

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On February 24, 2022**

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

Members Present via Zoom Video Conference: Nicole Flick, Tiffany Ross, Jenna Kahly, Cyndee Thormodson, and Jim Hamer

Members Absent Excused: Jon Green, Sarah King and Shawna Korinek

Members Absent Unexcused: Jenny Mongeau and Heather Keeler

Employees and Others Present: Lori Schwartz, Executive Director; Brenda Montplaisir, Finance Director; Colleen Murray, Operations Director; Amanda Even, Communications Coordinator (Zoom) and Helan Khalil, Policy Council Liaison (Zoom).

Call to Order: Laurie Drewlow called the Governing Board meeting to order at 6:03 pm at 891 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: Laurie requested that the board really consider the words of the Community Action Promise and think about how it relates to your work as a CAPLP board member. She has appreciated serving on this board and what CAPLP does for the community. It is critical that you take your duty of Care seriously and serve as a responsible, engaged, accountable board member. The board recited the Promise of Community Action.

Code of Ethic Review: The board reviewed and discussed the selected Code of Ethic: Accept, as a personal duty, the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency and effectiveness.

Spotlight: Amanda Even, Communications Coordinator provided a report to the board on CAPLP communications. CAPLP had an amazing Giving Hearts Day in 2022 and we were able to raise \$16,667 to support the mission of CAPLP! The theme this year was "You are in important piece to solving the poverty puzzle." In addition, we raised over \$3,000 through the Caring Catalog this fall. Social Media audiences have been steadily growing over time, especially Facebook engagement. The quarterly newsletter "The CAPLP Chronicle" has an average open rate of 35%, which is about 10% higher than the national average. CAPLP celebrated being the Not-for-Profit of the Year in 2021 and the FMWF Chamber did a great spotlight on our organization this fall.

Consent Agenda: Eloisa Pigeon made a motion to approve the consent agenda including the January 2022 Board Meeting Minutes, January 2022 Treasurer's Report, and the HSASMI Grant Renewal. Second by Michelle Werner. Motion carried.

Finance Committee Report: Brenda Montplaisir provided the Finance Committee Report. We are anticipating carrying over budget surplus from the end of this fiscal year, mostly in the salary and fringe line item. Also reviewed where CSBG funds were expended, primarily to support Housing Programs. Cyndee Thormodson made a motion to approve the finance committee report. Second by Tiffany Ross. Motion carried.

Requests for Approval:

- A. 2022-2023 Head Start Enrollment Criteria - It is the responsibility of the CAPLP Board of Directors to establish procedures and criteria for recruitment, selection, and enrollment of Head Start children and families. Additional points were given to the following: Nutrition problems 5 points, chronic health 5 points, biological mom 5 points, IEP/ 10 points, suspected disabilities 5 points. Jim Hamer made a motion to approve the Head Start Enrollment Criteria. Second by Michelle Werner. Motion carried.
- B. Head Start Self-Assessment Plan- We conduct Self-Assessment each year to help us assess the progress we are making on our goals, objectives and to identify staff, parent, child, or community needs and consider new innovations. Loren Ingebretsen made a motion to approve the Head Start Self-Assessment Plan. Second by Cyndee Thormodson. Motion carried.
- C. Head Start seeks approval for Policy Council By-Laws for 2021-22 - Head Start seeks approval for the Policy Council By-Laws for 2021-22. There were no changes made to this year's By-Laws. Michelle Werner made a motion to approve the Head Start Policy Council By-Laws. Second by Renee Backlund. Motion carried.

- D. Family Child Care Shared Services Substitute Pilot - CAPLP, in partnership with West Central Initiative (WCI), seeks to expand and strengthen our support of family child care (FCC) providers through a pilot of a shared service alliance in Becker County and White Earth Nation. CAPLP proposes to hire a qualified staff substitute who alliance member providers can reserve at a low cost for planned activities such as appointments, trainings, and vacations. Michelle Werner made a motion to approve the Family Child Care Share Services Substitute Pilot. Second by Eloisa Pigeon . Discussion took place regarding the logistics of the project and replicability in other areas. Motion carried.
- E. Increasing Otter Tail County Caring Connections funding - CAPLP Child Care Aware seeks to expand the Caring Connections Child Care Home visits by adding capacity to serve an additional 8 newly licensed family child care programs March-June 2022. Current funding serves 14 providers. Michelle Werner made a motion to approve the Caring Connections Funding request. Second by Tiffany Ross. Motion carried.
- F. COVID-19 Emergency Rental Services--Housing Stability Services Application - Minnesota Housing has released a one-time RFP to fund housing navigation and eviction prevention support services. Contracts will be from June 1, 2022 to May 31, 2023. As a collaborative application is encouraged, WCMCA will be the lead applicant, with CAPLP, Clay Co. HRA and Presentation Partners in Housing being subgrantees. Eligible activities include supporting households to resolve their housing crisis and helping households find or attain suitable and stable housing opportunities. Lyle Hovland made a motion to approve the COVID-19 Emergency Rental Services-Housing Stability Services Grant Application. Second by Michelle Werner. Motion carried.
- G. Live Well at Home Grant - CAPLP is requesting funds from the state of MN to support aging adults through the Live Well at Home grant. This funding would provide case management services to aging adults who are experiencing housing instability and need assistance to find or maintain safe housing. Loren Ingebretsen made a motion to approve the Live Well at Home Grant Application. Second by Renee Backlund. Discussion took place regarding the funding and positions it would support. Motion carried.
- H. Annual Budget for Fiscal 2022-2023 – Brenda provided a review of the 2022-2023 Annual Budget. Each year as part of our Audit process, we are asked to prepare a budget for the coming year. Program directors have made their best estimates regarding grants that will be received to compile one combined forecast for the Agency. Michelle Werner made a motion to approve the 2022-2023 Annual Budget. Second by Lyle Hovland. Motion carried.
- I. 2022 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. Jim Hamer made a motion to approve that Lori Schwartz, Executive Director, Colleen Murray, Director of Operations, and Sarah King, 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.
- J. Board Member re-election - Eloisa Pigeon - Per the CAPLP Governing Board by-laws, each director shall serve for a three-year term, or until he or she sooner dies, resigns, is removed, or becomes disqualified. No director shall serve for more than three consecutive terms without at least a one-year absence from the board. Eloisa Pigeon was seated as a consumer sector representative for Clay County in February 2016 and has completed her second 3-year term. Lyle Hovland made a motion to re-elect Eloisa Pigeon for her 3rd term on the CAPLP Board of Directors. Second by Renee Backlund. Motion carried.
- K. Board Member Election – Rochelle Palubicki, Consumer Sector Wilkin County – to replace Laurie Drewlow who has reached her term limit. Jim Hamer made a motion to seat Rochelle Palubicki as a Consumer Sector representative for Wilkin County. Second by Michelle Werner. Motion carried.
- L. Board Member Election – LaRae Kuhfal, Consumer Sector Wilkin County – to replace James Hamer who has reached his term limit. Tiffany Ross made a motion to seat LaRae Kuhfal as a Consumer Sector representative for Wilkin County. Second by Renee Backlund. Motion carried
- M. Sector Clay County – to replace Kristin Knorr who has resigned from her position on the board. Michelle Werner made a motion to seat Renee Charon as a Private Sector representative for Clay County. Second by Loren Ingebretsen. Motion carried
- N. CSBG Annual Report – Laurie Drewlow provided an overview of the highlights of the CSBG and CSBG CARES Annual Reports. Community Action agencies are required to report on agency outcomes annual through 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. Eloisa Pigeon made a motion to approve the CSBG Annual Report and the CARES Annual Report. Second by Jim Hamer. Motion carried.

Board Member Election Vice Chairperson – Laurie reminded the board that the Vice Chair will serve for 2 years as Vice Chair, then will transition into the Chair position. Laurie Drewlow nominated Jenna Kahly as Vice Chair. Jenna declined due to other responsibilities. James Hamer nominated Michelle Werner, however she will reach her term limit prior to the transition. Laurie Drewlow nominated Tiffany Ross as Vice Chair. Second by Jenna Kahly. Laurie Drewlow called for other nominations three times. Motion carried.

Governing Board Liaison to Head Start Policy Council, Nicole Flick – Michelle Werner made a motion to approve Nicole Flick to serve as the Governing Board Liaison to the Head Start Policy Council. Second by Jim Hamer. Motion carried.

Report Backs:

Head Start Policy Council – Helan Khalil – Helan reported that she likes how organized Policy Council is and she's glad to be part of it.

Housing Advisory Board Liaison – Shawna Korinek – No report.

Public Official Check-In: Lyle Hovland reported that the roads are open after many winter storms. Loren Ingebretsen reported that he sat in on a legislative session and reported that there is over \$7 billion surplus projected in Minnesota. Loren encouraged the board to advocate for CAPLP.

Management and Leadership Conference Update – Tabled until next meeting when Sarah King can report.

Board Feedback on Community Assessment Data – Colleen Murray presented information on the trending data from the summary of the 2022 Community Assessment. The Community Assessment is conducted every 3 years to inform the direction of our programs, strategies, and services. Discussion took place regarding the importance of this information and how critical it is to the direction of CAPLP. All board members will receive a link to complete feedback and are asked to please take time to complete the survey.

Executive Director's Performance Review – It is incredibly important to complete the performance review survey to provide feedback into Lori's annual performance review.

2022 Annual Board Meeting - April 28th, 2022 – Mark your calendars.

Closed Session to Discuss Legal Matter – Michelle Werner made a motion to close the meeting. Second by Jenna Kahly. Roll call vote to close the meeting was conducted. Voting in favor to close the meeting – Nicole Flick, Tiffany Ross, Jenna Kahly, Cyndee Thormodson, Jim Hamer, Michelle Werner, Eloisa Pigeon, Loren Ingebretsen, Renee Backlund, Lyle Hovland and Laurie Drewlow. Meeting was closed at 7:36 pm. Lyle Hovland made a motion to re-open the meeting. Second by Loren Ingebretsen. Meeting re-opened at 8:23 pm.

Executive Director's Report: Lori Schwartz reported that our Head Start program had an unannounced licensing visit today visiting three classrooms and the licensor was very impressed! There was only one small item that needed correction. Head Start is also being honored nationally for maintaining full enrollment during the pandemic. Kudos to our Head Start Team! We will begin our next 5-year strategic planning process this spring and will be working with Sagency on completing the new strategic plan. For the Annual Meeting we intend to meet in person with the full board and the leadership team and will offer the meeting virtually to the rest of the CAPLP team. Because of the growth in our Child Care Aware programs, we are excited to be able to branch this off as its own division again. We also recently hired a new position for an agency-wide Learning and Development Director. There was a lot of interest in this position and ultimately offered the position to Becki Johnson who has vast experience in doing this type of work for CAPLP. We will be hiring for Becki's current role of Economic Empowerment Director. We have been working with MinnCAP to advocate for funding for housing and child care with the MN State surplus. Nationally we are advocating for CSBG re-authorization and expansion. We are working toward increased in-person meetings and returning to the office.

Next Board Meeting: March 24th, 2022 - Belsly CAPLP & Zoom option. Please RSVP with Christina by emailing christinap@caplp.org or texting 218.791.9741. If you do not that you will be absent, you will be marked as unexcused.

Laurie Drewlow said thank you to CAPLP clients and what she has learned from her experience as a board member, the CAPLP staff for the amazing work that they do every day, the Leadership Team for your vision for services in Wilkin County, and to fellow board members for your patience and understanding and for allowing me to serve in this capacity. Jim Hamer also said it is has been a pleasure to serve on this board for the last 9 years and it's amazing how much this agency has progressed over this time. Loren Ingebretsen shared poem and his thoughts on the Promise of Community Action.

Adjournment: Jim Hamer made a motion to adjourn. Meeting adjourned at 8:37 pm.

Eloisa Pigeon, Secretary

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