

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
On June 28<sup>th</sup>, 2018**

Jenny Mongeau called the meeting to order at 6:02 pm. at the Grace Lutheran Church, in Breckenridge, Minnesota. The board recited the Promise of Community Action.

**Board members present:**

Jenny Mongeau, Renee Backlund, John Docken, James Hamer, Lyle Hovland, Loren Ingebretsen, Sarah King, Ben Lien, Stephanie Miranowski, Barry Steen, Michelle Werner and Ron Verhaagen.

**Members Absent:**

Excused Absences: Kristi Bivens, Laurie Drewlow, Andrea Koczur, Kristin Krile, Eloisa Pigeon, Heidi Durand, and Policy Council Rep., Vanessa Santoya.

**Employees and Others Present:**

Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Development and Operations; Sarah Boesen and Derek Knapper, Wilkin County Self-Sufficiency Advocates; and Chris Peterson.

**Spotlight:**

Sarah Boesen and Derek Knapper reported on activities and services provided out of the Wilkin County satellite office. The Wilkin County Food drop was held in May in Breckenridge, Rothsay and Campbell. Food needs continue to be very high in Wilkin County, especially for seniors and children. Group Workcamp project coming to Breckenridge the week of July 23<sup>rd</sup> to do home repairs within 30 miles of Breckenridge. Repairs will be provided to 25 homeowners in the area by volunteers from around the country.

**Consent Agenda:**

Loren Ingebretsen made a motion to approve the May 2018 Board Meeting minutes. Second: James Hamer. Motion carried.

**Finance Report:**

Renee Backlund presented the Finance Committee Report. The finance committee discussed proposed changes to travel reimbursement policy to align with the MN Commissioner's Plan which is required by our state contracts. Agency vehicles have been well utilized by programs, which is generating revenue for the agency and saving programs money.

John Docken made a motion to approve the May 2018 Treasurer's reports. Second: Ron Verhaagen. Motion carried.

**Board Approval Items:**

- A. Identified Official with Authority (IOWA) – PW Scholarships 2. Lyle Hovland made a motion to approve the 2018 Signature Authority. Second: Barry Steen. Motion carried.
- B. Seat New Board Members. Kristi Bivens is moving out of the area and Heidi Durand is no longer able to serve on our board due to other commitments. New recommended board members are Chris Peterson, Wilkin County Private Sector to replace Kristi Bivens; and Mari Dailey, Clay County Public Sector to replace Heidi Durand. Stephanie Miranowski made a motion to seat Chris Peterson to the board. Second: Lyle Hovland. Motion carried. Loren Ingebretsen made a motion to seat Mari Dailey to the board. Second: Ron Verhaagen. Motion carried.
- C. Disaster Recovery Grant to hire an Emergency Management Intern to evaluate and update our disaster recovery plan. Ron Verhaagen made a motion to approve the grant to FMAF. Second: Sarah King. Motion carried.
- D. 2018 Travel Policy to Commissioner's Plan. Lyle Hovland made a motion to update the policy. Second: James Hamer. Motion carried.

## **Closed Meeting: Executive Director Performance Review & Compensation:**

Stephanie Miranowski made a motion to close the meeting to review the Executive Director's Annual Performance Review and review compensation. Second by Barry Steen. Meeting closed at 6:43 PM. Ron Verhaagen made a motion to open the meeting. Second: Lyle Hovland. Meeting opened at 7:02 pm. Ron Verhaagen made a motion to approve the Executive Director Performance Review. Second: Ben Lien. Motion carried. Chris Peterson made a motion to approve a 1.5% Merit Increase for the Executive Director effective July 1, 2018. Second: Michelle Werner. Motion carried.

## **Informational:**

MinnCAP Conference is coming up and Andrea Koczur and Laurie Drewlow are attending on behalf of the board. Members of the leadership team and program managers are also attending. The conference is in St. Cloud July 30<sup>th</sup>- Aug. 2<sup>nd</sup>.

2018 Board Retreat – We would like to postpone to September to allow time for Strengths Finder training. Strengths Finder training identifies everyone's top 5 strengths on an individual's basis and helps groups work better as a team. This training will take 6 hours. Leadership will send out a survey to find a date for a retreat separate from the board meeting. Regular board meeting will still take place on July 26<sup>th</sup> in Breckenridge. Audit Committee will meet at 5:30. Finance Committee will not meet in July.

## **Report Backs:**

Head Start PC Board Liaison Sarah King – Policy Council met last week. Attendance is up slightly from last year. Farm to Child Care gardens have been installed on the Head Start playscapes and the children will harvest the vegetables in the fall. Spring assessments for 4-year olds greatly exceeded fall assessments as well as targets. 28% of kids enrolled in the program have identified special needs. Head Start Policy Council Liaison Vanessa Santoya – No Report. FCS Board Liaison – Barry Steen – Advisory Board met on June 14<sup>th</sup>. Bright Sky apartments opened and is almost full. Had a monitoring review by OEO on state programs and went very well. Workforce Development program is going well and candidates are getting jobs.

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

Lori Schwartz shared a thank you note we received from Larry Johnson along with a donation for Group Workcamp.

We were in contact with the contractor that has been cleaning up the property in Breckenridge across from the courthouse. We may have an opportunity to purchase the property and are waiting to hear more from the contractor. We continue to look for property to purchase in Breckenridge for office space.

Lori reported that we were contacted by FM Area Foundation and REACH about the possibility of taking over the Dress for Success Program. Would like to explore the opportunity and bring it back to the board at a later date. Would want to expand the program beyond the national Dress for Success brand and include services to men and incorporate it into Workforce Development programming. Would need to ensure adequate funding to continue the program.

Lori recently returned from a joint board meeting of the Workforce Development Board and the Rural MN CEP Board. We are part of the Pathways to Prosperity grant for New Americans and working with CEP on launching this program. Contracts have been delayed, however they should be coming soon.

West Central Initiative invited us to participate in their Disaster Recovery Training. We will be updating our plan soon on how we would continue to operate and provide services to clients in the event of a disaster.

We have been awarded a Bremer grant to hire a Communications Coordinator position and will have that person on staff in August. This position will update our agency-wide communications plan, develop updated marketing materials, and assist with agency-wide branding.

We have been working with the counties that we administer Child Care Assistance on contracts and ensuring that the program is sustainable.

We are making changes to the Family & Community Services Division. The duties under special projects will fall under a new position called Economic Empowerment Director. We have decided to separate out the Housing Programs and Special Projects into 2 separate Divisions. Becki Johnson's title will change to Economic Empowerment Director who will be responsible for special projects and new initiatives. Becki has great experience and knowledge in this area as she once was the Special Projects Coordinator. Emma Schmit will lead the housing programs as Housing Program Director. Emma has been the Housing

Coordinator for several years and has great experience and knowledge in all the housing programs. These programs have experienced great amounts of growth and this shift allows the program directors to focus on continued growth and expansion within each division.

Loren Ingebretsen shared an article with the board entitled "Second Chances" from the Saturday Evening Post about the criminal justice system and assisting people in re-entry into the workforce. Discussion about background checks and how it affects individual's ability to work.

Lori announced that Robin Christianson and Kim Trautman passed their CCAP exams.

Next board meeting will be July 26<sup>th</sup> at 6:00 pm at Grace Lutheran Church, Breckenridge, Minnesota.

Audit Committee meets at 5:30 pm.

Meeting Adjourned at 7:46 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 \_\_\_\_\_*