

**Board of Directors Meeting
October 14, 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 – Betty Allen, Lisa Anderson, Heidi Briggs, Ryan Hentges, Ellie Krug, Amanda Schuh, Richard Scott Board Members Present online – Richard Scott, Jenny Hauschildt, Sachin Isaacs, Barb Weckman Brekke, Jason Eilola Board Members Absent – Jenni Hauwiler, Darin Nelson Staff Present – Jeff Hansen, Jack Haring (online), Holy Schulz, Suzie Misel, Denise Culshaw (minutes)
C. Welcome & Introductions -
D. Board Meeting Minutes – September 9, 2025 Motion to approve by Heidi Second by Ryan Carried
E. Board Meeting Agenda – October 14, 2025 Amendments: Motion to approve by Ryan Second by Heidi Carried

2. Consent Agenda

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

3. Action items

A. Financial Statements- Jeff Hansen (Jack H.) August 2025 Jack shared August financial statements on screen. Nothing to note on Balance Sheet, not too different from July. On Income Statement by Program, pointed out a few things to note, including that the Food Shelf is under and we don't have access to our coverage grants funding right now. Once we have those coverage grants we'll break even. Budget vs. Actual is showing a 5% difference due to some of the write-offs we have and differences in budgeting and actual. Some programs are on monthly reporting, some quarterly, etc. The Finance Committee met last week and has seen all of this. Jeff talked about the Food Shelf being under and has asked Jackie for some options. We need to spend less and might have to lay off staff but want to avoid that. Expenses are through the roof. We're working on specific fundraising for the Food Shelf. There was discussion about County SNAP and WIC funds– the county will no longer be able to process new SNAP applications. If the government shutdown lasts past October 19, 6000 residents of Scott County won't get their SNAP benefits. All this will create a greater need. Food distributions in Carver County are a large expense, so they may have to be discontinued. A lot of discussion followed regarding the tremendous negative impact this will have.

Jack continued with the grant overview: Nothing finished in August, quite a few did in Sept. Everything was spent down as needed, drawdowns have been successful.

Motion to approve by Ryan Second by Betty Carried

B. Head Start Credit Card Summary – Holly Schulz

- August 2025

Typical – there was a fall leadership conference, food for large group trainings, etc.

Working on getting rid of storage units and ending that expense.

Motion to approve by Betty Second by Sachin Carried

C. Head Start CACFP 2025-26 – Holly Schulz

Child Adult Care Food Program starts in October. Projected reimbursement to be about \$207K. This will depend on the number of children and our reimbursement from the State.

Motion to approve application by Lisa Second by Heidi Carried

D. Head Start Federal Grant 2025-26 – Holly Schulz

Application due Nov 1 – asking for approval to submit the applications for 2026, for Head Start - \$2,847,058, and for Early Head Start - \$825,000. Salaries are 80% of that. This is year 2 of a 5-year grant. Same amount as last year.

Motion to approve by Betty Second by Ellie Carried

E. Update to Cost Allocation Plan for Head Start – Holly Schulz

Already approved the financial policies and procedures - missed one thing so there is one change in the language to address some reallocation of funds.

Motion to approve amendment by Lisa Second by Ryan Carried

4. Updates and Discussion

A. Executive Director Updates – Jeff Hansen

- Shutdown update –

We've had successful drawdown of funds. In constant communication with other executive directors. Basically waiting. We're usually considered an essential service, but no one has said either way. Plans in place to respond.

There was a lot of discussion regarding the government shutdown and how it could affect us. Minnesota Community Action Grant (MCAG) will be available. We must spend it first, then get reimbursed.

There was more discussion about the food shelf issue. We've had a deficit there and used those flexible funds for that work. We'll have to cut hours, quantity, and possibly lay off staff without that, and because of the greater need.

- IT team update

Hired systems administration guy – will be leaving the outside IT company Marco at the end of November. Hiring him will be less than half what we paid Marco.

- Katie Fredericksen is no longer with CAP. Things were not happening as indicated, trust was lost. We are not replacing that position and are moving forward with the four-person team who will work with Jeff and Jackie.

Several board members expressed desire to help and asked how they could. Continue to promote awareness, talk to people and ask them to contribute. Ellie expressed that the Development Director position is an important one as a face for awareness, etc. It is a lot to put on Jeff and Jackie, so if we get to a place where we can hire this position, we should. The board would like an update on fundraising next month.

Ryan asked about strategic planning. We had to postpone that due to the uncertainty, we'll get it back on the calendar.

B. Associate Executive Director Updates – Jackie Lara

Jackie out

C. Head Start Updates – Holly Schulz

- Expecting a federal review the first week of November, they're here for three days. It's an Office of Head Start audit, there are two every five years, this is the first of two. A consultant comes out and reports back to the Office of HS. There will be four reviewers, three in person, and one virtually.

- CACFP is federal money, so there may be issues there. We are good through September; we'll see how it goes as we move through to November.

- Met with Shakopee Community Education Collaborative and shared HS information – great response with questions about how to donate and volunteer, so awareness is key, as mentioned earlier tonight.

D. Housing & Emergency Services Updates – Suzie Misel - Most concerned about HUD. For 2026, HUD is considering and slashing 70% of its PSH programs. HUD releases a grant every year and last year when they released it, they said it would be for two years. In January they said we needed to apply again and that's when we started to see contracts and language changing – like removing the practice of Housing First, which prioritizes getting people housed and then working on other aspects of their lives. - EAP has received over 4000 applications so far, which is way above our halfway point. - Shelter and FHPAP are State funds, so no problems. - Housing stabilization was shut down by the State. CAP administers a similar program called Housing Support. We have been given a heads-up that there will be more oversight, so the Housing Team is reviewing their files and double-checking the work. - Prepping to be audited more often.
E. Development Updates - Jeff Hansen
F. Board Committee Updates • Board Report – Amanda Schuh – still need a Vice Chair, need to schedule Strategic Plan meeting, and have a Board meeting in Rosemount in January. No December meeting • Finance Committee – Darin Nelson – not here • Executive Committee – Amanda Schuh
G. Other Business –
H. Adjournment -
Motion to adjourn by Ellie Second Ryan Carried Meeting adjourned by Amanda Schuh at 7:47pm

CAP Agency Events - Engagement/volunteer opportunities

- Volunteer Opportunities
 - 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
 - October 16, 11:30am-12:30pm – Chaska Food Distribution
 - November 12, 12-1pm – Norwood Young America Food Distribution
- Upcoming Events:
 - Give to the Max Day – November 20th

Next Meeting – November 11, 2025