

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On July 16, 2020**

Members Present: James Hamer, John Docken

Members Present via Zoom Video Conference: Andrea Koczur, Laurie Drewlow, Shelly Dahlquist, Sarah King, Renee Backlund, Jonathan Green, Eloisa Pigeon, Chris Petersen, Loren Ingebretsen, Ben Lien, Lyle Hovland, Nicole Flick

Members Absent: Jenny Mongeau, Branigan Hamer, Michelle Werner, Kristin Knorr, 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 Becki Johnson, Economic Empowerment Director (via zoom).

Call to Order: James Hamer called the Governing Board meeting to order at 6:00 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: Lead the Community Action movement with respect, concern, courtesy and responsiveness, recognizing that service to the poor is beyond service to oneself.

Spotlight: Becki Johnson, Economic Empowerment Director provided a report on the Economic Empowerment Division of CAPLP including Refugee Resettlement, Wilkin County office, Whole Family services, VITA Tax Site, Homebuyer Education, Rainbow Bridge, Clay Seniors, Workforce Development, and Child Care Aware. All services have continued throughout the pandemic and responded with many new opportunities to provide services virtually, as well as limited in-person services when necessary.

Consent Agenda: John Docken made a motion to approve the consent agenda including the June 2020 Board Meeting Minutes. Second by Loren Ingebretsen. Motion carried.

Finance Committee Report: Brenda provided a report from the Finance Committee. No Treasurer's report was provided this month, due to the June closing was delayed due to the transition to KPay software and the board meeting was moved up one week. The fiscal team has been focusing on training on the new system. June month end was completed this week and we had approximately 20 grants closing at the end of June. We received a notice today that there was a security breach on our company that hosts our financial software. The breach was contained, and no data was compromised.

Requests for Approval:

- a. SNAP Outreach for Seniors – CAPLP would like to request \$50,000 from the National Council on Aging for their SNAP Outreach for Seniors grant program. This is a collaboration between the NCOA and Walmart Foundation focused on ending senior hunger. These are new funds that will help support the Clay Seniors program. Loren Ingebretsen made a motion to approve the grant application. Second by Laurie Drewlow. Motion carried.
- b. Auditor Selection – Every 5 years CAPLP is federally mandated to offer an RFP (Request for Proposal) for its Annual Audit to be performed by an Independent Accounting Firm. John Docken reported that the Audit Committee completed the RFP process and recommends extending the contract with Bergen KDV contract for one year to cover the transition period to new financial software, after which time we will go out for RFP again. John Docken made a motion to approve Bergen KDV as CAPLP Auditor for 1 year. Second by Sarah King. Motion carried.
- c. ESG CARES Grant –CAPLP would like to apply for \$200,000 in funding to provide street outreach services to people that are literally homeless over a 2-year period from Oct. 1, 2020-Sept. 30, 2022. The target population would be individuals/families sleeping outside or in places not meant for human habitation, a current unmet need in our community. With this funding CAPLP would be able to focus on the needs of this population, including providing supportive services to connect to housing, hygiene supplies, masks, clothing, etc. Renee Backlund made a motion to approve the ESG CARES Grant. Second by John Docken. Motion carried.
- d. COVID-19 Housing Assistance Program (CHAP) Grant – CAPLP would like to apply for \$1,000,000 of homeless prevention assistance funds to avoid homelessness of households due to COVID related impacts. Funds may be used to assist with past due rent, mortgage or utility payments from 3/1/2020 to 12/30/2020. Jonathan Green made a motion to approve the CHAP Grant. Second by Shelly Dahlquist. Motion carried.

Report Backs:

Board Liaison to the Policy Council – Sarah King – Sarah reported that the Head Start Policy Council has not yet met this month, but wanted to highlight page 6 of the Head Start progress report from the Board Packet that highlighted the life of a Head Start family during the pandemic. Thank you to Head Start for being there to support families during this difficult time.

Eric Bridges – No report

Housing Board Liaison – Jenny Mongeau – No report

Public Official Check-In: Ben Lien reported that the MN Legislature is currently in special session and will be re-convening next week to continue to work on a comprehensive bonding bill as well as police reform. Governor Walz signed 60 Million in CARES funds to help small businesses in the last special session. Governor Walz also allocated CARES funding to support housing, child care, food banks, and shelters across MN. Discussion took place regarding the extension of the Peacetime State of Emergency, and potential statewide police reform. Jonathan Green reported that he and Lyle Hovland had a conversation with Wilkin County Public Health regarding Healthy Families MN and Early Head Start services in Wilkin County, and how we can collaborate to serve at risk children across Wilkin County. Loren Ingebretsen reported that the townships are working to prepare for the upcoming elections to ensure that individuals can vote safely.

Executive Director's Report: Lori Schwartz reported that we have one staff that tested for her Certified Community Action Professional exam this week. We have 2 staff completing the Community Action Leadership Institute next week with a presentation at the MinnCAP Board meeting virtually. Next month's meeting is one week early due to the National Community Action Partnership Conference that will now be held virtually. Due to the lower cost of the virtual conference, we are able to send additional staff as well as board members that may be interested in this national opportunity. If you are interested in attending the conference virtually, please contact Lori. Lori reported that Jenny Mongeau and Sarah King have volunteered to serve on the Diversity, Equity and Inclusion Committee at CAPLP. CAPLP staff are working diligently to follow our pandemic preparedness plan and attend events virtually whenever possible. Our team continues to grow and respond to the needs in our community and have been adding team members and seeking out grant opportunities. CAPLP continues to develop our efforts to lead in the community on our efforts to provide Whole Family services to households. Lori provided an update on the Breckenridge Facility Construction. Recently, CAPLP received a used UHaul from Higher Power Automotive to assist clients with moving. Head Start has been operating small classrooms in session for summer school operating through the month of July. Precautions are in place to assist children with social distancing, health screening, and keeping group sizes under 10 people. The Office of Head Start is allowing local control over decisions giving the current pandemic. We continue to explore options for additional space as we are growing our team.

Next board meeting: Thursday, August 20th at 6:00 pm – Location TBD

Adjournment: Renee Backlund made a motion to adjourn. Meeting adjourned at 7:58 pm.

Michelle Werner, Secretary

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