

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

James Hamer called the meeting to order at 6:05 p.m. at the Lakes & Prairies Moorhead Satellite office located at 861 Belsly Blvd in Moorhead, MN. There was a quorum.

Board members present: James Hamer, Eloisa Pigeon, Ben Lien, Laurie Drewlow, Lyle Hovland, Michelle Werner, Renee Backlund, Andrea Koczur, Loren Ingebretsen, Ron Verhaagen, Sarah King, Mari Dailey, Stephanie Miranowski, Chris Peterson, and Barry Steen.

Members Absent: Excused Absences: Jenny Mongeau and John Docken. Unexcused: Kristin Krile.

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Operations Director; Brenda Montplaisir, Finance Director; Julie Erickson, Agency Support; Bill Schultz, Health Quote Services; Amanda Even, Communications Coordinator.

2019 Health Insurance Presentation: Bill Schultz, Health Quote Services – Health Insurance quotes for 2019. Current health insurance plan is with Lakes Country Service Cooperative with coverage by Blue Cross Blue Shield. Renewal increase came in at 22% to keep the current plan for 2019. 2018 Health Insurance plan options included 3 options – \$0 deductible, \$500 deductible, and \$3,375 High Deductible plan. Bill went out for bids and the bid from Medica was the most competitive. Bill reviewed health insurance options and costs. After going out for bids, BCBS agreed to reduce our quote, if we agree to concessions: required us to eliminate the \$0 deductible plan, change from an open access plan to narrow network options, and increase our high deductible plan to \$3,500. A trend in health insurance is the concept of “narrow networks.” This allows insurance companies to offer health insurance at a reduced cost for certain providers. Blue Cross offers narrow network plans for Sanford and Essentia. Medica offers a narrow network plan for Essentia along with an Open Access Network that is not a narrow network plan and does not require the selection of a primary network. Bill reviewed the providers that are covered under the narrow network plans, including some independent doctors but not all. Out of network services would require a referral from the medical director as well as be approved by the health insurance plan. Due to current budgets, the employer contribution will remain the same for 2019. The Blue Cross Blue Shield Plan would be an 8% increase across the board for employees. With the Medica plan employees have the option to pay less than the current health insurance rates if they choose the Essentia plan, or they have the option to maintain open access for a 10% increase. Bill reviewed the coverage options, out of pocket maximums, prescription coverage, as well as out of network benefits for each plan. With the high deductible health plans, employees have the option.

Stephanie Miranowski made a motion to select Medica for health insurance provider. Second: Chris Peterson. Motion Carried.

Promise of Community Action: The group recited the Promise of Community Action.

Consent Agenda:

Ron Verhaagen made a motion to approve the September Board Meeting minutes. Second: Barry Steen. Motion carried.

Finance Committee Report:

Andrea Koczur provided the Finance Committee report to the full board. A payment will be made to the Office of Head Start for unemployment insurance overpayment from the unemployment trust. Andrea reviewed unrestricted income, and accounts payable. Ben Lien made a motion to approve the September 2018 Treasurer’s Report. Mari Dailey seconded. Motion carried.

Board Approval Items:

- A. WCI- FES Homebuyer FAIM – grant application to West Central Initiative Family Economic Success for \$5,000 to support Economic Empowerment Programs including Homebuyer Education and FAIM. Motion by Laurie Drewlow to approve the grant to WCI. Second: Renee Backlund. Motion carried.
- B. Out of State Travel Request – NHSA –Request to send Shanna Grefsrud to attend the Quality Improvement Summit Conference to learn best practices in parent engagement and utilizing data. Motion by Loren Ingebretsen to approve the Out of State Travel Request. Second: Sarah King. Motion carried.
- C. Head Start Duration Grant – Request to submit a grant application to convert 2 half-day classrooms to full day

classrooms. Total enrollment would not be reduced, but we would need to find additional classroom space. Motion by Ron Verhaagen to approve. Second: Eloisa Pigeon. Motion carried.

D. Health Insurance Recommendation – approved above.

E. 2019-2023 Affirmative Action Plan – plan is required by State of MN and ND for contracts greater than \$100,000. Lori reviewed Affirmative Action Plan. We have no areas of underutilization currently but will continue to recruit diversity in new employees. Motion by Laurie Drewlow to approve the Affirmative Action Plan. Second: Chris Peterson. Motion carried.

Breckenridge Property Update: Lori provided an update on the property in Breckenridge that we have been negotiating for purchase. Offer was made through Goldmark Realty to purchase the property for \$30,000, with \$5,000 to cap the existing basement. Seller counter-offered at \$35,000 for the property, with \$4,000 to cap the existing basement. The Breckenridge City Inspector completed an inspection of the property, and inspection report is that the property requires minor repairs to cracks in the foundation. The seller is only requiring earnest money if we are unable to close within 30-45 days. Lori also looked into another property that is coming available, however it is not for sale. The board reviewed the details of the purchase agreement. Motion by Loren Ingebretsen to pay \$35,000 for the property, and an additional \$4,000 to cap the property. Second: Stephanie Miranowski Motion carried

Board Self-Assessment: Colleen Murray reviewed the results of the 2018 Board Self-Assessment. Board was asked to assess their performance in 9 areas of responsibility, areas of potential focus over the next 1-2 years, as well as key enablers. Areas of focus including developing the financial resources needed to support the strategy, providing expertise or access to policy makers to support organizational priorities, and building and enhancing the reputation of the organization with key stakeholders/community. Areas for growth identified for increased productivity include a better developed process for identifying, cultivating and integrating new directors and for selecting, developing and transitioning new leaders.

Report Backs:

Head Start Liaison, Sarah King: New policy council was seated this month and the council reviewed by-laws. The finding from our previous federal review has been cleared. Head Start had 94% attendance in September which is the highest attendance in 4 years! Referred to baseline assessments for family and child to monitor growth throughout the year.

FCS Liaison, Barry Steen: Laurie Drewlow attended the Housing Advisory Board meeting in Breckenridge last month. Wilder Homeless Survey is being conducted today. Staff conducted street outreach and offered surveys on site. Survey provides valuable data about trends and needs in our community. Currently conducting a community needs assessment as well.

Public Official Check-In: Ben Lien discussed upcoming legislative session and elections. Loren Ingebretsen reported that he had a township association meeting recently and had a speaker from Otter Tail County Sheriff's department on drug use and implications of the possibility of legalizing recreational marijuana. Stephanie Miranowski reported on a family that is providing equine therapy in the Breckenridge area for children in need and would like to become a non-profit. Wilkin County has also started an economic development group in collaboration with Richland County and are making great strides in economic growth. Mari Dailey reported on a recent meeting with a group of New American Citizens and how excited they are to have the opportunity to vote. Get out and vote! Stephanie Miranowski reported that this will be her last board meeting as she is retiring as a County Commissioner at the end of December. Stephanie thanked the board and leadership for her meaningful involvement as a board member over her term. Staff thanks Stephanie for her service as one of our longest standing board members.

Executive Director's Report: Lori reported that JRLC (Joint Religious Legislative Coalition) Day on the Hill is February 7, 2019- mark your calendars! Lori attended an advisory committee organized by Sanford Health and area high school students focused on workforce development. A representative from NDSCS talked about opportunities for growth in providing training to students and the importance of soft skills. United Way campaign is flourishing – goal was \$11,000 and we have already exceeded that amount. Tomorrow is our All Staff Training Day at the Center for Scouting – board members are invited to join us. WIPFLI training next week that fiscal staff and Lori are attending. Lori is also serving on a Child Care Assistance Statewide Advisory Board. We recently received notification that Cass County is no longer going to contract with us to administer the Child Care Assistance Program beginning January 1, 2019. Unfortunately, we read about this change in the paper before we received notification, and the article including many misrepresentations of our organization. Lori responded to this with a letter to the administrator in Cass County. We received notice that we received the Live Well at Home Grant and will negotiate that contract next week which will allow us to continue to grow the seniors program. Next month's board meeting will be a shared governance meeting including required trainings with the Head Start Policy Council. We are planning a meeting with Ben Lien, Paul Marquart and Kent Eken in early December

and will meet with Senator Westrom and Representative Backer in Wilkin County in collaboration with WCMCA. Strategic Plan updates will be provided next month. We recently had a group of staff that provided a voter registration drive and were able to get 35 voters registered and provided voter education on polling locations as well as voter eligibility.

Communications Plan: Colleen Murray introduced Amanda Even, new Communications Coordinator. Amanda presented the Communications Plan and Branding Guidelines. The plan was developed after seeking ideas and feedback from other organizations that have completed this work, as well as feedback from the Leadership Team. The plan includes 5 broad goals for increasing awareness of our organization. Recommendation to brand our organization as CAPLP to coincide with the rollout of our new website caplp.org. The branding guidelines are an internal working document that will be used to guide communications and ensure consistent messaging and logos. The plan includes provisions for updating print media such as brochures, business cards, email signatures, as well as social media, direct communication, presentations to community groups, and attracting new donors. Amanda would encourage the board to get involved by allowing us to highlight each board member through social media channels. Motion by Stephanie Miranowski to approve the Communications Plan. Second: Andrea Koczur. Motion carried.

Adjournment: Barry Steen made a motion to adjourn. Meeting adjourned at 8:36 pm

Next board meeting will be December 6th – Shared Governance – Belsly Moorhead.

Michelle Werner, Secretary

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