

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On June 17, 2021**

Members Present: Laurie Drewlow, Loren Ingebretsen, Renee Backlund, James Hamer, Michelle Werner, and Eloisa Pigeon

Members Present via Zoom Video Conference: Jenna Kahly, Jenny Mongeau, Jonathan Green, and John Docken.

Members Absent Excused: Shawna Korinek, Lyle Hovland, Sarah King, Andrea Koczur, and Heather Keeler

Members Absent Unexcused: Branigan Hamer, Kristin Knorr, Nicole Flick, and Amber Collins

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Operations Director; and Brenda Montplaisir, Finance Director

Employees and Others present via Zoom: Becki Johnson, Economic Empowerment Director

Promise of Community Action: James Hamer recited the Promise of Community Action.

Call to Order: Laurie Drewlow called the Governing Board meeting to order at 6:05 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: Exercise whatever discretionary authority we have under the law to promote the interests of the poor. Laurie Drewlow requested that the board members consider advocating for the SNAP Market Bucks Program that provides match dollars for SNAP recipients at the Farmers Market. Please reach out to your State Senator to make sure they are aware how this program benefits low-income individuals and families.

Spotlight: Becki Johnson Economic Empowerment Division: Becki Johnson provided a report to the board on the programs and services provides by the team in the Economic Empowerment Division including Refugee Resettlement, Wilkin County services, VITA Tax Clinic, Homebuyer Education and Advising, Whole Family Services, Rainbow Bridge, Clay Seniors, Group Workcamp, Child Care Aware and Career Connect.

CAPLAW Training Video – Who Says What Goes? Laurie Drewlow provided an overview of the previous CAPLAW Training Videos and reminded the board of the importance of regular attendance and the by-laws which outline excused versus unexcused absences. The Board viewed the CAPLAW Training Video “Who Says What Goes” which covered how the board communicates and makes decisions, the board’s role in developing organizational policies, and the framework for governing board actions. Discussion took place regarding the video.

Consent Agenda: James Hamer made a motion to approve the consent agenda including the May 2021 Board Meeting Minutes and the May Treasurer’s Report. Second by Eloisa Pigeon. Motion carried.

Finance Committee Report: Brenda Montplaisir provided the finance committee report. Brenda reminded the board that we do have a Whistleblower policy that gets sent out annually. We should have preliminary financials next week on the audit. We did need to get a debt waiver this year with the addition of the debt for the Wilkin County property. The auditors will be at the July board meeting to present the audit. Brenda encouraged board members to stop by any time for a random fiscal check. Call any member of the fiscal team to get access to the building at the Family Service Center. The RFP for auditor will go out this summer. Lori Schwartz thanked the fiscal team for all their hard work on implementing new software. Michelle Werner made a motion to approve the finance committee report. Second by James Hamer. Motion carried.

Requests for Approval:

- A. Dental Insurance Premium Increase** - Our August 1, 2021, dental insurance contract renewal reflects an increase. CAPLP leadership recommends that CAPLP cover the increase for the single dental plan and contribute the same amount toward all other plans. Eloisa Pigeon made a motion to cover the dental insurance premium increase. Second by Michelle Werner. Motion carried.
- B. Out of State Travel Request** – Request for 7 team members to attend the National Community Action Partnership Annual Conference as well as the Whole Family Approach Convening in Boston, MA August 30-September 3, 2021. Jonathan Green made a motion to approve the out of state travel request. Second by Loren Ingebretsen. Motion carried.

Report Backs:

Head Start Policy Council - Sarah King & Amber Collins – No report. Please review the Policy Council Meeting Minutes and reach out to Sarah and Amber with any questions.

Housing Advisory Board Liaison – John Docken no meeting this month. Will meet next month.

Public Official Check-In: Jonathan Green reported that there has been a request to Wilkin County to fund a Discovery Center which would be a science lab and learning center for children which may include child care and a trampoline park.

Governance Committee: Laurie Drewlow provided an overview of the Board Committee Structure and the re-instatement of the Governance Committee. This committee's duties include reviewing the boards rights and responsibilities, reviewing the bylaws, mission vision and values, recommend new board members, lead board orientation, review conflict of interest disclosure, review Whistleblower and confidentiality policies, lead board evaluations, survey board for training needs and ensure the democratic process for low-income reps. We do like to have representation from all sectors of the board on our committees whenever possible. The committee would meet as needed and if anyone is interested in joining this committee please contact Christina Phipps.

Executive Director's Report: Lori Schwartz reported that we continue to work toward the goal of purchasing the remainder of the Belsly building. Solutions will be moving out mid-July, and we are hoping to close mid-August. Plans are underway to coordinate the move and set up of the new space. Lori presented at the Moorhead City Council meeting on Monday Night and shared the Annual Report. The leadership team and several other members of the CAPLP team volunteered this week on a Habitat for Humanity home for one of our Head Start parents. We also have a former Career Connect family that is also receiving a Habitat for Humanity home as well. We continue to work with Malcolm Ratchford on Diversity, Equity, and Inclusion work. Malcolm will be sending out homework to all of CAPLP and the board which includes watching 3 videos and submitting your response to the videos. The leadership team has continued to work to provide education and resources for our team to get vaccinated. We would like to begin an incentive program for the team members that have turned in their proof of being fully vaccinated. CAPLP is partnering with Clay County Public Health to host a vaccine clinic next week at the Family Service Center. The extended COVID-19 leave will end June 30th, however if it is necessary to re-instate it we will explore that option with either the full board or the Executive Committee. Laurie Drewlow requested that Lori Schwartz also attend the Breckenridge City Council as well as the Wilkin County Commissioners to share our annual report.

Next Board Meeting: Thursday, July 22nd at 6:00pm at 861 Belsly Blvd and via Zoom

Adjournment: Jonathan Green made a motion to adjourn. Meeting adjourned at 7:41 pm.

Eloisa Pigeon, Secretary

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