

**Board of Directors Meeting
June 9, 2026
6:30 PM – Shakopee office/Teams**

Meeting Minutes

1. Preamble

A. Call to Order – by Amanda Schuh, Chair at 6:31pm
B Determination of a Quorum Board Members Present in person – Amanda Schuh, Richard Scott, Sachin Isaacs, Ryan Hentges, Heidi Briggs, Darin Nelson Board Members Present online – Jason Eilola, Lisa Anderson, Barb Weckman Brekke, Jenni Hauwiller, Jenny Hauschildt (at 7:26pm) Board Members Absent – Betty Allen, Taneisha Terrell Staff Present – Jeff Hansen, Jackie Lara, Suzie Misel, Holly Schulz, Denise Culshaw (minutes), Jack Haring (online) Special Guest Taylor Hubbard, Chaska mayor – will join Board officially in August (no July meeting)
C. Welcome & Introductions - Self-introductions by all present for our guest
D. Board Meeting Minutes – May 12, 2026 Motion to approve by Heidi Second by Ryan Carried
E. Board Meeting Agenda - June 9, 2026 Amendments: add 3F, Head Start application approval Motion to approve by Sachin Second by Richard Carried

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items
A. Head Start – Holly Schulz • April 2026 Policy Council Meeting Minutes • April 2026 Monthly Report Motion to approve _____ Second by _____ Carried There was no HS Policy Council quorum/approval this month, so this will be postponed.

3. Action items

A. Financial Statements - Jeff Hansen, Jack Haring • April 2026 Jack reviewed the Financial Dashboard: Cash on hand is at 2.15 payrolls and where we want to be. Cash a bit lower due to grants timing, will see it has gone up in May. We're above the range of being financially healthy. There is an agency surplus of \$155K. Revenue and expenses: we strive for under 5% and are at 1.5%. Programs: Head Start is technically showing as deficit, Thrift Store, CAP Properties coming out ahead; Food Shelf, Senior Meals - donations aided profit. EAP is break even, Housing moving in right direction. Grant summary: HUD Housing grant ended at the end of May, perfectly spent down. CSBG and MCAG are helping with some housing programs, MCAG ends in June and will have it spent down. Everything is on track. Motion to approve by Darin. Second by Barb. Carried. Darin noted that the Finance Committee has reviewed all.
B. Head Start Credit Card Summary – Holly Schulz

• April 2026 Motion to approve Second by Carried There was no HS Policy Council quorum/approval this month, so this will be postponed.
C. Annual Report (for ROMA) – Jackie Lara We are required to do an annual report for CSBG. We then send it to our grant funders, This year, we highlighted our impact report, how many we served. We also highlighted our financials, oversight, and the community needs assessment. We will post it on our website, and share externally at events. Motion to approve by Sachin Second by Heidi Carried
D. Board Resolution 215 S St. - Suzie Misel This property was built in 1968 and needs a facelift. It needs new windows, boilers, water heaters, fencing, unit upgrades, at an estimated cost ceiling of \$881,709. We can apply for a home loan through Dakota County CDA. We used to get CHDO dollars, but Dakota County has pivoted to this instead. Requesting approval to begin the process. Once we get through this first step we will figure out how our 25% match requirement and all other logistics will manifest. There was some discussion regarding the steps and stipulations of the whole process and how the financial aspects will work. It's a loan in name only, we don't pay it back. This is just the first step, needing board approval to apply. Motion to approve by Ryan Second by Richard Carried
E. Board Resolution 541 - Suzie Misel Built in 1930, old hotel. Six one-bedroom units, needs complete rehab including roof, windows, sidewalk, driveway, boiler, water heater, unit upgrades, etc. Estimate of \$934,651. Motion to approve by Heidi Second by Sachin Carried Paper documents signed by Amanda and Sachin.
F. Approval to move forward with the application for center-based Early Head Start – Holly Schulz Holly passed out hard copies. Applying to do a conversion of some HS/EHS slots to create two center-based EHS classrooms (in Savage) with our federal and state grants. This is based on the information gathered from the community needs assessment and from parent input. Currently, center-based is only offered for Head Start, so this would extend that option to Early Head Start and would be year-round care, M-Th, 8am-3:30pm. There will be some staff changes as well. Board approval is needed to submit the application. Timing of Office of Head Start approval, set-up, and licensing will affect when this would begin but hoping for Feb-March 2027. Research shows that the earlier we support families the better long-term outcome. Motion to approve application by Richard Second by Heidi Carried

4. Updates and Discussion

A. Executive Director Updates – Jeff Hansen • Provide update on board vacancies - Good news: Chaska Mayor Taylor Hubbard will be joining the Board in August. Terms are expiring for Sachin and Darin, but they can be extended...please consider, and the Board can vote on that. - Jack Haring is moving into Dir of Finance position. Solid finance team. - No board meeting in July, back in August. We will produce reports, but won't review until August. - Looking for more board members – including an elected official in Dakota County.
B. Associate Executive Director Updates – Jackie Lara - We applied for a \$20,000 Stevens Square grant for Chore, and they have requested a site visit which requires a Board member to be present – someone with a passion for seniors aging in place would be ideal. Chore costs about \$125,000 annually and we currently receive about \$65,000 from Trellis in grant funding. The visit will be during the last week of June and can be either in Shakopee or Rosemount. Also attending will be Chore staff and a senior that we serve. We last received this grant 2 years ago, and Chore dollars have gone down every year. We're glad to be asked for a site visit. - We've had two of our three Coffee and Connect volunteer appreciation events so far, the last one is Thursday at the Shakopee Brewhall. Last week we met a couple that has been delivering meals for 40 years! - We are again participating in Rhythm on the Rails this summer, six Wednesdays starting the 17th. Our focus is on volunteer recruitment and donations.
C. Head Start Updates – Holly Schulz - brought the governance packet for those that could not attend, and some research pieces. Can also send it electronically. - Head Start classrooms ended last week, today was the last day for teachers. EHS continues through the summer. - we received our results from the federal monitoring review, they were very good and we were found to be compliant in all areas. Excited about these results!

D. Housing & Emergency Services Updates – Suzie Misel

- legislature approved \$40 million for the state in rental assistance in FHPAP, so Scott/Carver are going to request a million, and Dakota 1.2million. That will provide us with rental assistance for 30 more households a month, and we'll be able to hire temp and regular full-time staff.
- Supportive housing: we will be applying for HUD grants, but only 30% will be funded in the future so looking for other ways. HUD will have work requirements so looking at ways to help with that.
- Hopes Portage – 13 of 14 units filled. One leaving soon with a Section 8 voucher. Had library event, including Bookmobile for kids
- EAP - 7298 apps approved so far. No more new ones can come in, so working through the incomplete pile and gathering the missing information to get those approved as well.

E. Board Committee Updates

- Board Report – Amanda Schuh – attended Prairie Point grand opening, nice event. Nice to see Local Imports staying in the black.
- Finance Committee – Darin Nelson – met last week, all routine
- Executive Committee – Amanda Schuh – welcome Mayor Hubbard

F. Other Business –**G. Adjournment -**

Motion to adjourn by Ryan Second by Lisa Carried Meeting adjourned at 7:27pm

CAP Agency Events - Engagement/volunteer opportunities

- Volunteer Opportunities
 - **Urgent Need - Senior Nutrition Drivers – Apple Valley, Rosemount, Lakeville & Farmington** - reach out to lhalvorson@capagency.org
 - Thrift Store Volunteers Needed – Monday, Tuesday, Thursday, Saturday – contact lhalvorson@capagency.org
 - Shepherd of the Lake Lutheran Church/Scott County/CAP Agency/St Paul Farmers' Market Food Distribution Program, Mondays July 6-October 26, 10:30am-2:30pm - contact Lilly at lhalvorson@capagency.org
 - Food Distributions – contact Lilly Halvorson to sign-up, lhalvorson@capagency.org
 - June 10, 12-1pm – Norwood Young America Food Distribution
 - June 18, 11:30-12:30pm – Chaska Food Distribution

Next Meeting – August 11, 2026

No meeting in July