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
October 13, 2026
6:30 PM – Shakopee office/Teams

Meeting Minutes

1. Preamble

A. Call to Order – by Amanda Schuh, Chair 6:30pm

B Determination of a Quorum

Board Members Present in person – Amanda Schuh, Heidi Briggs, Ryan Hentges, Taylor Hubbard, Dan Wolter, Katie Moras, Nate Reinhardt

Board Members Present online – Jenni Hauwiller, Barb Weckman Brekke, Jason Eilola, Betty Allen, Lisa Anderson

Board Members Absent – Richard Scott, Jenny Hauschildt

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

C. Welcome & Introductions -

Went around the room & online

D. Board Meeting Minutes – September 8, 2026

Motion to approve by Taylor Second by Heidi Carried.

E. Board Meeting Agenda - October 13, 2026

Amendments: move 3C to 3A

Motion to approve by Betty Second by Ryan Carried.

2. Consent Agenda

Board Action Requested: To review and approve Consent Agenda Items

A. Head Start – Holly Schulz

- August 2026 Policy Council Meeting Minutes
- August 2026 Monthly Report

Holly explained what these items contained for the new members.

Motion to approve by Heidi Second by Ryan Carried.

3. Action items

A. New Board Members vote – Jeff Hansen

- Katie Moras

Motion to approve/elect by Amanda. Second by Taylor. Carried. Welcome, Katie!

- Nate Reinhardt

Motion to approve/elect by Amanda. Second by Dan Carried. Welcome, Nate!

B. Financial Statements - Jack Haring

- August 2026 Dashboard

Jack went through the dashboard. Cash slightly low (1.42 payrolls instead of the desired 2) due to timing of payments coming in. Current ratio is just over 5%; over 2% is financially healthy. Revenue vs expenses: budgets slightly off for last FY, due to in-kind budgets being off. Those numbers were tweaked for next year's budget. Jack went through the individual programs, all showing surplus except Head Start and Housing, primarily due to the timing of funds. Head Start has donation dollars that can be used there.

Grant summary report shows all of our grants that are on a strict budget.
Jeff noted that he was at the MNCAP meeting last week, and no one (including CAP) has received July/August. The State says they have it but haven't gotten it to us and they haven't given a reason. There is usually a quick turnaround, and we've now been waiting for months and will be submitting for September. It's about $100K, so a lot to be waiting for.
Heidi asked – is there ever a situation where either the county or the state no longer has the same amount of grant money to distribute? Yes, it's possible but grants are contracts and we budget for them – but we can't really know.
Motion to approve by Taylor. Second by Jason. Carried.

Jeff brought up the need to approve the budget. Not on agenda but it is in Easy Board. Some tweaks were made by the Finance Committee, and they were explained by Jeff and Jack. We were waiting to hear about health care costs, the increase came back at 2% so that enables us to have the COLA increase of 3% for staff. The Finance Committee has been over all of it.

3B1. Budget Approval FY 27 – Jeff Hansen

Motion to approve by Ryan. Second by Barb. Carried.

C. Head Start Credit Card Summary – Holly Schulz

- August 2026

Double charge is correct and due to city splitting the cost and charging twice. Last month of storage units.

- September 2026

Required food safety training, Policy Council meals, NHSA Fall Leadership Institute attended by two staff and two parents, conference and meeting with legislators to tell parent stories and impacts of Head Start.
Motion to approve both by Dan Second by Taylor Carried.

D. Board Officer Election – Jeff Hansen

- Richard Scott, Secretary
- Nate Reinhardt, Treasurer

Motion to approve both by Lisa. Second by Taylor. Carried.

E. Comprehensive Risk Assessment Summary – OS 4.6 – Jeff Hansen

Required for federal grants. Our Data Breach Response Plan has been updated based on info from CAP LAW, etc. We also do have cyber insurance.
Motion to approve by Ryan. Second by Taylor. Carried.

F. Head Start 25-26 Annual Report – Holly Schulz

Head Start requires a specific annual report following the school year, summarizing different aspects of the year.
Motion to approve by Amanda. Second by Taylor. Carried.

G. Head Start Federal Grant Application for 2027-28 – Holly Schulz

Head Start is a 5-yr grant, but each year must do a continuing funding application. Asking for approval to submit for our grant totaling $3,696,849.00.
Motion to approve by Heidi. Second by Dan. Carried.

4. Updates and Discussion

A. Executive Director Updates – Jeff Hansen

- Maritza is doing well at Thrift Store, making money. Jesse did good job; Maritza has new spin. Profits can help the Chore program which is the most underfunded.
- We are applying for a Meta grant, they are building a data center in Rosemount. The Rosemount office needs many repairs and improvements – parking lot, HVAC, skylights, Head Start classroom, etc.
- Jason attended the MCH conference in Duluth and shared that he feels good about the younger generation of leaders that are making an impact on the issue of homelessness. He also attended all the cases regarding crisis intervention, as that is his focus this year. Learned about and explained the Travis Law – crisis teams must get to a crisis call before law enforcement, and about Alice reports which help counties to understand broader economic pressures that can lead to housing instability. Betty added that she was also there and shared that telling your own story to legislators can be effective.
- Working on HFTH, spread the word, to help go to our website. Jeff talked about how it all works.

B. Associate Executive Director Updates – Jackie Lara (out)

C. Head Start Updates – Holly Schulz

- The Child and Adult Care Food Program applications projected reimbursement number came in at $209,564.80. Last year was around $147K.
- The response letter was put together with over 40,000 comments we submitted. The National Head Start Association and Office of Head Start director shared that they are going through all the comments and are listening …might have a final ruling by the end of the year but might not. Some staff met with Tina Smith, Amy

Klobuchar, and Angie Craig's offices during the NHSA conference. Tina Smith's office said there may be a way to help through legislation if need be.

D. Housing & Emergency Services Updates – Suzie Misel

- EAP - money released today, so crisis funds available. 4300 apps received to date, 1400 processed and will be able to pay them tomorrow.
- FHPAP - Scott Carver released their letter of interest so have applied, not Dakota yet, but will when they do.
- HHSFA (formerly OEO) will be releasing a super RFP for their shelter program, for our transitional housing and Homeless Youth Act so we'll be reapplying in November.
- We had 12 days to submit HUD's NOFO
- Hopes Portage great news – served 18 families so far, 2 more moving in this week, 7 successful exits.
- PL Rotary volunteering 2x month, reading to children, and PL police will be dropping in with dinner, etc.
- West Creek has 3 tenants paying full rent, that's a first
- Wilder Research does homeless study every 3 yrs, we'll be joining that
- Update on home loan to rehab one of our properties in S St Paul – we have a request for an architect, working with appraiser, getting radon and lead testing done, working with Three Rivers. Costs will be higher.

Some discussion followed regarding other housing options, like the tiny home program in Hennepin County, and there was also some discussion regarding the volunteer policy at Shepherd of the Lake Lutheran Church.

E. Board Committee Updates

- Board Report – Amanda Schuh - welcome new members thank you for being here. The new website is up and running, No December Board meeting
- Finance Committee –
- Executive Committee – Amanda Schuh

F. Other Business –

G. Adjournment -

Motion to adjourn by Taylor. Second by Betty Carried. 7:28pm

CAP Agency Events - Engagement/volunteer opportunities

- Volunteer Opportunities
  - Senior Meals on Wheels Drivers Needed – reach out to ggrosskurth@capagency.org
  - Food Distributions – contact Grace Grosskurth to sign-up, ggrosskurth@capagency.org
    - October 14, 12-1pm – Norwood Young America Food Distribution
    - October 22, 11:30am-12:30pm – Chaska Food Distribution
    - October 26, 12:30-2:00pm – Prior Lake Food Distribution

Next Meeting – November 10, 2026