

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On March 26, 2020**

Members Present: James Hamer, Michelle Werner

Members Present via Zoom Video Conference: John Docken, Loren Ingebretsen, Branigan Hamer, Shelly Dahlquist, Chris Petersen, Lyle Hovland, Eloisa Pigeon, Nicole Flick, Sarah King, Andrea Koczur, Jenny Mongeau, Ben Lien, Renee Backlund,

Members Absent: Kristin Knorr, Laurie Drewlow, Jonathan Green and Eric Bridges, Head Start Policy Council Liaison.

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Operations Director; Brenda Montplaisir, Finance Director; and David Shultz, Shultz & Associates (Via Zoom).

Call to Order: James Hamer called the Governing Board meeting to order at 6:05 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: Respect the structure and responsibilities of the board of directors and provide them with facts and advice as a basis for their making policy decisions and uphold and implement policies adopted by the board of directors.

Breckenridge Facility: Lori Schwartz reported to the board that we received notice from West Central Communities Action declined to bid, so we do not have a bid from them to review. David Shultz of Shultz and Associates provided an overview of the bidding process and bids for the Breckenridge Facility. We had multiple interested parties that received bid packets and ultimately received two bids. The low bid was \$422,000 and the high bidder was \$438,000. This is substantially higher than the estimates we originally received that were based on the work being done by the West Central Communities Action work crew, which was estimated at \$247,000 based on a very low labor rate. David's recommendation is to work with the low bidder, Command and Control to identify areas where we could reduce costs to get the total project cost down. Lori Schwartz recommended that the board refer these negotiations to the Facilities Committee and bring the recommendations back to the full board at the April meeting. Question was raised regarding the cost per square foot and if it is comparable to other projects of this type. David indicated the cost per square foot is \$288 per square foot which is on the high end but not outside of the expected range. There are several unique factors that drive up the price including the foundation work that needs to be completed. Referred to the Facilities Committee.

Consent Agenda: Ben Lien made a motion to approve the consent agenda including the February Board Meeting Minutes, February 2020 Treasurer's Report, Live Well at Home Grant, Head Start State Funding, Blue Cross Blue Shield Grant, and MNSure Navigator grant. Second by Chris Peterson. Motion carried.

Finance Committee Report:

Brenda Montplaisir provided a report from the Finance Committee. CAPLP recently closed out our year end with over 2 Million more than budgeted in revenues. Working on getting the audit completed. All fiscal staff are working remotely and have encountered some challenges, but continuing to get payments out and reimbursements in. Month end may be late. Eloisa Pigeon made a motion to approve the finance committee report. Second by Loren Ingebretsen. Motion carried.

Housing: Spotlight on housing is tabled until a later date. Emma Schmidt will come at a later date to present.

Requests for Approval:

- a. FM Area Foundation Grant Application – Tabled – grant guidelines changed due to COVID-19 Pandemic.
- b. Breckenridge Facility – Tabled – referred to facilities committee for negotiations.
- c. SNAP Education and Training- CAPLP is seeking funding to receive reimbursement for workforce activities through the SNAP Education and Training program. Chris Petersen made a motion to approve. Second by Lyle Hovland. Motion carried.
- d. Whole Family Approach Community of Practice – To apply to participate in the National Community Partnership Communities of Practice for Whole Family. Renee Backlund made a motion. Second by Eloisa Pigeon. Motion carried.
- e. Whole Family Grant- To support our Whole Family approach implementation – Motion by Loren Ingebretsen. Second by Jenny Mongeau. Motion carried.

Report Backs:**Board Liaison to the Policy Council – Sarah King – No report****FCS Board Liaison – Jenny Mongeau/John Docken – No report**

Public Official Check-In: Lyle Hovland reported that Wilkin County has had their first confirmed case of COVID-19 as of yesterday. Emergency personnel and protocols are in place across the county staff. Jenny Mongeau reported that there will be a Facebook live event at 7:30 through the Cass-Clay Food Partners to talk about how residents can access food. Clay County continues to implement emergency procedures as well. Ben Lien reported that the state approved over 200 Million to support health care facilities, emergency loan program for small businesses to keep operations up and running, support for child care providers, food support, and homeless networks as well as DMV extensions and waivers of rules and statutes to ensure efficient program delivery. A lot of questions have been raised regarding the Governor's Stay at Home order that was issued yesterday in an effort to slow and stop the spread of COVID-19. The goal is to ensure that our hospitals and health care facilities are not overburdened and can continue to respond to this health care crisis. Loren Ingebretsen asked board members to consider donating food that is not being used in your local churches and communities to the food pantry to get it out to those in need. Also please consider the social isolation that seniors are experiencing during this time and reach out to keep seniors we know connected socially. Shelly Dahlquist reminded Moorhead residents to sign up for e-notifications on the City of Moorhead website to receive emergency announcements.

Executive Director's Report: Lori Schwartz reported that she has a lot of good news to share. We had a webinar with David Bradley today and there is an additional 1 Billion in CSBG funding to respond to the COVID-19 crisis that can be spent over 2 years and serve households up to 200% of poverty. These funds will enable us to meet the needs of our unique community as we respond and rebuild after this health care crisis. The annual dinner has been cancelled; however, we will have a regular board meeting via Zoom. We are scheduled to have a food drop in Wilkin County in May, and we are working with North Country to see if we can figure out a way to continue this while practicing social distancing. We continue to investigate expansion opportunities at Belsly. CAPLP staff have been working remotely this past week. The leadership team began planning for this possibility about 10 days before this was implemented to ensure that we could continue to provide services during this difficult time. Housing staff have been providing Homeless prevention intakes over the phone, households that are currently on supportive housing programs are continuing to receive services over the phone, for households in need of food or supplies case managers have been dropping them off at the doors. Since March 16, we have taken 49 housing calls and 15 of them were related to COVID-19 and loss of employment. Kim Trautman has been working with our unemployment specialist to prepare in the event of unemployment claims as well as Dawson insurance on ensuring we are covered for Workman's Comp insurance as individuals are working from home. Seniors staff have been reaching out to our seniors on a regular basis to make sure they are connected and have what they need. We are working on a plan to deliver NAPS boxes to seniors once the Shelter in Place is lifted. Child Care Aware staff have been working to support Child Care Providers and implementing plans to offer training remotely. 25-30% in our region have made the decision to close. MNSure is having a special open enrollment period and our MNSure Navigator is set up to complete applications over the phone. VITA Tax Clinics have been postponed and will be resumed as soon as it is safe to do so. Staff have also been participating in online trainings and professional development. Head Start has been doing tele-visits via Facebook and You Tube weekly and supporting parents primarily with parenting concerns and children's behaviors. Enrollment intakes are also occurring over the phone for the 2021 school year.

Next board meeting: Thursday April 23, 2020 via Zoom

Adjournment: Renee Backlund made a motion to adjourn. Meeting adjourned at 7:12 pm.

Michelle Werner, Secretary

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