

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 8th. A goal to match has been set for \$14,450. Friday, February 2nd 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 5th 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.

Michelle Werner, Secretary

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