

**Annual Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On January 28, 2021**

Members Present: James Hamer, Laurie Drewlow

Members Present via Zoom Video Conference: Andrea Koczur, Eloisa Pigeon, Jenny Mongeau, John Docken, Loren Ingebretsen, Nicole Flick, Renee Backlund, Sarah King, Kristin Knorr, Lyle Hovland, Michelle Werner, and Chris Petersen.

Members Absent: Branigan Hamer, Jonathan Green, Shelly Carlson, Heather Keeler

Employees and Others Present: Lori Schwartz, Executive Director; Others present via Zoom: Brenda Montplaisir, Finance Director; Colleen Murray, Operations Director; Kim Trautman, Human Resources Director, Amber Collins, Policy Council Liaison to the Board; Molly Christianson, Homeownership Advocate.

Call to Order: James Hamer called the Governing Board meeting to order at 6:01 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.

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

Code of Ethic Review: The board discussed the Code of 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: Fiduciary Training -- CAPLAW: Why are you here? - Tabled until February meeting

Consent Agenda: Jenny Mongeau made a motion to approve the consent agenda including the December 2020 Board Meeting Minutes and December 2020 Treasurer's Report. Second by Sarah King. Motion carried.

Finance Committee Report: Brenda Montplaisir provided the finance committee report. The COVID Housing Assistance Program is winding down, which provided almost \$2 Million to assist households facing eviction since September. Year-end reporting is under-way. Started working on the annual budget for the 2021-2022 fiscal year. Transition to new software is on track for the March 1st start date. James Hamer made a motion to approve the finance committee report. Second by Lyle Hovland. Motion carried.

Requests for Approval:

- A. Board Member Election – Shelly Carlson, Ward 2 Moorhead City Council. Loren Ingebretsen made a motion to seat Shelly Carlson on the CAPLP Board of Directors. Second by John Docken. Motion carried.
- B. Board Member Election – Heather Keeler, MN State House of Representatives. Sarah King made a motion to seat Heather Keeler on the CAPLP Board of Directors. Second by Kristin Knorr. Motion carried.
- C. Annual Affirmative Action Report – Kim Trautman provided an overview of the Affirmative Action Report which was filed in December 2020. James Hamer made a motion to approve the Affirmative Action Report. Second by John Docken. Discussion took place regarding the report, including turnover rate. Motion Carried.
- D. Pathways Experience: Consultant Contract, Malcolm Ratchford – Lori Schwartz provided an overview of the proposal to consult with Malcolm Ratchford for a one-year project that will provide leadership and coaching to develop, implement, and evaluate a Diversity, Equity, and Inclusion Culture Shift around Racial and Social Justice. Loren Ingebretsen made a motion to approve the proposal. Second by Jenny Mongeau. The board discussed the cost of the proposal, and the importance of this work. Motion Carried.
- E. IRS Mileage Reimbursement Rate Effective 1/01/2021 - The IRS has decreased the business Rate from 57.5 cents per mile in 2020 to 56 cents per mile in 2021 for business miles driven. Jenny Mongeau made a motion to approve the IRS Mileage Reimbursement Rate. Second by Loren Ingebretsen. Motion Carried.
- F. Board Self-Assessment Results – Laurie Drewlow provided an overview of the results of the 2020 Board Self-Assessment and areas of focus including developing the financial resources needed to support the strategy, overseeing financial performance, ensuring adequate risk management, and board development. James Hamer made a motion to approve the Board Self-Assessment. Second by Andrea Koczur. Motion Carried.
- G. Amendment to Policy 815:1 - Workplace Protection -- Infectious Disease Pandemic – Kim Trautman provided an overview of the expiration of Federal Families First Coronavirus Response Act Paid Leave provision. CAPLP would like to continue to provide paid leave to incentivize employees to self-isolate and prevent the spread of an infection after the Agency is no longer obligated by law. Renee Backlund made a motion to approve the policy amendment. Second by Sarah King. Motion Carried.
- H. MinnCAP State Policy Priorities – Lori Schwartz provided an overview of the Minnesota Community Action Partnership (MinnCAP) State Policy Priorities, which includes a priority to maintain State Community Action Grant

funds. Lori also provided an overview of her role on the MinnCAP board. Loren Ingebretsen made a motion to support the MinnCAP State Policy Priorities. Second by John Docken. Discussion took place regarding the current MN Community Action Grant funding. Motion Carried.

- I. 2021 Bylaws Review – The Board is required to review the bylaws annually. James Hamer made a motion to approve the bylaws. Second by Michelle Werner. Motion Carried.
- J. 2021 Signature Authority - Signature Authority is given for the day to day operations of the Agency to continue smoothly without the constant presence of the Board of Directors. An Authorized Signature is requested on many items such as, but not limited to: Grant applications and agreements, Contract Service Agreements, Lease Agreements, Agency Credit Card Applications, Agency Vouchers, and Report Forms. Loren Ingebretsen made a motion to approve that Lori Schwartz, Executive Director, Colleen Murray, Director of Operations, and Laurie Drewlow, Lakes & Prairies Board Chair, be given full signatory authority on behalf of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. Second by Michelle Werner. Motion carried.
- K. RACC Absorption of the Rainbow Bridge Program – Lori Schwartz provided an overview of the history of our work on the potential of transferring the Rainbow Bridge Program to the Rape & Abuse Crisis Center. While it is very difficult to let go of these services and the incredible team that works in this program, the Rainbow Bridge Program is a better fit with the mission of RACC and it will provide opportunities to grow and strengthen the programs and services. Michelle Werner made a motion to approve the formal transition process of the Rainbow Bridge Program to RACC. Second by Renee Backlund. Discussion took place about the important work that Rainbow Bridge does and how critical it is to ensure that it continues. Motion carried.
- L. Head Start - Pathways II Early Learning Scholarships State Application - All Four-Star Parent Aware-rated programs are eligible to apply for funding. Funding will be used for staff salaries and for Mental Health Coaching within the Head Start Classrooms. James Hamer made a motion to approve the Pathways II Early Learning Scholarships State Application. Second by Michelle Werner. Motion Carried.
- M. CSBG Annual Report – Colleen Murray provided an overview of the CSBG Annual Report. The annual report includes information gathered across all agency programs regarding CSBG expenditures, agency capacity and resources, as well as outcomes related to community level and individual and family level goals. Chris Petersen made a motion to approve the CSBG Annual Report. Second by Michelle Werner. Motion Carried.
- N. 804:2 Employee Use of Personal Technology for Agency Purposes - Addition of policy to reimburse employees for cell and internet usage compliant with IRS guidelines to make it part of an accountable plan. Beginning in January 2021, the monthly reimbursement rate for cell phone use will be \$40 monthly, and internet \$20 monthly. Michelle Werner made a motion to approve the policy. Second by James Hamer. Motion Carried.

Board Officer Elections:

Board Chair – Laurie Drewlow

Vice Chair – James Hamer nominated John Docken to serve as Vice Chair. Motion Carried.

Secretary - James Hamer nominated Eloisa Pigeon to serve as Secretary. Motion Carried.

Treasurer – Renee Backlund nominated Andrea Koczur to serve as Treasurer. Motion Carried.

Board Liaison Appointments:

Head Start PC Council – Sarah King was appointed.

Housing Advisory Board – John Docken was appointed.

Dashboard Report: Colleen Murray provided an overview of the agency-wide dashboard report. This report is intended to provide an overview of important information from multiple data sources in one, easy to access location. The dashboard provides data on financials, HR, communications and development and program outcomes. This dashboard is a requirement of the Pathways to Excellence standards to achieve the Award for Excellence.

Report Backs:

Head Start PC Board Liaison - Sarah King – Attendance is up to 88% which is an increase from last month, but down a little from last year at this time. Lots of great things happening in Head Start despite the pandemic. Sarah encouraged everyone to take a look at the report in your packet.

Head Start Policy Council Liaison - Amber Collins – No Report

Housing Advisory Board Liaison - Jenny Mongeau– No Report

Public Official Check-In: Lyle Hovland reported that public health has begun distributing COVID-19 vaccines in Wilkin County and they are hoping to receive more doses soon.

Review 2021 Board Grid: The board reviewed the 2021 board grid and plan for meetings this year.

Review Committee Assignments: The board reviewed the committee assignments for the Finance, HR and Audit Committees and requested interested members to serve. If anyone is interested, please let Lori Schwartz know.

Conflict of Interest and Standards of Conduct Annual Signatures: Board members are required to disclose any conflicts of interests and sign the Code of Conduct statement annually. This year they will be sent out via docu-sign. Please review and electronically sign when you receive them.

Giving Hearts Day - February 11th – Colleen Murray reported that Giving Hearts Day is coming up on Thursday, February 11th. Amanda could use volunteers to help with calling donors and thanking them for their support on Giving Hearts Day and help spreading the word about CAPLP. Thank you to the board members that have already signed up to volunteer! This year, anyone that schedules a gift of \$10 or more for Giving Hearts Day before February 9th will be entered to win a TRUCK – 2021 Chevy Silverado 1500 amongst other prizes! We will email you detailed information on how you can help.

Executive Director's Report: Lori Schwartz reported that our team has been very busy. Thank you to the board for supporting our team and helping us keep our team safe during these difficult times. The National Community Action Foundation, our Community Action Lobby group is financially struggling, and their work is critical. Lori Schwarz will be presenting to the Clay County Joint Powers Board next week and is working with the Moorhead Public Library on their Community Assessment. We were all shocked by the sudden closure of Lutheran Social Services of ND. We had 15 teachers that were selected to receive their first COVID-19 vaccine through the statewide pilot last week. Solutions is scheduled to move into their new building September 1st, and we will be bringing additional information about the building at Belsly next month.

Next Board Meeting: February 25th, 2021 -- Belsly CAPLP & Zoom option. Up to 10 people in attendance at Belsly.

The Board thanked James Hamer for his service as Board Chair over the past 2 years.

Adjournment: Lyle Hovland made a motion to adjourn. Meeting adjourned at 8:05 pm.

Eloisa Pigeon, Secretary

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