

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On September 23, 2021**

Members Present: Laurie Drewlow, Renee Backlund, Lyle Hovland, Andrea Koczur, Jenna Kahly, Shawna Korinek, Michelle Werner, Sarah King, and Jenny Mongeau,

Members Present via Zoom Video Conference: Nicole Flick and Jonathan Green

Members Absent Excused: Loren Ingebretsen, Kristin Knorr, James Hamer, Heather Keeler, Eloisa Pigeon

Members Absent Unexcused: Branigan Hamer, Amber Collins

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

Call to Order: Laurie Drewlow called the Governing Board meeting to order at 6:02 pm at 891 Belsly Blvd in Moorhead and via Zoom Video Conference due to the COVID-19 Pandemic. Laurie Drewlow shared a poem that was shared at the Ribbon Cutting Ceremony for the new building written by Loren Ingebretsen. Roll Call was conducted and there was a quorum.

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

Code of Ethic Review: The board reviewed and discussed the selected Code of Ethic: Serve in such a way that we do not realize undue personal gain from the performance of our professional duties.

Spotlight: Emma Schmit, Housing Director provided an update on the Housing Division, including over 20 different streams of funding to support households in a housing crisis including homeless prevention, homeless outreach and supportive housing programs. During the 1st 6 months of 2021, CAPLP provided services to over 400 people through our supportive housing programs. This is an increase of over 100 people over 2020. In addition, another 89 people were assisted with homeless prevention services, 75 households were screened and assisted with homeless services, and an average of 25 households per month received homeless outreach services. 84% of households that have exited services this year were exited into positive permanent housing situations. As a community we have been targeting ending Youth and Family homelessness and we have been making significant progress on this goal. CAPLP has also been working on an Equity Focus to address the disparities that we see in our community of households experiencing homelessness. Discussion took place regarding affordable housing, Rent Help MN, and community needs regarding housing.

Consent Agenda: Shawna Korinek made a motion to approve the consent agenda including the August 2021 Board Meeting Minutes, and the August Treasurer's Report. Second by Michelle Werner. Motion carried.

Finance Committee Report: Brenda Montplaisir provided the Finance Committee Report. We are 50% through the fiscal year as of the end of August and are at 45% spent agency wide. We have had some increased funding for COVID response which are being expended in addition to our regular grants. Requests for Proposals for banking and audit are due back at the end of October. Brenda will be working with the Audit Committee to review the Audit RFP and Andrea Koczur will review the banking RFP. Andrea Koczur made a motion to approve the finance committee report. Second by Renee Backlund. Motion carried.

Requests for Approval:

- A. Nominations for Vice Chairperson Replacement – The position of Vice Chair is currently vacant with John Docken resigning from the board. Laurie Drewlow nominated Sarah King to serve as Vice Chair. Second by Andrea Koczur. Motion carried.
- B. Head Start Policy Council representation from the CAPLP Board – The position of the Head Start Policy Council Liaison from the board is vacant with Sarah King serving her term limit on Head Start Policy Council. Sarah King nominated Renee Backlund to serve as the Head Start Policy Council Liaison. Second by Andrea Koczur. Motion carried.
- C. Housing Advisory Board representation from the CAPLP Board – The position of Housing Advisory Board Liaison from the board is vacant with John Docken resigning from the board. Andrea Koczur nominated Shawna Korinek to serve as the Housing Advisory Board Liaison. Second by Jenny Mongeau. Motion carried.
- D. Head Start Annual Report to the Community - Each year the Head Start program creates an Annual Report to the Community based on information gathered throughout the previous program year. The contents of the report are defined by the Head Start Act of 2007 and the report was included in the board packet. Laurie Drewlow provided

an overview of the Head Start Annual Report to the Community and thanked the Head Start team for all their hard work. Michelle Werner made a motion to approve the Head Start Annual Report to the Community. Second by Andrea Koczur. Motion carried.

- E. Board Member Election – To fill the current vacancy on the Board of Directors for the Private Sector in Clay County. We have an interested applicant, Cynthia Thormodson, who is a public accountant and would meet the requirements of the financial expertise. Jenny Mongeau made a motion to approve Cynthia Thormodson as a new representative of the private sector on the board. Second by Jenna Kahly. Motion carried.

Report Backs:

Head Start Policy Council - Sarah King & Amber Collins– Sarah King reported that Head Start is fully enrolled and fully staffed at the beginning of the 2021 school year. We have seen increased mental health and special education needs beginning the school year. President Biden and the Office of Head Start have announced the requirement that all Head Start employees must be fully vaccinated by January 1st, 2022. Currently 80% of the Head Start team are fully vaccinated. To date 47 families have been excluded due to COVID exposure. Today we had to close a classroom due to a COVID exposure in the classroom. We currently have a waiting list of 50 children for this current school year. Laurie Drewlow thanked Sarah King for her service on the Head Start Policy Council.

Housing Advisory Board Liaison – No report.

Public Official Check-In: Jenny Mongeau thanked CAPLP, the Housing Division and Emma Schmit for the work that they do in collaboration with Clay County Housing. Clay County has been exploring options to incentivize middle-income housing and workforce housing. Jenny encouraged everyone to follow Clay County Public Health and COVID numbers in Clay County which includes a spike in COVID numbers especially in children however there has only been one child under 20 hospitalized.

National CAP Conference: Lori Schwartz reported on the National CAP Conference that was held in Boston and virtually through a hybrid option. Kristin Phillips and Patty Lopez were recertified in CCAP in 2021, and Brenda Montplaisir, Colleen Murray, Becki Johnson and Lori Schwartz were recertified in 2020. Jamie Roach was honored with the Sargent Shriver Personal Achievement Award and Maria Steen was honored with the Advocacy Award.

Executive Director's Report: Lori Schwartz reported that we made some adjustments to the board grid, including the Succession Plan which will be reviewed next month. Lori and Colleen recently provided a Statewide training ROMA (Results Oriented Management & Accountability) training for CAP agencies across the state of MN along with the MN ROMA Trainers. We are currently recruiting for new candidate for Certified Community Action Professionals (CCAP) and may enroll up to 5 candidates this fall. We also have 4 team members that have applied to participate in the Community Action Leadership Institute (CALI). The National Community Action Foundation (NCAF) Conference is being held virtually again this year in November. Lori will send information to the board regarding the dates. If any board members are interested in attending, please let Lori know. Earlier this week we had a meeting with Moorhead Area Public Schools, Senator Eken and Representative Keeler regarding an expansion of services provided at VISTA Center for Education to provide a holistic, whole family approach and comprehensive early childhood services with a request for bonding dollars to support this vision. We will plan to plan to have a Strategic Plan Board Retreat in the late winter or early spring with Tom Iverson from Sagency. Our team was able to attend several Whole Family Learning Cohort trainings at the National CAP Conference and we are in the process of finalizing our plans for Whole Family Coaches and services. We are having a full-day planning session on October 1st for Whole Family planning. Our agency wide All Staff will be on Friday, October 29th and will be held virtually again this year. We will be bringing in a presenter to provide a training on the Whole Family Approach and integrated services to families in poverty. All of this planning is in preparation for our Whole Family Coach position we will be hiring in January and the roll out of our Whole Family Services. CAPLP Administrative Offices have been relocated to our new office and we have completed vacated the 4th floor of the Family Service Center, however we continue to provide direct services on the 1st floor of the building. The Ribbon Cutting Ceremony was great, and we plan to do an open house when it's safe to do so and we also plan to do an official Ribbon Cutting in Breckenridge as well. Andrea Koczur will reach her term limit on the CAPLP Board in October and we will be seeking a representative of the consumer sector from Clay County to replace Andrea. Lori reminded board members that once they have served 3 consecutive 3-year terms on the board they have reached their term limit, however they are eligible to re-apply to serve on the board after a 1-year break. Lori reported that next month we will be reviewing President Biden's vaccination and testing requirements that are set to begin January 1st of 2022 and seeking policy approval for CAPLP policies regarding these requirements. Recommendations will be brought to the HR committee for review and to the full board in October.

Next Board Meeting: October 28th, 2021 - Belsly CAPLP & Zoom option. Please RSVP with Christina by emailing christinap@caplp.org or texting 218.791.9741. If you do not RSVP you will be marked with an unexcused absence, 3 or more unexcused absences may result in removal from the board.

Adjournment: Michelle Werner made a motion to adjourn. Meeting adjourned at 7:59 pm.

Eloisa Pigeon, Secretary

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