

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On September 22, 2022**

Members Present in person: Sarah King, Shawna Korinek, LaRae Kuhfal, Cani Aden, and Loren Ingebretsen

Members Present via Zoom Video Conference: Eloisa Pigeon, Rochelle Palubicki, Jonathan Green, Renee Charon, Nicole Flick, Jenna Kahly, and Cyndee Thormodson.

Members Absent Excused: LeRoy Turner, Tiffany Ross and Jenny Mongeau

Members Absent Unexcused: Michelle Werner, Heather Keeler & Lyle Hovland

Employees and Others Present: Lori Schwartz, Executive Director; Brenda Montplaisir, Finance Director; Colleen Murray, Operations Director; Via Zoom – Emma Schmit, Housing Director; and Helan Khalil, Policy Council Liaison.

Call to Order: Sarah King called the Governing Board meeting to order at 6:03 pm at 311 5th Street S Breckenridge 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 Indigenous People's Day. 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.

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 provided the Housing Division Spotlight for the board. The Housing Division has experienced rapid growth over the past ten years growing from a team of 4 to a team of 25. Housing Division services include homeless prevention assistance, homeless outreach and supportive housing programs. The need for housing assistance greatly exceeds the services available with long waiting lists for supportive housing. In the first 6 months of 2022, CAPLP housing programs served 389 people in supportive housing projects and 80 people with prevention or short-term assistance to end homelessness. We also screened 129 households for homeless services and provided outreach to 56 households experiencing homelessness. We continue to see increased mental health concerns with clients and have been working very diligently to engage landlords with a very limited rental unit supply post-pandemic. Emma also reported that our team is working to expand housing stabilization services, partnering on the North Moorhead Village workforce housing, and are focusing on ending youth and family homelessness in our community.

Consent Agenda: Loren Ingebretsen made a motion to table the August 2022 Treasurers Report until next month as it was not included in the packet. Second by Shawna Korinek. Motion carried. Cani Aden made a motion to approve the consent agenda including the August 2022 Board Meeting Minutes. Second by Cyndee Thormodson. Motion carried.

Finance Report: Brenda Montplaisir reported that the Treasurer's Report was not included in the packet due to a software glitch with August payroll which wasn't reflected appropriately in the system reports by division. A paper copy of the report was provided to the board at the meeting. Overall, we are on track with spending being 49% spent and target is 50%. Closing out several grants at the end of September and they are on track for expenditures. All of these grants will be renewed with the exception of the Covid relief funding which was one time funding to respond to the COVID-19 pandemic. Loren Ingebretsen made a motion to approve the finance report. Second by Cyndee Thormodson. Motion carried.

Requests for Approval:

- A. 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. Sarah King reviewed highlights of the report with the board. Progress made by children and families was remarkable especially considering the pandemic. Shawna Korinek made a motion to approve the report. Second by LeRay Kahful. Motion carried.
- B. Rural Homelessness Grant Application - HUD has released a special competition to address rural homelessness in our region. CAPLP intends to apply for funds for people living in Wilkin county. The funds will be targeted to

people that are facing a housing crisis and are in need of supportive services to resolve their crisis. This funding will include financial assistance to pay past due to rent/utilities in certain circumstances, as well as food and clothing. Eloisa Pigeon made a motion to approve Rural Homelessness Grant Application. Second by Cani Aden. Motion carried.

- C. Unsheltered Homelessness Grant Application - HUD has released a special competition to address unsheltered homelessness in our region. CAPLP intends to apply for funds for both Clay and Wilkin counties. The funds will be targeted to people that are sleeping in places not meant for human habitation such as outdoors, in vehicles, etc. This funding will include financial assistance to connect with permanent housing and supports. Supportive services will be provided to all households. Loren Ingebretsen made a motion to approve the Unsheltered Homelessness Grant Application. Second by Eloisa Pigeon. Motion carried.

Report Backs:

Head Start Policy Council - Helan Khalil reported that Head Start is fully enrolled with about 100 children on the waiting list. Policy Council elections will take place in October.

Housing Advisory Board - Shawna Korinek reported that the team has been working to gather feedback from the community for the unsheltered and rural homelessness grants. Working with 1st Congressional Church of Christ in Moorhead to provide outreach to individuals that have been sleeping outside. Two team members have been trained to be trainers on the SPDAT tool. Consumer Action Board is looking for more member with lived experience to serve on the board. Interested individuals can contact sierram@caplp.org.

Public Official Check-In: Loren Ingebretsen reported that he has been asked to be a keynote speaker for the Annual Township Conference on bridging the political divide and working together. Loren also reminded us that the election is coming up and that as an elected official it's his job to ensure the election is held fairly. Jenna Kahly reported that Clay County is setting their preliminary budget next week which will set the cap for the 2023 budget. Jenna also reported that she has been out door-knocking near the CAPLP main office and residents were surprised to have her coming to their neighborhood. The Clay County Early Childhood Initiative is also hosting a free training on Oct. 7th about "How to Talk to New Americans About Mental Health" at the Moorhead Career Academy.

Executive Director's Report: Lori Schwartz reported that several team members attended the National Community Action Partnership (NCAP) Conference at the end of August. The training was exceptional, especially the Whole Family Communities of Practice intensive session. Amy Feland presented at the NCAP conference on our partnership with MState to provide Career Connect services. Amanda Even and Kelli Rohrer were awarded with their Certified Community Action Professional certification. We have a group of people that have begun the journey to attain their CCAP certification next year. We also have 4 team members that are applying to the Community Action Leadership Institute. Lori attended the Mid-America Community Action Association (MACAA) Board Meeting and they had good discussion regarding the structure and function of the board. MinnCAP recently completed a statewide poverty report as well as a salary survey of community action agencies. MinnCAP is also working on the 2023 Legislative Agenda, which will be brought to the full board once it's complete. Lori has continued to serve on the board at Rural MN CEP and they recently completed a review of employee benefits. We recently provided a training on the Whole Family approach across the agency and it went great. We have begun training agency-wide on Family Centered Coaching with The Prosperity Agenda. We continue to follow CDC guidelines on COVID and monitor community spread. We have seen a fair amount of COVID cases both within our team and within the community recently. Lori met with Chris Johnson from RACC and things are going well with the transition of Rainbow Bridge. Next month's board meeting Lori and Colleen will be joining virtually as they will be attending the National Association for State and Community Services Programs (NASCSPP) which is being held in St. Paul. Lori reminded the board that there will be no meeting in November, but our December meeting is the shared governance meeting with Head Start Policy Council. The Strategic Plan should be finalized and ready for board approval at the October meeting. We have a meeting on October 12th with the volunteers that signed up to work on each goal and we will finalize the action steps and timeline for each strategy. The Diversity, Equity, and Inclusion (DEI) Committee has begun meeting and creating a workplan. Becki Johnson has begun training on the Intercultural Developmental Inventory (IDI) for our team members. The Village provided required Sexual Harassment training last week for our team. Our team held a Voter Registration drive this week. We are kicking off our United Way Campaign and the committee is planning many fun events to encourage involvement. We continue to host new staff Meet and Greet meetings with new team members and the Leadership Team. CAPLP hosted a thank you celebration for Senator Eken and Representative Marquart last week. We have a new person joining our fiscal team in October. We continue to work on a pilot Cliff Benefit program tool to assist households with calculate their household income and benefits as they lift their household out of poverty. We were recently selected for an Otto Bremer grant and a \$2,500 donation from Scheels.

Next Board Meeting: October 27th – CAPLP Office – 891 Belsly Blvd & Zoom. Please RSVP with Nicole by emailing nicoleb@caplp.org or texting 701.205.8215. If you do not RSVP you will be marked as unexcused.

Adjournment: Shawna Korinek made a motion to adjourn. Meeting adjourned at 8:01 pm.

Eloisa Pigeon, Secretary

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