
HCPA/HERC Combined Board of Directors Meeting Minutes

November 20, 2017

HCPA Members Present:

*Jason Helgemoe, Board Chairman, Community Seat
Crystal Robideau, Teacher Seat
Maisian Schiung, Board Treasurer
Kalc Vang, Board Member
Christy YongVang, Board Member, Parent Seat*

HCPA Members Absent:

*Vue Thaow, Board Vice-Chair
Fue Vue, Board Member*

HERC Members Present:

*Fu Hang, Board Chair
Maisian Schiung, Board Member*

HERC Members Absent:

Teng Vang, Board Member

Ex Officio Member Present:

Dr. Christianna Hang, Superintendent

Guests:

*Lisa Bonko, HCPA Marketing and Special Projects Consultant
Marc Dubois, Krech, O'Brien, Mueller & Associates, Inc
Dennis Hoogeveen, CliftonLarsonAllen LLP
Heather Johnson Ross, Bethel University Authorizer
Christina Wordes, BerganKDV*

Staff:

Pao Yang, Chief Operating Officer

Call to Order:

Chair Helgemoe called the meeting to order at 4:42 PM and read HCPA's Mission/Vision Statement.

Consent Agenda Items:

Approval of Agenda:

Call for approval of the November. 20, 2017 HCPA Board Agenda
*Motion by Mr. Kalc Vang seconded by Ms. Christy YongVang to approve the Agenda as submitted.
The motion carried.*

Approval of September 27, 2017 HCPA Board Minutes:

Call for approval of the September 27, 2017 Board Minutes

Motion by Mr. Kalc Vang seconded by Ms. Crystal Robideau to approve the Board Minutes as submitted. The motion carried.

2016-17 Financial Audit:

Mr. Dennis Hoogeveen of CliftonLarsonAllen presented the 2016-17 Financial Audit. The 2016-2017 audit indicated yet another strong financial year and HCPA achieved the highest recommendation of having a Clean Audit and strong financial reserve. HCPA has achieved 14 years of clean financial audits since 2003.

The June 20, 2017 Balance Sheet indicated a strong cash position. HCPA's general fund balance at fiscal year end was \$11,721,456. No transfer of funds was necessary from the general fund to the Food Service program. When reviewing the statement of revenues, expenditures and change in fund balance - budget and actual Mr. Hoogeveen stated the results indicated very strong financials.

Additionally, the food service program was audited. There were no compliance findings in this audit.

In the Summary of Auditors' Results Mr. Hoogeveen reviewed the outcomes.

- Internal control over financial reporting - no material weaknesses or significant deficiency was identified.
- Noncompliance material to financial statement noted - none
- Internal control over major federal programs - no material weaknesses or significant deficiency was identified.
- No audit findings were disclosed that are required to be reported in accordance with 2 CFR 200.516(a).
- HCPA was qualified as a low-risk auditee

Motion by Mr. Fu Hang seconded by Ms. Christy YongVang to approve the 2016-17 Financial Audit as submitted. The motion carried.

HCPA Building Assessment Report:

Mr. Marc Dubois of Krech, O'Brien, Mueller & Associates, Inc reviewed the capital needs assessment for Hmong College Prep Academy. The assessment is a requirement of the bond holders and outlines estimated costs and priorities. The report laid out a proactive plan for repairs and maintenance at HCPA.

Priority: 12-24 Months

- Restrooms
- Exterior walkway
- Masonry Refacing

Priority: 24-48 Months

- HVAC

- Roof - older sections of the buildings. The board recommended this repair move to the 12-24 month priority.
- Window Replacement in older section of the building
- Flooring - remove existing carpet in older classrooms and hallways
- Lighting - replace all lighting with new more energy efficient LED lightbulbs

Motion by Ms. Maisian Schiung seconded by Mr. Fu Hang to accept the HCPA Building Assessment Report with the following amendments: \$50,000 for window replacements and move the roof repairs into the 12-24 month priority. The motion carried.

September 2017 - YTD Financials:

Ms. Christina Wordes of BerganKDV presented the September 2017 Financial Statements. The report shows the prior year activity on an unaudited basis, adopted budget, a working budget, year-to-date activity (revenues and expenditures) and the percent of year-to-date activity as compared to the working budget. The current budget is based on 1700 students, with the actual enrollment at approximately 1800 students.

Motion by Mr. Kalc Vang seconded by Ms. Christy YongVang to approve the September 2017 YTD Financials as submitted. The motion carried.

New Agenda Items:

Offering Price for Metro Deaf

The board discussed potential scenarios regarding the purchase of and related costs to renovate the Metro Deaf building. They continued to offer their support of Dr. Hang's negotiations with Metro Deaf.

2016/2017 Annual Report

Dr. Hang presented the newly revamped HCPA annual report. The board raved at the graphic presentation of the data and content.

Motion by Ms. Maisian Schiung to accept the annual report as presented by Dr. Hang. The motion was seconded by Ms. Crystal Robideau. The motion carried.

Adjournment:

Chair Mr. Jason Helgemoe called for a motion to adjourn the meeting at 7:06 PM.

Motion by Ms. Christy YongVang seconded by Mr. Fu Hang to adjourn the meeting. The motion carried.