

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On May 26, 2022**

Members Present in person: Tiffany Ross, Shawna Korinek, Jenna Kahly, Eloisa Pigeon, Loren Ingebretsen, LeRoy Turner, Cyndee Thormodson, Renee Backlund, Lyle Hovland and Michelle Werner

Members Present via Zoom Video Conference: Rochelle Palubicki, LaRae Kuhfal, and Renee Charon

Members Absent Excused: Sarah King and Nicole Flick

Members Absent Unexcused: Heather Keeler, Jonathan Green, Jenny Mongeau and Helan Khalil

Employees and Others Present: Lori Schwartz, Executive Director; Brenda Montplaisir, Finance Director; Maria Steen, Child Care Connections Director and Colleen Murray, Operations Director (via Zoom)

Call to Order: Tiffany Ross called the Governing Board meeting to order at 6:01 pm at 891 Belsly Blvd in Moorhead 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.

Code of Ethic Review: The board reviewed and discussed the selected Code of Ethic: Conduct our organization and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.

Spotlight: Maria Steen, Child Care Connections Director provided a spotlight on the Child Care Connections Division including Child Care Aware of Northwest MN and Bright and Early North Dakota. The Child Care Connections provides services to 21 Counties in NW MN and the entire state of ND. Services include coaching child care providers toward continuous quality improvement through the quality rating systems in both MN and ND, providing professional development training and advising in NW MN, providing grants for child care providers to start up or improve their child care programs, recruiting new providers to participate in quality rating programs, and services to support new child care programs including services to provide support to Latin X, New American child care and providers providing care to family, friends and neighbors. We also provide services to families in need of child care through the Child Care Assistance Program in Wilkin County and the Early Learning Scholarships program in 9 counties of Region 4.

Consent Agenda: Shawna Korinek made a motion to approve the consent agenda including the April 2022 Board Meeting Minutes, April 2022 Treasurer's Report, the SNAP Outreach Grant Application and the VITA Tax Site Grant Application. Second by Loren Ingebretsen. Motion carried.

Finance Committee Report: Brenda Montplaisir provided the Finance Committee Report. This week was audit week, and it went well. We are requesting debt waiver from Bremer Bank again this year. We had a total of 135 funds included in the audit with two single audits – Head Start and CERA. The Finance Committee noted some corrections needed to the finance reports and Brenda will clean them up in the software. The new software made the reporting for the audit much cleaner and easier for the fiscal team. We expect the audit report will be ready for the audit committee and the full board at the June board meeting. Jenna Kahly made a motion to approve the finance committee report. Second by Cyndee Thormodson. Motion carried.

Requests

- A. Annual Approval of Identified Official with Authority (IOwA) - The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA) The Director recommends the board authorize Lori Schwartz to act as the Identified Official with Authority for the Lakes/Prairies Comm Action Partn 7021-84, 7021-84-001, and 7021-84-020. Lyle Hovland made a motion to approve the IOwA Annual Approval. Second by Eloisa Pigeon. Motion carried.
- B. Amendment to Policy 505.1 – EARNED TIME CASH PAYOUT POLICY - Amendment to the policy to increase the amount that can be cashed out and reduce the requirements for requesting a payout which may encourage CAPLP employees to take necessary time to maintain physical and emotional well-being, assist the agency in reduction of the balance sheet liability and maintain a healthy workplace culture. Loren Ingebretsen made a motion to approve the Earned Time Cash Payout Policy revisions. Second by Jenna Kahly. Motion carried.

- C. Head Start Revised ERSEA Policies and Selection Criteria - Head Start has updated the Head Start Revised ERSEA Policies and Selection Criteria. On 4-22-22 Head Start programs were notified that they could now use SNAP participation as an automatic categorical eligibility criteria. The receipt of Supplemental Nutrition Assistance Program (SNAP) benefits is included in the definition of “public assistance” when determining Head Start eligibility. This policy change allows Head Start programs to reach families better, minimize the burden on families seeking public assistance, and coordinate benefit programs so that families eligible for one program can more easily participate in other services for which they qualify. Shawna Korinek made a motion to approve the revisions to the ERSEA Policies and Selection Criteria. Second by Renee Backlund. Motion carried.
- D. Cost-of-living adjustment (COLA) Application & Quality Improvement Application - The Administration for Children and Families released an application for a 2.28% COLA for FY 2022. CAPLP Head Start will increase staff salaries by 2.28% and staff will be paid 2.28% retroactively. (Total COLA \$62,265) The Administration for Children and Families released an application for Quality Improvements for FY 2022 these funds will be used for substitute teachers/home visitors as needed. (Total QI \$12,615). Eloisa Pigeon made a motion to approve the Head Start COLA and Quality Improvement application. Second by Jenna Kahly. Motion carried.
- E. Out of State Travel Request: American Public Human Services Association National Health & Human Services 2022 Summit - CAPLP has been a part of a SNAP E & T cohort through the National Community Action Partnership. NCAP has organized sending a representative from CAPLP to the workforce symposium part of the conference because of the work our Career Connect program is doing with SNAP E & T. Almost all costs are being paid for by the American Public Human Services Association. Per diem would be the only cost to be covered by CAPLP. Lyle Hovland made a motion to approve the out of state travel request. Second by Cyndee Thormodson. Motion carried.
- F. Program Improvements (One Time) Funding Application - CAPLP Head Start is requesting to apply for one time funding. Applications are open to grantees for program improvement needs that cannot be supported by the annual budget. CAPLP would like to use the funding to connect the 891 and 861 addresses of the Belsly building and to make the 861 bathrooms into storage and more useable bathrooms. We would like to replace the air conditioning units and add a HEPA filter system and add handicap accessible entrances. Jenna Kahly made a motion to approve the program improvements one time funding application. Second by Eloisa Pigeon. Motion carried.

Report Backs:

Head Start Policy Council – Helan Khalil & Nicole Flick – No report.

Housing Advisory Board Liaison – Shawna Korinek reported that the Housing Advisory Board did not meet this month.

Public Official Check-In: Jenna Kahly reported that the Clay County Board approved a rental agreement for Family Healthcare to expand their dental clinic. They received a grant to add another dentist and hygienist at the Family Service Center. Their current wait list is over 1,000 people – with this new grant they will be able to add 1,500-2,000 new clients. They will also be partnering with the University of Mary dental school to provide student training. Clay County has also been having meetings regarding mental health crisis response and how that service could be improved. Discussion took place regarding mental health and the New American population. The Clay County Early Childhood Initiative will be providing cultural competency training for agencies that work with New Americans. Loren Ingebretsen reported that he attended a legal seminar for the Township Association and how changes in the law affect local government. One topic at the seminar was how to de-polarize our political system, including listening to each other and serving your community. Loren encouraged the board to remind your legislators about the oath of office that they took and what they promised when they took office.

Executive Director's Report: Lori Schwartz reported that May is Community Action Month! The Community Services Block Grant (CSBG) which essential funding to support our local community needs has not been reauthorized since 1998. David Bradley at the National Community Action Foundation has been working with congress to get CSBG reauthorized and a few weeks ago the House pass the CSBG Modernization Act which would reauthorize the CSBG grant for 10 years and raise the income guidelines for CSBG to 200% of the Federal Poverty Guideline. The bill was supported broadly in the house by both parties; however, it is expected that the Senate vote will be much closer. The Minnesota legislative session came to an end abruptly without much agreement. In the event of a special session, MinnCAP will continue to work to gain additional support for the FAIM program and Weatherization. Next session MinnCAP will focus on the Community Action Grant and Community Resource Hubs. We are beginning to work on the Strategic Plan with Tom Iverson. Tom will be sending surveys and conducting interviews over the coming weeks. Strategic planning sessions will be held on June 15th from 8:30-noon and June 16th from noon-4:30 as well as an hour of our June Board meeting. Please welcome LeRoy Turner to the board. Renee Backlund will be reaching her term limit on the board at the end of June, so we are currently looking to fill a Consumer Sector seat in Clay County. The Minnesota Community Action Conference is coming up at the end of July and will be held in person in Wilmar, MN. Lori will be emceeding the award luncheon. Lori is part of the legislative committee on the MinnCAP Board, and they will be hosting a legislative panel at the conference. If board members are interested in attending the conference, please let Lori know. The conference is July 26-28. Malcolm Ratchford presented to the board and the CAPLP team in April regarding our Diversity, Equity and Inclusion work plan and vision statement. The

three main goals in the work plan are that CAPLP will provide DEI education and coaching opportunities for all stakeholders; CAPLP will be the driving force for DEI in the communities we serve; and CAPLP will establish a sustainable DEI culture. Within each of these goals we have strategies that we will be working toward achieving including Lunch and Learn sessions, providing Intercultural Development Inventory (IDI) training to all of CAPLP, hosting "Race Safe Space" sessions, hosting DEI Resource Fairs, developing a DEI committee. We will be hosting an All Staff meeting on June 3rd to talk about this DEI work and CAPLP Committees and board members are invited. On August 10th CAPLP will be having a fun day at Gooseberry Park with our team and board members are invited to join us. We were able to host our first in-person all staff last month and it was great to see everyone in person. Our team has grown so much over the past 2 years it was great to see everyone. Beginning next month, we will be doing a Land Acknowledgment Statement prior to the board meeting which helps us understand and know what land we are sitting on, whose it was, and where we came from. We have developed a timeline to rollout the trainings that will be provided by the Learning & Development Director and the priorities for the first year include providing training to the board and team members on IDI, Strengths Finder, Trauma Informed Care, and Bridges out of Poverty. We would like to begin hosting some board meetings in our Breckenridge office and those locations will be updated on the board grid.

Next Board Meeting: June 23rd, 2022 - Belsly CAPLP & Zoom. Please RSVP with Christina by emailing christinap@caplp.org or texting 218.791.9741. If you do not RSVP you will be marked as unexcused.

Adjournment: Eloisa Pigeon made a motion to adjourn. Meeting adjourned at 7:55 pm.

Eloisa Pigeon, Secretary

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