

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc. - CAPLP  
On August 20, 2020**

**Members Present:** James Hamer, Renee Backlund, Loren Ingebretsen, and Eloisa Pigeon

**Members Present via Zoom Video Conference:** Andrea Koczur, Kristin Knorr, Laurie Drewlow, Sarah King, Ben Lien, Lyle Hovland, Nicole Flick, John Docken

**Members Absent:** Chris Petersen, Shelly Dahlquist, Jenny Mongeau, Jonathan Green, Branigan Hamer, Michelle Werner, and Eric Bridges, Head Start Policy Council Liaison.

**Employees and Others Present:** Lori Schwartz, Executive Director; Colleen Murray, Operations Director (via zoom); Brenda Montplaisir, Finance Director (via zoom); and Kim Trautman, Human Resources Director (via zoom).

**Call to Order:** James Hamer called the Governing Board meeting to order at 6:04 p.m. at 861 Belsly Blvd in Moorhead and via Zoom Video Conference due to the COVID-19 Pandemic. Roll Call was conducted and there was a quorum.

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

**Code of Ethic Review:** The board discussed the Code of Ethic: Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our Community Action activities in order to inspire confidence and trust in the Community Action movement.

**Spotlight:** Kim Trautman, Human Resources Director provided a report on Human Resources across CAPLP. CAPLP strives to provide a flexible, family-friendly environment that provides competitive salary and benefits package. Leadership has been working diligently to update the salary schedule and maintain competitive wages, and our most recent adjustment brought all CAPLP employees above \$15 per hour which resulted in our employees in non-management positions receiving increases in the range of 3% to 12%. Merit increases are recommended when justified by the annual performance review. Turnover rates are relatively low compared to other similar sized- companies at 3.7% in 2019, 3.5% so far in 2020. The vast majority of employees that have left CAPLP were moving out of the area and would highly recommend CAPLP. Since January 1<sup>st</sup> we have had 17 new hires (only 2 prior to the pandemic), as CAPLP has been growing our team in response to the needs in our community. In our Affirmative Action Report our utilization rate under the professional category went up from 10.9% to 17.2%, which we are very proud of. Employees that have been hired remotely have indicated high levels of satisfaction with the onboarding process. We are working to convert all of our HR processes to paperless through the implementation of KPay with a goal of being totally paperless by January 1, 2021. Kim also provided an overview of 2 new policies that are being reviewed by the board for approval.

**Consent Agenda:** John Docken made a motion to approve the consent agenda including the July 2020 Board Meeting Minutes. Andera Koczur made a motion to approve the June and July Treasurer's Reports. Second by Laurie Drewlow. Motion carried.

**Finance Committee Report:** Brenda provided a report from the Finance Committee. We have officially exceeded the \$10,000,000 for 2020 and our budget was \$8,600,000. We have received many new resources to assist households with the COVID pandemic. The fiscal team is working on getting caught up with filing and closing projects. Payroll is up and running in KPay. New financial software is being built. Will be adding another team member in the fiscal department. The FMAF loan for the down payment on Belsly will be paid off in December. CAPLP will be sending out a notice to vendors and employees regarding the data breach at Blackbaud which is our financial software as a precaution. Andrea Koczur made a motion to approve the finance committee report. Second by Ben Lien. Motion carried.

**Requests for Approval:**

- a. ACF/OHS 5 Year Grant Application for Clay and Wilkin Counties - Head Start seeks approval for the submission of the Administration of Children and Families/Office of Head Start grant application in the amount of \$2,733,580. This is our 5-year application and we will be serving the same number of children in both EHS Homebase (86) and Head Start Center based Program Options (111). Eloisa Pigeon made a motion to approve the grant application. Second by Laurie Drewlow. Motion carried.
- b. Head Start Program Goals - Head Start has updated the program objectives for Head Start Program year 2020-21(see attached). We have now combined the Program Goals and The School Readiness Goals into one document. These goals will remain consistent for the next 5 years. The objectives will be focused on in the upcoming year and monitored for completion. Loren Ingebretsen made a motion to approve the Head Start Program Goals. Second by Renee Backlund. Motion carried.

- c. CACFP 2020-2021 Budget Approval - Head Start is submitting a budget for approval which includes the projected total reimbursement for the 2020-2021 program year. Proposed CACFP Budget (Projected CACFP Reimbursement) for 2020-2021: \$44,022.83 This is a decrease from last year's projected income, due to changes in our program models as a result of the COVID-19 pandemic. We anticipate serving less meals and snacks to children this year until it is safe to return to full, in-person center-based participation. Sarah King made a motion to approve the 2020-2021 CACFP Budget. Second by Lyle Hovland. Motion carried.
- d. New/Additional Agency Policy- Seeking approval for the 2020-year review of the Agency Policy and Procedure Manual. Annually Human Resources reviews, updates or creates additional policy to comply with suggested safety/compliance issues. Policies to approve include 809.2 – Marijuana Policy, and 902.1 – Record Retention. John Docken made a motion to approve the HR policies. Second by Laurie Drewlow. Motion carried.
- e. Board Member re-election Sarah King - Per the CAPLP Governing Board by-laws, each director shall serve for a three-year term, or until he or she sooner dies, resigns, is removed, or becomes disqualified. No director shall serve for more than three consecutive terms without at least a one-year absence from the board. Sarah King was seated as a private sector representative for Clay County in August 2014 and has completed her second 3-year term. Andrea Koczur made a motion to re-elect Sarah King. Second by Lyle Hovland. Motion carried.
- f. Community Implementation Hubs Grant – In partnership with West Central Initiative to create Community Implementation Hubs to implement and test a web-based service navigation system for pregnant and parenting families with young children using relationship based and culturally appropriate practices. This is now a regional partnership with WCI taking the lead. Loren Ingebretsen made a motion to approve a collaborative application with West Central Initiative for a regional Hub approach with CAPLP as a sub-grantee. Second by Eloisa Pigeon. Motion carried.
- g. Mn Department of Revenue Tax Assistance Program - CAPLP is requesting funds from the MN Department of Revenue to support our Volunteer Income Tax Assistance Program. Funds help to support the Tax Site Coordinator position, travel to our outreach sites, and supplies needed to operate a successful program. Lyle Hovland made a motion to approve the grant application. Second by Renee Backlund. Motion carried.

#### **Report Backs:**

**Board Liaison to the Policy Council – Sarah King** – Head Start Policy Council met on Tuesday and staff reported that 19 children attended summer school and it was very successful. The children practiced wearing face masks in preparation for Kindergarten. Attendance was 96% this summer! The plan for fall is for each classroom to have a maximum of 8 children per classroom, with priority given to 4-year-olds and 7 children served through a virtual model. Meals will be provided to children that are served through the virtual model as well. Recently hired 3 new home visitors. Classes will begin September 14<sup>th</sup> and will be completed screening via home visits. Moorhead schools have resumed their special education referrals. A new online early childhood platform has been purchased to provide virtual learning to children that are connecting remotely that includes books, resources, music, and resources in multiple languages.

**Eric Bridges** – No report

**Housing Board Liaison – Jenny Mongeau** – No report

**Public Official Check-In:** Representative Ben Lien reported on the August Special Session which was only one-day. Representative Lien anticipates a Special Session every month through the remainder of the year due to the Peacetime State of Emergency requirements and believes there may be an opportunity to pass a bonding bill yet in 2020. Discussion took place regarding the MN Mask Mandate. Loren Ingebretsen reported that we had a historic number of absentee ballots during this primary. Be sure to vote early if you plan to vote via absentee ballot. Andrea Koczur reassured the board that the USPS is prepared to handle the absentee ballots, especially if given proper time for delivery.

**Breckenridge Office Building Update:** Lori Schwartz provided an update on the Breckenridge Building and shared photos of the progress with the board. Currently the crew is waiting on the windows but should still be done on time to move in during the month of November.

**Executive Director's Report:** Lori Schwartz reported to the board that she met with our recent new hires face-to-face. One of the new hires is the Wilkin County Home Visitor that will be based out of our new Breckenridge Office, who is very well respected in the community and has already received a referral. We will be sending out the succession plan for review in September, with team members identified in the event of a short-term absence of any of the Directors. We received over \$760,000 in CHAP funding to assist with those facing a housing crisis due to the COVID-19 pandemic. Head Start continues to plan for providing services to children in both a virtual and in-person option. We have been growing our team to support the growth in our programs in providing services to clients as well as administrative support. Lori has been working with the MinnCAP Board on revising the MinnCAP Board Bylaws. We were recently able to promote one of our team members who recently completed her 4-year degree to a role as a case manager. We hosted an All Staff Training via Zoom yesterday with Melissa Dahl on mindfulness and self-care which was very well received by our team. On August 28<sup>th</sup> we are hosting a CAPLP Birthday Party drive-thru celebration at Belsly from 1:00-3:00 pm. We will be providing t-shirts to staff and board members as well as a cupcake in a cup which are paid for thru our wellness fund. Please join us! At the September board meeting we will also be seeking approval on our Diversity, Equity and

Inclusion statement. Please take time to review and be prepared to discuss in September. The CAPLP All Staff will be held via Zoom on Friday, October 30<sup>th</sup> and will include a wide variety of training. Board members are welcome to join us for the day. We would like to have the Annual Board Meeting in conjunction with the regular October Board meeting via Zoom with a presentation beginning at 5:30 pm, followed by the regular board meeting, service awards, and strategic plan updates. We would plan to host our next Annual Board Meeting in April if we are able to meet in person at that time. We continue to explore our options for expanding our space at Belsly and will bring some more information this fall. The National Community Action Partnership Conference will be held virtually next week with Sarah King and Laurie Drewlow attending on behalf of the Board in addition to several members of our team. CAPLP was nominated for the Chamber Choice Awards and Lori will be attending the awards ceremony virtually. We are gearing up for our United Way campaign and want to ensure we host a good employee campaign again. The National Community Action Foundation (NCAF) Conference is being held virtually in November and we have the opportunity to send 2 board members as well as 6 additional team members to the conference since it is being held virtually. Lori will send the dates out – please notify her if you are interested in attending on behalf of CAPLP.

**Next board meeting:** Thursday, September 24th at 6:00 pm – Belsly Blvd location and Zoom Video Conference

**Adjournment:** Renee Backlund made a motion to adjourn. Meeting adjourned at 7:32 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 \_\_\_*