

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc. - CAPLP  
On August 25, 2022**

**Members Present in person:** Sarah King, Lyle Hovland, Loren Ingebretsen, LeRoy Turner, Cani Aden, and Michelle Werner

**Members Present via Zoom Video Conference:** Jonathan Green, Shawna Korinek, Renee Charon, and Cyndee Thormodson.

**Members Absent Excused:** Jenna Kahly, LaRae Kuhfal, Eloisa Pigeon, Nicole Flick, Rochelle Palubicki, and Tiffany Ross

**Members Absent Unexcused:** Jenny Mongeau and Heather Keeler

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Finance Director; Colleen Murray, Operations Director; Via Zoom – Kim Trautman, Human Resources Director; and Helan Khalil, Policy Council Liaison.

**Call to Order:** Sarah King called the Governing Board meeting to order at 6:00 pm at 891 Belsly Blvd Moorhead, MN and via Zoom Video Conference due to the COVID-19 Pandemic. Roll Call and introductions were conducted and there was a quorum.

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

**Land Acknowledgment Statement:** The board reviewed and recited the following Land Acknowledgment Statement to recognize the relationship between Indigenous peoples and the land on which the meeting takes place. "I acknowledge I am in the process of learning about the complex history and many Indigenous peoples of the past and currently residing in what is called the Mdewakanton and Ochethi Sakowin land region."

**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:** Francie Mathes, Director of the Office of Economic Opportunity presented the History of Excellence & Results Oriented Management and Accountability (ROMA) – Tabled.

**Consent Agenda:** Michelle Werner made a motion to approve the consent agenda including the July 2022 Board Meeting Minutes, and the July 2022 Treasurer's Report. Second by LeRoy Turner. Motion carried.

**Finance Report:** Brenda Montplaisir reported that we are 40% through the year and expenses are at 46% for the fiscal year. A few areas are slightly overspent and will be covered by donations including the Group Residential Housing which hasn't had an increase in reimbursement since the program began in 2016. We will be working to seek an increase in this reimbursement from the State with increased expenses in this program. Our next Community Services Block Grant (CSBG) will be available to utilize to support programs as of October 1<sup>st</sup>. One of our Strategic Plan goals is to increase unrestricted funds to cover programs that need financial support. Lyle Hovland made a motion to approve the finance report. Second by Cyndee Thormodson. Motion carried.

**Requests for Approval:**

- A. Approval 990 - The 990 Tax Return has been sent to all member of the board for review. Requesting approval to tie up the last piece of the Audit for Fiscal Year 2021-2022. Loren Ingebretsen made a motion to approve the 990. Second by Michelle Werner. Motion carried.
- B. US Bank Foundation Grant - CAPLP has been invited to apply for funding to support our Homebuyer Education and Homebuyer Counseling services in the amount of \$7,500. Michelle Werner made a motion to approve the US Bank Foundation Grant. Second by LeRoy Turner. Motion carried.
- C. Policy & Procedure Annual Handbook Review - For the 2022 annual review, Human Resources had no new or amended policies to submit to the Board of Directors HR committee members. The entire CAPLP Policy & Procedure Handbook was shared with the committee members for their review. Shawna Korinek made a motion to approve the Policy & Procedure Handbook. Second by Cyndee Thormodson. Motion carried.
- D. Mardag Foundation - CAPLP is requesting funding from the Mardag Foundation to support our senior services in the amount of \$25,000. LeRoy Turner made a motion to approve the Mardag Foundation Grant. Second by

Loren Ingebretsen. Motion carried.

- E. Refugee Resettlement Program Grant - This grant will continue to fund CAPLP's Refugee Resettlement program for 2 years. This work is done in collaboration with Immigrant Law Center of Minnesota. Total funding for 2 years is \$300,000. Cani Aden made a motion to approve the Refugee Resettlement Program Grant. Second by Cyndee Thormodson. Motion carried.
- F. Head Start Program Information Report - The Head Start program is required to submit 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. Shawna Korinek made a motion to approve the Head Start Program Information Report. Second by Michelle Werner. Motion carried.
- G. Head Start Policies - Head Start seeks approval for the 2022-2023 Program year Policies. Each year Head Start reviews and updates policies to ensure effective programming. Policy Additions/Changes include: Lead Testing of paint and drinking water; Virtual Visit updated with New Covid guidance; Separated Pregnant Mom and Child Health Policy into 2 policies vs 1. Michelle Werner made a motion to approve the Head Start Policies. Second by Cani Aden. Motion carried

**Report Backs:**

**Head Start Policy Council** - Helan Khalil reported that Head Start Policy Council has been going well. There have been some changes to include SNAP as an automatic qualifier and the program is fully enrolled.

**Housing Advisory Board** - Shawna Korinek - no report.

**Public Official Check-In:** Loren Ingebretsen reported that there was a better turnout for the recent primary election than we have experienced in recent years. Both our State Senate and MN House 4B seats are up for election with our Kent Eken and Paul Marquart retiring.

**Executive Director's Report:** Lori Schwartz reported that we will have Francie Mathes complete her spotlight when more board members can be in attendance as this information is so important for board members. Lori recently attended a conference on behalf of the Concentrated Employment Program (CEP) as the chair of the CEP board. Community Action and CEP share many mutual goals with getting low-income families connected to living-wage employment. CAPLP hosted an All Staff event in August with a motivational speaker, team-building and sharing of our new Strategic Plan. We had lots of team members sign up to serve on Strategic Plan committees and were very excited to participate! Lori reminded the board that we are looking for volunteers from the Board to server on the Diversity, Equity and Inclusion (DEI) Committee. We are also looking for a representative from the Board to serve on the Clay County Collaborative Governance Board and Tiffany Ross is interested in serving. Please contact Lori if you are interested in serving on either committee. Next week our team is traveling to the National Community Action Partnership Conference and Lori will be attending the Mid America Community Action Association (MACAA) board meeting prior to the conference. Lori and Colleen Murray will be presenting a ROMA training along with 2 other ROMA trainers from the state for the MinnCAP Training Tuesday in September. Head Start team members are back and gearing up for the new school year. The Housing division is fully staffed after a long period of being short-staffed. We recently met with Moorhead Schools to explore partnerships with our Whole Family Program. Lori met with a representative from the MN Department of Health regarding a Health Equity project that is getting launched.

**Closed Session to discuss staffing issue:** Michelle Werner made a motion to close the session. Second by Lyle Hovland. Session closed. Lyle Hovland made a motion to close the closed session and re-open the session. Second by LeRoy Turner. Motion carred.

**Next Board Meeting:** September 22, 2022 – CAPLP Office - Breckenridge & Zoom. Please RSVP with Nicole by emailing [nicoleb@caplp.org](mailto:nicoleb@caplp.org) or texting 701.205.8215. If you do not RSVP you will be marked as unexcused.

**Adjournment:** Loren Ingebretsen made a motion to adjourn. Meeting adjourned at 7:17 pm.

---

Eloisa Pigeon, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_*