

**Board of Directors Meeting
November 11, 2025
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 – Lisa Anderson, Heidi Briggs, Ryan Hentges, Sachin Isaacs, Amanda Schuh, Darin Nelson, Barb Weckman Brekke Board Members Present online – Betty Allen, Jenny Hauschildt, Jenni Hauwiller, Ellie Krug Board Members Absent – Jason Eilola, Richard Scott Staff Present – Jackie Lara, Suzie Misel (online), Holly Schulz, Denise Culshaw (minutes), Laura VanderVeer (to present for HS), Jeff Hansen out due to family emergency
C. Welcome & Introductions -
D. Board Meeting Minutes – October 14, 2025 Motion to approve by Heidi. Second by Lisa. Carried.
E. Board Meeting Agenda –November 11, 2025 Amendments: add 3C – Vice Chair nominations and election Motion to approve by Darin. Second by Barb. Carried.

2. Consent Agenda

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

3. Action items

Financial Statements- Jeff Hansen (Jack H.) - September 2025 (FY end) Jack did not attend, so Jackie shared financials that were presented to the Finance Committee last week and shared Jack's notes on each of the detailed spreadsheets. Darin added that it was a solid month despite the shutdown. On the Grant Summary, Head Start is underspent due to being understaffed. Two new hires, but still down seven or eight. Housing and Emergency Services got within .5% of a lot of grants. EAP ended close to budget. CSBG ended at the end of Sept, and MCAG is 50% overspent due to CSBG not being currently funded. Motion to approve by Darin. Second by Ryan. Carried.
B. Head Start Credit Card Summary – Holly Schulz September 2025 A lot of food from the first family event of the year, policy council reps, field trips, working on storage unit plan, fiscal training. Motion to approve by Sachin. Second by Heidi. Carried.

C. Vice Chair nominations and election – Amanda Schuh

The position has been vacant for a year and needs to be filled

Open for nominations tonight:

Ellie nominates Barb. Barb declines due to conflict of interest to be on Exec Committee as an elected official. She also noted that Dakota County doesn't allow elected officials on boards, making it impossible for us to fill that open slot.

Sachin nominates Ryan. He accepts – and states that he would rather not move to Chair position after term is up. This led to a discussion noting a discovery in the by-laws that we need to elect officers every year, so will do that tonight as well. The importance of planning for succession of the Chair was also discussed.

No more nominations were presented, so there was a vote on Ryan as Vice Chair. He was unanimously elected.

Barb nominated Amanda as Chair, Darin as Treasurer, and Sachin as Secretary – for all to continue in these roles. Nominations were seconded by Lisa. There was one vote on the entire slate, and all were unanimously re-elected.

Discussion followed regarding:

- the challenges of finding new Board members
- the need for figuring out priorities within departments during these uncertain times
- doing deep dives on data – where money is coming in and where is it being spent, etc.
- looking at what other organizations are doing that are in similar situations
- addressing the urgency of the current times
- the need for a Board retreat soon
- Jenny Hauschildt shared her current struggles as a client during the shutdown and funding cuts. She has been unable to get help for three months and so is behind on her electric bills and can't get help for it. She had to use the food shelf for the first time and received a small box (no bread) due to the changes we've had to make at the food shelf.

4. Updates and Discussion

A. Executive Director Updates – Jeff Hansen - covered by Jackie

- Every day we are focusing on the shutdown and what that means in terms of drawing down funds, spending money, and getting reimbursed for those expenses. We have been able to draw down funds so far, but that could change any time. We've had a huge outpour of food and monetary donations with the uncertainty of SNAP, so that has been very helpful for the food shelf.

We have drawn down HUD, Housing, OEO and energy assistance – so we have energy assistance funds from Minnesota that were left over from last year that they are giving to agencies to be able to process applications and hopefully start paying electric bills as soon as possible. We can get through Dec 12 with those funds. If the government is still shut down at that point, we will lay off all staff except our manager and assistant manager because we are required to have staff answering questions and helping.

- We have decreased food shelf food purchases from \$18-20K per month to \$8K per month and have also decreased staffing. We've been working really hard to cut the monthly food shelf budget in half.
- We usually receive about \$16K max a month in food shelf donations and have received \$24K in the first 10 days of unsolicited donations. We're working on how to best use those donations.
- KARE 11 is going to do a segment at our food shelf on November 22nd on their cooking show. The producer is from Prior Lake and selected us. There will be three interviews with CAP staff and volunteers over two hours, highlighting how people can donate, get involved, and our current needs. If you'd like to be there to speak as a Board member, let us know.

B. Associate Executive Director Updates – Jackie Lara

- Hope for the Holidays Update (100% community-based and funded)

375 families adopted, which is 1400 individuals (200 donors), 200 households registered for Toy Distribution, and 1175 seniors adopted, more than ever before. Also 75 singles in our housing program will get a \$50 gift card. We are full for volunteers for these events.

- Current efforts for food insecurity

We have shifted how we serve food shelf clients to just curbside, which doubles the number of people we can serve.

When the shutdown ends, we can go back to how we normally serve. We're also in conversations with Scott and Carver County hunger relief efforts. We will reach out to Jenny after this to follow up.

C. Head Start Updates – Holly Schulz

- Laura VanderVeer, Head Start Nutrition Coordinator, is here to give a brief presentation on CACFP (Child and Adult Care Food Program). We have received the State funds for October's reimbursement, so hopefully we will receive that for November as well. We provide three meals a day to the children in our program which helps with food insecurity. Laura's slide show didn't work so Holly can send it out later. This program is federally funded by the MN Dept of

Education, and provides breakfast, lunch, and an afternoon snack through reimbursement. We must comply with CACFP requirements to continue to receive reimbursement and are audited every three years. Accuracy in record keeping is crucial to this process. Meal pattern requirements are set by the USDA to ensure the kids have access to healthy and balanced meals throughout the day. Children with food allergies are also accommodated.

D. Housing & Emergency Services Updates – Suzie Misel

EAP has received almost 6000 apps so far, but the funding we get to start up the program is going to be used up. So, we're looking at laying off (furloughing) the team on Dec 12. We are having a team meeting tomorrow to let everyone know and will focus our energy until then on the evaluation and processing part of the applications process so that when we do get the green light to go ahead, that bulk of that work will be done. When funding comes, we will bring everyone back and continue as usual. Congress did approve LIHEAP budget for 2026, but the LIHEAP Dept was mostly laid off, so there are very few people there to process these applications.

- Shelter and rent assistance are State funding so we've been able to continue our work there. Numbers are increasing due to the weather changes.
- Suzie shared news that a Supportive housing client who had been in the program for the past five years recently passed away from cancer, and we have another client with cancer that the same staff is working with. We have support counseling available in case staff need it.
- HUD's federal funding is seeing significant reduction, but we won't see a huge decrease in our HUD funding. The community will be affected more – Section 8 vouchers will not be refilled for people when they move on to their own affordable housing. The HUD funds that will be available will be much more competitive to acquire going forward. We are continuing to monitor how the new HUD rules will roll out for us – work requirements, etc., will make it more challenging for our clients.
- CAP properties: we have been able to fill all units and maintain rent assistance.
- Family shelter next to SOLLC – looking at ribbon cutting in mid-January
- Angel Igwenagu is the supervisor for the new shelter as of Oct 1. She's been working with SOLLC and Scott County to write policies and procedures, curriculum, etc.
- Prairie Point is a big apartment complex opening in Shakopee for people coming from Coordinated Entry and homelessness so it will be good for the shelter to be opening in combination.

E. Development Updates - Jeff Hansen (Jackie)

- Give to the Max Day is Nov 20, so have been promoting that
- Year-end appeal letters went out last week, three different letters: one for current donors, one for previous donors that didn't donate in 2025, and one for households with over \$250K income. This is the second year we have done this end of year appeal. Last year we net \$30K.
- Shakopee Culver's fundraiser – one of the owners, Rich Hafdal has been working a lot with Nate, and wanted to help support us in November, so 10% of all sales from Nov 10-30 will go to CAP. He's guaranteed \$50K.
- Do Good Events Contest– “like” the CAP photo on Facebook and we could win \$3000 if we get the most “likes”

F. Board Committee Updates

- Board Report – Amanda Schuh no mtg until January – in Rosemount
- Finance Committee – Darin Nelson – talked about budget in FC and want a bit more info and look forward to seeing it again in January. Appreciates all the work everyone is doing.
- Executive Committee – Amanda Schuh – ED evaluation will be done on time this year, so will be in a month or two, and hopefully will have some board training. Thanks to Ryan for stepping in to the VP position.

G. Other Business –

H. Adjournment -

Motion to adjourn by Sachin. Second by Lisa. Carried. Meeting adjourned at 8:05pm.

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
 - November 12, 12-1pm – Norwood Young America Food Distribution
 - November 20, 11:30-12:30pm – Chaska Food Distribution
- Upcoming Events:
 - Give to the Max Day – November 20th

Next Meeting – January 13, 2026