

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
August 17, 2023**

Board Member Attendance

	Board Member Name	Attended In Person	Attended Zoom	Absent Excused	Absent Unexcused
1	Cani Aden		X		
2	Cyndee Thormodson			X	
3	Eloisa Pigeon		X		
4	Heather Keeler				X
5	Jenny Mongeau			X	
6	Jonathan Green				X
7	LaRae Kuhfal			X	
8	LeRoy Turner			X	
9	Loren Ingebretsen	X			
10	Michelle Werner	X			
11	Nicole Flick		X		
12	Paul Krabbenhoft	X			
13	Renee Charon		X		
14	Rochelle Palubicki		X		
15	Sarah King	X			
16	Tiffany Ross			X	
17	Vacant (Wilkin Co. Private)				
18	Vacant (Wilkin Co. Public)				

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Operations Director; Cassie Christianson, Finance Director; Emma Schmit, Housing Director; and Kim Trautman, Human Resources Director.

Spotlight: Emma Schmit, Housing Director, provided a report on the Housing Division. Our housing team is comprised of 16 full time advocates, and 5 supervisors that provide a wide array of housing programs across Clay and Wilkin Counties including Homeless Prevention Services, Homeless Outreach Services, and Supportive Housing Programs. Emma provided an overview of how people experiencing homelessness can access services in our community through the coordinated entry systems and utilizing 2-1-1 to access prevention services. In 2022, 461 people were served in supportive housing programs, 216 were assisted with homeless prevention services, 107 households received outreach services and 226 were screened or assessed for homeless services. 81% of program participants in 2022 exited into positive, permanent housing. Emma also shared some exciting highlights from the past year including the opening of the North Moorhead Village Housing project, a new partnership with the Afro American Development Association to provide Homeless Outreach Services, and CAPLP received the 2022 FM Coalition to End Homelessness Award for Outstanding Coalition Partner of the Year and Sierra Mcfaline won Outstanding Service Provider of the Year in 2022! Sierra also received her Certified Community Action Professional Certification!

Call to Order: Sarah King called the Governing Board meeting to order at 6:22 at 891 Belsly Blvd Moorhead and via Zoom Video Conference. Roll Call was conducted and there was a quorum present. Sarah King informed the board that Lyle Hovland, Wilkin County Commissioner and CAPLP board member for over 20 years passed away last week. Loren Ingebretsen shared a poem in honor of Lyle and his service and the board observed a moment of silence in Lyle's honor.

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

Land Acknowledgment Statement: 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. Sarah King and Loren Ingebretsen shared with the board an overview of the presentation at the All Staff from Ricky White on Native American Best Practices. Discussion took place regarding inter-generational trauma and breaking the cycle of poverty and addiction.

Code of Ethic Review: 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.

Consent Agenda: Michelle Werner made a motion to approve the consent agenda including the July 2023 Board Meeting Minutes and July 2023 Treasurer's Report. Second by Paul Krabbenhoft. Motion carried.

Finance Committee Report: Cassie Christianson reported that the Finance Committee met and reviewed the financials. We had a lot of grants closed at the end of June and have received reimbursements for many of those contracts. Insurance is paid at the beginning of the year, so it shows as a negative amount on the budget to actual report. Paul Krabbenhoft made a motion to approve the Finance Committee Report. Second by Rochelle Palubicki. Motion carried.

Requests for Approval:

- A. Head Start Policies and Procedures for 2023-2024 Program Year - Head Start seeks approval for the 2023-2024 Program year Policies. Each year Head Start reviews and updates policies to ensure effective programming. Changes include a name change to CACFP Nutrition Services, and new policies on CACFP Civil Rights Compliant Policy, Safe-Environment- Lead Inspection Policy, and Safety Best Practices for Home Visitors. Loren Ingebretsen made a motion to approve the Head Start Policies & Procedures. Second by Nicole Flick. Motion carried.
- B. Head Start Policy Council By-Laws for 2023-2024 Program Year - Head Start seeks approval for the Policy Council By-Laws for 2023-24. There only change is to the month members are seated. We have edited it to be September vs November to be more closely aligned to the program school year. Michelle Werner made a motion to approve the Head Start Policy Council By-Laws. Second by Rochelle Palubicki. Motion carried.
- C. Head Start Program Information Report (PIR) Summary for 2022-2023 Program Year - The Head Start program is required to submit a complete 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. Discussion took place regarding the attendance goal of 92%, which anything under that is considered Chronically Absent. Eloisa Pigeon made a motion to approve the Head Start Program Information Report. Second by Renee Charon. Motion carried.
- D. Head Start Change in Scope - Head Start seeks approval for the submission of the Administration of Children and Families/Office of Head Start for a Change of Scope. The Change of Scope application is regarding the number of state children we serve. Due to an increase in State funding, we will be serving a total of 25 state funded preschool Head Start slots (one more than the 22-23 school year) and 11 state funded home base Early Head Start slots. We have not had state funding for Early Head Start in previous years. Michelle Werner made a motion to approve the Head Start Change in Scope request. Second by Rochelle Palubicki. Motion carried.
- E. Risk Assessment - The Organizational Standards require that we complete a Risk Assessment every 2 years and the last one was approved by the board in 2021. The goal of risk assessment is to understand the risks that our organization confronts and clarify the extent to which we can undertake strategies (risk mitigation) to control the likelihood of occurrence and the severity of the consequences. The executive summary of the 2023 assessment is included in your packet along with the full report. The leadership team will work with the full board to implement recommendations for improvement over the next 2 years. Rochelle Palubicki made a motion to approve the Risk Assessment. Second by Eloisa Pigeon. Motion carried.
- F. Department of Employment and Economic Development (DEED) Grant Application - This application will support the Career Connect program for State Fiscal Year 2024 & 2025. Bridge to Career Pathways seeks to serve those who have multiple barriers to employment with navigation/supportive services and training. Paul Krabbenhoft made a motion to approve the DEED Grant Application. Second by Loren Ingebretsen. Motion carried.
- G. Continuum of Care (CoC) Collaborative Applicant - The West Central Minnesota Continuum of Care (CoC) is seeking applicants for the role of CoC Collaborative Applicant. Duties include acting as a fiscal agency for the CoC for HUD, MN Housing and other grants as approved by the CoC Board; Contract for a CoC Coordinator to carry out duties of the COC; Work with the CoC Board and Coordinator to assure compliance with CoC planning funds and HUD requirements for the CoC. The West Central CoC Coordinator, Board and Tasks Force completes planning with homeless providers to prevent and end homelessness. Discussion took place regarding administrative expenses and ensuring that our costs are covered when we serve as a fiscal host. Rochelle Palubicki made a motion to approve the COC Collaborative Application. Second by Nicole Flick. Motion carried.
- H. Authorization of Signatory Authority for Lakes and Prairies Community Action Partnership, Inc. - 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. Loren Ingebretsen made a motion to approve that Lori Schwartz, Executive Director, Colleen Murray, Operations Director, and Tiffany Ross, 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 Paul Krabbenhoft. Motion carried.
- I. National Community Action Code of Ethics Reimagined - A joint committee of long-standing Community Action Professionals was put to the task of updating and modernizing the current National Code of Ethics. The committee formed several focus groups from around the county to gain input into the newel formed ethics. The conversations were consistently in agreement that sustaining the history and The Promise of Community Action was vital to the movement. The Code of Ethics went from 12 to 6 ethics. The committee wanted to ensure the ethics included: "People" first terms, inclusive language, retain the history, include families, and include communities. Eloisa Pigeon made a motion to adopt the Reimagined National Community Action Code of Ethics.

Second by Michelle Werner. Motion carried.

- J. Board Member Election Private Sector – Clay County - Seeking approval to elect a candidate to the CAPLP Board of Directors. Slate of 5 candidate applications included in the packet. The diversity of board representatives and the skills needed on the board were discussed by the board of directors in considering a new member. Paul Krabbenhoft made a motion to nominate Rachel Stone McDaniel as a Private Sector representative for Clay County. Second by Michelle Werner. Loren Ingebretsen made a friendly amendment to nominate Matti Vanatta as an alternate in the event that Rachel Stone does not accept the position. Motion carried.
- K. September Board Meeting Date Change - Due to several schedule conflicts, we are requesting to change the date of the September 21st, Board of Director's Meeting to September 28th. Loren Ingebretsen made a motion to move the September board meeting to September 28th. Second by Michelle Werner. Motion carried.
- L. Nominations for CAPLP Board Officer – Vice Chair Seat - Per the CAPLP Governing Board by-laws, each director shall serve for three - three-year terms, or until he or she sooner dies, resigns, is removed, or becomes disqualified. As Sarah King served as Chair and has reached her term limit on our board, the Chair seat will be filled by Tiffany Ross, who is the current Vice Chair. Therefore, we are seeking nominations for a board member to replace Tiffany Ross as Vice Chair on the CAPLP Board of Directors. This individual would begin their 2-year term early and serve as Vice Chair until January 2026. Unanimous motion to nominate Paul Krabbenhoft as Vice Chair. Motion carried.
- M. Board Liaison to Housing Advisory Board - In an effort to maintain good communication between the CAPLP Board of Directors and agency advisory boards the CAPLP Governing Board appoints a liaison to each advisory group. We are currently seeking a new liaison to serve on the Housing Advisory Board. This group meets on the 2nd Thursday of every other month from 9:00-10:30. Loren Ingebretsen made a motion to nominate Michelle Werner as the Liaison to the Housing Advisory Board. Second by Eloisa Pigeon. Motion carried.
- N. MN Department of Human Services Child Care Services Alliance Grant Application - This application will support the expansion of the Family Child Care Shared Services Pilot Program for SFY 2024 & 2025. The pilot program has offered a substitute pool for providers in Becker County. The expansion would seek to partner with additional counties in Region 4 to offer substitute services, as well as explore additional shared services such as telehealth and tax preparation. Michelle Werner made a motion to approve the MN DHS Child Care Services Alliance Grant Application. Second by Nicole Flick. Motion carried.
- O. MN Department of Human Services Child Care Technology Support Grant Application - The Child Care Aware of MN Coordinating Office and its 5 CCA of MN District partners (of which CAPLP CCA is one) seek to jointly apply for this grant opportunity. A broad goal of this new grant program is intended to help modernize Minnesota's child care sector by enabling child care programs to access and utilize technology effectively and efficiently, resulting in enhanced business practices. The CCA of MN Network feels our system is strongly positioned to administer these grants because of our existing infrastructure for grant awarding and training delivery. Loren Ingebretsen made a motion to approve the MN DHS Child Care Technology Support Grant Application. Second by Eloisa Pigeon. Motion carried with Nicole Flick abstaining.
- P. New Policy 604.1 – Lactation Accommodation - New policy recommended to comply with MN state law concerning breast feeding parents. Paul Krabbenhoft made a motion to approve the Lactation Accommodation Policy. Second by Rochelle Palubicki. Motion carried.
- Q. Rescind 815.2 – Mandatory Covid-19 Vaccination – Recommendation to rescind policy 815.2 Mandatory COVID-19 Vaccination Policy given that the Federal Requirement for Head Start COVID Vaccinations has been rescinded. Michelle Werner made a motion to Rescind the Mandatory COVID-19 Vaccination Policy. Second by Nicole Flick. Motion carried.
- R. Edit Policy 815.1 – Workplace Protection – Infectious Disease Pandemic - Edit 815.1 - Add comment to accommodate possible future pandemic mandatory vaccination if deemed necessary. Loren Ingebretsen made a motion to approve the edits the Workplace Protection- Infectious Disease Pandemic Policy. Second by Paul Krabbenhoft. Motion carried.
- S. Edit Policy 805.2 – Social Media – Edit 805.2 - to provide guidance for utilizing one-to one messaging applications to assist in maintaining a current connection with the clients we serve. Michelle Werner made a motion to approve the edits the Social Media Policy. Second by Eloisa Pigeon. Motion carried.
- T. Edit Policy 809.2 – Marijuana and CBD Oil – Edit 809.2 - to comply with MN legalization of Marijuana and expectations of employees under this law. Loren Ingebretsen made a motion to approve the edits to the Marijuana and CBD Oil Policy. Second by Michelle Werenr. Motion carried.
- U. Out of State Travel Request - 2023 National Shared Services Technical Conference - We would like to attend the National Shared Services Technical Conference to engage with leaders and learn best practices for implementing the next phase of our shared services program. The opportunity to network with other agencies and states engaged in this work offers the ongoing ability to learn from and exchange ideas with peers. Paul Krabbenhoft made a motion to approve the Out of State Travel Request. Second by Michelle Werner. Motion carried.

Executive Director's Report: Lori Schwartz reported that the National Community Action Partnership National Conference is next week in Atlanta, and we have 2 team members re-certifying as CCAP's and one team member becoming a CCAP. We have a team attending on behalf of SNAP E & T as well as Whole Family Cohort that have been supported through

funds provided by NCAP. Lori Schwartz will serve on a panel for Whole Family and will speak about our Learning & Development Director position as well as the FAIM program in Minnesota. CAPLP hosted Senator Tina Smith earlier this week with local child care providers. The Senator was seeking feedback on the early childhood system and challenges regarding the cost of the child care for both parents and providers. Senator Smith is working on legislation that would limit the cost of child care to 7% of family income. The Longest Table event is coming up in September – please attend if you are able. Lori reported that she is celebrating her 30th anniversary of working in community action this month! Lori has been meeting with Moorhead partners regarding recent legislation responding to community needs. CAPLP also offered a Brave Space conversation regarding the recent police shooting in Fargo.

Report Backs:

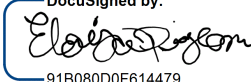
Head Start Policy Council – Nicole Flick reported that the Policy Council met and reviewed the Head Start Policies & Procedures manual.

Housing Advisory Board – No report.

Public Official Check-In – Loren Ingebretsen reported that there is slow progress being made on the new Town Hall. Paul Krabbenhoft reported that Lori Schwartz and Robin Christianson came to present to the Clay County Board on their budget request and they will be working with us on the budget for the Rural Routes Bus. The new Substance Abuse Withdrawal Center is proceeding nicely with concrete poured this week. The Moorhead Center Mall is being demolished and the Clay County DMV will need to relocate after a 2-year extension. The County will build a new building next to the Substance Abuse Withdrawal Center with a completion date of August 2024. This new facility will also include fingerprinting, driver's license testing and State Patrol services as well.

Next Board Meeting: September 28th at 6:00pm – CAPLP Breckenridge Office and Zoom Option. Please RSVP with Amanda by emailing amandan@caplp.org or texting 701-541-0473. If you do not RSVP, you will be marked with an unexcused absence.

Adjournment: Sarah King adjourned the meeting at 8:38 pm.

DocuSigned by:

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Eloisa Pigeon, Secretary

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