

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

Meeting Minutes

1. Preamble

A. Call to Order – by Amanda Schuh, Chair at 6:32pm
B Determination of a Quorum Board Members Present in person: Amanda Schuh, Heidi Briggs, Ryan Hentges, Sachin Isaacs, Darin Nelson, Barb Weckman Brekke Board Members Present online: Jenny Hauschildt (left at 40:03), Jenni Hauwiller, Ellie Krug, Jason Eilola, Sachin Isaacs Board Members Absent – Richard Scott, Lisa Anderson, Betty Allen, Taneisha Terrell, Montanay Adams (HS liaison) Staff Present – Jeff Hansen (online) Jackie Lara, Suzie Misel, Holly Schulz, Denise Culshaw (minutes), Jack Haring (online)
C. Welcome & Introductions -
D. Board Meeting Minutes – February 10, 2026 Motion to approve by Heidi Second by Darin Carried
E. Board Meeting Agenda - March 10, 2026 Amendments: item 3C will not be voted on for approval tonight, but will be discussed. Motion to approve by Barb Second by Ryan Carried

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items
A. Head Start – Holly Schulz - January 2026 Policy Council Meeting Minutes - January 2026 Monthly Report
Motion to approve by Ryan Second by Darin Carried

3. Action items

A. Financial Statements - Jeff Hansen, Jack Haring February 2026
- The new Dashboard was shared. This snapshot will be used to discuss at board meetings, and we will still place all financial documents in Easy Board. The dashboard shows cash on hand, reserves and current ratio (number of times CAP can cover its financial obligations in 12 months). Anything over 2 is financially healthy. We are at 6.7. This also shows that if everything were to stop today, we could pay out 2.85 payrolls to staff. - We will come up with what our target payroll is. We no longer have line of credit, we are creating a cash line of our own, a rainy-day emergency fund that is in a different account and currently at \$123,649. The goal is to find an account with a better yield. We are doing research to determine what that should be, while abiding by grant rules, etc., and this will be brought to the Finance Committee next month. - We're at a \$300K surplus right now due to donations being almost double what they were last year at this time. - Revenue and expenses are within 5%, as desired. - Grant summaries – HS Federal ended in January, we've spent down 91% of the total budget. The rest of the grants are on track. We do now have access to CSBG, so are able to request for some housing funds.

- Jeff suggested that each month we pick two or three grants to explain/discuss so you all know the where, how, why, and who of the particular grant. - Barb suggested (in the next few months) looking at the strategic plan and deciding where the flexible dollars could go if not previously allocated. - Over \$20K checks: Jeff and Holly explained the Head Start entries – National Head Start Conference in Minneapolis this year, so much less cost to us, and the \$30K is a Head Start Child Plus training program, used for everything we track. - Credit cards: pretty typical, some explanation provided by Holly about buying books for literacy event.		
Motion to approve by Darin	Second by Ryan	Carried
B. Head Start Credit Card Summary – Holly Schulz • January 2026 - Includes some parent chaperones for a field trip to the Arboretum. Storage is on this twice because of how they bill.		
Motion to approve by Barb	Second by Sachin	Carried
C. Approve 2026-2028 Strategic Plan (Pending Exec. Committee review) – Jeff Hansen (Amanda) - a printout of the Strategic Plan was passed out. We are not approving tonight, but the Executive Committee has been working on reviewing. It feels mostly complete based on our governance responsibility requirements. This is not a static document and can be adjusted, we want input from everyone. Please review and provide feedback to Amanda by April 1. The April board meeting will serve as a retreat where we will focus on this. The document will be emailed.		
Motion to approve by	Second by	Carried
D. Approve Updated Employee Policy Manual – Jackie Lara - Our employee policy manual needs to be updated every two years with any changes, new laws, etc. Two adjustments were made this year. One is adjusting how staff can use holidays with different schedules, and the other is adding the MN Paid Family Leave Act. The updated Policy Manual has been reviewed by our attorney.		
Motion to approve by Darin	Second by Ryan	Carried
E. Approval of MDE Iowa – Holly Schulz - MN Dept of Education Identified Official with Authority. When we submit payment for our Pathways Grant, this allows Holly to approve submission and to give authority to other people in the program to do the submission in the first place.		
Motion to approve by Barb	Second by Heidi	Carried
F. Approval of HS Extended Absences Policy and Procedure – Holly Schulz - The Office of Head Start issued a memo which in certain situations allows programs to extend the amount of time that we can hold a spot for families.		
Motion to approve by Jason	Second by Ellie	Carried

4. Updates and Discussion

A. Executive Director Updates – Jeff Hansen • April 8th at noon or 12:30pm was confirmed for the Board members that will be meeting with the federal Head Start team for the federal review. • GALA – Jeff and Heidi met with several Prior Lake businesses and secured some silent auction donations and sponsorships • GALA planning is going well, working to ensure smoother check-in process and silent auction. Looking for someone to run the Giving Moment, working on event speakers - Some discussion followed with suggestions about what to mention at the Gala – Heidi mentioned Hopes Portage. Richard asked about MNCAP day at the Capitol, Jeff reported that they met with Rep. Garza, Sen. Coleman, who is interested in learning more, Rep. Jesscia Hanson. The continued funding of MCAG was prioritized by those in attendance,		
B. Associate Executive Director Updates – Jackie Lara • Additional food distributions (Feb/March) at Shakopee parking lot to assist with the increased need. - Shakopee Schools have asked us to continue delivering food to 120 families, so we are planning to do that through April 1. We pack and deliver each week with the help of staff and volunteers. - We are also doing additional food distributions in our parking lot in Feb and March, we had 250 households come through in February. • Food Pantry at Allina/Open Door in partnership with Allina & Scott County in the new St. Francis Outpatient		

Center.
- Jackie thanked Amanda for allowing her to come speak to the Jordan Commercial Club, they will be sponsoring a table at the Gala. - Upcoming presentations: tomorrow at St. Francis Mission Committee, Scott County Commissioners at the end of March and Dakota County Commissioners at the end of April. - Jeff mentioned that we have reached out to the other counties regarding utilities assistance, etc. but only Scott County and Shakopee schools have responded. There are funds there, and the counties are aware.
C. Head Start Updates – Holly Schulz - Federal review next month - enrollment is at 98% - Speaker event Friday for families and another event for families and staff on financial wellness in April. We also have upcoming conscious discipline events, which are a social emotional tool for families to work in the home with their children. - Governance training for the Board is usually in April, so we'll figure that out, maybe on Policy Council night.
D. Housing & Emergency Services Updates – Suzie Misel - Hopes Portage opened yesterday, several families have moved in, and we hope to have five in by the end of the week. - West Creek is full. Michelle has taken over property mgmt. In Dakota County she has just three openings in properties there. - Supportive Housing is fully staffed, Emergency Services has some new openings. - EAP has received 10,881 applications, 5451 have been approved. A little behind on approvals compared to last year, EAP layoffs will begin soon. - Next week - meeting with Dakota County for emergency rent assistance. - Homeless Day on Hill is tomorrow, and there is an FHPAP committee hearing, trying to get more money released for the State, may attend that. - Giving housing presentation at New Beginnings on April 15
E. Development Updates - Jeff Hansen - Need as many board members as possible at the Gala. No cost to Board members -let us know asap - We are entertaining the idea of the Director of Development position – it is in the exploratory stage.
F. Board Committee Updates • Board Report – Amanda Schuh – please look at Strategic Plan and provide feedback by April 1. - Thanks to Jackie for coming to Jordan Commercial Club • Finance Committee – Darin Nelson • Executive Committee – Amanda Schuh
G. Other Business –
H. Adjournment -
Motion to adjourn by Barb Second by Heidi Carried Meeting adjourned by Amanda at 7:25pm

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
 - March 11, 12-1pm – Norwood Young America Food Distribution
 - March 19, 11:30-12:30pm – Chaska Food Distribution
 - March 24, 3-4pm – Shakopee Food Distribution
- Upcoming Events:
 - **CAP GALA** (Generosity Advancing Local Action) - April 9, 2026, 6-9pm, Equestria West, Chaska

Next Meeting (retreat) – April 14, 2026