly Report
  - Policy Council also does not meet in December, so Nov and Jan will be in the packet next month

Motion to approve by Betty Second by Sachin Carried

3. Action items

A. New Board Member Vote, Taneisha Terrell - Jeff Hansen

Taneisha represents community we serve in Dakota County. Recommended to us by our Housing supervisors.

Motion to approve new member by Lisa Second by Richard Carried. Welcome Taneisha!

B. Financial Statements - Jeff Hansen (Jack H.- no show)

- October 2025 – We will not review during the meeting. Please review on your own, as you'll be asked to approve.
- November 2025

  In Jack's absence, Jackie pulled up the financials and Jeff and Darin went through them for everyone. Finances are in good shape. Presented budget to Finance Committee last week. Donations were very high

at the end of the year due to the government shutdown, and our year-end appeal netted us over $12K. We brought in just over $20K and it cost us just under $8K. This is the second time we've done this, and we will continue it. This appeal targeted Scott County residents with income over $250,000.

Darin reported that the Finance Committee did review all the financials for October and November. We are in a good cash position. Lots of year end donations really helped. Cash is high even after three payrolls.

Barb asked why we only mailed the year-end appeal to Scott and not Dakota/Carver. It was food-focused this year, and we mostly serve Scott County at the Food Shelf. Next year we will add the other counties. It will be a different ask due to how we serve those counties. There is concern that SNAP won't be available in Feb., so demand could increase at the Food Shelf. We have a buffer now for this. Being cautious and careful about how we spend, since things are still uncertain.

Income Statement by Program: Jeff provided some details here and more will be explained as we go through the budget breakdown. CSBG and MCAG shows negative here because we have not yet been able to access these funds. The federal government says the State has our money, but we have not yet received it for Oct., Nov., Dec., Jan., perhaps because of the current chaos.

Grant Summary: We manage a lot of grants – they all have different starting and ending dates and amounts. Every month the finance team works with program managers the review where they are within their grant spending, so funds aren't spent too fast or too slow. We have overspent MCAG because we're waiting for CSBG. We created the budget without the CSBG. When we get those funds, we can move money around and offset.

The Finance Committee looked at and approved all financial documents.

Motion to approve October financials by Sachin. Second by Betty. Carried.
Motion to approve November financials by Lisa Second by Heidi. Carried.

C. Head Start Credit Card Summary – Holly Schulz

- October 2025

There is a field trip and airfare for a parent conference that parents attended with staff. During the Finance Committee meeting Ellie had some questions - the follow-up was that one expense was mandatory training for a new staff member to be able to do their job. Ryan brought up internal controls for managing credit cards, which the Finance Committee will be reviewing and there is a section on this in the Finance Policies and Procedures which is accessible in the Easy Board Library.

Motion to approve by Darin. Second by Richard. Carried.

D. Approve FY2026 Agency Budget – Jeff Hansen

- Budget breakdown included to provide greater explanation.

Jackie pulled up the budget and Jeff went through the breakdown. All grants that were on summary – we know what the grant dollars will be, and we create the budget based on those dollars and we make sure we meet the requirements of the grant. We know costs and determine the numbers based on those and on historical knowledge. We use that to build the budget. The numbers we don't know are Thrift Store revenue and what we will receive in donations.

Jeff went through all the column headers on the breakdown and further explained which programs are under which headers and how costs are determined and how the programs are supported – by which grants and funds, etc.

Motion to approve by Heidi Second by Darin Carried

E. Strategic Plans Goals 2022-2025 Update (OS 6.5) – Jeff Hansen

In 2022 (as part of ROMA) the Board met and created a strategic plan. We hired a consultant to come in and look at the Community Needs Assessment and created goals for 2025. Jeff went through the Strategic Outcomes for 2025 document and detailed how we have achieved those plan outcomes.

Richard commented that he would love to add Health to the future plan. Lisa would like to see how we measure that the culture has improved and that we are the agency people turn to, etc. in the new plan. Some discussion followed regarding using the data we have, teams talking to leadership, anecdotal stories, etc.

Motion to approve by Sachin Second by Richard Carried

F. Board Orientation & Governance Manual (OS 5.2, 5.8) – Jeff Hansen

This has been updated and will be the standard going forward and reviewed annually. We used references from CAP Law, past manuals, etc.

Barb asked for clarification of the Board Financial Dashboard on page 11. Jeff explained that it will be more of an overview of the financials for the Board, rather than highly detailed. The Finance Committee will review all financials and then put into a dashboard for the Board. Discussion followed regarding this as an item still in development and will be voted on as such.

Motion to approve (with the Financial Dashboard in development) by Barb Second by Lisa Carried

G. HS Self-Assessment Results and Action Plan– Holly Schulz

Head Start does annual assessments every Fall, sharing program data from the previous year, and the results page shows strengths and recommendations and goals that came from that assessment.

Motion to approve by Betty Second by Sachin Carried

4. Updates and Discussion

A. Executive Director Updates – Jeff Hansen

- Strategic Plan Outline Introduction/Plan to move forward

Been working with Executive Committee to start on the next Strategic Plan. It will be based on the Community Needs Assessment from last summer, available resources, and maybe a pivot to center-based Early Head Start.
There was discussion about how to go about getting the strategic plan going and having more measurable goals.

- February board meeting in Rosemount (2496 145th St W, Rosemount)
- CIP updates/credit card charges – Conservation Improvement Program. We spend all money on January, so want board to be aware.

ICE was here in our parking lot last week. There were observers that helped to drive them away. They went to Mexican grocery across the street but couldn't get in and left. Had us all on edge.

B. Associate Executive Director Updates – Jackie Lara

- Hope for the Holidays 2025:
  - Adopt-a-Family – 398 households, 1459 individuals (235 donors)
  - Toy Distribution – 215 households, 747 individuals (31 donors)
  - Adopt-a-Senior – 1477 seniors (311 donors)
  - **Total – 2090 households and 3683 individuals served by 577 donors**
- 108 volunteers during HFTH

C. Head Start Updates – Holly Schulz

- Federal grant starts Feb 1, provided a shutdown doesn't affect that. ICE is affecting HS attendance. Families are afraid. We continue to work with families and meet our policies and requirements.

D. Housing & Emergency Services Updates – Suzie Misel

- HUD funding is now reopening, will be able to apply as we have in the past years. Should be able to be renewed as in the past. We do anticipate cuts for 2027 but have time to prepare and will be ready for funding changes.
- Housing Support (GRH) going well - Carver CDA has been approved for funding to build a new property at Trials Edge in Waconia for seniors to open in Fall of 2027. CAP will be the service provider.
- The West Creek property management company, Premier, has decided not to continue with that property, so CAP will be taking over as property manager there as of Feb 1.
- Motel shelter program and FHPAP remain the same
- Hopes Portage shelter is currently being built in Prior Lake with a ribbon cutting on Jan 27 and an opening on Feb 9. You will receive an invitation to this event.
- EAP has approved over 4000 apps. Statewide, all organizations are a bit behind due to a glitch by commerce regarding a consent form that must be re-sent. Some immigrants are asking to have their application removed out of fear.

E. Development Updates - Jeff Hansen

- Year End Appeal update
- GALA (Generosity Advancing Local Action) update
  - April 9 at Equestria West at Bavaria Downs, D'Amico catering. $100 ticket, sponsorship packets available. Need people to come, purchase tables, etc. 6pm. Hoping for bigger silent auction.

F. Board Committee Updates

- Board Report – Amanda Schuh - will email all about ED evaluation
- Finance Committee – Darin Nelson
- Executive Committee – Amanda Schuh

G. Other Business –

H. Adjournment -

Motion to adjourn by Lisa Second by Richard Carried. Meeting adjourned at 8:02pm.

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 – times TBD, reach out to lhalvorson@capagency.org
    - Food Distributions – contact Lilly Halvorson to sign-up, lhalvorson@capagency.org
        - January 14, 12-1pm – Norwood Young America Food Distribution
        - January 22, 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 – February 10, 2026
in Rosemount – 2496 145th St West