

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

Members Present: James Hamer, John Docken, Loren Ingebretsen, Sarah King, Renee Backlund, Jenny Mongeau, Andrea Koczur, Eloisa Pigeon, Lyle Hovland, and Branigan Hamer.

Members Absent: Chris Petersen, Ben Lien, Michelle Werner, Shelly Dahlquist, Kristin Knorr, Laurie Drewlow, and Jonathan Green.

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Operations Director; Michelle Skoblik, Financial Associate; and Amanda Even, Communications Coordinator.

Call to Order: James Hamer called the Governing Board meeting to order at 6:06 p.m. at The Mainline located at 9571 Hwy 9 S, Downer MN. There was a quorum.

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

Code of Ethic Review: The board read and discussed the following ethic: Recognize that the chief function of the Community Action movement at all times is to serve the best interests of the poor, thereby serving the best interests of all people.

Spotlight: Amanda Even Communications Coordinator provided an overview of two upcoming events. Paint it Forward which will be held on May 7th at the Rourke in Moorhead from 5:30-7:30. We are in need of artists to pair with clients to create art for the event, artists that might be willing to donate arts or crafts to be sold on a silent auction, and sponsors for the event. The second event is Giving Hearts Day which is on February 13th. Our focus is on our Workforce Development Program. Our goal is to raise \$10,000 on Giving Hearts Day for a total of \$20,000 including local match funds already raised. We are hosting a bake sale on February 13th from 11-2 called Dessert Course for Workforce. We are looking for volunteers to help with a bake sale on Giving Hearts Day, donate baked goods, help with thank you calls, thank you notes and social media shares. Watch for information in our newsletter and on Facebook.

Consent Agenda: Loren Ingebretsen made a motion to approve the consent agenda including the October and December 2019 Board Meeting Minutes, the Blue Cross/Blue Shield Grant, and the United Way of Cass-Clay Housing Grant. Second by John Docken. Motion carried.

Finance Committee Report:

James Hamer provided a report from the Finance Committee. Reviewing proposals for new fiscal and human resources software. Annual Budget will be presented next month. Lyle Hovland made a motion to approve the October-December Treasurer's report and the finance committee report. Second by John Docken. Motion carried.

Requests for Approval: -

- a. MinnCAP Legislative Agenda – Andrea Koczur made a motion to support the 2020 legislative agenda of the Minnesota Community Action Partnership (MinnCAP). Second by Sarah King. Motion carried.
- b. Head Start Policy Council By-Laws - Head Start seeks approval for the Policy Council By-Laws for 2019-20. There were no changes made to this year's By-Laws. Motion by Jenny Mongeau to approve the Head Start Policy Council By-Laws. Second by Sarah King. Motion carried.
- c. Breckenridge Property Construction Bid Process - The Capital Campaign Committee has been meeting and have finalized a floor plan for the new building. The committee recommends proceeding with the bidding process to begin construction in the spring of 2020. Bidding will be conducted through Shultz & Associates. Recommendation by Loren Ingebretsen to consider floor heat in the foundation as a second source of heat. Motion by Sarah King to proceed with the bidding process. Second by Andrea Koczur. Motion carried.
- d. 202.2 Employee Discipline for Conduct Outside of Work (revised) - To comply with suggested Risk Management review for additional policy to the CAPLP Agency Policy & Procedure manual. Motion by Jenny Mongeau to approve the policy. Second by John Docken. Motion carried.
- e. IRS Mileage Rate- The IRS has decreased the business Rate from 58 cents per mile in 2019 to 57.5 cents per mile in 2020 for business miles driven. Motion by Loren Ingebretsen to decrease the mileage rate to 57.5 cents per mile. Second by Renee Backlund. Motion carried.
- f. Review Agency By-Laws - CAPLP reviews the By-Laws on an annual basis. There is 1 revision recommended to the bylaws to match our personnel policies. Motion by Lyle Hovland to approve the by-laws with the change. Second by Andrea Koczur. Motion carried.
- g. Board Liaison to Housing Advisory Board – Motion by Andrea Koczur to appoint Jenny Mongeau to serve as the

liaison to the Housing Advisory Board vacancy and John Docken to serve as an alternate. Second by Eloisa Pigeon. Motion carried.

- h. Board Member Re-Election Ben Lien - Ben Lien was seated as a public official in January 2017 and has completed his first 3-year term. Motion by Jenny Mongeau to re-elect Ben Lien to a second term on the CAPLP Board. Second by Lyle Hovland. Motion carried.
- i. Seat New Private Sector Board Member - CAPLP currently has a vacancy on the Board of Directors for a Private Sector Representative from Clay County. Nicole Flick has applied for the position and owns a Child Care in Dilworth and lives in Moorhead. She has expertise in early childhood. Motion by Andrea Koczur to seat Nicole Flick. Second by Renee Backlund. Motion carried.
- j. Out of state Travel request Head Start – To send Shanna Grefsrud and Kristin Phillips to the National Head Start Association Conference to present along with Gayle Kelly and Matt Hendricks on the MN Head Start EC 3rd Grade Elementary Extension Study Findings. The board would like to request a presentation on the data at a future board meeting as well. Motion by Loren Ingebretsen. Second by Andrea Koczur. Motion carried.
- k. MN Department of Health Community Solutions Grant - CAPLP is requesting new funds from the MN Department of Health to support families and children ages 0 through 3rd grade, with an emphasis on serving American Indian households with children ages 0-3rd grade with the intention of increasing family support and improving educational outcomes for the children in these households. Motion by Sarah King to approve the grant application. Second by Lyle Hovland. Motion carried.

Annual Conflict of Interest Disclosure: All board members reviewed the Conflict of Interest Disclosure Form and were asked to complete the form identifying any conflicts of interest. Board members that were not present will be asked to sign the form at the next regular meeting.

Review Board Grid: The board reviewed the 2020 Board Meeting Grid outlining meeting dates, locations, and agenda items. There are 3 dates we are requesting to move the board meeting up to the 3rd Thursday from the 4th Thursday. February, July and August. Motion by Renee Backlund to approve the board grid and calendar. Second by Andrea Koczur. Motion carried.

Review Committee Assignments: Board Committees include the Finance Committee, Audit Committee, and Human Resources Committee. We encourage 2 members from each sector of the board to serve on a committee. Committee assignments were reviewed, and members were encouraged to sign up for committees.

Report Backs:

Board Liaison to the Policy Council – Sarah King – Dental providers continues to be a struggle however the number of children receiving dental care has greatly improved. There is a new provider in town that is providing dental care. Parent family and community engagement data – correlation between parents having goals for their child’s development and learning and children’s assessment scores. There are other positive correlations between parent goals and child assessments as well.

Public Official Check-In: Lyle Hovland reported that he is working with another Commissioner at an upcoming Knowledge Bowl event.

Vaping Presentation by Loren Ingebretsen: Loren Ingebretsen presented information he learned by attending an informational session on Vaping that was presented by Clay County Public Health. It is a significant public health concern, especially for our youth.

Executive Director’s Report: Lori Schwartz reported that Head Start is looking for 2 volunteers from the board to review the Enrollment and Selection Criteria for the Head Start Program. Renee Backlund and Andrea Koczur volunteered. Lori reported that she has been focusing on personnel issues recently. Over the past few months we have also been dealing with some safety issues related to clients and threatening behaviors. We are working on plans to increase security and safety especially at the Family Service Center. The NCAF Legislative Conference is coming up in March in DC. Congress is on recess during the conference so we will be meeting with the legislative staff. It is critical to support NCAF and bring our message to DC. Lori and Colleen are planning to attend on behalf of CAPLP. Lori presented to the board that there may be an opportunity to expand the Belsly site in the future. JRLC Day on the Hill is on April 1st. Lori will send more information to the board - please let Lori know if you are interested in attending. We have been working with Moorhead Public Schools on the concept of developing a Community School model to provide services to families out of the school. We are working on replacing the vacant Administrative Assistant position.

Next board meeting: Thursday February 20th, 861 Belsly Blvd. Moorhead.

Adjournment: John Docken made a motion to adjourn. Second by Sarah King. Meeting adjourned at 7:41 pm.

Michelle Werner, Secretary

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