

**Board of Directors Meeting
May 12, 2026
6:30 PM – Shakopee office/Teams**

Meeting Minutes

1. Preamble

A. Call to Order – by Amanda Schuh, Chair at 6:33pm
B Determination of a Quorum Board Members Present in person – Amanda Schuh, Sachin Isaacs, Darin Nelson, Barb Weckman Brekke, Heidi Briggs, Ryan Hentges, Lisa Anderson Board Members Present online – Jenny Hauschildt, Betty Allen, Jason Eilola Board Members Absent – Richard Scott, Jenni Hauwiller, Taneisha Terrell Staff Present – Jeff Hansen, Jackie Lara, Suzie Misel, Holly Schulz, Denise Culshaw (minutes), Jack Haring (online)
C. Welcome & Introductions -
D. Board Meeting Minutes – April 14, 2026 Motion to approve by Heidi Second by Ryan Carried
E. Board Meeting Agenda - May 12, 2026 Amendments: none Motion to approve by Lisa Second by Darin Carried

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items
A. Head Start – Holly Schulz - March 2026 Policy Council Meeting Minutes - March 2026 Monthly Report Enrollment is good, Dadventures group Motion to approve by Sachin Second by Heidi Carried

3. Action items

A. Financial Statements - Jeff Hansen (Jack H.) - March 2026 - Dashboard as of 3/31/26– we have just over 3 payrolls of cash and are at a \$300K surplus. Budgeting is doing well; our revenue is \$81K over what we had budgeted, and expenses are \$100K under. Head Start is showing a loss, but we are not actually at a loss, due to timing of over \$200K in donations dollars that are there. Thrift Store and CAP properties are coming out ahead, and so are Food Shelf, Senior meals and EAP. - Grant summary report, not much to note. PSH Consolidated Grant is overspent but CSBG/MCAG are helping Motion to approve by Barb Second by Darin Carried
B. Head Start Credit Card Summary – Holly Schulz - March 2026 - Family events, hearing/vision training for health supervisor, still working on storage units - almost done. Motion to approve by Ryan Second by Sachin Carried
C. Head Start Sunscreen Policy & Procedure – Holly Schulz

- New policy – we have always used sunscreen but office of HS is asking for more safety protocols and detailed policy.
 Motion to approve by Lisa Second by Barb Carried

D. Approval of the Final FY25 Audit – Jeff Hansen

The Board previously accepted the draft, nothing has changed. We will be putting the audit services out for bid this summer. We've had a clean audit for three years in a row. The audit will be posted on website.

Motion to accept the final version of the audit by Heidi Second by Darin Carried

Revenue	Quantity	Raised	Expense	Cost
Sponsors	26	\$67,989.91	Venue/Food	\$29,774.00
General Admission	35	\$3,478.25	Save the Date/Invites	\$1,939.00
Silent Auction			Decor/set up items	\$900.00
*Donated value of \$31,054	42	\$17,018.60	OneCause Software	\$2,500.00
Fund-A-Need	121	\$26,331.60	Total	\$35,113.00
	Total	\$114,818.36		

4. Updates and Discussion

A. Executive Director Updates – Jeff Hansen

- GALA Results
 - 325 registered guests, 279 paying, 46 comped. 265 attended, 35 tables. One table was a no show (PLate), Other tables didn't have all 8 people, etc. We cleared \$79,705.00. (see chart above) Successful event!
 - We'll be at the same venue next year and will investigate having a live auction.
- Strategic Plan
 - All the changes discussed have been made, and all the conversation was appreciated and helpful.

B. Associate Executive Director Updates – Jackie Lara

- FFEN Foundation for Essential Needs does a food sourcing analysis review every year, which lets us know where we stand in terms of our food shelf and how we're providing and receiving food in comparison to other food shelves that also use Second Harvest, and statewide. We provide two times the amount of food per individual (44 pounds) and household than the food bank median and statewide, which is 18 pounds per individual. Of the food provided, 62% of that food is protein, dairy, and produce - those are considered the most important foods that people are looking for.

Growth – service volume has doubled since 2023, though cost per individual has trended down to \$2. Our goal over the next year is to meet people where they are, bringing food directly to different communities - senior housing, mobile home communities and deliveries outside normal hours. 70% of what we give away is food rescue. We exceed what others are doing. The formal report will be sent out to the board when it's received.

C. Head Start Updates – Holly Schulz

- last month made 97% enrollment requirement.
- end of year staff event is on May 22 and details will be sent. Taking place at Hidden Valley Park in Savage.
- had a successful financial wellness training for staff called The Beans and will have virtual training for the parents we serve, in June. The training also provided several free resources that will also be shared with parents.
- Governance training was last month; the packets are coming.

D. Housing & Emergency Services Updates – Suzie Misel

- EAP: 6826 apps approved so far. Last year we had 8005 at the end of the year, so that was our goal, but Commerce had issues at beginning of the year, so everyone's numbers across the State are lower. We're down to our bare bones crew that will work through summer and finish app processing. May 31 is the application deadline.

- There has been another resignation in supportive housing due to health issues, so Nicole is hiring again.

- HUD is still slow to roll out new grant contracts, so in case they don't get things moving, we are prepared with some other funding.

- West Creek is doing very well. One unit has turned over, with an applicant looking at it tomorrow – just one of the many things Michelle is working on.

- Dakota County is going to transfer their CHDO funds into home loan dollars, so we'll be applying for a home loan to fix up our 541 property. It needs multiple upgrades and are asking for \$1 million+ and hope to have a contract by October.

E. Board Committee Updates

- Board Report – Amanda Schuh – Ellie resigned last week, so we need to find a replacement. Also need to fill Dakota and Carver elected official slots, and get board info more organized, etc.
- Finance Committee – Darin Nelson – met Monday, good financial position. Looking to fill a spot on the Finance Committee.
- Executive Committee – Amanda Schuh

F. Other Business –

G. Adjournment - Motion to adjourn by Sachin Second by Lisa Carried Meeting adjourned at 7:20pm

CAP Agency Events - Engagement/volunteer opportunities

- Volunteer Opportunities
 - **Urgent Need** - Senior Nutrition Drivers – Apple Valley, Rosemount, Lakeville & Farmington - reach out to lhalvorson@capagency.org
 - Food Shelf Volunteers Needed – Monday and Friday afternoons – contact lhalvorson@capagency.org
 - Thrift Store Volunteers Needed – Monday, Tuesday, Thursday, Saturday – contact lhalvorson@capagency.org
 - Food Distributions – contact Lilly Halvorson to sign-up, lhalvorson@capagency.org
 - May 13, 12-1pm – Norwood Young America Food Distribution
 - May 21, 11:30-12:30pm – Chaska Food Distribution

Next Meeting – June 9, 2026