CAP AGENCY
COMMUNITY ACTION PARTNERSHIP
SERVING SCOTT CARVER & DAKOTA COUNTIES

CAP Agency assists and empowers people to achieve social and economic well-being in partnership with our community.

Board of Directors Meeting
September 8, 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 – Sachin Isaacs, Darin Nelson, Taylor Hubbard, Heidi Briggs, Amanda Schuh, Darin Nelson, Richard Scott, Barb Weckman Brekke

Board Members Present online – Jenny Hauschildt, Betty Allen

Board Members Absent – Lisa Anderson, Dan Wolter, Jenni Hauwiller, Jason Eilola

Staff Present – Jeff Hansen, Jackie Lara, Suzie Misel, Holly Schulz, Jack Haring (online through 3A), Denise Culshaw (minutes)

C. Welcome & Introductions -

D. Board Meeting Minutes – August 11, 2026

Motion to approve by Ryan Second by Sachin Carried

E. Board Meeting Agenda -September 8, 2026

Amendments: add 3G - Head Start grant contract from MN Dept of Ed

Motion to approve by Richard Second by Heidi Carried

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items

A. Head Start – Holly Schulz

- June 2026 Policy Council Meeting Minutes
- June 2026 Monthly Report
- July 2026 Monthly Report

Motion to approve by Taylor Second by Heidi Carried

3. Action items

A. Financial Statements - Jack Haring

- July 2026 Dashboard

Jack went through dashboard. Cash is back up around $500K, did dip in May but is climbing. Current ratio in the good range. Operating results edging closer to 5% but have discovered some flaws in some budget lines which are causing variances. Tweaking those in the new budget.

Program summary: Head Start used some donations to cover expenses. Thrift Store and CAP Properties are coming out ahead. Food Shelf and Senior Nutrition coming out ahead due to donations. EAP breaks even every year. Housing at lowest deficit so far this fiscal year.

Grant summary – FHPAP looks under, but large sums were received to spend by the end of the year, we have plans in place to spend as funds are received.

Motion to approve by Darin Second by Ryan Carried

B. Head Start Credit Card Summary – Holly Schulz

- June 2026

Food for family events, food for internal staff trainings, certifications required for licensing with the health department,

app fee for Lakeville HS license.
Motion to approve by Heidi Second by Sachin Carried

- July 2026

Similar to June - space and food, CPR training, first aid, health and safety incident training for new staff, a Fall leadership conference that we're taking two parents to meet with legislators, sand for playground at Hamilton.

Motion to approve by Heidi Second by Richard Carried

C. Head Start CACFP Grant Application Approval – Holly Schulz

Child and Adult Care Food Program, we apply for this program every year. Still finishing up the budget and total reimbursement, but anticipate it will be between $200-250K, based on the number of children we serve. Asking for approval for application.

Before the vote, Heidi asked about Federal performance standard changes happening for HS, and an update on what is going on. A lot of discussions followed. We are still in the comment period, and comments need to be submitted by October 6. All comments shared have to be reviewed before any decision can be made. Holly is waiting for more information from the National Head Start Association regarding templates for comments, etc. If these changes are finalized as proposed, it will change how the program is operated and the quality of the program.

Motion to approve by Richard Second by Taylor Carried

D. Head Start Water Bottle and Access to Drinking Water Policy – Holly Schulz

New policy to clarify the policy for parents.
Motion to approve by Taylor Second by Heidi Carried

E. Emergency and Accident Policy and Procedures – Holly Schulz

Taking multiple procedures and putting into one, as part of licensing process for Lakeville site
Motion to approve by Richard Second by Darin Carried

F. Re-elect Amanda and Ryan to second terms – Jeff Hansen

Vice Chair (Ryan) and Chair (Amanda) have agreed to serve another term. Next month we will vote on rest of Exec Committee – Nate from City of Shakopee will come in as Treasurer and Richard has agreed to take on the Secretary role.
Motion to re-elect Amanda and Ryan as Chair and Vice Chair by Sachin. Second by Darin. Carried

G. Head Start Grant Contract from MN Dept of Education

State grant, Pathways II. Annual approval to have Holly be the Identified Official with Authorization (IOWA) that authorizes other staff to complete tasks needed for the grant.
Motion to approve by Ryan Second by Richard Carried

4. Updates and Discussion

A. Executive Director Updates – Jeff Hansen

- Recognized Darin and Sachin, each leaving Board after 6 years of service. They started on the same day and are leaving on the same day. They were presented plaques and cards, all expressed gratitude.
- EAP staff is back again, Head Start in second week, the budget went to the Finance Committee last week, making some tweaks. BCBS is only increasing 2%, so hoping to provide COLA for staff, which will come to the Board next month.
- Lilly Halvorson, our Volunteer Coordinator, is leaving to take a position at Bountiful Baskets in food logistics and community programs, fitting her Public Health degree well.

B. Associate Executive Director Updates – Jackie Lara

- Working on Budget for FY27, there will be two CSBG org standards for the October meeting
- Suzie and Jackie are applying for CCAP – Certified Community Action Professional

C. Head Start Updates – Holly Schulz

- Started classes last week. Close to being fully staffed – two or three yet to go. Waiting for license to open Lakeville location.
- We got through our first year of year-round pay and benefits, and that helped with turnover and drawing new staff.

D. Housing & Emergency Services Updates – Suzie Misel

- EAP is back as of the 31st and 903 applications have already come in. Anticipating big numbers, the need is great. Metro Surge really affected this.
- Full team returning for EAP, plus one new person. Some will retire after this season.
- West Creek has one vacancy to fill, Carver CDA will take over ownership at end of year. Nothing will

change. We still manage and run the property
- Hopes Portage – two moveouts, one to Prairie Point one to Market Rate. Several families interviewing to move in.
- We were ready to submit our application for HUD projects, and then HUD rescinded it., so we will find out what the new expectations are and get a new application submitted.
- Emergency Services - we got a huge influx of money in July for FHPAP. Dakota County spent $128K, and Scott/Carver spent $100K. We have temps and our full-time staff doing the work.
- Jeff added that there are too many vacancies in the CAP owned properties. Rent from these goes to us. We have made rent adjustments to get them filled, which will bring in additional revenue. We'll present that to the Dakota CDA – we have a plan in place to keep them filled.

E. Board Committee Updates

- Board Report – Amanda Schuh – thanks to Sachin and Darin for their service, have appreciated working with you both – thank you. We will fill Exec Committee next month
- Finance Committee – Darin Nelson – Finance Committee met last week for June and July. Thanks to all, it's been a pleasure to serve.
- Executive Committee – Amanda Schuh

F. Other Business – Betty reminded everyone about the NAMI walk coming up on Sept 26, she has a team.

G. Adjournment -

Motion to adjourn by Darin Second by Sachin Carried Meeting adjourned at 7:25pm

CAP Agency Events - Engagement/volunteer opportunities

- Volunteer Opportunities
  - Senior Meals on Wheels Drivers Needed – reach out to 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
    - September 9, 12-1pm – Norwood Young America Food Distribution
    - September 14, 12:30-2pm – Prior Lake Food Distribution
    - September 17, 11:30-12:30pm – Chaska Food Distribution

Next Meeting – October 13, 2026