

Meeting of the Board of Directors of  
**Lakes & Prairies Community Action Partnership, Inc.**  
**February 22, 2018**

Jenny Mongeau called the meeting to order at 6:05 pm.

**Board Members Present:** James Hamer, Andrea Koczur, Renee Backlund, Michelle Werner, Lyle Hovland, Eloisa Pigeon, Kristi Bivens, Barry Steen, Sarah King, Kristin Krile, Laurie Drewlow and Jenny Mongeau.

**Members Absent:** Excused absences: Ron Verhaagen, Ben Lien, John Docken, Loren Ingebretsen, Stephanie Miranowski and Heidi Durand.

**Employees and Others Present:** Lori Schwartz, Executive Director; Colleen Murray, Director of Development and Operations. Brenda Montplaisir, Finance Director. Julie Erickson, Agency Support. Vanessa Santoya, Head Start Policy Council Rep.

The group recited the Promise of Community Action.

**Consent Agenda:** James Hamer made a motion to approve the consent agenda; Second: Renee Backlund. Motion carried.

**Finance Committee Report:** A committee rep gave a brief report to the board. The 2018-19 annual budget was reviewed and will be presented to the board for approval. The age of agency vehicles was discussed.

Lyle Hovland made a motion to approve the financial report. Andrea Koczur seconded. Motion carried. Michelle Werner made a motion to approve the January 2018 Treasurer's Report. James Hamer seconded. Motion carried.

Andrea Koczur made a motion to approve the February 2018 Treasurer's Report. Laurie Drewlow seconded. Motion carried.

**Board Approval Items:**

Annual Budget 2018-2019. Motion to approve by James Hamer. Seconded by Barry Steen. Motion carried.

FES-WCI Mini Grant (VITA). Motion to approve by Lyle Hovland. Seconded by Laurie Drewlow. Motion carried.

Name Change Committee Recommendation. Motion to approve by Sarah King. Seconded by Kristin Krile. Motion carried.

Head Start Eligibility Criteria. Motion to approve by Kristin Krile. Seconded by Kristi Bivens. Motion carried.

Voter Registration Plan. Motion to approve by Laurie Drewlow. Seconded by James Hamer. Motion carried.

Board Resolution Supporting CSBG. Motion to approve by Andrea Koczur. Seconded by Lyle Hovland. Motion carried.

**Giving Hearts Day:** Colleen Murray reported that we raised over \$18,000. It was well over what we raised last year. Our goal of \$29k was not met since we had a substantial donation in December.

**Annual Meeting** will be held at the Marriot in Moorhead on Thursday, April 26<sup>th</sup>. Board members were asked for nominations for the Dennis Heitkamp Award and the Volunteer Extraordinaire Award by March 30. Vanessa Santoya offered to provide music for the annual dinner.

**Report Backs:** **Head Start Board Liaison Sarah King** reported that attendance has been down in January due to illness. The November review results were received last week with excellent results. Overall, we were found to operate a very strong program. There was one area of concern in the dual language area. Kristin Phillips, feels this area was well covered and felt that it was not an accurate concern. A decision will be made to dispute the issue or write an improvement plan.

**Head Start Policy Council Rep Vanessa Santoya** added that the PC will be having a party for the Head Start staff in appreciation for all the hard work involved in the November review. A mini Town Hall meeting is being planned and legislators will be invited to speak.

**Family & Community Services Board Liaison Barry Steen** reported that the FCS division site review last month resulted in no findings and that we have a very thorough staff and management for our services.

**Executive Directors Report:**

**JRLC Day on the Hill:** Lori Schwartz, Maria Steen, Eloisa Pigeon and a few Head Start Home Visitors will be attending this year. Lori Schwartz will be the district leader and will be scheduling appointments with legislators.

**Community Action Month is May:** An open house/ribbon cutting will be held at the Belsly to celebrate its opening. It is planned for May 18<sup>th</sup>. Staff and board members will be asked to participate in some way. Community partners and businesses will be invited. More information to follow.

**ROMA – NG Board Training:** After Lori and Colleen are recertified this spring, they will provide ROMA-NG training to both staff and board. A ROMA-NG training will be held during the Board Retreat it will be

scheduled for June or July.

**CCA Restructure:** Restructuring process is going well and nearing completion. The restructure includes a reduction in work force, eliminating the director position, combining duties with present staff and not renewing the lease in the Fergus Falls office as of September 1, 2018. Vanessa Strobel and Maria Steen will be management positions to oversee the day to day operations of the program. These 2 managers will have representation on the Leadership Team.

**Rainbow Bridge:** A thorough analysis of the Rainbow Bridge program is being conducted. Lack of funding has been extremely challenging within the program since it first began. L&P learned earlier this fall that the program will not be funded by the United Way for 2019. This is great cause for concern. Although L&P understands that this is a critical program for children and families and there is a dire need for it, we need to decide if it truly fits within our mission or if there is another organization in which it fits better.

**VITA tax site** started February 2<sup>nd</sup> and as of the 20<sup>th</sup>, 167 state and federal returns have been filed totaling over \$446,000.

**Group Work Camp** is looking for more projects in the Breckenridge area. Wilkin County Board members were given applications and asked to recruit.

Lori requested an invitation to the Clay and Wilkin County Board meetings in May or June to review L&P's annual report. Lyle Hovland and Jenny Mongeau agreed this would be good information to share with all County Commissioners.

Meeting adjourned.

Next meeting **March 15, 2017** at the Mainline in Downer, Minnesota.

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Michelle Werner, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

## Meeting of the Board of Directors of **Lakes & Prairies Community Action Partnership, Inc.** **On January 25, 2018**

Jenny Mongeau called the meeting to order at 6:00 pm.

**Board Members Present:** James Hamer, Ron Verhaagen, Andrea Koczur, Renee Backlund, Michelle Werner, Lyle Hovland, Eloisa Pigeon and Jenny Mongeau. Loren Ingebretsen by conference call.

**Members Absent:** Excused absences: Laurie Drewlow, Ben Lien, John Docken, Kristi Bivens, Barry Steen, Sarah King, Stephanie Miranowski, Heidi Durand and Kristin Krile.

**Employees and Others Present:** Lori Schwartz, Executive Director; Colleen Murray, Director of Development and Operations. Kim Trautman, HR Director; Julie Erickson, Agency Support.

The group recited the Promise of Community Action.

**Spotlight: Kim Trautman, HR Director** gave a report on the Affirmative Action Report for the November 2016- October 2017

**Consent Agenda:** James Hamer made a motion to approve the consent agenda; Second: Ron Verhaagen. Motion carried.

**Finance Committee Report:** No Finance Committee meeting

Motion to table the approval of the Finance report until February. Motion by Ron Verhaagen; Second by Loren Ingebretsen.

**Board Approval Items:**

IRS Mileage Reimbursement Rate. Motion to approve by Ron Verhaagen. Seconded by Lyle Hovland. Motion carried.

Head Start Self-Assessment Plan and Timeline. Motion by Andrea Koczur to approve. Second: Renee Backlund. Motion carried.

Review By-Laws. Motion to approve by Ron Verhaagen. Seconded by James Hamer. Motion carried.

Out of State Travel Request – Legislative Conference. Motion to approve by James Hamer. Seconded by Eloisa Pigeon. Motion carried.

Out of State Travel Request. ROMA recertification. Motion to approve by Lyle Hovland. Seconded by Andrea Koczur. Motion carried.

United Way of Cass Clay Senior Grant. Motion to approve by Ron Verhaagen. Seconded by Michelle Werner. Motion carried.

North Dakota Nutrition Mini-Grant. Inform only (grant is under \$500).

Otto Bremer Trust Grant. Motion to approve by James Hamer. Seconded by Andrea Koczur. Motion carried.

Out of State Travel Request – Supervised Visitation Network. Motion to approve by Loren Ingebretsen. Seconded by Ron Verhaagen. Motion carried.

DEED pathways to Prosperity Grant. Motion to approve by Andrea Koczur. Seconded by Michelle Werner. Motion carried.

Clay County Collaborative Revised Agreement. Motion to approve by Andrea Koczur. Seconded by Ron Verhaagen. Motion carried.

**Report Backs:** none - due to absences

**Inform Items:**

**Child Care Aware Restructuring –** Members of the Leadership Team have been closely analyzing the CCA budget for the past 2 years. The CCA Division budget short fall has been significant. The restructuring process has begun with the need to do a reduction in workforce and redesigning job descriptions to include shared responsibilities and combining positions. The next phase in the restructure is analyzing office space and looking at other options to house employees.

**Board Elections:** no term limits up in 2018

**Board Officer Elections – Second Year:** none in 2018

**Review Committee Assignments:** no changes

**Giving Hearts Day:** Colleen Murray provided an overview of Giving Hearts Day - February 8<sup>th</sup>. A goal to match has been set for \$14,450. Friday, February 2<sup>nd</sup> there will be a Giving Hearts Day potluck lunch for staff.

**Workforce Development:** Welding classes will be offered in January. Our Workforce development program was a featured article in the Fargo, Inc. magazine this month.

**JRLC Day on the Hill:** Board members and employees will be encouraged to attend JRLC Day on the Hill, given consideration that there are several “Day on The Hill” events that are specific to Division work, i.e. Homeless Day on the Hill” in which Family and Community Services staff focuses on.

**Take Away:** The Leadership Management Conference was attended by Colleen Murray, Kim Trautman, Maria Steen and Robin Christianson. Colleen and Kim gave a brief report on what they experienced at the conference.

**Executive Directors Report:** Lori Schwartz provided her report to the board. Following a meeting between L & P and Habitat for Humanity, FCS Director Becki Johnson was chosen to be on the board of the local Habitat for Humanity board. Work will continue with their board president and the new ED to enhance partnerships. The most recent government shut down will certainly not be the last we have. A continuing resolution could be extended repeatedly, which always leaves the risk of a government shutdown. L&P is prepared to withstand a shut down for a limited time and L&P will act accordingly depending how long the government stays shut down. The FCS Division continues to grow. L & P is now renting office space in the same building as Head Start in Dilworth. There will be 2 full time self-sufficiency advocates there to service clients in the area.

The VITA tax site is beginning the 5<sup>th</sup> of February. Always looking for volunteers.

Group Work Camp is to be held this July in Breckenridge in conjunction with WCMCA. We are looking for projects in the area and a mailing will be sent to households in the

area.

Meeting adjourned.

Next meeting **February 22, 2017** at The 34 in Barnesville.

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Michelle Werner, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
On December 7, 2017**

Finance Committee met at 5:00 p.m. prior to the Board Meeting.

**5:30 pm Special Training for Head Start Policy Council and Lakes & Prairies Board members:**

- Mandated Reporting Training/Eligibility-New Guidelines for Enrollment – Tiffany McKinnon, Head Start ERSEA Manager
- CACFP & Civil Rights Training – Kim Bailey, Head Start Nutrition Manager
- Shared Governance Training – Lori Schwartz, Executive Director and Tiffany McKinnon, Head Start ERSEA Manager

James Hamer called the regular monthly board meeting to order at 6:50 p.m. at the Lakes & Prairies Moorhead Satellite office located at 861 Belsly Blvd in Moorhead, MN. Quorum Determined. Introductions were conducted.

**Board members present:** Ben Lien, Laurie Drewlow, Loren Ingebretsen, John Docken, Eloisa Pigeon, Michelle Werner, Renee Backlund, Andrea Koczur, Sarah King, Barry Steen, Heidi Durand, and Policy Council Rep. Jeffrey Henry.

**Members Absent:** Excused Absences: Jenny Mongeau, Lyle Hovland, Kristi Bivens, Stephanie Miranowski and Ron Verhaagen. Unexcused Absences: Kristin Krile

**Employees and Others Present:** Lori Schwartz, Executive Director; Colleen Murray, Director of Development and Operations; Brenda Montplaisir, Finance Director; Julie Erickson, Agency Support.

**Finance Committee Report:**

James Hamer provided the Finance Committee report to the full board. Andrea Koczur made a motion to approve the November 2017 Treasurer's Report. Ben Lien seconded. Motion carried.

**Consent Agenda:**

Loren Ingebretsen made a motion to approve the November 2017 Board Meeting minutes. Second: John Docken. Motion carried.

**Board Approval Items:**

- A. The board reviewed the request for the FES Asset Building Grant to support financial literacy and tax site programming through a collaboration with Lakes & Prairies, West Central Communities Action and Mahube-Otwa. Motion by Laurie Drewlow to approve. Sarah King seconded the motion. Motion carried.
- B. The board reviewed the request for the Identified Official with Authority (IOwA) – this is to comply with MDE State Access Security Control Standard 1.0 approval. The Board authorized Lori Schwartz to act as the IOwA. Motion by Andrea Koczur to approve. John Docken seconded the motion. Motion carried.
- C. The board reviewed the request for the MN Evidence Based Family Home Visiting Grant to expand the Early Head Start Home Visiting Program. Motion by Loren Ingebretsen. Second

Andrea Koczur. Motion Carried.

- D. The board reviewed the request for approval of the revisions for the Head Start Policy Council By-Laws. Motion by John Docken to approve. Laurie Drewlow seconded the motion, pending following open meeting laws pertaining to Head Start Policy Council committees. Motion carried.
- E. The board reviewed the request for the Health Insurance Agency Contribution to be increased by \$40.00 per tier and the SPD be granted the same amount as the agency contribution to family. Motion by Heidi Durand to approve. Michelle Werner seconded the motion. Motion carried.
- F. The board reviewed the request to approve moving the March board meeting from the 22<sup>nd</sup> to the 15<sup>th</sup> due to the legislative conference. Motion by Renee Backlund to approve. Eloisa Pigeon seconded the motion. Motion carried.
- G. The board reviewed the request to approve the West Central Initiative Child Care Grant for Start-Up funding for new providers in Region 4. Motion by Michelle Werner to approve. Barry Steen seconded the motion. Motion carried.
- H. The board reviewed the request to approve the West Central Initiative Parent Child Care Parent Aware Grant to support existing coaching staff. Motion by Sarah King to approve. Eloisa Pigeon seconded the motion. Motion carried.

Colleen Murray provided an overview of Giving Hearts Day and asked the board for approval to participate in Giving Hearts Day in February. Motion by Laurie Drewlow to approve. Ben Lien seconded the motion. Motion carried.

The board was asked to approve Vanessa Santoya, as the new Head Start Parent Policy Council Liaison to the board. Motion by Andrea Koczur to approve. Seconded by Michelle Werner. Motion carried.

The board nominated Sarah King to serve as the Board Liaison to Head Start's Policy Council. Motion by Loren Ingebretsen to approve. Seconded by James Hamer. Motion carried.

The board nominated Barry Steen to serve as Board Liaison to Family & Community Services. Motion by Laurie Drewlow to approve. Seconded by Andrea Koczur. Motion carried.

The Board was asked to approve the 2018 L & P board meeting dates. Motion to approve by Loren Ingebretsen. Seconded by Michelle Werner. Motion Carried.

#### **Report Backs:**

**FCS Liaison, Barry Steen:** There is currently MNSure open enrollment. We are in the process of finalizing the hiring of a new staff member for our Breckenridge office.

**Policy Council Liaison, Vanessa Santoya:** The Head Start federal review team was here last week. They interviewed parents with students in the classroom and those who have home visitors. The Policy Council Reviewed and passed the Head Start By-Laws.

**Informational:** The Legislative Conference is being held in Washington, DC, March 20 – 23. L & P would like for one board member to attend.

The poverty simulation in Fargo was cancelled due to low registration and will be rescheduled.

**Executive Director's Report:** Lori Schwartz and Colleen Murray will be attending a recertification of the ROMA-NG in the spring.

L & P organizational standards are in their final review for 2017.

L & P has completed the Community Assessment needs, a full risk assessment and renewed the strategic plan and are ready to move forward in 2018.

Lori Schwartz has applied to be on the board of the MN Council of Non-Profits.

The name change focus group is to meet in the next week or two. A Bremer grant is to be written for in early 2018. The grant request will include dollars for branding and name change.

**Next board meeting will be January 25, at the Eagle Café, Barnesville.**

Meeting adjourned at 8:00 pm.

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*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed*

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Andrea Koczur, Treasurer

## Rescheduled Meeting of the Board of Directors of **Lakes & Prairies Community Action Partnership, Inc.** **On November 2, 2017**

James Hamer called the meeting to order at 6:00 p.m. at the Lakes & Prairies Moorhead Satellite office located at 861 Belsly Blvd in Moorhead, MN. Quorum Determined. Introductions were conducted and welcomed guest Bill Schultz of Health Quote Services.

**Board members present:** Ben Lien, Laurie Drewlow, Lyle Hovland, Kristi Bivens, Stephanie Miranowski, Ron Verhaagen, Eloisa Pigeon, Michelle Werner, Renee Backlund, Andrea Koczur, Sarah King and Barry Steen.

**Members Absent:** Excused Absences: Loren Ingebretsen, John Docken, Kristin Krile, Jenny Mongeau, Heidi Durand, and Policy Council Rep. Jeffrey Henry.

**Employees and Others Present:** Lori Schwartz, Executive Director; Julie Erickson, Agency Support; Bill Schultz, Health Quote Services.

Bill Schultz, Health Quote Services gave a presentation and discussed options for employee healthcare benefits. Due to a 17.9% increase Bill went out for bid to determine a lower cost option for L&Ps employees. After analyzing the results with the leadership team, it was determined that L&P would stay with BCBS of Minnesota and Lakes Country Service Coop, with an additional \$500.00 deductible plan option. Lyle Hovland made a motion to approve continuing with our current plan through Lakes Country Service Coop and BCBS of Minnesota. Kristi Bivens seconded. Motion carried.

### **Finance Committee Report:**

Andrea Koczur provided the Finance Committee report to the full board. Laurie Drewlow made a motion to approve the September 2017 Treasurer's Report. Andrea Koczur seconded. Motion carried.

### **Consent Agenda:**

Stephanie Miranowski made a motion to approve the September 2017 Board Meeting minutes. Second: Laurie Drewlow. Motion carried.

### **Board Approval Items:**

- I. The board reviewed the request to carry over Head Start, Start Up Funds. Motion by Kristi Bivens to approve. Eloisa Pigeon seconded the motion. Motion carried.
- J. The board reviewed Head Start request for a Budget Adjustment. Motion by Ben Lien to approve. Andrea Koczur seconded the motion. Motion carried.
- K. The board reviewed the 2017-2022 Strategic Plan. Motion by Laurie Drewlow to approve. Barry Steen seconded the motion. Motion carried.
- L. The board reviewed the request for 2 staff members to attend Nat'l Head Start Parent Engagement Conference. Motion by Ron Verhaagen to approve. Kristi Bivens seconded the motion. Motion carried.
- M. The board reviewed the request to send staff to the Nat'l Management and Leadership

Conference. Motion by Sarah King to approve. Ben Lien seconded the motion. Motion carried.

Health Insurance Agency Contribution was discussed. Lyle Hovland made a motion to table the approval until December's board meeting. Ron Verhaagen seconded the motion. Motion carried.

**Report Backs:**

**Head Start Liaison, Sarah King:**

Many new parents on the Policy Council who are very engaged. September attendance this year is better than last year.

**FCS Liaison, Barry Steen:** 3 self-sufficiency advocates were hired in October. Still trying to fill the position for a full-time self-sufficiency advocate in Wilkin County. There was a Bi county housing advisory meeting held in Wilkin County last month. A Poverty Simulation will be held at Grace Lutheran Church in Breckenridge Friday, November 17.

**Informational:** The Head Start Review is coming up later this month and the review committee may ask to speak with a few board members.

**Executive Director's Report:** Lori Schwartz attended the 4<sup>th</sup> of the Executive Director's training this past month. Board members were reminded that if they are not able to attend the board meetings to please notify L & P staff since unexcused absences will be noted and 3 or more would mean dismissal from the board. The Workforce program just finished their CNA training. Nine attended the classes, 4 passed the final exams and another chance will be given for the remaining to retake the test.

**Next board meeting will involve the Head Start Policy Council for Shared Governance Training, etc. The meeting will be December 7, at the Lakes & Prairies Belsly site.**

Ron Verhaagen made a motion to adjourn the meeting. Seconded by Andrea Koczur. Meeting adjourned at 8:00 pm.

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Michelle Werner, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed*

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Andrea Koczur, Treasurer

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
On September 28, 2017**

Jenny Mongeau called the meeting to order at 6:00 p.m. at the Lakes & Prairies Moorhead Satellite office located at 861 Belsly Blvd in Moorhead, MN. There was a quorum. Introductions were conducted and welcomed guest Tom Iverson of Sagency.

**Board members present:** Ben Lien, Laurie Drewlow, Lyle Hovland, John Docken, Kristi Bivens, Stephanie Miranowski, Jenny Mongeau, Michelle Werner, Renee Backlund, Andrea Koczur, Sarah King, Barry Steen, and Policy Council Rep. Jeffrey Henry.

**Members Absent:** Excused Absences: Loren Ingebretsen, Ron Verhaagen, Kristin Krile, Eloisa Pigeon, Heidi Durand, and James Hamer.

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Colleen Murray, Kristin Phillips, Director of Head Start; Julie Erickson, Agency Support; Tom Iverson, Sagency.

**Consent Agenda:**

Laurie Drewlow made a motion to approve the August 2017 Board Meeting minutes. Second: Barry

Steen. Motion carried.

Tom Iverson of Sagency presented the full report on the Lakes & Prairies strategic plan.

**Finance Committee Report:**

Jenny Mongeau provided the Finance Committee report to the full board. Ben Lien made a motion to approve the Finance Committee's report. Sarah King seconded. Motion carried. Barry Steen made a motion to approve the August 2017 Treasurer's Report. John Docken seconded. Motion carried.

**Board Approval Items:**

- N. The Head Start Annual Report to the Community was presented and discussed. Motion by John Docken to approve. Stephanie Miranowski seconded the motion. Motion carried.
- O. The board reviewed Head Start CACFP budget proposal. Motion by Laurie Drewlow to approve. Michelle Werner seconded the motion. Motion carried.
- P. The board reviewed the 2017 – 2022 Strategic Plan. Michelle Werner motioned to table this item until the October meeting. Kristi Bivens seconded the motion. Motion carried.
- Q. The Name Change Focus group gave a report from their meeting earlier today. Laurie Drewlow motioned to move forward with the name change. Andrea Koczur seconded the motion. Motion carried.
- R. The board reviewed information regarding the purchase of a building in Breckenridge. Stephanie Miranowski motioned to approve purchase up to \$75k. Laurie Drewlow seconded the motion. Motion carried.

**Report Backs:**

**Head Start Policy Council Rep, Jeffrey Henry & Head Start Liaison, Sarah King:**

None given (due to the earlier thorough discussion around the board approval items with Head Start Director Kristin Phillips)

**FCS Liaison, Barry Steen:** None given

**County Check In:** Wilkin County has been discussing putting food pantries in the area schools. Clay County's "budget is busting"

**Informational:** Lori Schwartz attended the National Partnership conference where 3 new Lakes & Prairies CCAP graduates, Kristin Phillips, Vanessa Strobel and Patty Lopez were recognized. Branding was again a main topic. The board was asked to fill out a Board Assessment Survey Monkey. The results will be handed out at the October meeting. A Grand Opening and ribbon cutting is to be planned for the Belsly site later this fall. Lakes & Prairies health insurance premium is increasing by 17.9%. It has been 4 years since the last increase. A representative from our insurance provider will be at the October board meeting. The Head Start Federal Monitoring Visit will take place November 27 and is a 5-day event. Last visit was 2012.

**Executive Director's Report:**

MNCAP is revising its bylaws. CCAP is increasing the rate to counties. Arnie Anderson announced his retirement in 2 years.

The board is invited to the Agency All Staff on October 27<sup>th</sup> at the Boy Scouts Center. The morning will include a Poverty Simulation.

**Next board meeting will be October 26<sup>th</sup> , at the Lakes & Prairies Belsly site.**

Michelle Werner made a motion to adjourn the meeting. Second: Stephanie Miranowski. Meeting adjourned at 8:05 pm.

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Michelle Werner, Secretary



**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
On August 23, 2017**

Jenny Mongeau called the meeting to order at 6:02 p.m. at the Lakes & Prairies Moorhead Satellite office located at 861 Belsly Blvd in Moorhead, MN. Introductions were conducted and Jenny Mongeau welcomed guest Clay County Commissioner Jim Haney.

**Board members present:** Ben Lien, Laurie Drewlow, Lyle Hovland, Loren Ingebretsen, Kristin Krile, Stephanie Miranowski, Jenny Mongeau, Ron Verhaagen, Michelle Werner, Heidi Durand, and James Hamer.

**Members Absent:** Excused Absences: Renee Backlund, John Docken, Kristi Bivens, Eloisa Pigeon, Sarah King, Andrea Koczur, Barry Steen, and Policy Council Rep. Jeffrey Henry.

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Development and Operations, Jim Haney, Clay County Commissioner

**Consent Agenda:**

Ron Verhaagen made a motion to approve the July 2017 Board Meeting minutes. Second: James Hamer. Motion carried.

**Finance Committee Report:**

James Hamer provided the Finance Committee report to the full board. Stephanie Miranowski made a motion to approve the July 2017 Treasurer's report. Laurie Drewlow seconded. Motion carried.

**Board Approval Items:**

- S. The board discussed the Succession Plan. HR committee reviewed the plan and recommended no changes to the full board. Motion by Stephanie Miranowski to approve. Laurie Drewlow seconded the motion. Motion carried.
- T. The board reviewed Head Start Policies that were distributed in July. Motion by James Hamer to approve. Ron Verhaagen seconded the motion. Motion carried.
- U. The board reviewed the Head Start Continuation Grant. Laurie Drewlow motioned for approval of the grant. Ben Lien seconded the motion. Motion carried.
- V. The board review the Head Start PIR from program year 2016-2017. Stephanie Miranowski motioned for approval of the PIR. Ron Verhaagen seconded the motion. Motion carried.
- W. The board reviewed the application to the Land of the Dancing Sky to fund the Clay County Senior program. Motion by Laurie Drewlow. James Hamer seconded the motion. Motion carried.

**Report Backs:**

**Head Start Liaison, Sarah King:** None given

**FCS Liaison, Barry Steen:** None given

**County Check In:** Wilkin County is looking to hire a Human Resources position. Currently in budgeting process. Wilkin County received an increase in Local Government Aid. Wilkin County Court house is remodeled and staff are back in their offices. Clay County is working in partnership with Lakeland Mental Health to have 2 full time mental health professionals in the jail when it opens next year. Out of home placement numbers continue to rise and Clay County is looking at partnerships and options to expand Juvenile detention center.

**Executive Director's Report:** Lori Schwartz provided an update on facilities. Head Start classes will

begin at the Belsly location on September 11<sup>th</sup> along with the rest of the Head Start program. Head Start is fully enrolled with income-eligible children. Office spaces will be ready for staff to move in at the Belsly location in October. Lori invited the board to the Agency All Staff on October 28<sup>th</sup> at the Boy Scouts building. The morning will include a Poverty Simulation. There are 5 staff attending the National Community Action Conference at the end of August with 3 staff being awarded their Certified Community Action Professionals Certification at the conference. Kim Trautman is the now part of the leadership team as Human Resources Director. We are starting our United Way annual campaign and staff are planning activities to raise funds. A group of staff along with Jenny Mongeau attended the MinnCAP Conference in Bemidji. Conference was excellent with national presenters. There is a focus group that has been exploring the idea of a name change for the organization. The focus group requested that we survey staff to get their feedback on the idea of changing our name. Colleen Murray presented the results of the survey. Lori Schwartz asked the board to consider the survey results and the information provided on the costs and considerations associated with a name change and make a recommendation if we should further pursue the concept of a name change by October. The board discussed the benefits and drawbacks of a name change. Jenny Mongeau recommended that the focus group meet again to discuss and make a recommendation to the full board. Lori Schwartz provided an overview of the Strategic Planning draft with the board and discussed the agency goals and strategies. Tom Iverson from Sagency will present the full Strategic Plan at the September board meeting.

**Next board meeting will be September 28, 6:00 pm at the Lakes & Prairies Belsly site.**

Ron Verhaagen made a motion to adjourn the meeting. Second: Stephanie Miranowski. Meeting adjourned at 7:08 pm.

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Michelle Werner, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed*

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
On July 27<sup>th</sup>, 2017**

Jenny Mongeau called the meeting to order at 6:15 p.m. at the Wilkin County Extension Office, Breckenridge, Minnesota.

**Board members present:** Renee Backlund, John Docken, Laurie Drewlow, Lyle Hovland, Loren Ingebretsen, Sarah King, Kristin Krile, Stephanie Miranowski, Jenny Mongeau, Barry Steen, Ron Verhaagen, Michelle Werner and James Hamer.

**Members Absent:** Excused Absences: Kristi Bivens, Eloisa Pigeon, Ben Lien, Andrea Koczur, Heidi Durand and Policy Council Rep. Jeffrey Henry.

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Development and Operations; Julie Erickson, Agency Support and Marie Schmitz, KDV

**Consent Agenda:**

Loren Ingebretsen made a motion to approve the June 2017 Board Meeting minutes. Second: Barry Steen. Motion carried.

**Auditor's Report:** Marie Schmitz KDV – Prior to the board meeting Marie met with the Audit Committee and presented the 2016-2017 Audit Report. Marie presented a summary of the report to the full board during the board meeting. Lyle Hovland made a motion to approve the Auditor's Report, Second: John Docken. Motion carried.

**New Head Start Policy Council Representative:** Jeffrey Henry was appointed by the Head Start Policy Council to represent the PC at Lakes & Prairies Board meetings. The board was asked approve Jeffrey

Henry. Stephanie Miranowski motioned to approve. James Hamer seconded the motion. Motion carried.

**Finance Committee Report:**

Finance Committee did not meet prior to the board meeting due to the Audit committee meeting. Ron Verhaagen made a motion to approve the June 2017 Treasurer's report. Loren Ingebretsen seconded. Motion carried.

**Board Approval Items:**

- X. The board tabled the request to approve the Succession Plan since not all members had the opportunity to review it. John Docken motioned for tabling the approval of the Succession Plan until the August board meeting. Lyle Hovland seconded the motion. Motion carried.
- Y. The board was asked to change the August Board meeting to August 23. Motion by James Hamer to approve. Ron Verhaagen seconded the motion. Motion carried.
- Z. The board reviewed the application for the Head Start BCBS Healthy Eating grant. There was discussion on how this would be implemented. Kristin Krile motioned for approval of the grant. Sarah King seconded the motion. Motion carried.
- AA. The board reviewed the application for the VITA grant. Lyle Hovland motioned for approval of the VITA grant. Renee Backlund seconded the motion. Motion carried.
- BB. The board was asked to approve the pay date change back to the 5<sup>th</sup> and the 20<sup>th</sup> of each month. Motion by Laurie Drewlow Ron Verhaagen seconded the motion. Motion carried.
- CC. The board was asked to approve the Child Care Aware Mardag Grant. This is a grant to provide training to 188 daycare providers in Clay County. Sarah King motioned to approve the grant. James Hamer seconded the motion. Motion carried.
- DD. The board was asked to approve the 2016-2017 Auditor's Report. Lyle Hovland made a motion to approve, John Docken seconded the motion. Motion carried.
- EE. The board was asked to approve the 990 Return of Organization Exempt from Income Tax Form. Loren Ingebretsen made a motion to approve. Ron Verhaagen seconded the motion. Motion carried.

**Closed meeting:** With the exception of Lori Schwartz, all staff was asked to leave the room for a closed session regarding the Executive Director Performance review.

- A. The board was asked to approve the Executive Director Performance Review. Stephanie Miranowski made a motion to approve the ED performance review. Lyle Hovland seconded the motion. Motion carried.
- B. The board was asked to grant the executive director a salary increase (effective July 1, 2017) comparable with other CAP executive director's salaries. Loren Ingebretsen motioned to approve the increase. Laurie Drewlow seconded the motion. Motion carried.

**Informational:**

**Lakes & Prairies 52<sup>nd</sup> Birthday Party** - August 2<sup>nd</sup> in Head Start gym 3:30-4:30 – all are welcome – bring your family!

**Report Backs:**

**Head Start Liaison, Sarah King:** Head Start Policy Council Meeting Minutes were distributed. Sarah mentioned that Head Start work is mandated and results are reported. This shows real results in the student's school readiness. She also added that the staff does a superb job and they truly care about the kids.

**FCS Liaison, Barry Steen:** Barry reported that we received the HYA (Homeless Youth Act) grant. We will be now be partnering with Youthworks. 2 more full time staff in Clay and a part time staff in Wilkin County will be hired since the HSASMI (Housing Supports for Adults with Serious Mental Illness) grant has been approved. Director Becki Johnson was a presenter at the National Homeless Coalition Conference in Washington, DC earlier this month.

**Executive Director's Report:**

Lori Schwartz reported on the 4 new positions to be hired in the FCS division.

Head Start is in round 1 of recruiting families to their program. Round 2 will begin in August.

Lori Schwartz met with a large portion of staff earlier this week. A brief overview of the Strategic Planning was presented and staff were asked for input.

Lori Schwartz met before today's board meeting with a special committee to discuss branding.

The Belsly Blvd remodeling project is in progress. Small projects are near completion at the site. Classrooms should be ready in the fall. A dozen or more current staff are also expected to move their offices to the site.

The Workforce Project will be offering CNA classes in late October.

**Next board meeting will be August 23rd, 6:00 pm at the Lakes & Prairies Belsly site.**

Ron Verhaagen made a motion to adjourn the meeting. Second: James Hamer. Motion carried.

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Michelle Werner, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

## Meeting of the Board of Directors of **Lakes & Prairies Community Action Partnership, Inc.** **On June 22nd, 2017**

Jenny Mongeau called the meeting to order at 6:06 p.m. at Lakes & Prairies Satellite office located at 851 Belsly Blvd, in Moorhead, Minnesota.

**Board members present:** Renee Backlund, John Docken, Laurie Drewlow, Heidi Durand, Lyle Hovland, Loren Ingebretsen, Sarah King, Kristin Krile, Ben Lien, Stephanie Miranowski, Jenny Mongeau, Barry Steen, Ron Verhaagen, Michelle Werner.

**Members Absent:** Excused Absences: Kristi Bivens, Eloisa Pigeon, James Hamer, Andrea Koczur, Policy Council Rep., Shawna Manthey.

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Development and Operations.

Introductions were conducted.

**Consent Agenda:**

John Docken made a motion to approve the May 2017 Board Meeting minutes. Second: Laurie Drewlow. Motion carried.

**Finance Report:**

Ron Verhaagen presented the Finance Committee Report. End of grant cycle for many grants is June 30<sup>th</sup>. Discussed Cost of Living Adjustment. Recommendation for a 2% COLA. Ron Verhaagen reviewed the Treasurer's Report. Audit was just completed and went well. Results will be reported at the July board meeting. Unemployment Insurance costs have gone down which will save the programs money moving forward. Amount charged to programs will be reduced to be correlated with lower unemployment costs.

Lyle Hovland made a motion to approve the May 2017 Treasurer's report. Loren Ingebretsen seconded. Motion carried.

### **Board Approval Items:**

- FF. The board reviewed the grant request for the STOP Violence Against Women Grant for Rainbow Bridge. Funding is to provide services to ND victims of domestic violence. This is continued funding for Rainbow Bridge. Laurie Drewlow motioned for approval of the Stop Grant. Sarah King seconded the motion. Motion carried.
- GG. The board reviewed the grant request for Homeownership Education and Counseling Training (HECAT) Grant. Board discussed ideas to increase participation in classes by increasing outreach. Motion by Barry Steen to approve application. John Docken seconded the motion. Motion carried.
- HH. The board reviewed the request for change of scope for the non-federal share for the Head Start grant. Ron Verhaagen motioned for approval of the Head Start Change of Scope Application. Stephanie Miranowski seconded the motion. Motion carried.
- II. The board reviewed the application for a 1% Cost of Living Adjustment to the Head Start Federal Grant. Loren Ingebretsen motioned for approval of the Head Start COLA Application for 1% increase in the Head Start grant. Laurie Drewlow seconded the motion. Motion carried.
- JJ. Lori Schwartz discussed request to consider a Cost of Living Increase for all staff. Finance Committee recommends a 2% COLA based on the cost savings moving forward from unemployment insurance. John Docken motioned for approval of the L & P COLA at 2%. Ron Verhaagen seconded the motion. Motion carried.
- KK. Lori Schwartz requested to revise COLA determination. Request made to have L&P Board be the final determinant in the COLA that would be administered July 1<sup>st</sup>. Laurie Drewlow motioned for approval of the COLA Determination. Renee Backlund seconded the motion. Motion carried.

### **Informational:**

**Lakes & Prairies 52<sup>nd</sup> Birthday Party** - August 2<sup>nd</sup> in Head Start gym 3:30-4:30 – All are welcome – bring your family!

**MN CAP Conference** – Bemidji, July 31-August 3<sup>rd</sup> – Board members that are interested in attending should contact Lori Schwartz.

### **Report Backs:**

**Head Start Liaison, Sarah King:** Head Start Policy Council Meeting Minutes were distributed. Sarah highlighted some items from the board packet. Attendance is up 3% over last year! Family goals and health goal attainment were highlighted. COR assessment results are in and a high percentage of children are ready for kindergarten at the end of the school year. Sarah also reported that in a statewide study, children with special needs have greater gains in the Head Start classroom than the children enrolled in other comparable settings.

**FCS Liaison, Barry Steen:** Family & Community Services recently hired a Self-Sufficiency Advocate to replace an employee who resigned to pursue her master's degree. FHPAP grant award received with level funding. Waiting to hear on other funding streams.

**Performance Review for Executive Director:** Jenny Mongeau thanked the board for participating in the survey providing input for Executive Director performance review. Data will be collected and the ED review will take place at the July board meeting.

**Executive Director's Report:** Lori Schwartz reported on funding updates. In addition to level funding across state housing programs, Homeless Youth grant increased by \$70,000 over 2 years and United Way funding increased \$80,000 over 3 years. In addition, we have received notice that we have been selected to negotiate with DHS for a new grant to provide services to adults with mental illness. These funding increases will enable us to hire new staff in Family & Community Services and provide mental health reflection services to employees dealing with high-crisis situations with clients.

Lori Schwartz provided an overview of the Strategic Planning process. Data was collected by surveying all of L&P employees and individual employee interviews were conducted. Agency, board and

leadership work sessions took place the month of June. Mission statement was reviewed and was revised slightly to read "Lakes & Prairies Community Action eliminates poverty by empowering families and engaging communities." This allows us to continue to use our tagline of "Eliminate Poverty. Empower Families. Engage Communities." Core values, vision, and strategic anchors that were developed through these sessions were reviewed. These will be presented to some staff for input and approval. Next steps in the process are to meet with leadership team and some staff from each division to develop goals, objectives, strategies and outcomes before the plan is brought back to the board for review and approval.

Lori Schwartz discussed pulling together a committee to review branding opportunities and costs. Messaging was a large need identified in strategic planning. John Docken, Sarah King, Stephanie Miranowski, Jenny Mongeau, Kristin Krile, and Heidi Durand volunteered to be part of the committee. Lori Schwartz will pull together a meeting in July.

Lori Schwartz asked the board to consider the location of board meetings. The board recommended continuing to rotate the meetings around the service area.

We have received a 20% increase in our Community Action Grant funding from the State of MN. Paul Marquart was a co-author of the bill that increased our funding. We also received the Blue Cross Blue Shield grant to train and recruit Somali child care providers.

Lori Schwartz provided an update on the Belsly Blvd remodeling project. We worked with Schulz and Associates to go out for bids on the remodel project and bids came in much higher than expected. We have reduced the scope of the work and included 2 alternates in the updated bid which closes on July 18<sup>th</sup>. Offices are ready to move in and work continues on the remaining office space.

**Next board meeting will be July 27<sup>th</sup>, 6:00 pm at Breckenridge. Audit committee will meet at 5:30 pm to review the audit prior to the meeting.**

Ron Verhaagen made a motion to adjourn the meeting. Second: Sarah King. Motion carried.

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Michelle Werner, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
On May 25<sup>th</sup>, 2017**

Jenny Mongeau called the meeting to order at 6:00 p.m. at the Extension Office, in Breckenridge, Minnesota.

**Board members present:** Jenny Mongeau, Loren Ingebretsen, John Docken, Lyle Hovland, Andrea Koczur, Stephanie Miranowski, Kristi Bivens, Eloisa Pigeon, Ron Verhaagen, Renee Backlund, James Hamer, Barry Steen, Heidi Durand and Sarah King.

**Members Absent:** Excused Absences: Laurie Drewlow, Kristin Krile, Michelle Werner, Ben Lien, Policy Council Rep., Shawna Manthey.

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Development and Operations; Julie Erickson, Agency Support; Sarah Boesen, Family & Community Services, Wilkin County staff.

Carson Ouellette, Sen Franken staff member. Carson spoke with the board about the political climate and assured all of us that although these are extremely challenging times we have a lot of Bi-Partisan support. He shared that Senator Franken believes in the work that we do and will continue to support us.

Welcome to new board member Heidi Durand. Introductions were made.

**Spotlight:** Sarah Boesen, Director of Family & Community Services reported on the food drop the day before where 242 families in Wilkin County brought home 70 lb. food boxes in Breckenridge, Campbell and Rothsay on Wednesday for a total of 16,851 lbs. of food.

### **Consent Agenda:**

Lyle Hovland made a motion to approve the April 2017 Board Meeting minutes. Second: James Hamer. Motion carried.

### **Finance Report:**

Andrea Koczur presented the Finance Committee Report. The audit is scheduled for next week. Annual COLA reports have not yet been released. Discussion on the child care reimbursement for policy council and board members.

Kristi Bivens made a motion to approve the April 2017 and March 2017 Treasurer's reports. Andrea Koczur seconded. Motion carried.

### **Board Approval Items:**

Lori Schwartz presented the 2016 annual report and reviewed with the board. Loren Ingebretsen made a motion to approve the 2016 Annual Report. Second: James Hamer. Motion Carried.

Lori Schwartz reviewed the Risk Assessment Summary and Recommendation with the board. Stephanie Miranowski made a motion to approve the Risk Assessment Summary & Recommendations. Second: Andrea Koczur. Motion Carried.

Andrea Koczur made a motion to approve the 2018-2019 Community Action Plan. Second: Sarah King. Motion carried.

Stephanie Miranowski made a motion to approve the 2017 Signature Authority. Second: James Hamer. Motion carried.

Barry Steen made a motion to approve the FMAF Basic Needs Grant. Second: Kristi Bivens. Motion carried.

Andrea Koczur made a motion to approve the Head Start Grant Application. Second: Lyle Hovland. Motion carried.

Lyle Hovland made a motion to approve the increase in Child Care Reimbursement recommendation from the Finance Committee - effective 7/1/2017. Second: Stephanie Miranowski, pending Policy Council approval. Motion carried.

James Hamer made a motion to approve the SNAP grant. Second: Loren Ingebretsen. Motion carried.

Sarah King made a motion to approve Out of State travel for CCAP graduation. Second: Kristin Bivens. Motion carried.

### **Informational:**

HR Specialist, Kim Trautman was granted a full scholarship to attend the CAP Law Conference in Denver in June.

The Lakes & Prairies 5K team had 16 participants and raised \$2000.

### **Report Backs:**

Sarah King, Head Start Policy Council Liaison reported that 2/3 of this year's Head Start students will be attending kindergarten in the fall. The Home Base parent survey showed that the parents agree across the board that the Home Base program has positive effect on their children, parenting and other family skills.

Barry Steen, Family & Community Services Board Liaison had nothing specific to add to Sarah Boesen's spotlight other than staff is doing a terrific job serving their client's needs.

### **Executive Director's Report:**

New executive director training was held in Chicago earlier this month and highlights were shared.

Branding conference was attended by Lori Schwartz and Colleen Murray and highlights were shared.

Lori Schwartz, Colleen Murray, Becki Johnson, Family & Community Services Director and Dale Rollie, Senior Outreach Director, met to discuss plans for the Senior Program with Dale's upcoming retirement.

A preliminary head count was taken for the upcoming Strategic Planning Board Retreat two day event.

The new Belsly facility is well on its way to begin operation in September. The work that is being done involves preparation for Head Start Licensure and the setup of office space for Division staff. There will be a formal ribbon cutting and open house in September when renovations are complete. Other than 2 Head Start duration classrooms final decisions as to who will be housed out of the new space cannot be finalized until the results of all grant requests are returned to L&P.

Next board meeting will be June 22<sup>th</sup>, 6:00 pm at 851 Belsly Blvd., Moorhead.

Stephanie Miranowski made a motion to adjourn the meeting. Second: Kristi Bivens. Motion Carried

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Michelle Werner, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

**Annual Meeting/Dinner of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
On April 28th, 2017**

No Fiscal Committee Meeting due to the Annual Dinner.

Jenny Mongeau called the meeting to order at 6:45 pm at The Courtyard Marriot in Moorhead, Minnesota.

**Board members present:** John Docken, Barry Steen, Renee Backlund, Stephanie Miranowski, Lyle Hovland, Jenny Mongeau, James Hamer, Kristi Bivens, Ron Verhaagen, Sarah King, Loren Ingebretsen, Laurie Drewlow, Andrea Koczur, Eloisa Pigeon and Head Start Policy Council Representatives Shawna Manthey.

**Members Absent:** Excused Absences: Ben Lien, Heidi Durand, Kristin Krile and Michelle Werner.

**Employees and Others Present:** Lori Schwartz, Executive Director; Colleen Murray, Director of Development and Operations; Brenda Montplaisir, Fiscal Director; Julie Erickson, Agency Support. Employees and guests of Lakes & Prairies Community Action.

Special guests: Emily & Brian Hagen, Don & Helen Gunderson, Everett Rollie & Anita Nystrom.

**Consent Agenda/Board Approval Items:**

Loren Ingebretsen made a motion to approve the Consent Agenda. Second: Ron Verhaagen. Motion carried.

Andrea Koczur read the minutes of the 2016 Annual Meeting.

James Hamer made a motion to approve the Head Start Self-Assessment. Second: Andrea Koczur. Motion carried.

Laurie Drewlow made a motion to approve the CALI Innovative Program Fund Grant. Second: Kristin Bivens. Motion carried.



Barry Steen made a motion to approve the MN Grant for Mental Health and Housing. Second: Stephanie Miranowski. Motion carried.

Board members were introduced.

### **Informational:**

Sarah King reported that Head Start met and surpassed their goal for school readiness.

Barry Steen reported that the VITA taxsite filed returns well over \$800,000. The Wilkin County food drop is planned for early May.

Colleen Murray encouraged staff to sign up for the L & P Charity 5K team. There are 16 participants so far.

May is Community Action month. Activities will be planned throughout the month.

### **Executive Director Comments:**

(see attached 2016-2017 Agency Updates)

### **Service Awards and Special Awards Presented:**

Jenny Mongeau and Lori Schwartz presented service year certificates to employees: 5 year – Cassandra Christianson, Maria Steen. 10 year – Patricia Lopez, Lisa Bontje. 15 year – Dale Rollie. 20 year – Shanna Grefsrud, Roxanna Moyer.

The Volunteer Extraordinaire award was presented to Emily Hagen in recognition of her years of volunteering at the NAPS food distribution.

The Dennis Heitkamp Leadership Award was presented to Board member Andrea Koczur

Next Board Meeting – May 25, in Breckenridge, Minnesota.

Ron Verhaagen made a motion to adjourn the meeting. Second: Lyle Hovland. Meeting adjourned.

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Michelle Werner, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed* \_\_\_\_\_

Andrea Koczur, Treasurer

Meeting of the Board of Directors of  
**Lakes & Prairies Community Action Partnership, Inc.**  
on March 23, 2017

Jenny Mongeau called the meeting to order at 6:00 p.m. at the Eagle Cafe in Barnesville, Minnesota.

The board recited The Promise of Community Action.

There is a quorum.

Introductions were made.

**Spotlight:** Dale Rollie, Senior Outreach Director: Dale handed out the Senior Resource Guide and Minnesota Health Care Choices booklet to Board members. Most of the calls he receives are regarding Medicare. The NAPS (Nutritional Assistance Program for Seniors) program continues to be one of the most successful programs. It involves many volunteers and gives approx. 220 – 40lb. food boxes/month to seniors in the area. He has also been preparing property refund and rent rebates for seniors who do not file a full income tax return. He estimates 1200 one on one meetings with seniors this past year.

**Board Members Present:** Jenny Mongeau, Loren Ingebretsen, Stephanie Miranowski, Barry Steen, Laurie Drewlow, Andrea Koczur, Lyle Hovland, John Docken, James Hamer, Sarah King, Renee Backlund, Kristin Krile, Ben Lien and Kristi Bivens.

**Members Absent:** Eloisa Pigeon, Del Rae Williams, Michelle Werner, Ron Verhaagen and Barry Steen.

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Development and Operations; Dale Rollie, Senior Outreach Director; Julie Erickson, Agency Support.

### **Consent Agenda:**

Laurie Drewlow made a motion to accept the February 2017 Board Meeting minutes. Second: Kristi Bivens. Motion carried.

### **Finance Committee Report:**

Finance committee representative gave a report to the board. End of the Year Reports were reviewed, and fiscal team is gearing up the annual audit.

Andrea Koczur made a motion to approve the February 2017 Treasurer's Report. Second: James Hamer. Motion carried.

### **Board Approval Items:**

Sarah King made a motion to approve the Head Start Enrollment Criteria. Second: John Docken. Motion carried.

Loren Ingebretsen made a motion to approve two Out of State Travel Request for the CAP Branding Summit. Second: Kristi Bivens. Motion carried.

Colleen Murray presented the 2017 Community Needs Assessment to the board, and reviewed the summary of community needs identified, including customer satisfaction data. The board discussed the information presented and will be using the data to inform strategic planning later this year. Laurie Drewlow made a motion to approve the Community Needs Assessment. Second: Sarah King. Motion carried.

James Hamer made a motion to approve the BCBS Healthy Communities Grant for Workforce Development. Second: Andrea Koczur. Motion carried.

John Docken made a motion to approve the Strategic Plan Proposal from Sagency. Second: Laurie Drewlow. Motion carried.

Stephanie Miranowski made a motion to approve the Family Homeless Prevention Grant. Second: Kristi Bivens. Motion carried.

James Hamer made a motion to approve the OEO Supportive Housing Grant. Second: John Docken. Motion carried.

Stephanie Miranowski made a motion to approve the FM Area Foundation Women's Grant. Second: Andrea Koczur. Motion carried.

Stephanie Miranowski made a motion to approve the CDA-MDE Pathway RFP Proposal. Second: Laurie Drewlow. Motion carried.

Laurie Drewlow made a motion to approve that Lakes & Prairies be named as a sub-grantee for Child Care Aware to carry out the work of a BCBS Healthy Communities Grant being submitted by West Central Initiative. Second: James Hamer. Motion carried.

Stephanie Miranowski made a motion to approve Heidi Durant replace DelRae Williams as an Elected Official Board Replacement. Second: Lyle Hovland. Motion carried.

### **Informational:**

Lori Schwartz asked the board to take time to read the Head Start Self-Assessment Report before the April board meeting. Board members were encouraged to call with any questions and/or concerns. The board will be asked to approve the report at the April Board Meeting.

The Press Release from the National CAP Foundation was read.

Laurie Drewlow reported on the National Community Action Legislative Conference in Washington, DC she attended earlier this month with Colleen Murray and Lori Schwartz. She commented on the current mood in the capital. Speaker Bernie Sanders said it could be difficult times for Community Action with this administration. Speaker David Bradley added that Community Action needs both parties. Reminded CAP agencies that we now have the 'skinny budget' and there would be further cuts.

Lori Schwartz informed the board the Annual Board Meeting & Dinner will be held Friday, April 28th, 2017 at The Courtyard Marriot in Moorhead.

The board members were reminded to submit nominations for the Dennis Heitkamp and Volunteer Extraordinaire Awards to be given to two individuals during the Annual Board Meeting.

The VITA Tax site after 18 evenings of preparing taxes have completed 346 returns totaling \$734,040 and \$336,628 in Earned Income Credit.

### **Head Start Report Back:**

Shawna Manthey reported that the pros/cons for two new curriculums were discussed in depth at the policy council meeting and the Parents as Teachers Curriculum was chosen as the best fit for the Home Base program. This year's Head Start Criteria changes were and it was approved.

### **Executive Director's Report:**

Lori Schwartz and Colleen Murray did a ROMA training for the BI-CAP Board of Directors in March.

Head Start has been pursued by Moorhead Public Schools to work on a partnership project called, "Community School". There are potentially 3 classrooms within the ELC that could be used for Head Start. L&P is waiting to get the results back from the Child Care Partnership grant that was submitted last fall before any decision can be made about utilizing the additional space at the ELC.

Lori Schwartz attended the first MACAA board meeting as a new board member in March. She was elected as Secretary at that meeting. The board is used as a task force and focuses on specific issues regarding Head start, CSBG Standards, and DOE Wx.

JRLC was February 23. Loren Ingebretsen, Eloisa Pigeon, Maria Steen, Deana Overmoe, Laurie Drewlow and Lori Schwartz attended. Advocacy focus was on an increase for MFIP, there has not been an increase since '96, and to change tax credits to promote marriage and not discourage couples from marrying.

Kristi Bivens made a motion to adjourn. Second: James Hamer. Motion carried.

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed*

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Michelle Werner, Secretary

Andrea Koczur, Treasurer

Meeting of the Board of Directors of  
**Lakes & Prairies Community Action Partnership, Inc.**

## on February 16<sup>th</sup>, 2017

Finance Committee met from 5:00 to 6:00 p.m. prior to Board Meeting.

James Hamer called the meeting to order at 6:00 p.m. at the Eagle Cafe in Barnesville, Minnesota.

Board members recited The Promise of Community Action.

Roll call was taken and there was a quorum present.

**Board members present:** Lyle Hovland, Loren Ingebretson, Andrea Koczur, James Hamer, Laurie Drewlow, Ron Verhaagen, Kristi Bivens, Michelle Werner, Laurie Drewlow and Policy Council Rep. Shawna Manthey. Sarah King present by phone.

**Members Absent:** Excused Absences: Eloisa Pigeon. John Docken, Barry Steen, Renee Backlund, Del Rae Williams, Jenny Mongeau, Ben Lien, Sarah King and Stephanie Miranowski.

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Julie Erickson, Agency Support Specialist. Kristin Krile, Executive Director REACH.

### Consent Agenda:

Ron Verhaagen made a motion to approve the minutes of the January 2017 Board Meeting. Second: Laurie Drewlow. Motion Carried.

Lyle Hovland moved to approve new board member Kristin Krile. Second: Andrea Koczur. Motion carried.

**Finance Committee Report:** Andrea Koczur gave the Finance Committee Report. An addition to next year's budget, approval for out of state travel expenses were discussed. Out of state travel does not need additional approval if the travel was specifically written into a grant that was already approved, or if travel was approved with the knowledge and intention that it's a training/meeting series.

Lori Schwartz, MCAA Board membership requires three out of state meetings per year. Attendance is a requirement to be on the MCAA Board and approval was given for Lori to accept a seat on their board, no further approval needed. Fiscal Director, Brenda Montplaisir has redesigned the layout of the budget.

Lyle Hovland made a motion to approve the financial report and out of state travel conditions. Second: Loren Ingebretsen. Motion carried.

### Board Approval Items:

Ron Verhaagen made a motion to approve the 2017-2018 Annual Budget. Second: Kristin Krile. Motion carried.

Laurie Drewlow made a motion to approve the Live Well at Home Grant. Second: Michelle Werner. Motion carried.

Loren Ingebretsen made a motion to approve the United Way Supportive Housing Grant. Second: Kristi Bivens. Motion carried.

James Hamer made a motion to table the Head Start Eligibility Criteria until the March board meeting. Second: Ron Verhaagen. Motion carried.

### Informational:

The board was reminded of the 2017 Annual Meeting and Dinner, April 28, at The Marriot in Moorhead. Invitations will be sent. Board members were asked for nominations for the Dennis Heitkamp Leadership award and Volunteer Extraordinaire award.

The VITA tax site has started for the year in Moorhead, Breckenridge, Hawley and Barnesville.

### Executive Director's Report:

Lakes & Prairies had great participation in Giving Hearts Day and raised \$10,104. A big thank you to board members and employees who participated in GHD activities and donated money!

MINNCAP legislative agenda will focus on the Community Action Grant, CAG funding be restored back to its original 8M. Funding was cut in half in the early 2000s. Additional funding for the FAIM program will also be pursued.

MINNCAP association has a different feel, as approximately 90% of the Executive Directors around the state are new. There is excitement from new Ed's to continue to fight the war on poverty in new and innovative ways. There is a sense of ownership from new EDs in wanting to establish a "new day" concept.

Lori Schwartz spoke with Joel Bakken, Director of Solutions about the new space that L&P recently purchased. Lori explained that L&P would like further opportunity to expand services in the building. Solutions currently rents much of the space and may purchase it. There is potential for L&P to lease additional space from Solutions if needed.

Moorhead Schools has approached L&P to discuss a partnership program that would entail a full-service approach to working with children and families.

Lori Schwartz and Kristin Phillips have attended a few meetings with Moorhead Schools and community partners to discuss the possibility of additional Head Start classrooms at Probstfeld Center for Learning.

Next Board Meeting – March 23, at the Eagle Café in Barnesville, MN at 6:00pm

Ron Verhaagen made a motion to adjourn. Second: James Hamer. Motion carried.  
Meeting Adjourned.

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Andrea Koczur, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

Meeting of the Board of Directors of  
**Lakes & Prairies Community Action Partnership, Inc.**

**January 26, 2017**

Finance Committee met at 5:00 pm prior to the Board Meeting.

James Hamer called the meeting to order at 6:03 pm.

**Board Members Present:** James Hamer, Ron Verhaagen, Loren Ingebretsen, Andrea Koczur, Renee Backlund, Michelle Werner, Lyle Hovland, Barry Steen, Sarah King, Stephanie Miranowski

**Members Absent:** Jenny Mongeau, Laurie Drewlow, Del Rae Williams, Ben Lien, John Docken, Eloisa Pigeon, Kristi Bivens

**Employees and Others Present:** Lori Schwartz, Colleen Murray, Brenda Montplaisir, Julie Erickson, Shawna Manthey, Policy Council Representative.

The group recited the Community Action Promise.

**Consent Agenda:** Ron Verhaagen made a motion to approve consent agenda; Second: Barry Steen. Motion carried

**Board Training:** Brenda led training on Principles and Practices for Nonprofit Excellence from the MN Council of Nonprofits. Reviewed financial functions and duties of the board and compliance with these principles and practices.

Introductions: New Policy Council Representative Shawna Manthey

**Finance Committee Report:** Andrea Koczur gave the finance committee report. Line of Credit has been established in case of emergency for \$200,000. Reviewed grants that ended December 31, 2016. Brenda is updating financial policies and procedures. Annual Budget will be ready for review and approval at February meeting. Management Team is working on developing a professional development plan and budget to be reviewed and approved along with the annual budget for the fiscal year.

Lori discussed travel arrangements and the board's wishes for bringing them to the board for approval. For example, travel that requires multiple parts, if the board approves the travel for the series would they want it brought back for approval again. Also grants that have been brought before the board that include travel specifically for professional development. Consensus of the board was to bring back as an inform item instead. Policy will be added to the financial policies and procedures manual.

Motion by Ron Verhaagen; Second by Loren Ingebretsen

#### **Board Approval Items:**

- a. IRS Mileage Reimbursement Rate: Inform only. Board approved policy last year to follow IRS rate
- b. Head Start Pathway II Early Learning Scholarships. Motion by Stephanie Miranowski; Second: Renee Backlund. Motion carried.
- c. Head Start Self-Assessment Plan and Timeline. Motion by: Andrea Koczur; Second: Stephanie Miranowski. Motion Carried.
- d. Reschedule February Board meeting to Feb. 16. JRLC is on February 23<sup>rd</sup> and is in conflict with the regularly scheduled board meeting. Request to change to board meeting to the week prior. Motion to reschedule meeting to February 16<sup>th</sup> by Loren Ingebretsen; Second by Michelle Werner. Motion Carried.
- e. Omitted
- f. 2017 By-law Revision. Proposed revisions included in revised packet. Lori reviewed changes. Many of the proposed changes were discussed at the December Governance Committee. Recommendation to continue with a separate Audit and Finance Committee. Motion by: Michelle Werner; Second: Andrea Koczur. Motion Carried.
- g. Out of State Travel Request- Legislative Conference, Washington, DC. Motion by: Lyle Hovland; Second: Sarah King. Motion Carried.
- h. Out of State Travel Request – Part 3, Executive Director Training. Motion by: Loren Ingebretsen; Second: Sarah King. Motion Carried.
- i. Performance Review of Executive Director 360 – Six Month Review Results. Motion by: Barry Steen; Second: Michelle Werner. Motion Carried.
- j. Request permission for Lori Schwartz to run for the Mid America Community Action Association Board Opening. Motion by: Ron Verhaagen; Second: Lyle Hovland. Motion Carried.
- k. WCI Workforce Solutions Grant. Motion by: Ron Verhaagen; Second: Barry Steen. Motion Carried.
- l. Head Start By-Law Revisions. Motion by: Andrea Koczur; Second: Michelle Werner. Motion Carried.
- m. WCI Local Asset Building Grant for Tax Site. Motion by: Michelle Werner; Second: Barry Steen. Discussion: Delays anticipated in tax returns in 2017. Motion Carried.

- n. Board Elections – First Term. Three board members 1<sup>st</sup> term ending Renee Backlund, James Hamer, Laurie Drewlow. Motion to approve all three members by: Loren Ingebretsen; Second: Andrea Koczur. Motion Carried
- o. Board Officer Elections.
  - Chair: Motion to elect Jenny Mongeau Chair by: Stephanie Miranowski, Second: Ron Verhaagen. Motion Carried.
  - Vice Chair: Motion to elect James Hamer Vice Chair by: Ron Verhaagen; Second: Loren Ingebretsen. Motion Carried.
  - Treasurer: Motion to elect Andrea Koczur Treasurer by: Loren Ingebretsen; Second: Lyle Hovland. Motion Carried.
  - Secretary: Motion to elect Michelle Werner Secretary by: Stephanie Miranowski; Second: Andrea Koczur. Motion Carried.

**Inform Items:**

**Committee Assignments:** Committee Assignments were reviewed by the board and members were encouraged to sign up.

**Report Backs:**

Head Start Policy Council, Sarah King & Shawna Manthey: Attendance is up – new policy to follow-up when kids are absent. Using a new parent/family/community engagement assessment and families are starting to show more interest in parenting skills vs. basic needs. Responding to this requires a different skill set for teachers. Partnering with a new dental provider – Apple Tree didn't have enough staff to meet the need. CORE assessments are complete for fall.

FCS Housing Advisory Board, Barry Steen: Tax Site starts Feb. 1<sup>st</sup> and runs through April 14<sup>th</sup>. Moorhead is a walk-in site and rural sites are by appointment only. Social work intern has started this semester and will be working with the FHPAP program and completing assessments.

**Giving Hearts Day:** Colleen Murray provided an overview of Giving Hearts Day coming up on February 9<sup>th</sup> and encouraged the board to help invite others to #gomatchymatchy with them and donate on Giving Hearts Day. Board members were also invited to assist with thank you calls on the day to thank donors.

**Take Away:** Ending Homelessness Leadership Academy: Report provided from employees that attended the leadership academy.

**Executive Directors Report:** Lori Schwartz provided her report to the board. Head Start was awarded the Duration Grant to convert 2 half day classrooms to full year/full day classrooms. Head Start was also awarded the United Way grant to continue to provide summer school for three years. Have been meeting with Moorhead Public Schools to discuss options for classroom space at the Early Learning Center. Moorhead Public Schools want to partner with Head Start and other community partners to implement "Full Service Community Schools" model for comprehensive services to children. Child Care aware is adding Cass County and possibly Crow Wing County for Child Care Assistance Administration. Met with potential new board member, Kristen Krile. She would like to attend the February board meeting to see if it is a good fit before accepting the nomination. Community Needs Assessment will be ready for board approval in March. Had a great community feedback meeting in Wilkin County. Once the Community Needs Assessment is complete, work will begin on a new Strategic Plan. Lori would like to recommend to the board that we hire a consultant to help facilitate the planning and would recommend that we consider contracting with Sagency. Reminder to please complete the Community Needs Assessment survey and encourage others to complete it as well. It is available online, on Facebook and in the office. Letter was received from The White House in response to a letter the Head Start Director wrote to President Obama and was shared with the board. Tiffany McKinnon is requesting volunteers that would be willing to help go through the eligibility criteria with a small committee. Michelle Werner expressed interest. If anyone else is interested, please call Julie.

**Save the date for the Annual Meeting: Friday, April 28<sup>th</sup> at the Marriott in Moorhead**

Loren Ingebretsen made a motion to adjourn. Second: Ron Verhaagen. Meeting Adjourned at 8:15 pm.

Next Meeting **February 16, 2017** at the Eagle Café in Barnesville. \*Note meeting change from Feb. 23<sup>rd</sup>.

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Andrea Koczur, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
on December 1, 2016**

Finance Committee met at 5:00 p.m. prior to the Board Meeting. Governance Committee met at 5:15pm

**6:00 pm Special Training for Head Start Policy Council and Lakes & Prairies Board members:**

- Mandated Reporting Training/Eligibility-New Guidelines for Enrollment – Tiffany McKinnon, Head Start ERSA Manager
- CACFP & Civil Rights Training – Kim Bailey, Head Start Nutrition Coordinator
- Shared Governance Training – Lori Schwartz, Executive Director and Kristin Phillips, Head Start Director

James Hamer called the regular board meeting to order at 7:40 p.m. at the L & P satellite office in Moorhead, Minnesota. The Promise of Community Action was recited.

**Board members present:** Stephanie Miranowski, John Docken, Wayne Ingersoll, Lyle Hovland, Laurie Drewlow, James Hamer, Renee Backlund, Loren Ingebretsen, Eloisa Pigeon, Barry Steen, Andrea Koczur, Michelle Werner, Jenny Mongeau, Sarah King, Kristi Bivens and Ron Verhaagen.

**Members Absent:** Del Rae Williams

**Employees and Others Present:** Lori Schwartz, Executive Director; Colleen Murray, Director of Development and Operations; Brenda Montplaisir, Finance Director; Julie Erickson, Agency Support.

**Finance Committee Report:** Andrea Koczur gave the finance committee report, two proposals for a line of credit were reviewed. Ron Verhaagen made motion, and Wayne Ingersoll seconded to open a line of credit with Bremer, motion carried. As a result of discussion at the board retreat, Brenda has added an additional report for the finance committee to review. This one was for only the Head Start programs, and summarizes all funding on one sheet, look for future divisions to be summarized this way in the coming months.

Board went to closed session, and all employees were excused from the meeting. Laurie Drewlow reviewed the Executive Directors Performance Appraisal with the board. Finance committee met prior to the full board meeting and discussed Executive Director salary range in accordance with the newest MCN's Wage comparability study.

The finance committee presented a proposal to the board of directors. Discussion was held pertaining to a salary increase for the Executive Director. This is the first increase since being named interim over a year ago. Proposed increase was approved by full board. Wayne Ingersoll made a motion to approve the increase. Second: Kristi Bivens. Motion carried.

Ron Verhaagen made a motion to approve the October 2016 Treasurer's Report. Second: Wayne Ingersoll. Motion Carried.

**Consent Agenda:**



Laurie Drewlow made a motion to accept the October 2016 Board Meeting Minutes. Second: Loren Ingebretsen. Motion carried.

### **Board Approval Items:**

Laurie Drewlow made a motion to approve the DEED grant. Second: Sarah King. Motion Carried.

### **Inform:**

Giving Hearts Day will be held February 9<sup>th</sup>, 2017. L&P is going to participate in the fund raiser. Lori asked all board members' to give 3 to 5 names who may consider donating. The funds will be used towards the new facility.

Head Start Policy Council voted and appointed Shawna Manthey as their representative to the Lakes & Prairies board. Loren Ingebretsen made a motion to approve the new Policy Council Liaison. Second: John Docken. Motion carried.

Wayne

John Docken gave a report back from the Governance Board. Changes to by laws, don't apply to current structure – outdated. Terms need to be defined. Amendments will be proposed before the January board meeting.

Representative Ben Lien has agreed to serve on the board of directors representing the Public Official Sector, Loren Ingebretsen made a motion to approve. Second: Andrea Koczur. Motion carried.

Lori and Colleen have a meeting set up with a student from MSUM to pursue her for the board vacancy of the Private Sector. Wayne Ingersoll made a motion to approve new member pending her acceptance. Second: Barry Steen. Motion carried.

Barry Steen, board liaison for F&CS, gave a brief report the division. Preparations are being made for the VITA tax site to begin in late January in Clay and Wilkin counties.

Sarah King, board liaison for Head Start gave a brief report on the Policy Council meeting earlier today. There were new officers elected.

Kristi Bivens made a motion to approve the 2017 Board meeting dates. Second: Stephanie Miranowski. Motion carried.

The Community Action Legislative Conference will be held from March 14<sup>th</sup> – 17<sup>th</sup>, 2017, in Washington, DC. Board members were asked to consider attending.

### **Executive Director's Report:**

Facilities update; December 22 staff and board members are asked to volunteer to help purge items we will not be needing in our satellite office and Head Start classrooms.

An intake from the Grand Inn has already taken place at our new facility. A family of 6. Community Assessment is in process.

Executive Directors review was very thorough. A debriefing was held with Lori by a representative from Sagency. The 360 tool provided a comprehensive description of performance and any gaps in performance were addressed. Lori was pleased with the results and the input. Lori told the board that open and honest communication about her performance throughout the year is welcomed.

Workforce Project continues, Welding, CNA, CDA, GED are also a possibility. Welding program has been difficult regarding transportation to job sites, and the decline of job possibilities due to changes in the western oilfields.

Ron Verhaagen made a motion to adjourn. Second: Barry Steen. Motion carried.

Next Board Meeting – January 26<sup>th</sup>, at the Eagle Café in Barnesville, Minnesota.

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Andrea Koczur, Secretary

General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
October 27, 2016**

Finance Committee met at 5:00 pm

James Hamer called the regular Board of Directors meeting to order at the Eagle Cafe, Moorhead, MN

The board, employees and others present recited The Promise of Community Action.

**Board members present:** Loren Ingebretsen, John Docken, Kristi Bivens, Barry Steen, Laurie Drewlow, Andrea Koczur, Stephanie Miranowski, James Hamer and Policy Council Rep. Kailee Stuhaug

**Members Absent:** Del Rae Williams, Wayne Ingersoll, Eloisa Pigeon, Lyle Hovland, Michelle Werner, Jenny Mongeau, Ron Verhaagen, Sarah King, Renee Backlund

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Development and Operations; Julie Erickson, Agency Support.

**Finance Committee Report:** Andrea Koczur reported that the new procurement policy is OMB Compliant, and ready to implement. Opening a line of credit was again discussed, Brenda will bring two estimates to the next board meeting and we can discuss.

Andrea Koczur made a motion to approve the September 2016 Treasurer's report. Second: John Docken. Motion carried.

**Consent Agenda:**

Loren Ingebretsen made a motion to approve the September 2016 board meeting minutes. Second: Kristi Bivens. Motion carried.

**Board Approval Items:** Andrea Koczur made a motion to approve the resubmission of the Duration Grant for Head Start. Second: John Docken. Motion carried.

Laurie Drewlow made a motion to approve the Clay County Seniors grant. Second: Kristi Bivens. Motion carried.

Stephanie Miranowski made a motion to approve the Procurement Policy. Second: Kailee Stuhaug. Motion carried.

John Docken made a motion to approve the West Central Initiative Child Care Grant. Second: Barry Steen. Motion carried.

**Informational:**

Report Back from Head Start Policy Council Rep Kailee Stuhaug. No report.

Report Back from Family & Community Services Board Liaison Barry Steen. MNSure and Medicare are both in open enrollment. Preparations are being made for the 2016 VITA tax site. The welding program is evaluating some follow up issues such as transportation to possible employers.

The Annual All Staff Training day will be October 28<sup>th</sup> at the Jon L Wanzek Center for Scouting in Fargo.

## County Check In:

Wilkin County – Stephanie Miranowski: Looking for more volunteers to help during the 2016 VITA tax site in Wilkin County. L & P is hosting a MNsure open house at the Wilkin County Library in November.

**Facilities Update:** Lakes & Prairies will be closing on their new satellite office in the morning.

## Executive Directors Report:

All Staff fall training day will be Friday, October 28th at the Jon Wanzek Center for Scouting in Fargo.

Report back from 2<sup>nd</sup> part of the new ED training in Indianapolis. The 2<sup>nd</sup> session was better than the 1<sup>st</sup> one attended. There was more time and practical information shared from CAP Directors within our region.

Discussion was held regarding a 12 or 15-member board vs. the current 18-member board. Lori will work with the Governance Committee to bring a recommendation to the full board.

FLSA changes in exempt/ nonexempt status- There is a new salary requirement for exempt staff. Exempt staff who are affected by the change have been notified and appropriate action has been taken to stay in compliance with the FLSA.

JRLC Feb 23<sup>rd</sup>- WCMCA is inquiring if L&P would like to share a bus and expenses to travel to St. Paul for JRLC Day on the Hill. WC and L&P have shared this event in the past and a decision needs to be made if we will continue this practice.

November/December Board Meeting is December 1, 2016, in Moorhead at the new facility with the Head Start Policy Council. Shared Governance Training, Civil Rights and CACFP training will be provided.

Laurie Drewlow made a motion to adjourn the meeting. Second: Kristi Bivens. Meeting adjourned.

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Andrea Koczur, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

## Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. On September 29, 2016

Jenny Mongeau called the regular meeting to order at 6:30 pm at Solutions, Moorhead, Minnesota

**Board members present:** John Docken, Jenny Mongeau, Renee Backlund, Wayne Ingersoll, Kristi Bivens, James Hamer, Loren Ingebretsen, Stephanie Miranowski, Barry Steen, Laurie Drewlow, Michelle Werner, Ron Verhaagen, Policy Council Rep. Kailee Stuhaug

**Members Absent:** Excused Absences: Del Rae Williams, Andrea Koczur, Sarah King, Eloisa Pigeon and Lyle Hovland

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Development & Operations; Julie Erickson, Agency Support.

## Consent Agenda:

Loren Ingebretsen made a motion to approve the August 2016 Minutes. Second: Ron Verhaagen. Motion

carried.

### **Finance Committee Report:**

James Hamer gave finance committee report, the IRS penalty has been assessed and paid by the insurance claim on the server crash. Proposed Earned Time policy was reviewed.

Ron Verhaagen made a motion to approve the August 2016 Treasurer's Report. Second: Renee Backlund. Motion Carried.

### **Board Approval Items:**

Laurie Drewlow made a motion to approve the Head Start CACFP Budget. Second: Kristi Bivens. Motion Carried.

James Hamer made a motion to approve the Head Start Annual Report to the Community. Second: Ron Verhaagen. Motion Carried.

Stephanie Miranowski made a motion to approve the Out of State Travel Request for Head Start. Second: Laurie Drewlow. Motion Carried.

Loren Ingebretsen made a motion to approve the Child Care Aware- Child Care Alive Expansion grant. Second: Wayne Ingersoll. Motion Carried.

Wayne Ingersoll made a motion to approve the Earned Time Payout Policy. Second: Michelle Werner. Motion Carried.

John Docken made a motion to approve the United Way Workforce Development project grant. Second: Laurie Drewlow. Motion Carried.

Ron Verhaagen made a motion to approve participation in Giving Hearts Day. Second: Barry Steen. Motion Carried.

Laurie Drewlow made a motion to approve the new Donor Privacy Policy. Second: Stephanie Miranowski. Motion Carried.

Laurie Drewlow made a motion to approve the Head Start Grant Application for Additional State Funding. Second: Stephanie Miranowski. Motion Carried.

Laurie Drewlow made a motion to approve the MN DEED (Department of Employment and Economic Development) grant. Second: Kristi Bivens. Motion Carried.

Loren Ingebretsen made a motion to approve the City of Fargo Homebuyer Ed Program Grant. Second: Ron Verhaagen. Motion Carried.

### **Report Backs:**

Policy Council Rep. Kailee Stuhaug: There was much discussion at the Policy Council meeting regarding the difficult parking situation around the FSC.

Board Liaison to Head Start, Sarah King: absent

Board Liaison to the Family and Community Services Division, Barry Steen, reported on the grant application for the Homeowners Education Class.

### **County Check In:**

Clay County Commissioner Wayne Ingersoll: No report

Wilkin County Commissioner Stephanie Miranowski: L&P Wilkin Co. staff, temporary relocation transition to court house is going well. Hope to have permanent office space in the new Wilkin County Family Services building by January 1<sup>st</sup>. Discussion around the need for another half time position in Wilkin County to support Self Sufficiency Advocate work. Laurie Drewlow brought up the need to find more children in Wilkin County to support a full time Head Start Home Visitor.

### **Informational:**

Board Members were asked to read and sign the Conflict of Interest Review and Standards of Conduct Policies Review. These forms are required to be signed by senior staff and all board members annually.

Facilities update.... Board Members toured the "Centered on Children" building in South Moorhead. L&P is pursuing the purchase of this facility. Potential uses of the building will be Head Start Classrooms and satellite offices for L&P. No formal announcements will be made until after the official closing date. After successful closing, there will be a formal announcement and celebration scheduled.

## Executive Director Report:

A meeting was held with the Breckenridge Public School Superintendent, Principal and Athletic Director along with staff from WCMCA and L&P to describe the process and goals of a Group Work Camp Project. A request was made to hold the 2018 Group Work Camp project at the high school.

L&P is ending the completion of meeting the requirements of the CSBG Organizational Standards. When appropriate a final report will be sent to OEO.

Lori Schwartz invited the board to the L & P All Staff Training Day at Jon Wanzek Center for Scouting. October 28. More information to come.

Gratitude was given from staff and take-aways were shared from staff member who attended the MNCAP Conference in Mankato and the Community Action Partnership Conference in Austin, TX.

United Way campaign is underway with staff participating in various events on Fridays the next few weeks, including a soup cook off contest and dress up days on Fridays.

November Board Retreat plans update was given; schedule will be sent to board members who will be attending.

James Hamer made a motion to adjourn the meeting. Second: Laurie Drewlow.

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Andrea Koczur, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

## Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. On August 25, 2016

Jenny Mongeau called the L&P July board meeting to order at 6:00 p.m. at the Family Service Center in Moorhead, MN.

**Board members present:** Jenny Mongeau, James Hamer, Andrea Koczur, Renee Backlund, Laurie Drewlow, Lyle Hovland, Michelle Werner, John Docken, Loren Ingebretsen, Wayne Ingersoll, Stephanie Miranowski, Eloisa Pigeon, Ron Verhaagen, Barry Steen, Policy Council Rep: Kailee Stuhauug

**Members Absent:** Excused Absences: Kristi Bivens, Sarah King, Del Rae Williams.

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Planning & Resource Development; Vanessa Strobel, Director of Child Care Aware, Matt Ahonen, Bremer Bank.

### Spotlight: Child Care Aware

Vanessa Strobel shared a picture list of the CCA staff, updated attendees on the how each of the programs within CCA are progressing, and how they fit into the Community Action Movement. She also shared that with all the transition that has taken place within the last year, that staff are really feeling more connected to the agency and other divisions, as well as feeling more involved. She continues to feel positive about the direction that we are headed.

## **Consent Agenda:**

Ron Verhaagen made a motion to approve the July Board Meeting Minutes. Second: James Hamer. Motion carried.

## **Finance Committee Report:**

Andrea Koczur reported that we have received another notice that the IRS still needs another 60 days to assess a proposed penalty. Committee reviewed the 2015 990 tax return, an amendment to the record retention policy was reviewed, our checking account was compromised, so we have closed it and re-opened another. L&P did not lose any money from the 8 fraudulent checks that have been presented, other than the labor costs associated with doing all the necessary changes, as well as new check stock. Made mention that the \$60,000 previously withdrawn from our investment account on June 22<sup>nd</sup> has been re-deposited. Committee discussed financing options with Matt Ahonen from Bremer Bank.

John Docken made a motion to approve the July 2016 treasurer's report. Second: Barry Steen. Motion carried. Laurie Drewlow made a motion to approve the June 2016 treasurer's report. Second: Ron Verhaagen. Motion carried. Lyle Hovland made a motion to approve 2015 990. Second: Stephanie Miranowski. Motion Carried. Andrea Koczur made a motion to approve amendment to the retention policy. Second: James Hamer. Motion Carried.

## **Board Approval Items:**

Andrea Koczur made a motion to approve the Head Start 2015-2016 PIR. Second: Laurie Drewlow. Motion Carried.

John Docken made a motion to approve the Head Start Policies. Second: Ron Verhaagen. Motion Carried.

Wayne Ingersoll made a motion to approve the September Board Meeting date change to September 29<sup>th</sup> to be held at the Moorhead Fryn Pan. Second: James Hamer. Motion Carried.

Loren Ingebretsen made a motion to approve the submission of the MN Dept of Revenue grant for the VITA program. Second: Eloisa Pigeon. Motion Carried.

Wayne Ingersoll made a motion to approve the Out of State travel request for F&CS. Second: Barry Steen. Motion Carried.

Andrea Koczur made a motion to approve the MN Workforce Development proposal to MState. Second: Loren Ingebretsen. Motion Carried. Ron Verhaagen made note that if any of the participants are Veterans, they may also qualify for some assistance with Veterans Service Office.

Michelle Werner made a motion to approve the purchase of a building on Belsly Boulevard with the additional contingency of a clean inspection. Second: Ron Verhaagen. Motion Carried.

Lyle Hovland made a motion to approve conventional financing on building located on Belsly Boulevard with 20 year amortization, balloon payment at the end of 10 years at approximately 4.58% interest. Second: Andrea Koczur. Motion Carried.

## **Facilities Committee Update:**

Jenny Mongeau gave an update on meeting held with Brian Berg and Georgia Beaudry from Clay County regarding the possibility of at some time in the future, purchasing space in the FSC.

## **Report Backs:**

Policy Council Rep: Kailee Stuhaug reported policies and procedures were discussed as well as enrollment updates, new hires, and when classroom and home visiting starts up.

Family & Community Services Board Liaison Barry Steen

## **Informational:**

Stephanie Miranowski – Wilkin County reported they are getting their facility up and running, an open house was held, and the Lakes & Prairies sign is lit up.

Jenny Mongeau – Clay County reported previously on the meeting regarding facilities, and gave a brief

update on the campus project.

Laurie Drewlow presented the proposal from Sagency and explained how the 360 review for the new Executive Director would be handled.

### **Executive Director's Report:**

Lori Schwartz shared that she will be participating in the MNCAP legislative committee. The October All-Staff training continues to be a work in progress, agenda for the board retreat to be held November 4-6<sup>th</sup> is evolving. Tikki Brown and Arnie Anderson will be present at some point during the retreat. The leadership team is heading to Austin in the coming week, this is where those who have completed their CCAP certification will be recognized. Kristin Phillips is ready to test next year, Vanessa Strobel and Patty Lopez will be in the next round of CCAP candidates. Colleen Murray's job description has been changed to include some operational duties, and her title will be Director of Development and Operations. We have met with WCMCA and continue to work towards holding a group workcamp out of Breckenridge next year to serve Breckenridge and Campbell.

September board meeting will be at the Fryn Pan in Moorhead on September 29th, 2016.

John Docken made a motion to adjourn the meeting. Second: Ron Verhaagen.

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Andrea Koczur, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

## **Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. On July 28, 2016**

Jenny Mongeau called the L&P July board meeting to order at 6:00 p.m. at the Extension Office in Breckenridge, Minnesota.

**Board members present:** Loren Ingebretsen, Barry Steen, Stephanie Miranowski, James Hamer, Renee Backlund, Lyle Hovland, Kristi Bivens, Laurie Drewlow, Jenny Mongeau and Eloisa Pigeon

**Members Absent:** Excused Absences: John Docken, Wayne Ingersoll, Michelle Werner, Andrea Koczur, Ron Verhaagen, Sarah King, Del Rae Williams, Policy Council Rep: Kailee Stuhau

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Planning & Resource Development; Julie Erickson, Agency Support; Marie Schmitz, KDV.

**Auditor's Report:** Marie Schmitz KDV – Prior to the board meeting Marie met with the Audit Committee and presented the 2015-2016 Audit Report. Marie presented a summary of the report to the full board during the board meeting. Loren Ingebretsen made a motion to approve the Auditor's Report, Second: Barry Steen. Motion carried.

**Consent Agenda:**

Loren Ingebretsen made a motion to approve the June Board Meeting Minutes. Second: James Hamer. Motion carried.

### **Finance Committee Report:**

Lyle Hovland reported that we reviewed a record retention policy for inclusion in the Financial Policy Manual, as well as made mention that we withdrew \$60,000 from our investment account on June 22<sup>nd</sup>, to cover expected shortfall. Grants receivable in excess of \$200,000 was received on June 25<sup>th</sup>, so we will be re-depositing the \$60,000 into the investment account in the coming week.

### **Board Approval Items:**

Lyle Hovland made a motion to approve the request for out of state travel to the New Executive Director training. Second: Kristi Bivens. Motion Carried.

Stephanie Miranowski made a motion to approve the Early Head Start/Head Start Continuation Grant. Second: Laurie Drewlow. Motion Carried.

Laurie Drewlow made a motion to approve the out of state travel request for Head Start to the UCLA Health Care Institute. Second: Eloisa Pigeon. Motion Carried.

James Hamer made a motion to approve the Parent Family Engagement Program Goals. Second: Barry Steen. Motion Carried.

Stephanie Miranowski made a motion to approve the EHS/CCP Grant. Second: Renee Backlund. Motion Carried.

Stephanie Miranowski made a motion to approve the Non-Federal Share/In-Kind Waiver. Second: Kristi Bivens. Motion Carried. 1 nay vote

Lyle Hovland made a motion to update the Financial Policy for Retention. Second: Laurie Drewlow. Motion Carried.

### **Report Backs:**

Jenny Mongeau spoke about Clay County currently spending 11 cents per dollar on Child Protective Services. They have hired 7 social workers since January.

Head Start Policy Council Rep and Head Start Board Liaison were absent.

Family & Community Services Board Liaison Barry Steen. The staff had a conference call regarding the FHPAP grant and there will be a site visit August 11<sup>th</sup>.

### **Informational:**

The Strategic Plan Mission Statements and Program Accomplishments were read and reviewed.

The Analysis of Diversion, Equity and Inclusion Data was read and reviewed by Colleen Murray.

A Facilities Committee Update was presented by Lori. The work toward facilities continues. There have been several factors included in the facilities plan since December, 2015. It is very difficult finding existing facilities and/or reasonable priced land to purchase. The L&P Leadership Team is exploring all options pertaining to appropriate facilities that are conducive to the services and clients of L&P.

Board members were asked if they were interested in attending the MNCAP Conference in Mankato, September 19-22. L&P usually offers 2 to 3 board members to attend this conference when feasible. Board member Laurie Drewlow was asked by Tikki Brown, Director of OEO, to speak about L & P's executive transition search process.

Board members were reminded to attend the L&Ps 51<sup>th</sup> birthday party, to be held Tuesday, August 2, at Gooseberry Park.



Board members were asked if they will be able to participate in the Board Retreat to be held November 4<sup>th</sup> – 6<sup>th</sup>. A tentative schedule was discussed.

Loren Ingebretsen was asked to read a poem he wrote about John Young, Jr. after his passing.

### **Executive Director's Report:**

Francie Mathis from OEO conducted a site visit to monitor CSBG, MN Community Action Grant, and Housing/Homeless Prevention Grants. This visit was very positive. There were no findings and Francie commended L&P for the good work provided by staff

August board meeting will be at the Head Start Gym - Family Service Center in Moorhead on August 25<sup>th</sup>, 2016.

Barry Steen made a motion to adjourn the meeting. Second: Stephanie Miranowski.

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Andrea Koczur, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

## **Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. On June 23, 2016**

Jenny Mongeau called the L&P June board meeting to order at 6:00 p.m. at Fryn' Pan, Moorhead, Minnesota.

Introduction of guest Francie Mathis and roll call of the board members

Julie Erickson shared a nice memorial about the passing of John Young, Jr.. John was loved by many and known for his strong civic mind and kindness within the community.

The board recited, "The Promise of Community Action"

**Board members present:** Loren Ingebretsen, Andrea Koczur, Laurie Drewlow, Kristi Bivens, Del Rae Williams, Stephanie Miranowski, Ron Verhaagen, Sarah King, Jenny Mongeau, Eloisa Pigeon Wayne Ingersoll, Lyle Hovland, and Michelle Werner.

**Members Absent:** Excused Absences: John Docken, James Hamer, Barry Steen and Renee Backlund,

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Julie Erickson, Agency Support; Head Start Policy Council Rep. Kailee Stuhaug. Francie Mathis, Minnesota Department of Human Services, Office of Economic Opportunity.

### **Consent Agenda:**

Ron Verhaagen made a motion to approve the May 2016 Board Meeting minutes. Second: Kristi Bivens. Motion Carried.

**Finance Committee Report:** Andrea Koczur gave a report from the finance committee meeting. IRS is still reviewing proposed penalty, Cyber insurance quote reviewed, lots of grants closing at the end of June.

Wayne Ingersoll made a motion to approve the May 2016 Treasurer's Report. Second: Lyle Hovland. Motion Carried.

### **Board Approval Items:**

Loren Ingebretsen made a motion to approve the Head Start Art for Health Grant. Second: Eloisa Pigeon. Motion carried.

Lyle Hovland made a motion to approve the request for Clay County Funds for the Senior Program. Second: Stephanie Miranowski. Motion Carried.

Laurie Drewlow made a motion to approve the Executive Transition and Succession Plan. Second: Andrea Koczur. Motion carried.

### **Informational:**

Lori Schwartz - At the 2015 MNCAP Conference, L&P won a Board Retreat Package to be held at the Marriott Southwest in Minneapolis. The package includes a board room and hotel rooms for 10 board members. Lori suggested the board take advantage of this opportunity. Suggested topics included, Board Governance and the History of Maximum Feasible Participation that could be provide by OEO staff. Lori has contacted the events planner and the most available dates would be November 4<sup>th</sup> – 6<sup>th</sup>, 2016. Further information to come.

Lori Schwartz - L&P's looking for a member from the Clay County private sector to fill open seat.

Lori Schwartz – Reminder, L&P's 51st birthday party to be held Tuesday, August 2, at Gooseberry Park in Moorhead. Invitations to follow.

### **Report Backs:**

Head Start liaison Sarah King and Head Start Policy Council Rep Kailee Stuhaug were unable to attend this month's policy council meeting. Sarah King reviewed the Head Start outcomes that were sent as a report in each board packet and shared her excitement about the progress the children made in a one year period. They referred the board to the policy council meeting minutes.

Family and Community Services, Liaison Barry Steen – No Report.

### **Facilities Update:**

Colleen Murray reported that there was not much change since the May board meeting. The National Head Start grants that are offering funding for expansion will be pursued.

### **Guest Comments:**

Francie Mathis spoke to the board about how impressed she was with the current leadership team at L&P. She added that often turnovers in management seems risky, but in this case it does not seem risky, as there was a Succession Plan in place and the board followed all of the necessary formal guidelines in filling the leadership positions. She offered her assistance should it be needed. She also commended the board for their support in having 2 of their directors become certified ROMA trainers. She also mentioned that after the Minneapolis Community Action fraud case there has been much scrutiny of Community Action Agencies as a whole. She reminded us that Minneapolis CAA was one agency and the situation should never generalize and represent all Community Action Agencies. She was pleased to hear that the auditors had just finished their audit at L&P and the preliminary report was very favorable.

### **Executive Director's Report:**

Lori attended a FCS tenants meeting led by Brian Berg, Clay County Administrator. The meeting was held to give building tenants the opportunity to problem solve parking issues and to update the tenants of the new jail and Law Enforcement Center plan. Lori requested a meeting with Brian to discuss future building plans.

A separate meeting was held with Brian Berg, Georgia Beaudry, Rhonda Porter, Colleen Murray and Lori Schwartz. Discussion was held around the possibility of space for purchase on the campus of the FSC for L&P. The meeting involved brain storming possible options for future facilities for L&P. It was an open

discussion and no concrete plans were made.

In June, Alli Ward was hired as a Self-Sufficiency Advocate for the FCS Division. Lori emphasized to the board that as the Executive Director and parent of Alli Ward that she (Lori) signed a new Conflict of Interest form stating she will have no approval or signature authority to sign any formal paperwork having to do with Alli Ward's employment. All paperwork pertaining to hiring, termination, performance evaluations and compensation will be reviewed and signed by the Board Chair.

The Workforce Grant project has been successful in filling their limit of 12 students (with a few more on a waitlist) to attend welding courses at M-State in Moorhead. Classes begin July 5<sup>th</sup>.

L & P has been awarded the full amount of the CALI Food Grant from OEO. The grant will be used to work with families in Wilkin County and their local Farmers Market to enhance food availability to low income individuals.

The board was encouraged to attend a fundraising training to be held at DMF this fall. Any board members interested should contact Lori or Colleen to register.

The Board Self-Assessment results were read and discussed.

Next board meeting will be at the Wilkin County Extension Office, Breckenridge, Minnesota, July 28, 2016.

Lyle Hovland made a motion to adjourn the meeting. Second: Ron Verhaagen.

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Andrea Koczur, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
On May 26<sup>th</sup>, 2016**

Jenny Mongeau called the meeting to order at 6:00 p.m. at the Extension Office, in Breckenridge, Minnesota.

**Board members present:** Jenny Mongeau, Loren Ingebretsen, Laurie Drewlow, John Docken, Lyle Hovland, Andrea Koczur, Stephanie Miranowski, Kristi Bivens, Michelle Werner, Eloisa Pigeon, Ron Verhaagen, Renee Backlund, James Hamer, Policy Council Rep., Kailee Stuhaug.

**Members Absent:** Excused Absences: Wayne Ingersoll, Del Rae Williams, Barry Steen, John Young, Jr. and Sarah King.

**Employees and Others Present:** Executive Director; Lori Schwartz; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Planning & Resource Development; Julie Erickson, Agency Support; Becki Johnson, Director of Family & Community Services.

**Spotlight:** Becki Johnson, Director of Family & Community Services (see attached)

**Consent Agenda:**

Loren Ingebretsen made a motion to approve the minutes and treasurer's report of the April 2016 Board Meeting. Second: Ron Verhaagen. Motion Carried.

## **Board Approval Items:**

James Hamer made a motion to approve the Out of State travel for the fiscal staff to attend the WIPLFI Conference. Second: Eloisa Pigeon. Motion Carried.

Ron Verhaagen made a motion to approve the Out of State Travel Request for the staff pursuing the Certified Community Action Professional Certification. To attend the Community Action Partnership Conference. Second: Renee Backlund. Motion Carried.

Loren Ingebretsen made a motion to approve signature authority to be the board chair person's responsibility in the absence of the Executive Director. Second: Laurie Drewlow. Motion Carried.

John Docken made a motion to approve the updates to the 2015 Annual Report to comply with Charities Review Council's requirement. Second: Laurie Drewlow. Motion Carried.

Andrea Koczur made a motion to approve the United Way Grant proposal. Second: Stephanie Miranowski. Motion Carried.

Andrea Koczur made a motion for the L & P Cost of Living Increase to match the 1.8% Head Start COLA increase. Second: Eloisa Pigeon. Motion Carried.

Lyle Hovland made a motion to approve the Head Start 1.8% COLA. Second: Ron Verhaagen. Motion Carried.

Stephanie Miranowski made a motion to approve the Head Start MN State Grant application. Second: Andrea Koczur. Motion Carried.

Stephanie Miranowski made a motion to approve the Head Start Duration Grant Application. Second: Laurie Drewlow. Motion Carried.

Loren Ingebretsen made a motion to approve the Head Start Self-Assessment. Second: Andrea Koczur. Motion Carried.

Ron Verhaagen made a motion to approve the ND Safe Havens Grant application. Second: James Hamer. Motion Carried.

Stephanie Miranowski made a motion to approve the ND Stop Violence Against Women Grant application. Second: Lyle Hovland. Motion Carried.

Laurie Drewlow made a motion to approve the CALI Food Innovation Grant. Second: James Hamer. Motion Carried.

Andrea Koczur made a motion to approve the Homeownership Education, Counseling & Training (HECAT). Second: Stephanie Miranowski. Motion Carried.

Loren Ingebretsen made a motion to approve the Group Cares Camp 2018 application. Second: Lyle Hovland. Motion Carried.

Laurie Drewlow made a motion to approve the Dental Premium increase. Second: Ron Verhaagen. Motion Carried.

Lyle Hovland made a motion to approve the Wilkin County Child Care Assistance Program proposal. Second: Laurie Drewlow. Motion Carried.

Wilkin County Children's Collaborative Grant application was moved from an approval item to an inform since it is less than \$5000.

Loren Ingebretsen made a motion to approve the Workforce Development Pilot with M-Sate. Second: Ron Verhaagen. Motion Carried.

## **Informational:**

The updated version of the By-Laws have been approved by the Governance Committee and signed by the Board Chair and Executive Director. Changes noted were additional verbiage stating the election of consumer sector members every 3 years.

Kailee Stuhau gave a report back from the Head Start Policy Council Meeting. They voted to approve Lori Schwartz as new Executive Director of Lakes & Prairies. Also, they discussed the various grants Head Start is applying for at this time.

Colleen asked the board to consider volunteering to be on the Fund Development Plan Task Force.

The board was asked to consider dates for a board retreat in the fall. The discussion will continue at the next board meeting.

Lakes & Prairies will be celebrating their 51<sup>th</sup> birthday in August. There is a birthday party scheduled for Tuesday, August 2<sup>nd</sup> at the Gooseberry Park shelter. More details to follow.

## **Executive Director's Report:**

Lori Schwartz thanked the board and the board's search committee for the time and effort they put into the hiring process for the ED.

Jim Hamer made a motion to adjourn the meeting. Second: Eloisa Pigeon. Motion Carried

Next board meeting will be June 23<sup>th</sup>, 6:00 pm at the Fryn' Pan, Moorhead, MN.

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Andrea Koczur, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

## Annual Meeting/Dinner of the Board of Directors of **Lakes & Prairies Community Action Partnership, Inc.** On April 22nd, 2016

No Fiscal Committee Meeting due to the Annual Dinner.

Jenny Mongeau called the meeting to order at 6:45 pm at The Courtyard Marriot in Moorhead, Minnesota.

**Board members present:** John Docken, Barry Steen, Renee Backlund, Stephanie Miranowski, Lyle Hovland, Emily Hagen, Del Rae Williams, Jenny Mongeau, James Hamer, Wayne Ingersoll, Kristi Bivens, Ron Verhaagen, Laurie Drewlow, Andrea Koczur, Michelle Werner, Eloisa Pigeon and Head Start Policy Council Representatives Kaylee Stuhaug.

**Members Absent:** Excused Absences: Sarah King, Loren Ingebretsen and John Young Jr.,

**Employees and Others Present:** Lori Schwartz, Interim Executive Director; Employees and guests of Lakes & Prairies Community Action.

Special guests: Rep. Ben Lien, Lynne Kovash and Linda Sande.

### **Consent Agenda/Board Approval Items:**

In a closed session, Laurie Drewlow made a motion to the full board to approve the recommendation of the Board Search Committee for Lori Schwartz to be named Executive Director. Second: James Hamer. Motion carried. The Board returned to open meeting and announced that Lori Schwartz has been

approved for the Executive Director Position.

Wayne Ingersoll made a motion to approve the Consent Agenda and board approval items en masse. Second: John Docken. Motion carried.

Policy Council Representative Kailee Stuhaug reported on the recent visit of the Head Start regional director. She reported the visit went very well and there were no concerns.

Barry Steen reported on the Project Community Connect held earlier this month. They were able to assist 367 clients. Number of tax site clients 578 federal returns and 675 state returns during the VITA (Volunteer Income Tax Assistance) site.

Andrea Koczur read the minutes of the 2015 Annual Meeting.

Board members and special guests were introduced.

### **Informational:**

A Facilities Update was given by Colleen Murray and Lori Schwartz. Architectural drawings were shown in the back of the room. L & P is looking for suitable land and asked for the board and employees support and help in fund development action plan to make a new facilities a reality.

Colleen Murray reminded the staff about signing up for the 5K and registering on Crowdriser to raise funds.

Representative Ben Lien, shared comments about this year's Legislative Session and gave his support and gratitude for all that Community Action does for our communities.

### **Executive Director Comments:**

Lori Schwartz shared her excitement and gratitude for the opportunity to be the next Lakes & Prairies Executive Director.

### **Service Awards and Special Awards Presented:**

Jenny Mongeau and Lori Schwartz presented service year certificates to employees: 15 year – Kristin Phillips, 10 year – Robin Christianson, 5 year – Amanda Nord, Michele Mortenson, Amanda Rocha and Kateri Skunes.

The Volunteer Extraordinaire award was presented to Linda Sande in recognition of her years of volunteering at the VITA (Volunteer Income Tax Assistance) sites.

The Dennis Heitkamp Leadership Award was presented to superintendent of Moorhead Public Schools Lynne Kovash for her dedication to children and her support of pre-education.

Next Board Meeting – May 26, in Breckenridge, Minnesota.

Jenny Mongeau made a motion to adjourn the meeting. Second: James Hamer. Meeting adjourned.

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
on March 25, 2016**

Jenny Mongeau called the meeting to order at 6:00 p.m. at the Eagle Cafe in Barnesville, Minnesota.

The board recited The Promise of Community Action

Spotlight: Dale Rollie, Senior Outreach Director: Dale handed out the Senior Resource Guide and Minnesota Health Care Choices booklet to Board members. Most of the calls he receives are regarding Medicare. He has noticed declining numbers at the senior's meeting locations in Barnesville and Hawley. The NAPS (Nutritional Assistance Program for Seniors) program continues to be one of the most successful programs. It involves many volunteers and gives approx. 250 food boxes/month to seniors in the area.

**Board members present:** Jenny Mongeau, Loren Ingebretsen, Eloisa Pigeon, Stephanie Miranowski, Barry Steen, Laurie Drewlow, Andrea Koczur, Lyle Hovland, Sarah King, Renee Backlund, John Young, Jr., Ron Verhaagen, and Policy Council Rep Kailee Stuhaug.

**Members Absent:** Wayne Ingersoll, John Docken, James Hamer, Del Rae Williams, Michelle Werner and Kristi Bivens.

**Employees and Others Present:** Lori Schwartz, Interim Executive Director; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Planning and Resource Development; Dale Rollie, Senior Outreach Director; Julie Erickson, Agency Support.

**Consent Agenda:**

Loren Ingebretsen made a motion to accept the February 2016 Board Meeting minutes. Second: Laurie

Drewlow. Motion carried.

Stephanie Miranowski made a motion to approve the February 2016 Treasurer's Report. Second: John Young, Jr. Motion carried.

Finance committee representative gave a brief report to the board regarding the credit limit. There will be no changes in the agency credit card limits. We have received a "proposed" penalty for late filing of 1099's when we had a server crash. Fiscal staff have filed proper documents to dispute the penalty, and we are on a holding pattern until the IRS decides whether or not to "charge" a penalty. If we are charged, we have been in contact with the insurance company regarding adding it to the claim previously filed. The insurance company will research our coverage if we are charged.

Ron Verhaagen made a motion to approve the Finance Committee Report. Second: Andrea Koczur. Motion carried.

**Introduction of New Board Member:** Eloisa Pigeon, representing the low income sector.

### **Board Approval Items:**

John Young, Jr. made a motion to approve the Pathway II – Early Learning Scholarships for Head Start. . Second: Barry Steen. Motion carried.

Loren Ingebretsen made a motion to approve the FES Grant from West Central Initiative. Second: Laurie Drewlow. Motion carried.

Lyle Hovland made a motion to approve airline travel for Lori Schwartz to the Executive Director training in Chicago. Second: Sarah King. Motion carried.

**Informational:** Colleen Murray gave an update on from the Facilities Committee. Our local legislators are working to get a bill introduced in this session for funding.

**Head Start report backs** – Sarah King – L & P Head Start was chosen for the UCLA National Health Center Cohort for 2017. The parents were asked to evaluate the group conferences and they felt it was a success. They were also asked for input on the School Readiness Goals. They shared what they thought should be included in the goals and how parents could become engaged in the process.

**Housing report backs** – Barry Steen – Project Community Connect is scheduled for April 13<sup>th</sup> at the Fargo Dome. We were awarded the HUD grant again for this year. We will be offering the Homestretch Class for first time homeowners starting the end of April.

Jenny Mongeau commented on her experiences, while she and Lori Schwartz attended the National Community Action Legislative Conference in Washington, DC earlier this month. The main speaker David Bradley was very positive and uplifting. Jenny also commented that the County needs Community Action and that neither can do it alone.

### **Executive Director's Report:**

Lori Schwartz informed the board the Annual Board Meeting & Dinner will be held Friday, April 22nd, 2016 at The Courtyard Marriot in Moorhead. Invitations with RSVPs will be e-mailed to all employees, board members, special guests and award recipients.

Lori Schwartz informed the board of the Dennis Heitkamp Award and the Volunteer Extraordinaire Awards to be given to two individuals during the Annual Board Meeting. Nomination forms were given to all staff and Board Members.

Lori reviewed board terms in the by-laws, elections must happen after each 3 year term.

Ron Verhaagen made a motion to adjourn. Second: Sarah King. Motion carried.

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*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
on February 25<sup>th</sup>, 2016**

Fiscal Committee met from 5:00 to 6:00 p.m. prior to Board Meeting.

Jenny Mongeau called the meeting to order at 6:00 p.m. at the Eagle Cafe in Barnesville, Minnesota.

Board members recited The Promise of Community Action

**Board members present:** Lyle Hovland, Loren Ingebretson, Andrea Koczur, James Hamer, John Docken, Barry Steen, Renee Backlund, John Young, Jr., Wayne Ingersoll, Del Rae Williams, Laurie Drewlow, Jenny Mongeau, Sarah King and Stephanie Miranowski.

**Members Absent:** Excused Absences: Kristi Bivens, Michelle Werner, Laurie Drewlow and Policy Council Rep, Kailee Stuhaug.

**Employees and Others Present:** Lori Schwartz, Interim Executive Director; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Planning and Resource Development; Julie Erickson, Agency Support Specialist; Dave Shultz and Amanda Hagen from Shultz and Associates Architects.

Architect Dave Shulz gave a presentation on the building plans for a new Lakes & Prairies building.

**Consent Agenda:**

John Young, Jr made a motion to approve the minutes of the January 2016 Board Meeting. Second: James Hamer. Motion Carried.

Sarah King made a motion to approve the January 2016 Board Treasurer's Report. Second: James Hamer. Motion carried.

**Finance Committee Report:** Andrea Koczur gave a report from the finance committee. Lyle Hovland made a motion to approve the financial report. Second: Andrea Koczur. Motion carried.

### **Board Approval Items:**

Wayne Ingersoll made a motion to approve the Head Start Self – Assessment. Second: Loren Ingebretsen. Motion carried.

Loren Ingebretsen made a motion to approve the Rainbow Bridge out of state travel request. Second: Stephanie Miranowski.

Stephanie Miranowski made a motion to approve the Wellness Policy. Second: Jim Hamer. Motion carried.

Loren Ingebretsen made a motion to approve the Partnership 4 Heath funding. Second: Andrea Koczur. Motion carried.

Andrea Koczur made a motion to approve the 2016-2017 Annual Budget. Second: Lyle Hovland. Motion carried.

James Hamer made a motion to approve the Consumer Sector Candidate. Second: Renee Backlund. Motion carried.

Del Rae Williams made a motion to approve the Fargo Marathon Fundraiser. Second: Wayne Ingersoll. Motion carried.

Stephanie Miranowski made a motion to approve the Head Start Criteria. Second: Loren Ingebretsen. Motion carried.

John Young, Jr. made a motion to approve the Cares Housing Crisis Line Proposal. Second: Barry Steen. Motion carried.

John Young, Jr. made a motion to approve the Workforce Development Grant. Second: Andrea Koczur. Motion carried.

### **Informational:**

Lori Schwartz spoke to the Board about possible changes to the By-Laws regarding the time frame between the election of new board positions and the date of turnover. Loren Ingebretsen made a motion to allow the governance committee to make the appropriate changes to the by-laws. Second: Renee Backlund.

Lori Schwartz informed the board of the 2016 Annual Meeting and Dinner, April 22, at The Marriot in Moorhead. Invitations will be sent.

Lori Schwartz gave the Board updates on the VITA tax site update currently operating in Moorhead, Hawley, Barnesville and Breckenridge. As of February 24, 659 returns were filed for a refund total of \$861,969.

Head Start Policy Council report – Sarah King – she was unable to attend the February meeting and asked the board to review the February Policy Council meeting minutes.

Housing Advisory report – Barry Steen – Briefly discussed grants and spending and the need for volunteers on April 13 for the Homeless Connect at the Fargodome.

### **Executive Director's Report:**

Interim Director Lori Schwartz informed the board that the Head Start program was chosen to participate in the 2017 Health & Wellness UCLA Healthcare Institute Training.

The Clay County Collaboration is in need of a representative from Community Action on their board.

There will be Board Assessments next month.

Next Board Meeting – March 24, at the Eagle Café in Barnesville, MN at 6:00pm

Jenny Mongeau made a motion to adjourn. Second: James Hamer. Motion carried.  
Meeting Adjourned.

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Andrea Koczur, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

## Meeting of the Board of Directors of **Lakes & Prairies Community Action Partnership, Inc.** **January 28, 2016**

Finance Committee met at 5:00 p.m. prior to the Board Meeting.

Stephanie Miranowski called the regular board meeting to order at 6:00 p.m. at the Eagle Café in Barnesville, MN

**Board members present:** Stephanie Miranowski, John Docken, Lyle Hovland, Laurie Drewlow, James Hamer, Renee Backlund, Barry Steen, Andrea Koczur, Jenny Mongeau, Sarah King, Ron Verhaagen and Kailee Stuhau - Policy Council Representative

**Members Absent:** Kristi Bivens, John Young Jr., Wayne Ingersoll, Loren Ingebretsen, Del Rae Williams, Michelle Werner

**Employees and Others Present:** Lori Schwartz, Interim Executive Director; Colleen Murray, Director of Planning & Resource Development; Brenda Montplaisir, Finance Director.

### **Consent Agenda:**

Jenny Mongeau made a motion to approve the additions to the consent agenda. Second: John Docken. Motion carried.

James Hamer made a motion to accept the November 13, 2015 special Board Meeting Minutes. Second: Barry Steen. Motion carried.

Andrea Koczur made a motion to approve the December 2015 Board Meeting Minutes. Second: Ron Verhaagen. Motion carried.

Laurie Drewlow made a motion to approve the December 2015 Treasurer's Report. Second: James Hamer. Motion Carried.

## **Finance Committee Report:**

Stephanie Miranowski reported that fiscal policies were reviewed, and some corrections will be made to ensure the fiscal policies align with existing personnel policies.

New Policy Council Liaison Kailee Stuhaug was introduced and welcomed.

## **Board Approval Items:**

Ron Verhaagen made a motion to approve new Financial Policies. Second: Renee Backlund. Motion Carried.

Lyle Hovland made a motion to adopt the IRS Mileage Reimbursement Rate effective January 1<sup>st</sup>. Second: Andrea Koczur. Motion Carried.

Ron Verhaagen made a motion to approve the Head Start Policy Council Bylaws. Second: James Hamer. Motion Carried.

James Hamer made a motion to approve 2015 Annual Report with the corrected financial page. Second: Ron Verhaagen. Motion Carried.

Stephanie Miranowski made a motion to nominate Jenny Mongeau as Board Chair. Second: Ron Verhaagen. Jenny Mongeau made a motion to nominate James Hamer as Vice Chair. Second: Lyle Hovland. Sarah King made a motion to nominate Andrea Koczur as Secretary Treasurer. Second: Laurie Drewlow. Hearing no further nominations, Motion Carried.

Andrea Koczur made a motion to add statement to hiring policy requiring a favorable DMV Driving Record. Second: Renee Backlund. Motion Carried.

Stephanie Miranowski made a motion to approve the hiring of Schultz & Associates as Architect for a new facility. Second: John Docken. Motion Carried.

Discussion was had about whether or not we are ready to commit to Churches United for the purchase of the land they have available. Consensus was that we are not ready at this time to decide if that is our best option.

Andrea Koczur made a motion to approve the Bremer Grant Application. Second: James Hamer. Motion Carried.

Lyle Hovland made a motion to approve retention of Anderson, Bottrell, Sanden & Thompson as legal counsel. Second: Laurie Drewlow. Motion Carried.

Ron Verhaagen made a motion to approve out of state travel for Lori Schwartz, Colleen Murray, and Jenny Mongeau for the 2016 Legislative Conference. Second: Sarah King. Motion Carried.

## **Inform:**

Lori Schwartz was excused while Laurie Drewlow gave an update on the search committee's progress. We hope to be closer to a hire by May of 2016.

Committee Assignments were reviewed and open slots were filled.

Discussion was held about a funding opportunity for Accountable Healthy Community. Consensus was to proceed with writing a grant.

Board Fiscal Responsibilities were reviewed.

## **Report Backs:**

Barry Steen, board liaison for F&CS, gave a brief report on last month's housing meeting. Point in time count is going on tonight through Saturday at noon.

Kailee Stuhaug, policy council liaison for Head Start gave a brief report on last month's Policy Council meeting. There were new officers elected. Head Start received state funding for one more child in the home base program for Early Head Start, as well as received funding to provide "bug-in-the-ear" coaching for class room teachers.

## **Executive Director's Report:**

Lori Schwartz reported that we have a Head Start HERO on staff – Congrats to Aveen Amedi! Reported back and thanked the board for the opportunity for the leadership to attend the National Leadership and Management Conference. Lori and Kristin attended a MHSA Leadership training for new Head Start Directors and New Executive Directors. Reported on the Governor Dayton's Budget, as well as the increase to CSBG funds that David Bradley fought for. Lori will register for a New Executive Director training to take place in April. If we have someone else in the position by then, that person will attend. Tax Site kicked off tonight with 21 MSUM students preparing tax returns and 8 Concordia students doing the social work.

Meeting Adjourned

Next Board Meeting – February 25<sup>th</sup>, 2015, at the Eagle Café in Barnesville, Minnesota.

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Andrea Koczur, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

## **Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. on December 3, 2015**

Finance Committee met at 4:30 p.m. prior to the Board Meeting.

### **5:30 pm Special Training for Head Start Policy Council and Lakes & Prairies Board members:**

- Mandated Reporting Training/Eligibility-New Guidelines for Enrollment – Tiffany McKinnon, Head Start ERSA Manager
- CACFP & Civil Rights Training – Kim Bailey, Head Start Nutrition Coordinator
- Shared Governance Training – Lori Schwartz, Interim Executive Director and Kristin Phillips, Head Start Director

Loren Ingebretsen called the regular board meeting to order at 6:50 p.m. at the Family Service Center in Moorhead, Minnesota

**Board members present:** Sandra Ly, Stephanie Miranowski, John Docken, Wayne Ingersoll, Lyle Hovland, Laurie Drewlow, James Hamer, Renee Backlund, Loren Ingebretsen, Barry Steen, Andrea Koczur, Del Rae Williams, Michelle Werner, Jenny Mongeau, Sarah King and Ron Verhaagen.

**Members Absent:** Kristi Bivens, John Young Jr.

**Employees and Others Present:** Lori Schwartz, Interim Executive Director; Colleen Murray, Director of Planning & Resource Development; Brenda Montplaisir, Finance Director; Julie Erickson, Agency Support. Guest: Leah Pigatti, Executive Director, Mahube-Otwa.

Leah Pigatti explained different ideas and options as to how to begin the search for an Executive Director

for L&P. Leah explained that there are different options as to how the process can take place. L&P's Policies & Procedures does not prohibit hiring from within its own agency but to be fair and open with the hiring process, it is best practice to open the position both internally and externally. She also suggested that some agency hire an outside consultant to assist in the hire of upper management. The L&P Search Committee will take Leah's information into consideration when moving forward with the process.

### **Consent Agenda:**

Lyle Hovland made a motion to accept the October 2015 Board Meeting Minutes. Second: Jenny Mongeau. Motion carried.

Del Rae Williams made a motion to approve the October 2015 Treasurer's Report. Second: Laurie Drewlow. Motion Carried.

### **Board Approval Items:**

Sandra Ly made a motion to approve Authorize User Access to MN DOE. Second: Andrea Koczur. Motion Carried.

Sandra Ly Made a motion to approve the Bank of the West VITA Grant. Second: Laurie Drewlow. Motion Carried.

Sandra Ly made a motion to approve the FM Area Foundation Qualified Endowment Fund. Second: Ron Verhaagen. Motion Carried.

Loren Ingebretsen made a motion to approve the Out of State Travel Request for the Leadership Conference. Second: Sandra Ly. Motion Carried.

Stephanie Miranowski made a motion to approve Contract Services for Liz Kuoppala. Second: John Docken. Motion Carried.

Andrea Koczur made a motion to approve the Head Start Potential State Grant Increase. Second: Laurie Drewlow. Motion Carried.

Wayne Ingersoll made a motion to approve to move forward with the 34<sup>th</sup> Street Land Purchase Agreement (pending funding). Second: Sandra Ly. Motion Carried.

Laurie Drewlow made a motion to approve the Connecting Kids to Coverage Funding. Second: Sandra Ly. Motion Carried.

Andrea Koczur made a motion to approve the RFP for Architect. Second: Jenny Mongeau. Motion Carried.

Sandra Ly made a motion to approve the Interim ED Salary. Second: Jenny Mongeau. Motion Carried.

Andrea Koczur made a motion to approve Sarah King continuing as the Head Start Policy Council Liaison. Second: Laurie Drewlow. Motion Carried.

Stephanie Miranowski made a motion to approve the 2016 Board Meeting dates. Second: Ron Verhaagen. Motion Carried.

### **Inform:**

As of December 2015, Sandra Ly, who represents the Consumer Sector will not be on the board of directors. She was honored for their years of service for L&P. The open Consumer Sector seat will be advertised and any suggestions would be welcomed.

The Community Action Legislative Conference will be held from March 15 – 18th, 2015, in Washington, DC. Board members were asked to consider attending. Loren Ingebretsen, added that the one on one connections cannot be replaced by letters or lobbying. It is for those representing Community Action to speak about the needs of low income families to the legislators.

### **Report Backs:**

Barry Steen, board liaison for F&CS, gave a brief report on last month's housing meeting. There are 3 new staff members hired. We received the Long Term Homelessness grant and we were the only agency in Minnesota with an increase.

Sarah King, board liaison for Head Start gave brief report on last month's Policy Council meeting. There were new officers elected. There have been low attendances in the classrooms due to illness.

Sandra Ly made a motion to adjourn. Second: Michelle Werner. Motion carried.

Next Board Meeting – January 28<sup>th</sup>, 2015, at the Eagle Café in Barnesville, Minnesota.

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Stephanie Miranowski, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
October 22, 2015**

Finance Committee met at 4:30 pm

Francie Mathes, OEO and Lori Schwartz, Director of Operation, presented the ROMA/Organization Standards Training to the Board. Lori explained and shared the Organizational Standards Calendar of Required Actions and stated that this will be added to the L&P board meeting grid as something to review annually.

John Young Jr. called the regular Board of Directors meeting to order at the Family Service Center, Moorhead, MN

The Board, employees and others present recited The Promise of Community Action.

**Board members present:** John Docken, Del Rae Williams, Wayne Ingersoll, Barry Steen, John Young Jr., Susan Olson, Sandra Ly, Laurie Drewlow, Andrea Koczur, Stephanie Miranowski, Lyle Hovland, Michelle Werner, Jenny Mongeau, Ron Verhaagen, Sarah King, Renee Backlund, James Hamer and Policy Council Rep. Eloisa Pigeon

**Members Absent:** Loren Ingebretsen, Kristi Bivens

**Employees and Others Present:** Stephen Nagle, Executive Director; Lori Schwartz, Director of Operations; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Planning & Resource Development; Missy Becker-Cook, Director of Operations - WCMCA; Carol Boyer, Director of Finance - WCMCA; Cody Rogahn, WCMCA Board Liaison; Francie Mathes, Anti-Poverty Programs Supervisor-

State of MN.

John Young made a change to the agenda by moving the Finance Committee's Investment Recommendation ahead in the agenda.

Del Rae Williams made a motion to approve the amended agenda. Second: Jenny Mongeau. Motion carried.

Finance committee met with Brady Brunsvold and Matt Ahonen from Bremer Bank about investment options. CDs were cashed in July while we were waiting for reimbursement funds to arrive to cover operational costs. Since then we are in possession of excess funds again, and are exploring options to invest without taking a huge amount of risk.

Options were laid out to ladder CDs again, ladder mutual funds, or wait until we know if a government shutdown will occur. They also offered a line of credit in amount up to any amount that we invest so that we can avoid any penalties cost if we were to need the funds in a hurry such as we did in July.

Wayne Ingersoll made a motion to let the Finance committee act on behalf of the board in regards to the reinvestment of funds. Second; Lyle Hovland. Motion carried.

### **Consent Agenda:**

Wayne Ingersoll made a motion to approve the September 2015 Minutes and Treasurer's Report. Second: Lyle Hovland. Motion carried.

**Board Approval Items:** Barry Steen made a motion to approve the HUD Rapid Rehousing Grant. Second: Jenny Mongeau. Motion carried.

Stephanie Miranowski made a motion to approve the National Center on Aging grant. Second: James Hamer. Motion carried.

Ron Verhaagen made a motion to approve the Compliance with 2 CFR 200 (OMB). Second: Stephanie Miranowski. Motion carried

Lyle Hovland made a motion to approve the Early Learning Scholarship Grant. Second: Barry Steen. Motion carried.

**Informational:** Steve Nagle reported that the Office of the Legislative Auditor gave L & P positive results on our recent audit. The final report for the state should be out soon.

Brenda Montplaisir asked the board to consider the request to ask staff members for suggestions of potential donors to help fund a building for Lakes & Prairies.

Steve Nagle reported that he had spoken with Rural Development about financing or guaranteeing a loan to build. The space we would be looking at would possibly be in Dilworth as Moorhead is considered urban.

Report back from Head Start Policy Council Rep. Eloisa Pigeon: The policy council has been sharing ideas regarding nutrition policies, food preparation, and handling food,

Report Back from Head Start Board Liaison Sarah King: The current Policy Council is an energetic, prepared and thinking council. There was a lively, knowledgeable discussion regarding food prep. The council will do more research. Currently we are serving 74 in Early Head Start which started on October 19<sup>th</sup>.

Report Back from Family & Community Services Board Liaison Barry Steen on the October 8<sup>th</sup> meeting. There was much discussion on the new grants such as the Rapid Rehousing, the Long Term Homelessness and United Way Navigation grant. The staff is still fine tuning the assessment system to make sure our clients get served. The Wilder surveys happened today all over the area including in the Family Service Center. This week, Churches United received a \$7.35 million dollar grant to build.

Transition meeting update: Minutes were included in the board packet. Cindy Bigger facilitated the joint meeting. The Executive Director position is due for a 6 month review. A survey was sent to board members.



Minn Cap conference update: James Hamer said going into the conference he was very motivated and excited to learn. He attended as many classes as possible. Lori Schwartz added that this year's conference was in conjunction with the Council of Non-Profits.

The Annual All Staff Training day will be October 30<sup>th</sup> at the Jon L Wanzek Center for Scouting in Fargo.

West Central MN Communities Action will be having their Annual Meeting in Alexandria on November 24<sup>th</sup>. All Lakes & Prairies Board Members are invited.

### **Executive Directors Report:**

Legislative session has approved dollars for FAIM coaching. Narrowly missed approving dollars for the car program.

Changes are being made so that SNAP clients will not lose benefits if they have assets of \$1500 or more.

November/December Board Meeting is December 3, 2015, in Moorhead at the Family Service Center with the Head Start Policy Council – Shared Governance Training.

Meeting adjourned.

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Stephanie Miranowski, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_\_\_*

## **Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. On September 24, 2015**

John Young, Jr. called the regular meeting to order at 5:30 p.m. at the Pizza Ranch, Fergus Falls, Minnesota

**Board members present:** John Docken, Jenny Mongeau, Kristi Bivens, Sarah King, James Hamer, Lyle Hovland, Loren Ingebretsen, Sandra Ly, Stephanie Miranowski, Barry Steen, Laurie Drewlow, Michelle Werner, Ron Verhaagen, John Young, Jr. Policy Council Rep. Eloisa Pigeon

**Members Absent:** Excused Absences: Renee Backlund, Wayne Ingersoll, Del Rae Williams, Andrea Koczur

**Employees and Others Present:** Steve Nagle, Executive Director; Lori Schwartz, Director of Operations; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Planning and Resource Development; Julie Erickson, Agency Support.

### **Consent Agenda:**

Lyle Hovland made a motion to approve the August 2015 Minutes and Treasurer's Report. Second: Ron Verhaagen. Motion carried.

### **Board Approval Items:**

Laurie Drewlow made a motion to approve the Head Start CACFP Budget. Second: Barry Steen. Motion Carried.

Lyle Hovland made a motion to approve the Federal Head Start Grant. Second: Jenny Mongeau. Motion

carried.

Ron Verhaagen made a motion to approve the Pathway II – Early Learning Scholarships (Head Start).  
Second: Kristi Bivens. Motion carried.

James Hamer made a motion to approve the Head Start 5 Year Program Goals. Second: Sarah King.  
Motion carried.

Sandra Ly made a motion to approve the Corporate By-Laws Review. Second: Ron Verhaagen. Motion  
carried.

Lyle Hovland made a motion to approve the Contracts for Shared Positions. Second: Laurie Drewlow.  
Motion carried.

John Young, Jr. made a motion to approve the United Way of Cass-Clay Housing Navigator Grant.  
Second: James Hamer. Motion carried.

Stephanie Miranowski made a motion to approve the Long Term Homeless Supportive Services Grant.  
Second: Kristi Bivens. Motion carried.

**Report Backs:** Policy Council Rep. Eloisa Pigeon reported that the policy council spoke extensively on the Early Learning Scholarships currently available to Head Start students. Because of the lack of space, Head Start is limited to ½ days as the Office of Head Start is strongly suggesting full day, full year services. There are currently 11 pregnant moms enrolled in the Early Head Start program.

The Board Liaison to Head Start, Sarah King, stated that the attendance so far this year has been exceptional. All teachers in the program returned from last year which means only one needed to be hired. 1/3 of our parents have their high school diplomas and 2/3 of the parents are unemployed.

The Board Liaison to the Family and Community Services Division, Barry Steen, reported that there was no meeting held this past month. He gave an update on staffing, Becki Johnson has replaced Colleen Murray as F&CS Director. Colleen has taken another position in the agency, Director of Planning and Resource Development. Robin Christianson, current coordinator of Rainbow Bridge, will be replacing Becki as Special Projects Coordinator. The position Robin vacates, will be covered by WCMCA, Plus Kids Director, Heather Molesworth.

## **Informational:**

Board Members were asked to read and sign the Conflict of Interest Review and Standards of Conduct Policies Review. These forms are required to be signed by senior staff and all board members annually.

Lori Schwartz invited the board to the L & P All Staff Training Day at Jon Wanzek Center for Scouting. October 30. More information to come.

Lori reported that there were 9 staff and 2 board members attending the annual MNCAP Conference in St. Paul October 1-2

Lori reminded the board that the December 3 meeting at the Family service Center in Moorhead will be the Shared Governance Training for the L & P Board and the Head Start Policy Council. More information to come.

Transition Committee Report – Laurie Drewlow and Stephanie Miranowski shared the newest staffing developments between the 2 agencies. Shared positions include; Colleen Murray, Director of Planning & Resource Development, Becki Johnson, F&CS Director, Heather Molesworth, Parenting Time Director(Rainbow Bridge)

Cindy Bigger provided facilitation services at the September, transition meeting to help the committee discuss what is going well and what the next steps are going to be. Both boards need to decide if they are going to continue to use her services.

Lori set up a time for required board training. The October 22, 2015 board meeting will be held in Moorhead at the Family Service Center beginning at 5:30pm. The board meeting will include a training on the Organizational Standards that are required for all CSBG recipients that become effective October 1, 2015.

Next board meeting will be held at the Family Service Center, Moorhead, Minnesota on October 22, 2015 at 5:30pm. There will be a Finance Committee Meeting at 4:30 with a presentation from Bremer bank on investment accounts.

James Hamer made a motion to adjourn the meeting. Second: Eloisa Pigeon

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Stephanie Miranowski, Secretary

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
On August 27, 2015**

Loren Ingebretsen called the regular meeting to order at 6:00 p.m. at the Extension Office, Breckenridge, Minnesota

**Board members present:** Kristi Bivens, James Hamar, Lyle Hovland, Loren Ingebretsen, Andrea Koczur, Sandra Ly, Stephanie Miranowski, Renee Backlund, Sarah King, Ron Verhaagen, Loren Ingebretsen, Jenny Mongeau, Barry Steen, Laurie Drewlow, and John Young, Jr.

**Members Absent:** Del Rae Williams, Wayne Ingersoll, Michelle Werner, John Docken and Policy Council Rep. Eloisa Pigeon

**Employees and Others Present:** Steve Nagle, Executive Director; Brenda Montplaisir, Director of Finance; Linda Lembke, Director Child Care Aware; Julie Erickson, Agency Support; Carol Boyer, Director of Finance-WCMCA; Cody Rogahn, Board Member – WCMCA.

**Introduction of New Board Member:** Brenda Montplaisir presented background information on John Docken, the new board member representing the private sector. John Young, Jr made a motion to approve John Docken as new board member. Second: Ron Verhaagen. Motion carried.

**Spotlight Child Care Aware:**

Linda Lembke, Child Care Aware Director, passed out program updates. (See attachment)

Steve Nagle pointed out to the board that Linda Lembke will be retiring effective October 15 this year. He

thanked her for the years of service. Board members gave her a round of applause. It was suggested that we move board consideration item 5E the Early Learning Scholarship grant to this point in the board meeting. Jenny Mongeau made a motion to approve the Early Learning Scholarships grant. Second: Andrea Koczur. Motion Carried.

### **Consent Agenda:**

James Hamer made a motion to approve the July 2015 Minutes and Treasurer's Report. Second: Kristi Bivens. Motion Carried.

### **Board Approval Items:**

John Young, Jr made a motion to approve the Vita Tax Site Grant. Second: Sandra Ly. Motion Carried. Laurie Drewlow made a motion to approve the changes in Volunteer Time Policy (Policies and Procedures Manual 505:1). Second: Barry Steen. Motion Carried. Loren Ingebretsen made a motion to approve the Head Start PIR. Second: Kristi Bivens. Motion Carried. Lyle Hovland made a motion to approve the BCOW Housing Navigator Grant. Second: Renee Backlund. Motion Carried.

### **Report Backs:**

Barry Steen reported on the FCS division that they had been changing their focus. A greater focus is being placed on case management, thus they will be concentrating on the more critical clients. This is the time of year that grant money is being received and most grants have had an increase.

### **Executive Director's Report:**

Steve Nagle reported on the interview with the legislative auditor that had recently taken place. All went well, questions about risk assessment were asked, which was expected given the history with Minneapolis Community Action. He thanked the board members for their participation in L & P 50<sup>th</sup> birthday party held earlier this month.

WCMCA will be getting new phones in the next month. This will provide L & P and WCMCA the ability to dial a 4 digit extension number between offices.

### **Informational:**

Next board meeting will be held at the Pizza Ranch in Fergus Falls, Minnesota on September 24<sup>th</sup>, 2015. The regular L & P Board meeting will be held from 5:30 – 6:00 pm followed by a joint meeting with the WCMCA board members.

There will be a transition meeting on September 15<sup>th</sup> at LCSC in Fergus Falls, Minnesota.

Sandra Ly made a motion to adjourn the meeting. Second: Kristi Bivens.

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Stephanie Miranowski, Secretary

Meeting of the Board of Directors of  
**Lakes & Prairies Community Action Partnership, Inc.**  
**On July 23, 2015**

Loren Ingebretsen called the L&P July board meeting to order at 6:15 p.m. at the Fryn Pan in Moorhead, Minnesota.

**Board members present:** Loren Ingebretsen, Stephanie Miranowski, Ron Verhaagen. Wayne Ingersoll, James Hamer, Michelle Werner, Renee Backlund, John Young, Jr., Andrea Koczur, Jenny Mongeau Policy Council Rep: Eloisa Pigeon

**Members Absent:** Excused Absences: Sandra Ly, Barry Steen, Lyle Hovland, Kristi Bivens, Sarah King, Del Rae Williams, Laurie Drewlow

**Employees and Others Present:** Steve Nagle, Executive Director; Lori Schwartz, Director of Operations; Brenda Montplaisir, Director of Finance; Carol Boyer, Finance Director; Missy Becker-Cook, Director of Operations. Marie Schmitz, KDV.

**Consent Agenda:**

Jenny Mongeau made a motion to approve the consent agenda and the treasurer's report. Second: Ron Verhaagen. Motion carried.

Marie Schmitz KDV – Prior to the board meeting Marie met with the Audit Committee and presented the 2014-2015 Audit Report. Marie presented a summary of the report to the full board during the board meeting. L& P received an unmodified (clean) opinion on the audit, with one significant deficiency, which

is an improvement over the previous years 2 material weaknesses.

### **Board Approval Items:**

John Young, Jr., made a motion to approve the F&CS request for out of state travel. Second: Stephanie Miranowski. Motion Carried.

Jenny Mongeau made a motion to approve the payday changes from the 5<sup>th</sup> and the 20<sup>th</sup> to the 8<sup>th</sup> and the 23<sup>rd</sup> of each month. Effective January 1, 2016. Second: Ron Verhaagen. Motion Carried.

Wayne Ingersoll made a motion to approve the opening of a L&P and WCMCA shared Director of Planning and Resource Development. Second: Renee Backlund. Motion Carried.

John Young Jr., made a motion to approve the Head Start State Budget increase. Second: Jim Hamer. Motion Carried.

Loren Ingebretsen made a motion to approve the L&P Head Start bus garage lease renewal. Second: Stephanie Miranowski. Motion Carried.

### **Informational:**

Steve Nagle informed the board that it was necessary to cash out 3 of our 5 CD's to cover program expenses that we were waiting for reimbursement on. It is typical to have heavy spending at the end of a grant cycle, particularly 2 year grant cycles, as well as having 20 staff cash out earned time with the exit of the ND Child Care Aware staff. Brenda Montplaisir, informed that all reimbursements have been received, and funds are available to replace the CD's. Discussion was held as to whether CD's were the best investment option, or if we should revisit with a member of Bremer Bank as to other opportunities. It was decided to let the finance committee make a recommendation after hearing out other options from Bremer Bank.

Lori Schwartz asked if there were any board members interested in attending the CAP Conference in October. L&P usually offers 2 to 3 board members to attend conference when feasible. There was interest from veteran board members and also newer members. The members who have attended conferences in the past felt that the newer members should be first choice.

Lori Schwartz reminded the board members about the L & P 50<sup>th</sup> birthday party to be held Monday, August 3, at the Dilworth Community Center.

### **Executive Director's Report:**

Steve Nagle reminded the board about the West Central's upcoming 50<sup>th</sup> anniversary party to be held July 30<sup>th</sup>, at WCMCA in Elbow Lake, MN.

There have been 2 retirement notices this past month. Kate Ouverson, from WCMCA will be retiring on August 4<sup>th</sup>, 2015 and Linda Lembke from L&P will be retiring on October 15<sup>th</sup>, 2015.

The Board's Transition Committee met on July 15<sup>th</sup>. Discussion was held and it was determined that the boards will be asked to approve a new position to be opened as a shared L&P/WCMCA position. The position title would be, Director of Planning and Resource Development.

The September board meeting will be a shared meeting with WCMCA's board. The board meeting will be in Fergus Falls. Loren Ingebretsen recommended the meeting either be held at the Eagle's or the Pizza Ranch in Fergus Falls. The date and location will be researched and shared at the next meeting.

August board meeting will be at the Extension Office in Breckenridge on August 27<sup>th</sup>, 2015.

Andrea Koczur made a motion to adjourn the meeting. Second: Renee Backlund.

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Stephanie Miranowski, Secretary

Meeting of the Board of Directors of  
**Lakes & Prairies Community Action Partnership, Inc.**  
**On June 25, 2015**

Loren Ingebretsen called the L&P June board meeting to order at 4:30 p.m. at Family Service Center, Room 4, Moorhead, Minnesota.

**Board members present:** Sandra Ly, Loren Ingebretsen, Stephanie Miranowski, Ron Verhaagen, Wayne Ingersoll, Lyle Hovland, Barry Steen, James Hamer and Michelle Werner.

**Members Absent:** Excused Absences: John Young, Jr., Andrea Koczur, Laurie Drewlow, Kristi Bivens, Del Rae Williams, Renee Backlund, Sarah King, Jenny Mongeau, Eloisa Pigeon.

**Employees and Others Present:** Steve Nagle, Executive Director; Lori Schwartz, Director of Operations; Brenda Montplaisir, Director of Finance; Julie Erickson, Agency Support; Carol Boyer, Finance Director; Missy Becker-Cook, Director of Operations.

**Consent Agenda:**

Barry Steen made a motion to approve the May 2015 Board Meeting minutes and Treasurer's report.  
Second: Wayne Ingersoll. Motion Carried.

Tiffany McKinnon presented the Head Start Eligibility Final Rule to the board members.

Lori Schwartz asked that the PartnerSHIP 4 Health grant application be added to the agenda for board consideration. Wayne Ingersoll made a motion to approve the PartnerSHIP for grant application.  
Second: James Hamer. Motion carried.

### **Board Approval Items:**

Wayne Ingersoll made a motion to approve the Head Start Eligibility Final Rule. Second: James Hamer. Motion Carried.

Lyle Hovland made a motion to approve the request for County Funds for the Senior Program. Second: Stephanie Miranowski. Motion Carried.

Stephanie Miranowski made a motion to approve the dental coverage. Second: Sandra Ly. Motion Carried.

### **Informational:**

Brenda Montplaisir briefed the board about the CAP Law Conference she attended earlier this month.

Lori Schwartz informed the board on this year's Minn Cap Conference being held October 1-2 in St. Paul, Minnesota.

Lori Schwartz informed the board members about the L & P 50<sup>th</sup> birthday party to be held Monday, August 3, at the Dilworth Community Center. Invitations to follow.

### **Executive Director's Report:**

Steve Nagle spoke about the recent Financial Advocacy Award given to Lakes & Prairies Family & Community Services in St. Paul on the 10<sup>th</sup> of June.

Next board meeting will be at the Moorhead Fryn Pan, July 23<sup>th</sup>, 2015.

Lyle Hovland made a motion to adjourn the meeting. Second: Barry Steen.

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Stephanie Miranowski, Secretary

## **Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. On May 28<sup>th</sup>, 2015**

Loren Ingebretsen called the meeting to order at 6:00 p.m. at the Extension Office, in Breckenridge, Minnesota.

**Board members present:** Sandra Ly, Loren Ingebretsen, Laurie Drewlow, Del Rae Williams, Lyle Hovland, Andrea Koczur, Stephanie Miranowski, John Young, Jr., Ron Verhaagen, Renee Backlund, James Hamer, Policy Council Rep., Eloisa Pigeon

**Members Absent:** Excused Absences: Kristi Bivens, Wayne Ingersoll, Barry Steen, Michelle Werner, Jenny Mongeau and Sarah King.

**Employees and Others Present:** Steve Nagle, Executive Director; Lori Schwartz, Director of Operations; Brenda Montplaisir, Director of Finance; Julie Erickson, Agency Support; Missy Becker Cook, Director of Operations WCMCA; Cody Rogahn, WCMCA Board Liaison.

**Introduction:** Steve Nagle introduced Cody Rogahn who will be serving as WCMCA Board Liaison to the Lakes and Prairies Board.

### **Consent Agenda:**

John Young made a motion to approve the minutes and treasurers report of the April 2015 Board Meeting. Second: James Hamer. Motion Carried.

### **Board Approval Items:**



Laurie Drewlow made a motion to approve the Cost Allocation Plan. Second: Andrea Koczur. Motion Carried.

Del Rae Williams made a motion to approve the Selection of Auditor. Second: Sandy Ly. Motion Carried.

Stephanie Miranowski made a motion to approve the Child Care Aware Out of State Travel Request. Second: Ron Verhaagen. Motion Carried.

Andrea Koczur made a motion to approve the Cost of Living increase. Second: James Hamer. Motion Carried.

Laurie Drewlow made a motion for the L & P Cost of Living Increase to match the annual Social Security index. Second: Ron Verhaagen. Motion Carried.

Lyle Hovland made a motion to update the current phone system. Second: Ron Verhaagen. Motion Carried.

Andrea Koczur made a motion to approve John Young, Jr. and Eloisa Pigeon as L & P Board member liaisons to WCMCA board meetings. Second: Sandra Ly. Motion Carried.

Del Rae Williams made a motion to approve out of state travel for Administrative Professional Development. Second: John Young, Jr. Motion Carried.

Lyle Hovland made a motion to approve the Updated Strategic Plan for 2015-2017. Second: Renee Backlund. Motion Carried.

Andrea Koczur made a motion to approve the Updated Disaster Recovery Plan. Second: Laurie Drewlow. Motion Carried.

Loren Ingebretsen made a motion to approve the Child Care Aware of Minnesota Contract Renewal. Second: Lyle Hovland. Motion Carried.

John Young, Jr. made a motion to approve the Supportive Services for Parkview Terrace. Second: James Hamer.

Andrea Koczur made a motion to approve the ND Safe Havens Grant Renewal. Second: Ron Verhaagen. Motion Carried.

Stephanie Miranowski made a motion to approve the ND Stop Grant Renewal. Second: Sandra Ly. Motion Carried.

Loren Ingebretsen made a motion to approve the West Central Initiative FES Mini Grant. Second: Laurie Drewlow. Motion Carried.

James Hamer made a motion to approve the SNAP Grant Application. Second: Laurie Drewlow. Motion Carried.

Lyle Hovland made a motion to approve the VITA Grant Application. Second: Sandra Ly. Motion Carried.

Renee Backlund made a motion to approve the Head Start Program Self-Assessment. Second: Ron Verhaagen. Motion Carried.

Stephanie Miranowski made a motion to approve the 2010 Impala be assigned to Steve Nagle as to carry out his travel responsibilities to Lakes & Prairies. Second: Andrea Koczur. Motion Carried.

### **Informational:**

Ron Verhaagen and Laurie Drewlow reported on the Wilkin County Food Drop in Rothsay, Breckenridge and Campbell. It was extremely well planned by Marie Fouquette – Family & Community Services employee at the L & P Wilkin County office. All Family and Community staff from Moorhead, L & P board members, community members and youth groups all helped to make this a very successful event.

Lakes & Prairies will be celebrating their 50<sup>th</sup> birthday in August. There is a birthday party scheduled for Monday, August 3<sup>rd</sup>. More details to follow.

Joe Pederson's retirement party is scheduled for Thursday, June 25<sup>th</sup>, from 2:00 – 4:30 pm at the Family Service Center – Room 4.

Lori Schwartz addressed the need to reconvene the facilities committee that was established at the 2013 board retreat.

The Area Woman magazine will be doing an article on Lakes & Prairies for their August/September issue.

Missy Becker Cook will be giving a presentation on WCMCA's employee evaluation at the June board meeting.

### **Executive Director's Report:**

Steve reported that Lori Schwartz and Colleen Murray are in the final stages of being certified ROMA trainers. Currently, there are only 2 in the state.

The Family & Community Services division will be receiving an award in June from Lutheran Social Services in recognition for providing Financial Fitness classes to their clients.

The wording on the board briefing document has changed from "approval" to "consideration" and from "board action needed" to "staff recommendation".

The state legislature has approved FAIM funding as well as funding for FAIM coaching. We will continue to closely watch the changes in Early Education in the State of Minnesota will be.

John Young, Jr. made a motion to adjourn the meeting. Second: Laurie Drewlow. Motion Carried

Next board meeting will be June 25<sup>th</sup>, 4:30 pm at the Family Service Center, Moorhead, MN.

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Stephanie Miranowski, Secretary

**Annual Meeting/Dinner of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
On April 24th, 2015**

No Fiscal Committee Meeting due to the Annual Dinner.

Loren Ingebretsen called the meeting to order at 6:15 pm at The Meadows in Moorhead, Minnesota.

**Board members present:** Sarah King, Loren Ingebretsen, Barry Steen, Renee Backlund, Stephanie Miranowski, Lyle Hovland, John Young Jr., Emily Hagen, Del Rae Williams, Jenny Mongeau, James Hamer, Wayne Ingersoll, Kristi Bivens, Ron Verhaagen, Laurie Drewlow, Andrea Koczur, Michelle Werner and Head Start Policy Council Representatives Eloisa Pigeon.

**Members Absent:** Excused Absences: Sandra Ly

**Employees and Others Present:** Joseph Pederson, Executive Director; Lori Ward, Director of Operations; Brenda Montplaisir, Director of Finance; Steve Nagle, Executive Director of WCMCA, Inc.; Missy Becker-Cook, Director of Operations, WCMCA, Inc.; Carol Boyer, Director of Finance, WCMCA, Inc.

Employees and guests of Lakes & Prairies Community Action. Special guest speaker, Joel Heitkamp; Don and Helen Gunderson, Everett Rollie and Anita Nystrom.

**Consent Agenda:**

Del Rae Williams made a motion to accept the Consent Agenda, Second: James Hamer. Motion carried.

Stephanie Miranowski read the minutes of the 2014 Annual Meeting.

Board members and special guests were introduced.

Lori Ward informed all of Joe Pederson's retirement party on June 25, from 2-4 pm at the Family Service Center in Moorhead. It will be open to the public. From 4:30 - 6:00 pm, the June L&P Board Meeting will be held in Moorhead, followed by dinner at the Galaxy in Barnesville, Minnesota.

### **Submission of Grant Application/Board Approval Items:**

Wayne Ingersoll made a motion to approve the board approval items en mass. Second: Laurie Drewlow. Motion carried.

Lyle Hovland made a motion to approve the board approval items.

- A. Signature Approval change
- B. Request for Travel - Child Care Aware
- C. Grant Application for Rainbow Bridge
- D. United Way Wilkin County Food Drop grant
- E. SFY2015 MN State Head Start Funding
- F. Head Start Self-Assessment Plans
- G. Jamestown United Way Application
- H. 2016-2017 MN Community Action Plan Application

Second: James Hamer. Motion carried.

Eloisa Pigeon made a motion to approve the June board meeting date change. Second: Renee Backlund. Motion carried.

### **Guest Speaker: Joel Heitkamp**

### **Service Awards and Special Awards Presented:**

Loren Ingebretsen and Lori Ward presented service year certificates to employees: 10 year – Colleen Murray, 15 year – Joe Pederson and Sandra Tangen.

Nominees for the Volunteer Extraordinaire award were announced and the award was presented to Don and Helen Gunderson by Emily Hagen.

The Dennis Heitkamp, "A Candle Loses Nothing by Lighting Another Candle" Leadership Award was presented to Joe Pederson by Loren Ingebretsen and Joel Heitkamp.

Next Board Meeting – May 28, 2015 in Breckenridge, Minnesota.

Jenny Mongeau made a motion to adjourn the meeting. Second: James Hamer. Meeting adjourned.

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
on March 19th, 2015**

John Young, Jr. called the meeting to order at 5:00 p.m. at the Eagle Cafe in Barnesville, Minnesota.

Spot Light: Colleen Murray, Family & Community Services Director (see attached report)

**Board members present:** Jenny Mongeau, Emily Hagen, Sandra Ly, Stephanie Miranowski, Barry Steen, Kristi Bivens, Del Rae Williams, Laurie Drewlow, Andrea Koczur, Lyle Hovland, Sarah King, Renee Backlund, John Young, Jr., Ron Verhaagen, Michelle Werner and Policy Council Rep., Eloisa Pigeon

**Members Absent:** Excused Absences: Wayne Ingersoll, Loren Ingebretsen, James Hamer

**Employees and Others Present:** Joseph Pederson, Executive Director; Lori Ward, Director of Operations; Brenda Montplaisir, Director of Finance; Colleen Murray, Family & Community Services Director; Steve Nagle, Director WCMCA; Carol Boyer, Fiscal Director WCMCA; Julie Erickson, Agency Support

**Consent Agenda:**

Andrea Koczur made a motion to accept the February 2015 Board Meeting minutes and the February 2015 Treasurer's Report. Second: Ron Verhaagen. Motion carried.

**Introduction of New Board Member:** Michelle Werner, representing the low income sector. Jenny Mongeau made a motion to approve. Second: Sandra Ly. Motion carried.

**Board Approval Items:**

Laurie Drewlow made a motion to approve the Head Start Service Area & Eligibility Criteria. Second: Andrea Koczur. Motion carried.

Ron Verhaagen made a motion to approve the Head Start request for Kristin Phillips, Tiffany McKinnon and Shanna Grefsrud to attend the NHSA conference in Washington, DC. Second: Kristi Bivens. Motion carried.

Stephanie Miranowski made a motion to approve the Child Care Aware request for Holly Nett to attend the NHSA Conference in Washington, DC. Second: Jenny Mongeau. Motion carried.

Lyle Hovland made a motion to approve out of state travel for Brenda Montplaisir to attend the CAPLAW Conference in Portland, OR. Second: Del Rae Williams. Motion carried.

Sarah King made a motion to approve a starting salary for the new Head Start Director. The starting salary is slightly above the minimum starting wage due to years of experience, education and hours of training. Second: Laurie Drewlow. Motion carried.

Ron Verhaagen made a motion to approve salary increases that will commensurate with years of experience for the Executive Director, Finance Director and the Director of Operations. Second: Sandra Ly. Motion carried.

Laurie Drewlow made a motion to move the time of the Board Meeting back to 6:00pm. Second: Del Rae Williams.

### **Informational:**

Joe Pederson informed the board of the possible loss of the Child Care Aware of ND contract. L & P was notified 2 ½ weeks ago that the Child Care Aware of ND desires to be operated statewide by one agency as opposed to two.

Head Start report backs – Sarah King – Expressed continued concerns over attendance. Most often because of families moving. On track with health screening and dental appointments.

Housing report backs – Barry Steen – Project Community Connect is scheduled for May 13<sup>th</sup> at the Fargo dome. Colleen Murray thanked Barry Steen and Trinity Lutheran Church in Moorhead for the delivery of 22 Easter Baskets for L & P housing clients.

Lori Ward informed the board the Annual Board Meeting & Dinner will be held in April 24<sup>th</sup>, 2015 at The Meadows in Moorhead. Invitations with RSVPs will be e-mailed to all employees and board members.

Lori Ward encouraged the board to attend the annual Community Action Day Training at the Bigwood Events Center in Fergus Falls on April 20<sup>th</sup>.

Lori Ward informed the board of the Dennis Heitkamp Award and the Volunteer Extraordinaire Awards to be given to two individuals during the Annual Board Meeting. Nomination forms were given to all staff and Board Members.

Report backs were given from Renee Backlund who attended the JRLC Day on the Hill. She felt that it was very successful trip to the capitol.

### **Executive Director's Report:**

Joe Pederson mentioned that in the Minnesota Community Action 2015 Annual Report book on page 103 the Success Story on "Angie" was actually our staff member Becki Johnson.

John Young Jr., made a motion to adjourn. Second: Sandra Ly. Motion carried.

Meeting of the Board of Directors of  
**Lakes & Prairies Community Action Partnership, Inc.**  
on February 26<sup>th</sup>, 2015

Fiscal Committee met from 5:00 to 6:00 p.m. prior to Board Meeting.

Loren Ingebretsen called the meeting to order at 6:00 p.m. at the Eagle Cafe in Barnesville, Minnesota.

**Board members present:** Lyle Hovland, Loren Ingebretson, Andrea Koczur, James Hamer, Emily Hagen, Barry Steen, Renee Backlund, Sandra Ly, John Young, Jr., Del Rae Williams, Laurie Drewlow, Jenny Mongeau, Sarah King, and Ron Verhaagen

**Members Absent:** Excused Absences: Stephanie Miranowski, Kristi Bivens, Wayne Ingersoll, Policy Council Rep, Eloisa Pigeon

**Employees and Others Present:** Joseph Pederson, Executive Director; Lori Ward, Director of Operations; Brenda Montplaisir, Director of Finance; Dale Rollie, Senior Outreach Director, and Julie Erickson, Agency Support Specialist, Steve Nagel, Executive Director, WCMCA, Carol Boyer, Finance Director, WCMCA.

**Spotlight:** Senior Outreach director Dale Rollie gave updates on his program regarding MediCare.

**Consent Agenda:**

Del Rae Williams made a motion to approve the minutes of the January 2015 Board Meeting, and the January 2015 Treasurer's Report. Second: James Hamer. Motion carried.

**Introduction of new Board Member:** Ron Verhaagen, Mayor of Campbell, MN and a member of

the Campbell Lions Club.

## **Board Approval Items:**

Jenny Mongeau made a motion to approve the United Way Grant Supportive Housing. Second: Barry Steen. Motion carried.

John Young, Jr. made a motion to approve the West Central Initiative for Family Economic Success Second: Emily Hagen. Motion carried.

Sarah King made a motion to approve the 2015 Signature Authority. Second: Emily Hagen. Motion carried.

James Hamer made a motion to approve the Wilkin County Children's Collaborative Grant (Parent Aware) Second: Laurie Drewlow. Second: Motion carried.

Lyle Hovland made a motion to approve the United Way Grant to support the VITA tax site. Second: Sandra Ly. Motion carried.

Laurie Drewlow made a motion to approve travel for Rainbow Bridge staff. Second: Jenny Mongeau. Motion carried.

James Hamer made a motion to change the date of the March Board Meeting to March 19. Second: Sandra Ly. Motion carried.

Laurie Drewlow made a motion to approve the Wilkin County Children's Collaborative Grant (Food Drop). Second: Lyle Hovland. Motion carried.

Barry Steen made a motion to approve the Family Homeless Prevention and Assistance Grant. Second: John Young, Jr. Motion carried.

Laurie Drewlow made a motion for the Wilkin County Children's Collaborative Grant (Pool Passes) Second: Renee Backlund. Motion carried.

Laurie Drewlow made a motion to approve travel for Child Care Aware staff. Second James Hamer. Motion carried.

Loren Ingebretsen made a motion to approve the hire of Kristin Phillips as the new Head Start Director. Second: Andrea Koczur. Motion carried

Andrea Koczur made a motion to approve the Lakes & Prairies Community Action Annual Budget. Second: Sandra Ly. Motion carried.

## **Informational:**

Lori Ward informed the Board on the upcoming election for the Consumer Sector Board vacancy. Ballots have been mailed out and we expect to have a new board member seated by the March board meeting.

Joe Pederson suggested the Executive Director Services contract be moved from an inform item to an approval item. Andrea Koczur made a motion to approve the Executive Director Service MOU/Contract. Second: Jenny Mongeau.

Lori Ward informed the board of the upcoming Community Action Day at the Bigwoods Event Center in Fergus Falls on April 20<sup>th</sup>. Board members are encouraged to attend.

Lori Ward informed the Board of the Annual Meeting and Dinner, April 24, at The Meadows in Moorhead. More information to follow.

Joe Pederson informed the Board of the JRLC Day on the Hill trip to St. Paul on March 10<sup>th</sup>. Board Members are encouraged to attend and ride the bus with staff and other community members. Meetings are scheduled with Sen. Eken, Rep. Lien and Rep. Marquart.

Joe Pederson gave the Board updates on the VITA tax site update currently operating in Moorhead, Hawley, Barnesville and Breckenridge.

Joe Pederson informed the Board of the upcoming Board Governance Series of trainings in April held by WCI in Fergus Falls. All members were invited to attend one or more of the events.

Joe Pederson reminded Board members to do spot checks on our fiscal procedures.

Joe Pederson opened the discussion for changing the time of the monthly board meeting. Board members agreed to change the time of the March meeting to 5pm.

Head Start Policy Council report – Sarah King attended the February PC meeting. She was excited about the very engaged HS policy council rep Michael Pauly. She mentioned once again the space at Probstfield School being lost by the program. Discussed the controversy surrounding homework being considered as in-kind donations. The need for a Pre – K in Breckenridge was also addressed.

Housing Advisory report – Barry Steen - is involved in the planning for the employee fair April 15<sup>th</sup>, Homeless Connect at the Fargodome.

### **Executive Director's Report:**

Joe Pederson spoke to the board members about the results presented in the program reports and to take time to read them.

Next Board Meeting – March 19, at the Eagle Café in Barnesville, MN. @ 5:00pm

Lyle Hovland made a motion to adjourn. Second: Sandra Ly. Motion carried.  
Meeting Adjourned.

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Stephanie Miranowski, Secretary

## **Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. on January 22<sup>nd</sup>, 2015**

Fiscal Committee met from 5:00 to 6:00 p.m. prior to Board Meeting.

Loren Ingebretsen called the meeting to order at 6:00 p.m. at the Eagle Cafe in Barnesville, Minnesota.

New board member, Jenny Mongeau was introduced and welcomed. Jenny will represent the Public Sector as a Clay County Commissioner.

**Board members present:** Emily Hagen, Sandra Ly, Renee Backlund, Laurie Drewlow, James Hamer, Lyle Hovland, Loren Ingebretsen, Sarah King, Jenny Mongeau, Barry Steen, Del Rae Williams, Bob Roach, Stephanie Miranowski, and Andrea Koczur.

**Members Absent:** Excused Absences: Kristi Bivens, Wayne Ingersoll, John Young Jr. and Policy Council Rep., Eloisa Pigeon

**Employees and Others Present:** Joseph Pederson, Executive Director; Lori Ward, Director of Operations; Brenda Montplaisir, Director of Finance, Steve Nagle, Director WCMCA, Missy Becker-Cook, WCMCA and Carol Boyer, WCMCA.

### **Consent Agenda:**

Bob Roach made a motion to accept the Consent Agenda and the November/December 2014 Treasurer's Report. Second. Sandra Ly. Motion carried.

### **Board Approval Items:**



## **Personnel Policy Changes: Effective February 2015.**

### Chapter 200 - New Staff Orientation Period

Loren Ingebretsen made a motion to approve the New Staff Orientation Period change. Second: Jenny Mongeau. Motion carried.

Orientation Period – L&P will move from a 3 month new staff orientation period to a 6 month orientation period.

### Chapter 800 - Dress Code

James Hamer made a motion to approve the Dress Code change. Second: Renee Backlund. Motion carried.

Dress Code – L&P will move from a very specific dress code to a brief statement which includes, “Clothing shall be neat, clean and appropriate” Supervisors will be expected to address issues of dress code if staff are not dressed appropriately.

### Chapter 500 - Earned Time

Laurie Drewlow made a motion to approve the Earned Time change. Second: James Hamer. Motion carried.

Earned Time – L&P’s accrual rate remains the same. The earned time chart will be calculated in years of service only.

### Chapter 500 - Donation of Earned Time

Bob Roach made a motion to approve the Donation of Earned time change. Second: Emily Hagen. Motion carried.

L&P will eliminate the donation of earned time.

### Chapter 800 - Holidays

Del Rae Williams made a motion to approve Holiday changes. Second: Laurie Drewlow. Motion carried.

Holidays – L&P currently has 10 paid holidays. L&Ps will add an additional paid holiday to match WCMCA 11 paid holidays. This holiday will be considered a “floating holiday” and maybe used as the employee wishes with supervisors’ approval. “Floating Holiday” must be used in one 8 hour increment and may not be broken up into individual hours. Each employee will be granted 8 hours to be used as paid day off. This is subject to supervisors’ approval, it cannot effect day to day operations and can be used 1 time per calendar year beginning January 1<sup>st</sup>, each year.

Andrea Koczur made a motion to require all L&Ps employees to seek board approval before traveling out of state with the exception of Minnesota and North Dakota. Second: Sandra Ly. Motion carried.

Emily Hagen made a motion to approve the Investment of Mature CD. Second: Lyle Hovland. Motion carried.

Laurie Drewlow made a motion to approve the 2015 Annual Report. Second: Sarah King. Motion carried

Laurie Drewlow made a motion to approve contracting with WCMCA for Executive Director Services after Joe’s retirement. Second: Stephanie Miranowski. Motion Carried. Steve Nagle will be providing Executive Director Services to L&P in addition to WCMCA. Steve will primarily work on the continuation of blending the agencies. Lori Ward, Director of Operations will be over seeing day to day operations at L&P and managing the Division Directors.

Bob Roach made a motion to approve the Board Elections. Second: James Hamer. Motion carried.

Bob Roach made a nomination for Loren Ingebretsen to continue his seat as Lakes & Prairies Board Chair. Second: James Hamer. Motion carried. Bob Roach made a nomination for John Young, Jr. to continue his seat as Lakes & Prairies vice Chair. Second: James Hamer. Motion carried.

Bob Roach made a nomination for Stephanie Miranowski to continue her seat as Lakes & Prairies Board Secretary. Second: James Hamer. Motion Carried.

## **Informational:**

IRS Mileage Reimbursement Rate was reviewed. We will pay the IRS determined rate of .575 per mile.

L&P Board Committee Structure was reviewed. Additions to Committees: Finance Committee – Del Rae Williams and Lyle Hovland. Audit Committee - Del Rae Williams. Human Resource Committee – Jenny Mongeau.

Joe Pederson reviewed board responsibilities from, Principles & Practices for Non-Profit Excellence, a guide for nonprofit staff and board members, by Minnesota Council of Non Profits.

Brenda informed the board that we are due to go out for bid for an Auditor. The RFP has been sent and the audit committee will meet in March to select the auditor.  
She will work with the audit committee to begin the process.

Head Start PC Report – Sarah King attended the January PC meeting. She reported that the search for a new Head Start Director has begun. Would like to have a new director in place by April 1<sup>st</sup>, 2015. Sarah said that the Early Head Start (EHS) grant was submitted last fall and hope to hear soon if we will be granted the award. She said the work has begun in determining eligibility for EHS children.

Housing Advisory Board Report - Barry Steen report: The majority of the housing grants will be up for renewal this summer and the team will be working on grant applications for Family Homelessness Prevention & Assistance Program, Emergency Solutions Grant, Transitional Housing, and United Way over the next 3 months. They are working with the Advisory Board and the community for grant planning to best fit the needs in the communities we serve.

Progress continues to be made on the Coordinated Assessment project for housing programs – which is one universal assessment for all households that are experiencing homelessness across the region. Changes are currently underway in the database that we utilize that will allow us to make better use of the information we are collecting.

We are working on starting hands-on credit repair labs that will allow households with credit as a barrier to obtaining or maintaining housing to have hands-on assistance in pulling, reading and correcting problems on their credit report.

Tax site starts January 27th and MNSure open enrollment is in full swing.

## **Executive Director's Report:**

Joe Pederson announced that he will work full time until April 30th, 2015. He will then go to a very limited part-time basis in May and June. His retirement date will be June 30th, 2015.

L&P will contract with WCMCA for Steve Nagle's ED services until Steve retires in the next year and a half. At that time a search will begin for new Executive Director Leadership.

Jim Hamer made a motion to adjourn. Second: Sandy Ly. Motion Carried.

Next Board Meeting – February 26, 2015, at the Eagle Café in Barnesville, MN.

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Stephanie Miranowski, Secretary

Meeting of the Board of Directors of  
**Lakes & Prairies Community Action Partnership, Inc.**  
on December 4<sup>th</sup>, 2014

Human Resource Committee and Executive Committee met from 4:00 to 6:00 p.m. prior to the Board Meeting. Review of potential policy changes and Executive transition was discussed to be brought to the full board during January 2015 meeting.

Loren Ingebretsen called the meeting to order at 6:00 p.m. at the Family Service Center in Moorhead, Minnesota

**Board members present:** Sandra Ly, Stephanie Miranowski, Emily Hagen, Wayne Ingersoll, Lyle Hovland, Bob Roach, Laurie Drewlow, Jon Evert, James Hamer, Renee Backlund, Loren Ingebretsen, Barry Steen, Andrea Koczur, Del Rae Williams, Susan Olson, and Head Start Policy Council Rep. Eloisa Pigeon

**Members Absent:** Excused Absences: Kristi Bivens, Sarah King, John Young Jr.,

**Employees and Others Present:** Joseph Pederson, Executive Director; Lori ward, Director of Operations; Pam Bernstein, Head Start Director, Kim Bailey, Nutrition Coordinator, Head Start, Tiffany McKinnon, ERSA Manager, Head Start, Guest: Steve Nagel, WCMCA

**Consent Agenda:**

Bob Roach made a motion to accept the treasures report and the minutes of the October 2014 Board Meeting. Second: James Hamer. Motion carried.

**Special Training for Head Start Policy Council and Lakes & Prairies Board members:**

- Mandated Reporting Training – Tiffany McKinnon
- Civil Rights Training and Child and Adult Care Food Program Training – Kim Bailey
- Shared Governance Training – Joe Pederson and Pam Bernstein

### **Board Approval Items:**

Joe announced the resignation of Pam Bernstein to be effective February 4<sup>th</sup>, 2015. Pam was recognized and thanked for her dedication and hard work by both the L&P Board of Directors and the Head Start Policy Council.

Loren Ingebretsen made a motion to approve the resignation of Pam Bernstein. Second: Lyle Hovland. Motion Carried

Wayne Ingersol made a motion to appoint Sarah King as the Policy Council Liaison. (pending acceptance) Second: Andrea Koczur. Motion Carried.

Lyle Hovland made a motion to approve the 2015 board meeting dates and locations, with the understanding that locations may change depending on availability. Second: Laurie Drewlow. Motion Carried.

The Community Action Legislative Conference will be held from March 25 – 27th, 2015, in Washington DC. Joe recommended that members of the board who have not attended the conference consider participating. Loren Ingebretsen, Board Chair was asked to attend. It is critical for all who represent Community Action to speak to the legislators about the needs of low income families.

Lyle Hovland made a motion to approve Joe Pederson, Loren Ingebretsen, Lori ward and Colleen Murray to attend the 2015 Legislative Conference. Second: James Hamer. Motion Carried.

Barry Steen, board liaison for F&CS gave brief report on last month's housing meeting.

Bob Roach, board liaison for Head Start gave brief report on last month's Policy Council meeting.

Bob Roach announced that he will be retiring off of the L&P Board of Directors. He agreed to give L&P time to find a replacement. The search will begin immediately.

As of December 2014 Susie Olson, Consumer Sector and Jon Evert, Public Official Sector will not be on the board of directors. They were both were honored for their years of service for L&P. Consumer Sector seat will be advertised and Clay County will appoint a replacement for the Public Official seat.

Joe Pederson requested the board approve a retirement timeframe for himself. He asked that he be able to continue full time employment until the end of April 2015 and go to a part time status until the end of June 2015 when he will retire from L&P. The board will be asked to vote on Joe's request during the January 2015 board meeting.

The board was asked to consider contracting with WCMCA for Executive Director Services. The board will be asked to vote on this during the January 2015 board meeting.

### **Executive Director's Report:**

Joe announced that L&P's completed the process and has met all standards from the Charities Review Council. The standards showcase the strength of our organization!

Connie Greer from the Office of Economic Opportunity completed a site visit in September. The review went very well. Connie retired in October of 2014 and Tikki Brown has been named the new Executive Director of OEO.

L&P accepted a \$5000.00 check from Bank of the West to assist in Vita Tax Site services.

Francie Mathis from OEO will be doing a site visit on our housing programs in December.

Harlan Tardy, Executive director from AEOA/Kootaska will meet with the L&P and WCMCA Transition/Planning Committee on December 18<sup>th</sup>, to discuss the benefits of and the process when contracting for Executive Director Service.

Andrea Koczur made a motion to adjourn. Second: Sandy Ly. Motion carried.

Next Board Meeting – January 22<sup>nd</sup> 2014, at the Eagle Café in Barnesville, Minnesota.

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Stephanie Miranowski, Secretary

Meeting of the Board of Directors of  
**Lakes & Prairies Community Action Partnership, Inc.**  
**October 23, 2014**

Finance Committee met at 5:15 pm

John Young Jr. called the regular Board of Directors meeting to order at the Felton Bar, Felton, MN

**Board members present:** Del Rae Williams, Barry Steen, Jon Evert, John Young Jr., Susan Olson, Sandra Ly, Laurie Drewlow, Kristi Bivens, Andrea Koczur, Sarah King, Renee Backlund, James Hamer and Policy Council Rep. Eloisa Pigeon

**Members Absent:** Excused Absences: Wayne Ingersoll, Loren Ingebretsen, Stephanie Miranowski, Emily Hagen, Lyle Hovland, Bob Roach

**Employees and Others Present:** Joseph Pederson, Executive Director; Brenda Maaninga, Director of Finance; Bruce Briggs

**Consent Agenda:**

Barry Steen made a motion to approve the September 2014 Minutes. Second: Kristi Bivens. Motion carried. Del Rae made a motion to approve the September 2014 Treasurer's Report. Second: Jon Evert. Motion Carried.

**Board Approval Items:** Laurie Drewlow made a motion to approve the Head Start Redesignation Funding Application. Second: Andrea Koczur. Motion Carried. James Hamer made a motion to approve the Head Start CACFP Budget Application 2014-2015. Second: Sandra Ly. Motion carried.

**Informational:**

**Executive Directors Report:**

November/December Board Meeting - Next meeting is December 4<sup>th</sup>, 2014 in Moorhead at the Family Service Center with the Head Start Policy Council – Shared Governance Training.

Meeting adjourned

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Stephanie Miranowski, Secretary

Meeting of the Board of Directors of  
**Lakes & Prairies Community Action Partnership, Inc.**  
**On September 25, 2014**

5:15pm – Audit Committee Meeting:

Loren Ingebretsen called the regular meeting to order at 6:00 p.m. at the Fryin' Pan, Moorhead, Minnesota

**Board members present:** Kristi Bivens, Jon Evert, Del Rae Williams, James Hamar, Lyle Hovland, Loren Ingebretsen, Andrea Koczur, Sandra Ly, Stephanie Miranowski, Renee Backlund, Barry Steen, Laurie Drewlow, Wayne Ingersoll, Susan Olson, Bob Roach, John Young, Jr. Policy Council Rep. Eloisa Pigeon

**Members Absent:** Excused Absences: Emily Hagen, Sarah King

**Employees and Others Present:** Lori Ward, Director of Operations; Brenda Montplaisir, Director of Finance; Cassandra Christianson, AP/AR Specialist; Marie Schmidt, KDV

**Consent Agenda:**

Andrea Koczur made a motion to approve the August 2014 Minutes and Treasurers Report. Second: Jon Evert. Motion Carried.

Marie Schmidt KDV – Prior to the board meeting Marie met with the Audit Committee and presented the 2013 Audit Report. Marie presented a summary of the report to the full board during the board meeting.

Stephanie Miranowski made a motion to approve the 990. Second: Susan Olson. Motion Carried.

### **Board Approval Items:**

John Young, Jr. made a motion to approve the MN Access and Visitation Grant Proposal. Second: Bob Roach. Motion carried. Jon Evert made a motion to approve the HUD Permanent Supportive Housing for Singles Grant Renewal. Second: James Hamer. Motion carried. Barry Steen made a motion to approve the HUD Permanent Supportive Housing II for Singles Grant Renewal. Second: Kristi Bivens. Motion carried. Laurie Drewlow made a motion to approve the HUD Permanent Supportive Housing for Families Grant Renewal. Second: Renee Backlund. Motion carried. Susan Olson made a motion to approve the Bush Foundation Grant Application – Collaboration w/ WCMCA. Second: Laurie Drewlow. Motion carried.

### **Executive Director's Report:**

Group Cares 2015 camp has been cancelled due to lack of volunteers. At this time only 20 kids have registered to volunteer. Based on past patters this is a very low number of volunteers at this point. It was a difficult decision but based on the numbers it was decide that it be cancelled. We are optimistic that we will hold another Group Cares Camp in 2017. We are hopeful that we will be able to assist families with home repairs in 2015 by partnering with other local church and or civic organizations.

Discussion held around the situation with Minneapolis Community Action and the allegations of misuse of funds against its long term Executive Director, Bill Davis and the Board of Directors. This is extremely unfortunate and it is critical we help people understand that we are not Minneapolis Community Action and we have zero tolerance for this behavior. This is one Community Action Agency that has no relation or impact on the work of the thousands of Community Action Agencies throughout the Nation. It is appalling that something so horrid could affect thousands of low income individuals and families! We are confident that due process will take its place.

### **Informational:**

Next board meeting will be held at the Felton Bar in Felton, Minnesota on October 23, 2014.

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Sandra Ly made a motion to adjourn the meeting. Second: Susan Olson

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Stephanie Miranowski, Secretary

Meeting of the Board of Directors of  
**Lakes & Prairies Community Action Partnership, Inc.**  
on July 24th, 2014

Loren Ingebretsen called the regular meeting to order at 6:15 p.m. at Head Start Gym in the FSC in Moorhead, MN

**Board members present:** Loren Ingebretsen, Stephanie Miranowski, Lyle Hovland, Renee Backlund, James Hamer, Bob Roach, Barry Steen, Kristi Bivens, Andrea Koczur and Emily Hagen

**Members Absent:** Susan Olson, Del Rae Williams, Laurie Drewlow, Jon Evert, Wayne Ingersoll, Sandra Ly, John Young, Jr. and Policy Council Rep., Eloisa Pigeon

**Employees and Others Present:** Joseph Pederson, Executive Director; Lori Ward, Director of Operations; Brenda Montplaisir, Finance Director; Pam Bernstein, Director of Head Start

Final Report of the 2014 Community Assessment presented by, Dr. Ken Root.

Bob Roach made a motion to approve the 2014 Community Assessment. Second: Jim Hamer. Motion Carried.

**Consent Agenda:**

Andrea Koczur made a motion to approve the June 2014 Board Meeting Minutes. Second: Kristi Bivens. Motion Carried.

Renee Backlund made a motion to approve the June 2014 Treasurer's report. Second: Andrea Koczur. Motion carried.

**Board Approval Items:**

August 1, 2014, dental insurance contract renewal reflects an increase. The current rate for single coverage is \$40.10 per month and family coverage is \$103.50 per month. The increase will bring the



single rate to \$41.60 per month per participant and the family rate to \$107.50 per month per participant. A difference of \$1.50 for single coverage and \$4.00 for family coverage. The agency is currently paying \$40.10 per month per participant. Lakes & Prairies recommend they continue to pay the full amount of \$41.60 for single dental coverage and \$41.60 per month toward family coverage.

Bob Roach made a motion to approve the Dental Premium Increase. Second: Emily Hagen. Motion Carried.

Lyle Hovland made a motion to approve the 403(b) Thrift Plan Investment Policy Statement. Second: James Hamer. Motion Carried.

Bob Roach made a motion to approve the Clay County HRA CARES Supportive Services Proposal. Second: Barry Steen. Motion Carried.

### **Executive Director's Report:**

Loren and Joe reported that L&P and WCMCA continue to meet and plan for the next steps in the consolidation project. Joe shared an informational letter and asked for approval from the board to send to all L&P employees. The letter reiterates the information that was shared with staff and board members at the 2014 Annual Board Meeting. It explains the reasons behind the consolidation as well as attempts to answer questions that have been brought up by various employees. Communication will be ongoing as question and answer meetings will be held with employees who wish to learn more about the project. Andrea Koczur made a motion to approve the informational letter be sent to employees. Second: Lyle Hovland. Motion Carried

Joe was pleased to report that we have a large number of L&P employees attending this year's 50th Anniversary Minnesota Community Action Conference! John Young, Jr. and Loren Ingebretsen will also be in attendance. This year's conference will begin with David Bradley, National Community Action Foundation, Executive Director and Governor Mark Dayton, giving the closing speech. Next board meeting will be in Breckenridge, Minnesota on August 28th, 2014

Andrea Koczur made a motion to adjourn the meeting. Second: Emily Hagen. Motion Carried.

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Stephanie Miranowski, Secretary

## **Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. On June 12th, 2014**

Special Training from 10:00am – 12:00pm. : L&P Board of Directors & WCMCA Board of Directors, Joint Risk Assessment Training – Provided by Kern, Dewenter, and Viere Ltd.

Loren Ingebretsen called the L&P June board meeting to order at 12:45 p.m. at Lakes County Service Coop in Fergus Falls, Minnesota.

**Board members present:** Emily Hagen, Sandra Ly, Jon Evert, Loren Ingebretsen, Laurie Drewlow, Andrea Koczur, Stephanie Miranowski, Lyle Hovland, Barry Steen, John Young, Jr., James Hamer and Policy Council Rep. Eloisa Pigeon

**Members Absent:** Excused Absences: Bob Roach, Wayne Ingersoll, Kristi Bivens, Del Rae Williams, Susan Olson, Renee Backlund.

**Employees and Others Present:** Joseph Pederson, Executive Director; Lori Ward, Director of Operations; Brenda Maaninga, Director of Finance. WCMCA - Steve Nagel, Executive Director, Carol Boyer, Finance Director, Missy Becker-Cook, Human Resource Director.

### **Consent Agenda:**

John Young made a motion to approve the minutes of the May 2014 Board Meeting. Second: Laurie Drewlow, Motion Carried.

Jon Evert made a motion to approve the February/March 2014 Treasurer's Report. Second: Andrea Koczur. Motion Carried.

### **Board Approval Items:**

Jon Evert made a motion to approve the VITA Grant. Second: Lyle Hovland. Motion Carried  
Laurie Drewlow made a motion to approve the ND Safe Haven's Grant. Second: Emily Hagen. Motion Carried.

Loren Ingebretsen made a motion to approve the Stop Violence Against Women Funding Grant. Second: John Young. Motion Carried.

### **Informational:**

Lori reported that L & P and WCMCA used special grant funds from West Central Initiative to hire a consultant to compare and contrast both agencies policy and procedure manuals. As part of the process toward merging it is both agencies intention to combine policies and procedures.

The 2014 Community Assessment is complete. Consultant, Ken Root will be reporting the findings to the board at the July 24<sup>th</sup> board meeting.

### **Executive Director's Report:**

Joe encouraged board members to attend the 50<sup>th</sup> Anniversary CAP to be held in Duluth, MN – August 5-8<sup>th</sup>, 2014.

Next board meeting will be at the FSC Head Start Gym July 24<sup>th</sup>, 2014.

Jon Evert made a motion to adjourn the meeting. Second: James Hamer

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Stephanie Miranowski, Secretary

\*After the regular L&P board meeting was adjourned Joe facilitated a merger risk assessment activity with both L&P and WCMCA Risk Assessment Training attendees'. (See attached)

## **Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. On May 22nd, 2014**

Loren Ingebretson called the meeting to order at 6:00 p.m. at Grace Lutheran Church, in Breckenridge, Minnesota.

**Board members present:** Sandra Ly, Loren Ingebretsen, Laurie Drewlow, Kristi Bivens, Andrea Koczur, Stephanie Miranowski, John Young, Jr., Renee Backlund, Barry Steen and James Hamer

**Members Absent:** Excused Absences: Susan Olson, Jon Evert, Emily Hagen, Del Rae Williams, Lyle Hovland, Bob Roach, Wayne Ingersoll and Policy Council Rep., Eloisa Pigeon

**Employees and Others Present:** Joseph Pederson, Executive Director; Brenda Maaninga, Director of Finance

### **Consent Agenda:**

John Young made a motion to approve the minutes of the April 2014 Board Meeting. Second: Sandra Ly Motion Carried.

### **Board Approval Items:**

Laurie Drewlow made a motion to approve the Cost of Living Increase. Second: James Hamar Motion Carried.

Kristi Bivens made a motion to approve the Community Needs Assessment 2014. Second: Andrea Koczur. Motion Carried.

## **Informational:**

Joe Pederson informed the board of the June 12<sup>th</sup> Joint Board Meeting in Fergus Falls, as well as the results of the Risk Assessment training to be held on that date.

Barry Steen gave an update on Housing Advisory Board reports. There will be a site visit on July 10<sup>th</sup>. New SPDAT – language not a barrier.

James Hamer informed the board members of the June 11<sup>th</sup> Leadership Graduation at WCI in Fergus Falls. Graduates include board member James Hamer, board member Renee Backlund and policy council rep Eloisa Pigeon

## **Executive Director's Report:**

Joe Pederson thanked the board for the thoughts and prayers following the passing of his mother.

Joe Pederson presented a wrap up of the 88<sup>th</sup> legislative session.

Joe Pederson informed the board about the May 7<sup>th</sup> meeting in Wilkin County regarding Head Start and the disappointing turn out at our open house. How do we reach this community?

Joe Pederson informed the board of the food drop on May 23<sup>rd</sup> at 10am in Rothsay, 11am in Campbell and 12 noon in Breckenridge

Joe Pederson informed the board of the annual MN Cap conference in Duluth on August 5<sup>th</sup> and the pre-conference lecture with David Bradley.

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John Young, Jr. made a motion to adjourn the meeting. Second: Laurie Drewlow. Motion Carried

Next board meeting will be in Fergus Falls, Minnesota at Lakes County Service Coop on June 12th, 2014

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Stephanie Miranowski, Secretary

## **Annual Meeting/Dinner of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. On April 25th, 2014**

No Fiscal Committee Meeting due to Annual Dinner

John Young Jr. called the meeting to order at 11:45 p.m. at Trinity Lutheran Church, in Moorhead, Minnesota.

**Board members present:** Bob Roach, Jon Evert, Barry Steen, Susan Olson, Renee Backlund, Stephanie Miranowski, Lyle Hovland, John Young Jr., Emily Hagen, Del Rae Williams, Laurie Drewlow, Andrea Koczur, Sandra Ly, Head Start Policy Council Representatives Eloisa Pigeon and Sarah Reitmeier.

**Members Absent:** Excused Absences: James Hamer, Wayne Ingersoll, Loren Ingebretsen, Kristi Bivens,

**Employees and Others Present:** Joseph Pederson, Executive Director; Lori Ward, Director of Operations; Brenda Maaninga, Director of Finance; Employees and guests of Lakes & Prairies Community Action. Special guest Speaker; Steve Nagel, Executive Director of West Central Communities Action, Inc.

## **Consent Agenda:**

Jon Evert made a motion to accept the Consent Agenda, Second: Lyle Hovland. Motion carried.

Stephanie Miranowski read the minutes of the 2013 Annual Meeting.

Board members and special guests were introduced.

### **Submission of Grant Application/Board Approval Items**

Laurie Drewlow made a motion to approve the Restoration of Head Start Funding, Second: Andrea Koczur. Motion carried.

Jon Evert made a motion to approve the Jamestown United Way Application, Second: Laurie Drewlow. Motion Carried.

Andrea Koczur made a motion to approve the BCBS of Minnesota Foundation Grant. Second: Emily Hagen. Motion Carried.

Stephanie Miranowski made a motion to approve the United Way Richland/Wilkin County Grant. Second: Bob Roach. Motion Carried.

### **Guest Speaker**

Steve Nagel spoke about the planning work that has been done this past year to begin the process in bringing Lakes & Prairies Community Action and West Central Minnesota Communities Action together. He explained that by merging the two agencies we would be able to serve individuals and families in a more efficient and effective manner. Federal, State and Local funders have suggested that non-profits, such as Community Action should consider consolidating and to develop stronger services for the individuals we serve. Steve shared a brief history lesson as to how Community Action came in to existence. We are celebrating 50 years of fighting the War on Poverty which was signed into legislation by Lyndon B Johnson in 1964.

### **Service Awards and Special Awards Presented**

John Young, Jr. and Joe Pederson presented service year awards to employees: 5 year awards – Ellen Anderson (not present), and Brenda Maaninga. 15 year awards – Tiffany Mc Kinnon.

The first annual Dennis Heitkamp, "A Candle Loses Nothing by Lighting Another Candle" Award was presented to Jon Evert. Joe Peterson read a special dedication in honor of the late Dennis R Heitkamp.

Volunteer Extrordinaire Award was presented to Diana Rasmussen. Shanna Grefsrud presented the award and thanked Diana for her unconditional commitment to Community Action.

### **Executive Director's Report:**

Joe Pederson reiterated the fact that growing stronger together will help Community Action Agencies continue to thrive. He emphasized this is not an effort to down size; it is to grow and develop programs in order to meet the needs of our low income clients and our communities in general.

Next Board Meeting – May 22, 2014, at Grace Lutheran Church in Breckenridge, MN.

Joint Board Meeting - Lakes & Prairies Community Action and West Central Minnesota Community's Action on June 12<sup>th</sup>, 2014 at Lakes Country Service Coop in Fergus Falls.

Bob Roach made a motion to adjourn the meeting. Second: Sandra Ly. Meeting Adjourned

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
on March 20th, 2014**

4:30-5:30 p.m. Transition Committee – Reviewed draft of L&P Leadership Transition/Succession Plan  
Present: Laurie Drewlow, Kristi Bivens, Andrea Koczur, Stephanie Miranowski, Sandra Ly, Renee Backlund  
Absent: Loren Ingebretsen.

5:30 – 6:00 p.m. Human Resource Committee – Reviewed policy revisions to meet the requirements of the Charities Review Council endorsement.  
Present: Sandra Ly, Andrea Koczur, Jon Evert, Stephanie Miranowski.

Loren Ingebretsen called the meeting to order at 6:00 p.m. at the Eagle Cafe in Barnesville, Minnesota.

Spot Light: Colleen Murray, Family & Community Services Director (see attached report)

**Board members present:** Emily Hagen, Sandra Ly, Bob Roach, Jon Evert, Loren Ingebretsen, Stephanie Miranowski, Barry Steen, Kristi Bivens, Del Rae Williams, Laurie Drewlow, Andrea Koczur, Renee Backlund, John Young, Jr., James Hamer and Policy Council Rep., Eloisa Pigeon

**Members Absent:** Excused Absences: Wayne Ingersoll, Lyle Hovland, Susan Olson

**Employees and Others Present:** Joseph Pederson, Executive Director; Lori Ward, Director of Operations; Brenda Maaninga, Director of Finance; Colleen Murray, Family & Community Services Director

**Consent Agenda:**

Bob Roach made a motion to accept the minutes of the February 2014 Board Meeting. Second. Andrea

Koczur. Motion carried.

No treasurer's report given due to technical difficulties. Report will be included in the April 2014 board meeting, if possible.

### **Board Approval Items:**

Jon Evert made a motion to approve the WCMCA and L & P Cooperative Agreement. Second: John Young, Jr.

Andrea Kozur made a motion to approve the required policy changes to meet the requirements of the Charities review Council Endorsement, contingent upon Head Start Policy Council approval Second: Sandra Ly. Motion Carried.

### **Informational:**

Lori informed the board the Annual Board Meeting & Luncheon will be held in April 25th, 2014 at Trinity Lutheran Church in Moorhead. Invitations with RSVPs will be e-mailed to all employees and board members the week of April 1<sup>st</sup>. Special guest Heidi Heitkamp will attend this year's annual board meeting and dinner.

Board terms were revisited. Joe reminded the board that we are a Tripartite Board under Federal Law. Community Action Board of Directors must consist of 1/3 Consumer Sector, 1/3 Private Sector and 1/3 Public Sector. We are currently looking for a replacement for Dane Skilbred from the Private Sector and will have 1 Consumer Sector seat open in January, 2015.

Lori encouraged the board to attend the annual Community Action Day Training at the Bigwood Events Center in Fergus Falls on April 7<sup>th</sup>.

Barry Steen agreed to be the Housing Advisory Board liaison.

Report backs were given from board members who attend the JRLC Day on the Hill. Members felt that it was very worthwhile and a wonderful trip to the capitol.

### **Executive Director's Report:**

Joe gave an update on the progress from the WCMCA and L&P Partner/Merger Committee. He explained that since the L&P Head Start Grant is in a re-designation status, it may be a good time to think about the potential for L&P Head Start and WCMCA Head Start programs to become one program. He explained that this is just an exploration process to see if it is in the best interest of both service areas. He assured the board that there can be no decisions from the board until further talks and research have been completed. Contact may be made with the Regional Office and also the Office of Head Start for further guidance. The board agreed to continue exploration. Jon Evert shared that he felt that the process of partnering with WCMCA has been a very well intended and meaningful process thus far.

L&P's experienced a very significant catastrophic server crash in early March. Administrative staff and Corporate Technologies have been working diligently around the clock to rectify the situation. Arrangements have been made with KDV to postpone the 2013 Audit until all documents can be assured accurate and accounted for. This is to ensure a successful Audit. Emergency backup systems have been activated to ensure payroll goes out and essential vendors have been paid. This is going to be a long difficult process but we will continue to work hard and follow all emergency backup steps until we are 100% functional!

John Young Jr., made a motion to adjourn, Second: Sandra Ly. Motion carried.

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Stephanie Miranowski, Secretary