

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On April 23, 2020**

Members Present: James Hamer

Members Present via Zoom Video Conference: Andrea Koczur, Ben Lien, Branigan Hamer, Chris Petersen, Jenny Mongeau, John Docken, Jonathan Green, Kristin Knorr, Laurie Drewlow, Loren Ingebretsen, Lyle Hovland, Nicole Flick, Eloisa Pigeon, and Sarah King.

Members Absent: Renee Backlund, Michelle Werner, Shelly Dahlquist, and Policy Council Liaison Eric Bridges

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

Call to Order: James Hamer called the Governing Board meeting to order at 6:03 p.m. at 861 Belsly Blvd in Moorhead and via Zoom Video Conference due to the COVID-19 Pandemic. There was a quorum.

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

Code of Ethic Review: The board reviewed the following Code of Ethics: Keep the community informed about issues affecting the poor; facilitate communication by the poor with locally elected public officials and the private sector.

Consent Agenda: John Docken made a motion to approve the consent agenda including the March Board Meeting Minutes and the March 2020 Treasurer's Report. Second by Lyle Hovland. Motion carried.

Finance Committee Report:

Brenda Montplaisir provided a report from the Finance Committee. We have a large number of grants ending June 30th that we are monitoring closely. The Office of Head Start has been very understanding and allowing us to carry-over any funds we are unable to expend due to not having classes. Breckenridge Building financing and purchase of new financial software were discussed and will be presented to the full board for approval. Ben Lien made a motion to approve the finance committee report. Second by Laurie Drewlow. Motion carried.

Requests for Approval:

- a. Breckenridge Facility – Lyle Hovland provided an update and recommendation to the board from the Facilities Committee to proceed with the bid for new construction with the negotiated cost reductions and proceed with securing funding. Brenda Montplaisir provided an overview of the financials associated with the purchase. Motion by Loren Ingebretsen. Second by Laurie Drewlow. The board discussed a capital campaign and paying down the principle on the purchase. Motion carried.
- b. Head Start Program Self-Assessment – The Board reviewed the Head Start Program Self-Assessment of program goals and recommendations for continuous program improvements. Motion by Andrea Koczur to approve the Head Start Self-Assessment. Second by John Docken. Motion carried.
- c. Head Start Summer Programming Application – The Board reviewed the application for supplemental funding to operate summer programming. Motion by Sarah King to approve the application. Second by Kristin Krile. Motion carried.
- d. Head Start COLA, Quality Improvement and COVID Relief Funding – Head Start is providing a 2% COLA for FY 2020 to increase staff salaries and to offset higher operating costs. In addition, Quality Improvement funding will be used to hire and provide benefits for an additional Teacher Assistant. COVID Relief funding will be used to support efforts to prevent, prepare and respond to COVID-19. Motion by Andrea Koczur to approve the Head Start COLA & Quality Improvement as well as COVID Relief funding. Second by Ben Lien. Motion carried.
- e. COLA Increase 7/1/20 – Recommendation for a 2% Cost of Living Increase (COLA) for all CAPLP staff effective 7/1/2020. Motion by John Docken. Seconded by Laurie Drewlow. Motion carried.
- f. Annual Board Meeting - Due to the COVID-19 Pandemic, CAPLP is requesting approval to postpone the April 2020 Annual Board Meeting until October of 2020. Motion by Loren Ingebretsen to postpone the Annual Meeting until October. Seconded by Andrea Koczur. The board discussed the requirements of the Annual Meeting as outlined in the By-Laws as well as the tentative date of the meeting which is October 30th. Motion carried.
- g. Electronic Board Meetings - Due to the COVID-19 Pandemic, CAPLP is requesting approval to continue board meetings via zoom or other electronic means until further notice when it is advised and safe to meet in person. Motion by Lyle Hovland to continue electronic board meetings until no longer necessary. Seconded by Eloisa Pigeon. Motion carried.
- h. 2019 Annual Report- CAPLP is requesting approval of our 2019 Annual Report to the community. Motion by Ben

Lien to approve the Annual Report. Seconded by Laurie Drewlow. Motion carried.

- i. Purchase of New Financial Software – The board reviewed the recommendation and the budget to purchase new financial software to support the operations of CAPLP. Motion by Sarah King to proceed with the purchase of the new financial software. Seconded by Andrea Koczur. Discussion took place regarding payroll software. Motion carried.
- j. COVID-19 Community Assessment Update – The board reviewed the update to the Community Assessment in response to the COVID-19 pandemic. Motion by Laurie Drewlow to approve the Community Assessment Update. Seconded by Eloisa Pigeon. Motion carried.

Report Backs:

- a. Board Liaison to Policy Council – Sarah King – Policy Council met Tuesday and approved the COLA, Quality Improvement, COVID Relief, and Summer School applications. Head Start is providing training now for staff in preparation for the new year. Head Start children are receiving meals through the public schools as well as YMCA while the classrooms are out of session. Special education referrals that are in process are on hold. Parents are receiving tele-visits from teaching staff. In-kind contributions remain high.
- b. Head Start Policy Council to Board – Eric Bridges – No report
- c. Board Liaison to Housing Advisory Board – Jenny Mongeau – No meeting

Public Official Check-In: Jenny Mongeau reported that Clay County is providing shelter for individuals experiencing homelessness that test positive for COVID-19. Loren Ingebretsen reported that the Township Board has been meeting and maintaining social distancing to continue required business such as public safety. Ben Lien reported that Governor Walz has partnered with 6 other states across the region to re-open the economy and has announced a partnership with the U of M and the Mayo Clinic to expand testing capacity. Governor Walz announced today that some business will be able to re-open on Monday given that there is not a lot of public interaction, and they develop a plan to return to work safely. The Housing Committee heard a bill on Wednesday remotely to put a moratorium on evictions and foreclosures as well as 100 million dollars to help people pay for their housing costs.

Executive Director's Report: Lori Schwartz reported that the past month has been unpredictable and exhausting. While we are working remotely, we are maintaining full functioning as much as possible. We are working to stay updated on what is happening at national, state, and local level while maintaining operations and keeping up communication with our team. Lori encouraged the board to continue to follow us on Facebook. CAPLP continues to see an average of 30 calls daily inquiring about assistance with housing, food, unemployment, and stimulus checks. We have been able to set up remote VITA Tax Assistance to ensure that households are able to file their taxes. The NAPS distribution took place with staff delivering the boxes to the doorstep of seniors across Clay County. We are providing food vouchers for clients in Wilkin County in lieu of coordinating the Mobile Food Drop and have already given out 43 vouchers to families in need. We are hoping we will be able to provide summer programming for Head Start to ensure that our 4-year-old children are prepared for Kindergarten in the fall. The leadership team has been focusing on the mental health needs of our entire team and staying connected on a regular basis including All Staff meetings via Zoom. CAP agencies across the state are developing plans for safely returning to work for essential services and the CAPLP Leadership team is beginning to develop our long-term plan for continuing to provide services while social distancing. CAPLP applied for the Payroll Protection Program for the full-time Rainbow Bridge staff since we are unable to provide services at this time for Supervised Visits and Safe Exchanges and are unable to collect fees. We have a new team member starting in the Wilkin County office in May. We are also moving forward with interviews for a Housing Outreach position that was advertised prior to the Shelter in Place. Lori is now serving on the United Way of Cass-Clay Board of Directors as well as the CEP Board and they continue to meet remotely. CAPLP is preparing for how we can assist households in the recovery phase of this crisis as well as relief for immediate needs. We are working on our work plan for how we can best utilize the CARES Stimulus Funding for these needs. The CARES CSBG funding can be used to assist households up to 200% of the Federal Poverty Guideline. CAPLP secured a \$25,000 grant from Bremer for Emergency COVID-19 relief that will be used for direct assistance to households in need for rental assistance, child care, basic needs, and transportation. In considering our long-term plan, we plan to continue to social distance and have as many people work remotely as possible while maintaining essential services. The CAPLAW conference scheduled for June has been cancelled, however at this time the National Partnership Conference is still planned as scheduled for the end of August.

Next board meeting: Thursday, May 28th at 6:00 pm via Zoom

Adjournment: Loren Ingebretsen shared some words of encouragement and made a motion to adjourn. Meeting adjourned at 7:37 pm.

Michelle Werner, Secretary

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