

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On August 26, 2021**

Members Present: Laurie Drewlow, Eloisa Pigeon, Loren Ingebretsen, Renee Backlund, Shawna Korinek, Sarah King, Michelle Werner and Lyle Hovland

Members Present via Zoom Video Conference: John Docken, Andrea Koczur, Nicole Flick and Jenna Kahly

Members Absent Excused: Jenny Mongeau and Heather Keeler

Members Absent Unexcused: Branigan Hamer, Amber Collins, Jonathan Green, Kristin Knorr, and James Hamer

Employees and Others Present: Lori Schwartz, Executive Director; Michelle Skoblik, Lead Financial Specialist; Colleen Murray, Operations Director; and Kim Trautman, Human Resources Director (via Zoom)

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

Call to Order: Laurie Drewlow called the Governing Board meeting to order at 6:04 pm 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.

Code of Ethic Review: The board reviewed and discussed the selected 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: In Boards We Trust- CAPLAW Video – Board Training video that covered the responsibilities of being a board member through the lens of duty of loyalty. Each board members obligation to place the interests of the CAA before their personal interests and how to address conflicts of interest.

New Board Member Welcome: Laurie Drewlow introduced new board member Shawna Korinek, private sector representative from Wilkin County. Farewell to John Docken and thank you for your service!

Consent Agenda: Loren Ingebretsen made a motion to approve the consent agenda including the July 2021 Board Meeting Minutes, the July Treasurer's Report and the MN Department of Revenue Grant Application. Second by Eloisa Pigeon. Motion carried.

Finance Committee Report: Michelle Skoblik provided the finance committee report. Michelle reported that the new software has produced new budget reports that were presented to the finance committee and were included in the packet. New reports are easy to read and provides a nice breakdown by division. Reminder that all board members are invited to stop by unannounced for a spot check on our fiscal policies and procedures. The request for proposal for auditors went out and are due in mid-October. A banking request for proposal also went out with consideration for positive pay option to increase security. Lyle Hovland made a motion to approve the finance committee report. Second by Shawna Korinek. Motion carried.

Requests for Approval:

- A. New & Amended Policy for 2021 Annual Policy & Procedure Manual review –** Kim Trautman provided an overview of the recommended changes and additions to the Policy and Procedure Manual. CAPLP is seeking board approval for the following NEW policies: 814.2 Remote Work & Reasonable Accommodation 702.2 Volunteer Policy 204.2 Recruitment Incentive Policy and for the following AMENDED policies: 601.1 Tobacco Free & Fragrance-Free Facilities 503.1 Holidays 203.1 Sexual, Discrimination and Other Harassment 202.1 Equal Employment Opportunity. Andrea Koczur made a motion to approve the Policy & Procedure Manual updates. Second by Renee Backlund. Discussion took place regarding the importance of the updates to the HR policies, and remote/hybrid work situations. Recommendation to add a statement to the Remote Work policy regarding regular evaluation of the remote work situation and the revocation of remote work privileges if performance is not satisfactory, or at the discretion of agency leadership. Motion carried.
- B. 2021 Risk Assessment -** The Organizational Standards require that we complete a Risk Assessment every 2 years and the last one was approved by the board in 2019. The goal of risk assessment is to understand the risks that our organization confronts and clarify the extent to which we can undertake strategies (risk mitigation) to control the likelihood of occurrence and the severity of the consequences. The executive

summary of the 2021 assessment is included in your packet along with the full report. The leadership team will work with the full board to implement recommendations for improvement over the next 2 years. Lyle Hovland made a motion to approve the 2021 Risk Assessment. Second by Sarah King. Discussion took place regarding cyber-security as an area of risk. Motion carried.

- C. Mardag Foundation Grant** - CAPLP is requesting funding from the Mardag Foundation to support our Senior Navigator program. This funding would support the position expenses while we implement the new Medicaid billing procedures which would make these positions self-sustaining in the future. Eloisa Pigeon made a motion to approve the Mardag Foundation Grant application. Second by Michelle Werner. Motion carried. Renee Backlund Abstained.
- D. Bridge to Career Pathways Grant** - CAPLP is seeking funding from DEED (Department of Employment and Economic Development) to support our Career Connect program. These funds would help to pay for future training cohorts, client support needs, and additional case management services. Michelle Werner made a motion to approve the Bridge to Career Pathways Grant Application. Second by Shawna Korinek. Motion carried.
- E. Pathways to Prosperity On-Ramp Grant** - CAPLP is seeking funding from DEED (Department of Employment and Economic Development) to support our Career Connect program. These funds would expand our current program to target services to individuals who have not yet completed a GED or High School Diploma or need English Language Learner classes in order to obtain employment opportunities. This grant would provide a Career Connect Coach who works specifically with participants on these goals to get them ready to enter the workforce or transition into one of our career connect training cohorts at M State. Loren Ingebretsen made a motion to approve the Pathways to Prosperity On-Ramp grant application. Second by Michelle Werner. Motion carried
- F. ACF/OHS Continuation Federal 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. This is our annual continuation application, and we will be serving the same number of children in both EHS Homebase (86) and Head Start Center based Program Options (111). Andrea Koczur made a motion to approve the ACF/OHS Continuation Federal Grant application. Second by Shawna Korinek. Motion carried. Michelle Werner Abstained.
- G. Head Start Program Information Report (PIR) Summary for PY 2020-21** - The Head Start program is required to submit a complete an annual Program Information Report (PIR) to the Office of Head Start. The report is a summary of program enrollment and component area statistics at the close of a "school" year. Attached is the summary report for both EHS and HS programs. The full report is available to the public at any time. Sarah King made a motion to approve the Head Start Program Information report. Second by Andrea Koczur. Discussion took place regarding the report and kudos to the Head Start team for the amazing outcomes achieved during the pandemic. Motion carried
- H. Head Start Policies for the 2021-22 Program year** - Head Start seeks approval for the 2021-2022 Program year Policies. Each year Head Start reviews and updates policies to ensure effective programming. Shawna Korinek made a motion to approve the Head Start Policies for the 2021-22 program year. Second by Eloisa Pigeon. Discussion took place regarding the changes to policies due to COVID-19 pandemic. Motion carried. Michelle Werner Abstained.

Report Backs:

Head Start Policy Council - Sarah King & Amber Collins – Sarah King reported that the Head Start team should feel proud of the hard work they have achieved during an especially difficult year. Sarah highlighted several areas of the Head Start Program Information Report. Head Start is nearly fully enrolled with a healthy waiting list for the 2021-2022 school year and are holding a few slots open for high-risk families that may enroll at the last minute. Transportation will be provided on a limited basis.

Housing Advisory Board Liaison – John Docken, the Housing Advisory Board did not meet last month, no report.

Public Official Check-In: Lyle Hovland reported that Wilkin County is in the midst of their annual budgeting process. Loren Ingebretsen reported that the township has applied for funding from the CARES act to renovate the town hall and provide expanded space for social distancing. Jenna Kahly reported that Clay County is also completing the budgeting process. Clay County is an area of high transmission for COVID-19 spread. Jenna had put forth a motion to require masks in all County Buildings at the last board meeting, but it did not pass.

Belsly Site Ribbon Cutting by FMWF Chamber of Commerce: September 10th at 10:00 am at the new Belsly Building located at 891 Belsly Blvd Moorhead. Board members are encouraged to attend.

Executive Director's Report: Lori Schwartz reported that Heather Keeler completed a Native American smudging ritual

in the new building to release negative energy and begin a fresh start in our new space. The United Way of Cass-Clay has named a new board president Karla Isley. As the CEP Board Chair, Lori attended the MAWB – MN Association of Workforce Boards conference in the past month and learned a lot about workforce including the number of jobs loss in 2020 due to COVID and the recovery of the economy which is anticipated by the end of 2022. CAPLP has had increased difficulty recruiting new employees for some positions. The experts also predicted that we will need to incorporate more hybrid and flexible work schedules to attract and retain employees in the new workforce. Lori also participated in a discussion with Commissioner Grove regarding a proposal to reduce services at workforce centers across MN and the affects that will have on low-income people in our community. We officially closed on the new building at 891 Belsly Blvd on Tuesday. Special thanks to John Docken for reviewing all the documents and assisting with the closing process. The administrative offices will move to the new space on September 7th and 8th and we will vacate the 4th floor of the Family Service Center. We hope to have our board meeting in the new conference room next month. The full amount of the cash to close was donated to us by a very special friend of CAPLP, which made this purchase possible for our organization. We will host a ribbon-cutting ceremony on September 10th and will have a larger celebration and dedication of the building when we can safely gather. CAPLP leadership made the decision to continue to follow CDC guidelines and require masks in CAPLP workspaces when distancing cannot be maintained while the community spread is substantial or high. We will also be following the MN Department of Health recommendation to have unvaccinated employees get tested for COVID-19 once a week. The vaccination rate of our employees is high, however a very high percentage of the customers we serve are not vaccinated, including Head Start children. We have continued to work with RACC on the transition of Rainbow Bridge to their umbrella of services. Guidance from Head Start continues to be focused on providing in-person services for this school year. We will have a Federal Head Start review the week of October 11, 2021. CAPLP has won two awards for the National Community Action Partnership Annual Convention! The National Community Action Partnership has selected two CAPLP nominees for awards at their Annual Convention. Maria Steen, Child Care Aware Manager at CAPLP, will receive the 2021 National Advocacy Award and Jamie Roach, a CAPLP Career Connect graduate, will be honored with the 2021 National Sargent Shriver Personal Achievement Award. The awardees were selected among nominations received from the over 1,000 Community Action Agencies across the nation. The awardees will be honored at the Awards Gala in Boston, MA next week. Discussion took place regarding businesses mandating COVID-19 vaccines and incentives for more people to get vaccinated. CAPLP provided an incentive to our team to earn an extra 8 hours of earned time to any team members that get vaccinated, and all MN residents can get \$100 incentive for receiving the vaccine as well. The board expressed a special thank you to Lori and the leadership of CAPLP from the board for your leadership and growth in all areas.

Next Board Meeting: September 23rd, 2021 - Belsly CAPLP & Zoom option. Laurie Drewlow reminded board members to RSVP to Christina and we are going to be following our bylaws in regards to unexcused absences and the removal of board members.

Adjournment: Loren Ingebretsen made a motion to adjourn. Meeting adjourned at 7:48 pm.

Eloisa Pigeon, Secretary

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