

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc. - CAPLP  
July 27, 2023**

**Board Member Attendance**

	<b>Board Member Name</b>	<b>Attended In Person</b>	<b>Attended Zoom</b>	<b>Absent Excused</b>	<b>Absent Unexcused</b>
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	Lyle Hovland			X	
11	Michelle Werner	X			
12	Nicole Flick		X		
13	Paul Krabbenhoft			X	
14	Renee Charon				X
15	Rochelle Palubicki			X	
16	Sarah King	X			
17	Shawna Korinek			X	
18	Tiffany Ross	X			

**Employees and Others Present:** Lori Schwartz, Executive Director; Colleen Murray, Operations Director; Cassie Christianson, Finance Director; Becki Johnson, Learning & Development Director and Helan Khalil, Policy Council Liaison (via Zoom).

**ROMA Training:** Becki Johnson provided training for the Board of Directors on Results Oriented Management & Accountability (ROMA). There are 3 broad ROMA Goals that CAPLP works toward achieving and are tied to our Strategic Plan and Board Briefing documents. The ROMA Cycle consists of Assessment, Planning, Implementation, Achievement of Results, and Evaluation. Outcomes are achieved at the Family, Agency and Community Level. The National Goals and National Performance Indicators (NPI's) are reported annually to the Federal Government through the CSBG Annual Report.

**Spotlight:** Becki Johnson reported on her progress over the past year as Learning & Development Director. The focus in year one was to get certified in Intercultural Development Inventory, Bridges out of Poverty, ROMA, ACES, and Strengths Finder and begin providing training to the CAPLP team as well as targeted groups of CAPLP customers. Becki has also been able to begin the work of the Diversity, Equity and Inclusion (DEI) Committee on the DEI Work Plan. Over the coming year, Becki will focus on providing trainings on Bridges out of Poverty, Trauma Informed Practices, Leadership, Poverty Simulations, Family Centered Coaching, and expanding training offered to community partners.

**Call to Order:** Sarah King called the Governing Board meeting to order at 6:35 pm at 891 Belsly Blvd Moorhead and via Zoom Video Conference. Roll Call was conducted and there was a quorum present.

**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 shared a map of the land regions included in the Land Acknowledgement Statement.

**Code of Ethic Review:** Lead the Community Action movement with respect, concern, courtesy, and responsiveness, recognizing that service to the poor is beyond service to oneself.

**Consent Agenda:** Loren Ingebretsen made a motion to approve the consent agenda including the June 2023 Board Meeting Minutes and June 2023 Treasurer's Report. Second by Tiffany Ross. Discussion took place regarding the time of the meeting which will remain at 6:00 pm. Beginning in August the meeting will be held on the 3<sup>rd</sup> Thursday of each month. Motion carried.

**Finance Committee Report:** Cassie Christianson reported that there was an error on the income statement dates should be March 1<sup>st</sup>-June 30<sup>th</sup> to reflect fiscal year to date. Many grants closed at the end of June, and fiscal is currently working with the Auditors on our annual audit. Cassie may be making some changes to the audit report based on a recommendation from the Treasurer. LeRoy Turner made a motion to approve the Finance Committee Report. Second by Jonathan Green. Motion carried.

**Requests for Approval:**

- A. Child and Adult Care Food Program 2023-2024 Budget Approval** - CAPLP Head Start submits an application and budget worksheet annually to participate in the USDA Child and Adult Care Food Program (CACFP). CACFP provides reimbursement for meals and snacks served to children in the center-based program. Head Start is submitting a budget for approval, which includes the projected total reimbursement for the 2023-2024 program year. Proposed CACFP Budget (Projected CACFP Reimbursement) for 2023-2024: \$104,701.95 This is a small increase from last year's projected income of \$104,326.15 as CAPLP Head Start continues efforts to strengthen programming and attendance that have been impacted by the aftershocks of the COVID-19 pandemic. Jenny Mongeau made a motion to approve the CACFP Budget. Second by Michelle Werner. Motion carried.
- B. Volunteer Taxpayer Assistance and Tax Credit Outreach Grants** - CAPLP is requesting funds from the MN Department of Revenue to support our Volunteer Income Tax Assistance program which provides free income tax preparation and filing services for low-income households in Clay and Wilkin Counties. There are two grant opportunities using one grant application. Program expenses covered by this grant funding will include staff time, travel to rural site locations, and supplies needed to operate the tax sites for two filing seasons. LeRoy Turner made a motion to approve the VITA Grants. Second by Loren Ingebretsen. Discussion took place regarding how critical the VITA tax site is to our community. This grant would support a significant expansion to our VITA tax services. Motion carried.
- C. CAPLP Leadership Academy Course** - CAPLP knows that by investing in its most valuable resources, the staff, is one of the most important things it can do to ensure excellence. We believe that building a strong succession of leaders at CAPLP is vital to the future of the Community Action Movement. We are requesting board approval to undertake a 6-month Leadership Academy course that would be facilitated by Tom Iverson from Sagency. The cost is \$22,000 for a 6-month course that would include 29 CAPLP leaders, including Directors, Managers and Coordinators. Tiffany Ross made a motion to approve the Leadership Academy Course. Second by Nicole Flick. Motion carried.
- D. Out of State Travel Request NCAP Data Convening** - NCAP's Data Convening is designed to bring together data experts from across the Community Action field to deep dive the complex issues and opportunities Community Action Agencies face with collecting, analyzing, and using their data for decision-making. CAPLP is requesting to send three members of our Leadership Team to this session in Denver this September. Estimated cost is \$1,950 per person. Eloisa Pigeon made a motion to approve the Out of State Travel Request. Second by Jenny Mongeau. Motion carried.

**Executive Director's Report:** Lori Schwartz shared an article from the Clay County paper on the Rural Routes bus. We are working to promote the bus and increase ridership. The Leadership Team has been working on adjusting to the new normal in a post-covid world. Our team is working on re-vitalizing our Core Values and commitment to our mission and vision agency-wide. We are in the process of hiring a new Communications and Development Manager due to a resignation from our team. We have been working on streamlining our hiring process in the KPay system to increase the speed of getting advertisements out. Lori Schwartz and Kristin Phillips are serving on the Head Start Task Force and they participated in a meeting earlier this week that focused on the Change of Scope requests which have become very common-place as programs are requesting reductions in enrollment nation-wide. CAPLP continues to be fully enrolled with a long waiting list and will not be requesting any reductions in enrollment. Staff recruitment has continued to be an issue for some positions due to a shortage in qualified employees in the community, including Head Start teachers. Our team is continuing to explore strategies for recruitment and retention. Lori is participating as a mentor in the New Executive Director training. Sarah King will reach her term limit on the board in August and Shawna Korinek has resigned from her role on the board in Wilkin County. Both positions are being advertised – please help spread the word for potential candidates both from the Private Sector. Next year's MinnCAP Conference will be in Duluth and it is the 60<sup>th</sup> Anniversary of Community Action. The National Community Action Foundation has been cautioning that there may be cuts coming to Federal programs, and there may be a Federal Government shut down at the end of the Federal Fiscal Year. We did receive some additional funds from the State of MN for Head Start and we will be able to add a Home Visitor. The MinnCAP Conference was held last week in Mankato and the sessions were very high quality. One session was regarding the changes to the Code of Ethics which will be adopted by the board this fall. There was also a session on all the HR laws that were passed in Minnesota this legislative session, including Paid Parental Leave and legalized Marijuana that will have a big impact on MN non-profits. We will be consulting with our Agency attorney on these laws. Please mark your calendars for the agency All Staff planned for October 12<sup>th</sup> and 13<sup>th</sup>, which will include Bridges out of Poverty training and a Poverty Simulation. Tiffany Ross and Loren Ingebretsen shared about their experiences attending the MinnCAP Conference as well. Tiffany attended a session about Advocacy 201 which provided great tools for how to represent CAPLP as a Board member. Loren shared a poem he wrote about the experience and encouraged board members to attend and participate in the future.

**Dashboard Report:** Colleen Murray provided an overview of the Dashboard report which provides an overview of metrics through the end of the 2<sup>nd</sup> quarter of 2023 compared to previous years.

**Report Backs:**

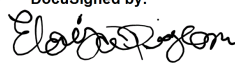
**Head Start Policy Council** – Nicole Flick and Helan Khalil reported that the Policy Council recently approved 3 new Teacher Assistant positions, and all were former Head Start parents.

**Housing Advisory Board** – Shawna Korinek no report.

**Public Official Check-In** – Representative Heather Keeler reported that she was proud to champion the Pathway Home Act during this legislative session. Representative Keeler works hard to find areas of common interest to represent the Greater Minnesota voice and she served as the Vice Chair of the Children & Family Services Committee. She was also able to secure \$100 million dollars to support homeless shelters, and did a lot of work to support Child Care especially as a border community. Many of the committee chairs in Minnesota are new to their roles and Representative Keeler is working to educate them on community needs. It is important to note that changes in the tax bill will increase access to tax credits and rebates including the renter's rebate. August 1<sup>st</sup> the State of MN will implement Narcan being required for all law enforcement and public schools. Jenny Mongeau reported on progress on access to Finger Printing and Background studies - there are slots available at both the Fargo and the Moorhead sites but utilization is low. Loren Ingebretsen reported that they had their township annual picnic and had guest speakers come from the Sheriff's department and public officials. One question that was posed from the picnic was regarding the legalization of marijuana and how it will be handled by law enforcement. Loren also reported that he attended a session at MinnCAP that presented on re-entry for individuals that are exiting the criminal justice system and to ensure that they can re-integrate into the community.

**Next Board Meeting:** August 17<sup>th</sup> at 6:00pm – Belsly Blvd 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 8:10 pm.

DocuSigned by:  


Eloisa Pigeon, Secretary

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