

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
On September 26, 2019**

**Board members present:** James Hamer, Laurie Drewlow, Lyle Hovland, John Docken, Loren Ingebretsen, Sarah King, Andrea Koczur, Eloisa Pigeon, Kristin Knorr, Shelly Dahlquist, Renee Backlund, Chris Petersen, Barry Steen, Ben Lien Jonathan Green, and Branigan Hamer.

**Members Absent:** Michelle Werner, Jenny Mongeau, and Alissa Fike, Head Start Policy Council Liaison.

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Finance Director; Colleen Murray, Operations Director; Julie Erickson, Agency Support; and Maria Steen, Child Care Aware Manager.

**Call to Order:** James Hamer called the Governing Board meeting to order at 6:12 p.m. at CAPLP Satellite Office located at 861 Belsly Blvd in Moorhead MN. There was a quorum.

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

**Code of Ethic Review:** The board reviewed and discussed the following Community Action Code of Ethics: Serve in such a way that we do not realize undue personal gain from the performance of our professional duties.

**Spotlight:** Maria Steen, Child Care Aware Manager provided a report on the Child Care Aware Programs at CAPLP. Child Care Aware was formerly known as Child Care Resource & Referral and provides services to 21 counties in Northwestern MN. Services to families include Child Care Assistance Administration and Early Learning Scholarship Program Administration. Services to Early Childhood Educators include the Somali Child Care Project, Child Care Supporter Project, Professional Development, Grants, and Parent Aware services. Several projects work towards child care startup and support for new providers including culturally sensitive child care through the Somali Child Care Project. The goal is to help educators move from good to awesome across the Northwest area of Minnesota. Discussion took place regarding the cost of child care for parents, the need to pay staff living wages, the effect of universal pre-k on providers, as well as the child care shortage especially in the rural areas.

**Consent Agenda:** Laurie Drewlow made a motion to approve the consent agenda including the August Board Meeting minutes, and the 2020 Succession Plan. Second by Ben Lien. Motion carried.

**Finance Committee Report:** Andrea Koczur provided the Finance Committee Report to the board. The auditors filed the 990 one day late and there was a \$3,700 fine. The auditors will be taking care of corresponding with the IRS – presumably they are looking for a waiver of the penalty. Discussion took place about unrestricted funds. Looking to purchase a van for the Rainbow Bridge program to transport children for visits. Have begun investigating financial software systems that would better support our organization. Also looking at financial software to support payroll.

Lyle Hovland made a motion to approve the Finance Committee Report and the August 2019 Treasurer's Report. Second by Andrea Koczur. Motion carried.

**Requests for Approval:**

- A. Head Start Report to the Community – Each year the Head Start Program is required to provide a report to the community on the previous program year. Motion by Loren Ingebretsen. Second by Chris Petersen. Motion carried.
- B. Head Start Program Goals – Head Start has updated the program goals for the 2019-2020 school year. These goals will be the focus of the upcoming year and will be monitored for completion. Motion by Sarah King. Second by Laurie Drewlow. Motion carried.
- C. Head Start Mandated Reporting Policy – The board reviewed the newly released DHS Mandatory Reporting Policy. Motion by Renee Backlund. Second by Andrea Koczur. Motion carried.
- D. Out of State Travel Request Head Start – Head Start is requesting approval to send members of the Head Start Management Team to Child Plus Annual Conference. Child Plus is the tracking tool Head Start utilizes to document all components of Head Start. Motion by Laurie Drewlow. Second by John Docken. Motion carried.
- E. Out of State Travel Request Child Care Aware – Requesting approval to send 1 staff member to the NAEYC National Conference which is a national organization that works to promote high-quality early learning for all young children. Ottertail County Children's Collaborative is covering \$1,000 of the cost of the conference. Motion by Andrea Koczur. Second by Loren Ingebretsen. Motion carried.
- F. & G. Finance Policy 17.3 Update Timesheets – Updating the financial policies to align with the Personnel Policies. Updating the wording that overtime must be assigned by a supervisor. Finance Policy 25.3 Update

outstanding billings. Motion by John Docken. Second by Lyle Hovland. Motion carried.

H. Vehicle Purchase – Rainbow Bridge. Motion by Andrea Koczur to approve a purchase of a van in the \$12,000-16,000 range. Second by Barry Steen. Discussion took place about how this purchase will enable the program to increase services and increase fees. Motion carried.

I. Designation of an Identified Official with Authority for Education Identity Access Management

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties and will revoke that user's access when it is no longer needed to perform their job duties. The Director recommends the Board authorize Lori Schwartz, user ID, allisonj1, to act as the Identified Official with Authority (IOwA) for add Lakes & Prairies Community Action (CAPLP) 7021-84. Motion by Ben Lien. Second by Sarah King. Motion carried.

**Conflict of Interest and Code of Conduct Annual Signatures** – CAPLP requests that board members review and sign off on the conflict of interest and code of conduct forms annually.

#### **Report Backs:**

**Head Start Liaison, Sarah King:** The Head Start Annual Report to the Community in the packet highlights program goals and outcomes. Head Start is looking to convert the preschool home-based slots to infant-toddler home-based slots in new grant.

**Housing/EE Board Liaison, Barry Steen:** Currently 9 CNA participants going through training. Manufacturing class starting next month. Clay County Seniors Bus starting to provide services next week. Looking to fill 2 positions in housing. Several staff attended the MN Homeless Coalition Conference last week and learned many new ideas about how to provide services.

**Public Official Report Back:** Lyle Hovland reported that the levy amount has been decided in Wilkin County and labor negotiations are currently underway. Loren Ingebretsen reported that agriculture prices are dropping, and crop quality is poor. Need to watch for signs of farmers having trouble and watch for signs of suicide. The agriculture crisis affects all of our communities. Farmers Union and Farm Bureau are providing mental health services for farmers. Expect increasing demand on services and support for farm families to make ends meet.

**National Partnership Take Away:** Conference was in Chicago. Very well attended nationally. Mark Shriver was the keynote speaker and said "you are my fathers' legacy" which was a very powerful reminder of the purpose of Community Action. 3 Staff received their Certified Community Action Professional certificates, Emma Schmit, Maria Steen and Krystle McNeal. Krystle also won the Lois Carson Award for Excellence and her Executive Skills Portfolio will be placed in the Lois Carson Library. Lori was also called on stage to highlight her "huggy heart" tattoo. The new MinnCAP Executive Director, Bill Grant also attended the conference.

**Breckenridge Property:** Lori Schwartz provided an update on cost estimates for Option 1 and Option 2 of the Breckenridge Building. West Central Communities Action went out for bid on both options for the board to consider. Both options include 5 offices. Chris Petersen made a motion to move forward with Option 1. Second by Laurie Drewlow. Next steps would include securing additional bids and beginning fundraising efforts. Motion carried.

**Executive Director's Report:** Lori Schwartz provided information on the Public Charge Ruling and the impact on immigrant families. The Senate pass a Continuing Resolution today thru November 21<sup>st</sup>. Letter was sent to Counties regarding Child Care Assistance contracts. We are working with the Counties as well as the state of MN to ensure a smooth transition. We received news this week that the Executive Director from Scott, Carver, Dakota County CAP Joe Vaughan passed away suddenly this week. This news was devastating to the network. MinnCAP Board retreat has been postponed. RACC is hosting a meeting on Monday to discuss partnership with Rainbow Bridge. Reminder that the Salvation Army Coats for Kids and Thanksgiving Food Box distribution is coming up. The Clay County Rural Routes senior bus is starting to provide services across Clay County. Ribbon Cutting ceremonies will be held in each community.

**All Staff Training Day Reminder – October 25<sup>th</sup> at the Jon Wanzek Center for Scouting.** 4200 19<sup>th</sup> Ave S. Fargo.

**Next board meeting:** October 24th 6:00 pm, Lakes & Prairies, 861 Belsly Blvd, Moorhead.

**Adjournment:** Meeting adjourned at 7:53 pm.

\_\_\_\_\_  
Michelle Werner, Secretary

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