

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc. - CAPLP  
On October 27, 2022**

**Members Present in person:** Loren Ingebretsen, Lyle Hovland, LeRoy Turner, Michelle Werner, Eloisa Pigeon, Sarah King, Jenna Kahly and Jenny Mongeau

**Members Present via Zoom Video Conference:** Rochelle Palubicki, Cyndee Thormodson, LaRae Kuhfal, Nicole Flick, and Tiffany Ross.

**Members Absent Excused:** Shawna Korinek, Cani Aden, and Renee Charon

**Members Absent Unexcused:** Heather Keeler & Jonathan Green

**Employees and Others Present:** Robin Christianson, Economic Empowerment Director; Michelle Skoblik, Lead Finance Specialist; Tom Iverson, Sagency Talent; Via Zoom - Lori Schwartz, Executive Director; Colleen Murray, Operations 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 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 and had a discussion regarding the statement. Land Acknowledgement Statement: By recognizing land acknowledgment, we are reminded of the vital relationship between Indigenous peoples and the land while recognizing that these people still exist and practice their cultures today. Land acknowledgments are one small way to bring to light treaties and broken promises. 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: Avoid any interest or activity that is in conflict with the conduct of official duties.

**Spotlight:** Robin Christianson, Economic Empowerment Director provided a report on the Economic Empowerment Division. The division provides services through a wide-range of programs including Career Connect, Refugee Resettlement, Whole Family, Homebuyer Education & Counseling, MNSure Navigation, SNAP Outreach, VITA Tax site, and Senior Services including Rural Routes and Group Workcamp Home Repair Project. These programs all work to assist households toward their journey of social and economic success.

**Consent Agenda:** Eloisa Pigeon made a motion to approve the consent agenda including the September 2022 Board Meeting Minutes. Second by Michelle Werner. Motion carried.

**Finance Committee Report:** No report – Finance Committee did not meet.

**Requests for Approval:**

- A. 2022-2027 CAPLP Strategic Plan - Tom Iverson provided a review of the proposed 5-year Strategic Plan. CAPLP completes a strategic planning process every five years to enhance the growth and development of services and programming within CAPLP. The Board reviewed and discussed the 5-Year Strategic Plan. Jenny Mongeau made a motion to approve the Strategic Plan. Second by Eloisa Pigeon. Motion carried.
- B. August 2022 Treasurer's Report - tabled from September due to software issues. Michelle Skoblik reviewed the August Treasurers Report with the board. The accounting software is not correctly allocating salary by program in the board reports, therefore it is showing as a line item under Agency expenditures. The imports into the reporting software are not loading correctly. The fiscal team will work to develop a different report for the board to review until this issue can be resolved. The individual grant reports are not affected, only the cumulative reports by division. Michelle Werner made a motion to approve the August Treasurer's Report. Second by Cyndee Thormodson. Motion carried.
- C. September 2022 Treasurer's Report - Michelle Skoblik reviewed the September Treasurers Report with the board. The reporting issue on the September reports with salary reporting only on the agency section of the report. The data is correct in our financial software, however it is not pulling by division into the report. Jenny Mongeau made a motion to approve the September Treasurers Report. Second by Michelle Werner. Motion carried.

- D. Xcel Energy Power Up Program w/ DEED- CAPLP is requesting funds from DEED & Xcel Energy. This would expand diversity in energy related fields, specifically utility and building. Funds will be used for supportive services in the Career Connect program and 2 cohorts to go through Intro to Construction training. This would be a 2 year grant. Lyle Hovland made a motion to approve the Xcel Energy Power Up Program Grant Application. Second by LeRoy Turner. Discussion took place regarding workforce training in the community. Motion carried.
- E. DEED Re-Entry Grant - CAPLP is requesting funds from DEED. This grant would provide supportive services for those exiting institutions or incarceration. Funds would be used for case management in our Career Connect program including job search, training, and navigation. This would be a 2 year grant. Jenny Mongeau made a motion to approve the DEED Re-Entry Grant Application. Second by Jenna Kahly. Motion carried.
- F. Head Start One Time Supplemental Health and Safety Grant Carryover - Head Start requests approval to submit a Carryover to Office of Head Start for our Head Start One Time Supplemental Health and Safety Grant. This grant is for the Belsly site minor renovations. The grant period ends on 11-30-22 and we will not have the Davis Bacon requirements complete within that timeline. Lyle Hovland made a motion to approve the carryover of the One Time Supplemental Health and Safety Grant. Second by Loren Ingebretsen. Motion carried.

#### **Report Backs:**

**Head Start Policy Council** - Nicole Flick reported that the Head Start Policy Council seated new parent representatives on the Policy Council and got them oriented to their new roles.

**Housing Advisory Board** - Shawna Korinek – No Report

**Public Official Check-In** – Lyle Hovland reported on the upcoming 2022 Election on November 8<sup>th</sup>, and working on the 2023 budget in Wilkin County. Jenna Kahly reported that Clay County is starting construction on the Crisis Center. Budget increases are high with the cost of labor and inflation. Jenny Mongeau reported that there is a Drug Take Back event at all law enforcement locations in Clay County on Saturday – unused prescriptions can also be dropped off anytime at the Law Enforcement Center in Moorhead. Loren Ingebretsen reported that they had their first Association of Townships meeting in person this fall since COVID. There was a focus on working together across political parties.

**Dashboard Quarterly Report-** Colleen Murray provided an overview of the Quarterly Dashboard Report. This report is a requirement of the Standards of Excellence to track and report data over time (at least 3 years). The report includes data on finances, Human Resources data, customer satisfaction, communications and client services. Discussion took place regarding the data on the report.

**Board Self-Assessment** – Reminder that the annual board self-assessment will be sent out via email – please take time to complete it. This is your assessment of how you function together as a board. We will review the results in January and develop a plan to improve areas identified through the survey.

**DEI Committee Report** - Sarah King reported that the DEI Committee met this morning and they are planning a Lunch and Learn Event for December on Micro-Aggressions and Blind Spots. Becki Johnson is leading this committee and is seeking board members to serve on a panel for this event.

**Board Reimbursement Process & Form** – Colleen Murray reviewed the Board Reimbursement Form and process with the board and discussed options for requesting reimbursement for costs related to serving on the board such as mileage, child care, and cell phone reimbursement.

**Finance Director Hiring Process & Timeline** – Lori Schwartz provided an overview of the hiring process and timeline for replacing the Finance Director. The position closes tomorrow, and we will conduct interviews on November 8<sup>th</sup>. Ideally, we hope to have a new Finance Director on board for our December 1<sup>st</sup> Shared Governance meeting.

**Executive Director's Report:** Lori Schwartz reported that the Leadership is re-evaluating the structure and positions in the fiscal department with the vacancies, and greatly appreciate both Cassie Christianson and Michelle Skoblik for their work during the transition and everything is running very smoothly. Our team is also working on finalizing the action steps for the updated Strategic Plan. The first three goals in our strategic plan are the national ROMA goals. We have begun planning for Giving Hearts Day which will be in February. The National Community Action Partnership team came for a site visit with our Whole Family Approach team and they were incredibly impressed by our program and team, especially the Learning & Development Director position. CAPLP will be highlighted in the MinnCAP Newsletter in December. We will be doing a Pronoun Sensitivity Training with our team in the near future to ensure we are respectful and inclusive to all members of our community. We are also working on a re-structure of the administrative team by transitioning the Head Start Special Projects Coordinator to add to the job description to provide assistance to the entire agency. We completed an ADA assessment on all buildings that we own and are expecting the report soon but are not expecting any major updates. We will be able to do some much needed upgrade with the Head Start One-Time Health and Safety grant.

**Next Board Meeting:** December 1<sup>st</sup> – Shared Governance Board Meeting – CAPLP Office – 891 Belsly Blvd & 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:** Jenna Kahly made a motion to adjourn. Meeting adjourned at 8:28 pm.

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Eloisa Pigeon, Secretary

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