

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
June 22, 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	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; and Kristin Phillips, Head Start Director.

Spotlight: Kristin Phillips, Head Start Director provided a report of the Head Start Division. Summer School funded by the United Way of Cass-Clay is currently underway for target children at the Family Service Center. We recently received some additional Head Start funds for a Cost of Living Increase as well as Quality Improvement funds which will be used to support a classroom float. There has also been a \$10 Million increase in State Head Start funding which we are awaiting direction on how that will be distributed. COVID funding has all been spent. We are currently working on a project that is funded by One Time Health and Safety Funds that was awarded last year. This project is connecting the building internally for access to the classrooms, converting the unused child bathrooms to storage and an accessible adult bathroom, and updating the heating and air conditioning units in the building. Head Start is very proud to say we have maintained full enrollment in both Head Start and Early Head Start programs while many other programs are requesting reductions in enrollment. We had a Head Start parent that received the Head Start Hero award this year through the MN Head Start Association! We also had 5 team members receive their Family Service Credential and 2 that received their Child Development Associate (CDA). Kristin provided an update on School Readiness from 2020-2023 for the Head Start Program. We recently had an incident at the Family Service Center with a Glycol leak from the boiler which we are currently working with the County to make sure the spaces are cleaned up and ready to use by the time school starts again. Looking forward to a new year we are planning on focusing on staff celebrations and connections, orientation & onboarding, integrating services with Whole Family, and preparing for a Focus Area 2 Federal Review.

Call to Order: Sarah King called the Governing Board meeting to order at 6:41 pm at 891 Belsly Blvd Moorhead and via Zoom Video Conference. Roll Call was conducted and there was a quorum present.

Consent Agenda: Paul Krabbenhoft made a motion to approve the consent agenda including the May 2023 Board Meeting Minutes, May 2023 Treasurer's Report, Title III Senior Coordinator Grant, and FFN Caregiver Support Grant. Second by Michelle Werner. Motion carried.

Finance Committee Report: Cassie Christianson reported that the finance committee reviewed revenue and expenditures to date this year compared to last year. Michelle Werner made a motion to approve the Finance Committee Report. Second by Nicole Flick. Motion carried.

Requests for Approval:

- A. Dental Increase Premium Increase** - Item was requested to be removed from the agenda, due to a change in the premiums received prior to the meeting. Tiffany Ross made a motion to remove agenda item 8A. Second by Michelle Werner. Motion carried.

- B. Administration of Children (AFC)/Office of Head Start (OHS) Continuation Federal Grant Application.** Head Start seeks approval for the submission of the Administration of Children and Families/Office of Head Start grant application. This is our annual continuation application, and we will be serving the same number of children in both EHS Homebase (86) and Head Start Center based Program Options (111). Cost per child for Head Start is 15,934 and cost per child for Early Head Start is 15,086. Tiffany Ross made a motion to approve the AFC OHS Continuation Grant Application. Second by Nicole Flick. Motion carried.
- C. Health and Safety 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/Health and Safety needs that cannot be supported by the annual budget. CAPLP would like to use the funding for the following: handicap automated door entrances, roof and gutters, carpet, parking lot, fire alarm system, and sound masking. Michelle Werner made a motion to approve the Health and Safety Program Improvements Funding Application. Second by Renee Charon. Motion carried.
- D. Enhanced Financial Capacity Homeownership Program (Homeownership Capacity) Grant Application.** CAPLP is requesting funding from Minnesota Housing to support existing services and increase outreach to BIPOC populations. Financial education and coaching will be provided for those on their journey towards homeownership to build generational wealth. Rochelle Palubicki made a motion to approve the Homeownership Capacity Grant Application. Second by Jonathan Green. Motion carried.
- E. Head Start Self-Assessment.** CAPLP Head Start has conducted our annual Self-Assessment. We complete Self-Assessment each year to help us assess the progress we are making on our goals, objectives and to identify staff, parent, child or community needs and consider new innovations. One area of strength in our community is in dental care available through our partnership with Moorhead Family Dental Clinic. Eloisa Pigeon made a motion to approve the Head Start Self-Assessment. Second by Rochelle Palubicki. Motion carried.
- F. Out of State Travel Request. Environmental Rating Scales (ERS) Institute Training.** We would like to send Jasmin to the next available reliability training in September 2023 for the Early Childhood Environmental Rating Scales-3 tool, which is a requirement of her position. We would also like to send Denise to the next available reliability training in October 2023 for the Infant-Toddler Environmental Rating Scales-3 tool, which is a requirement of her position. To fulfill our contractual duties for the State of ND, we need QRIS Assessors who achieve at least an 85% reliability score on these tools. The training courses are only available in-person, hosted by the ERS Institute. These costs were built into the budget for this program. Michelle Werner made a motion to approve the out of state travel request. Second by Eloisa Pigeon. Motion carried.
- G. Board Meeting Date.** After surveying the board, there is a request to change the board meetings to the 3rd Thursday of every month beginning August 2023. The following are the board meeting dates for the next year: July 27, August 17, September 21, October 19, November 30, January 18, February 15, March 21, April 18, May 16, June 20. We would also like to propose that we start the meeting at 5:30 with dinner, spotlight and report backs and formally call the meeting to order at 6:00 pm. Minutes would still be taken and the spotlight and report backs would be recorded and sent with the minutes. Another option would be to start with the business of the meeting to the beginning of the agenda for those that need to leave for traveling purposes. We need to be done no later than 8:00 pm. Paul Krabbenhoft made a motion to approve changing the regular board meeting date to the 3rd Thursday of each month at 6:00 pm beginning in August. Second by Tiffany Ross. Motion carried.

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. Discussion took place regarding the Supreme Court decision to uphold the Indian Child Welfare Act.

Code of Ethic Review: Exercise whatever discretionary authority we have under the law to promote the interests of the poor. Discussion took place regarding this ethic and what it means to each of us.

Executive Director's Report: Lori Schwartz reported that we had a team member graduate from the Community Action Leadership Institute (CALI), and two team members that took the Certified Community Action Professional (CCAP) test last week and one more that will test next year. There was a team that attended the Whole Family Approach Institute the first week in June which was funded by the National Community Action Partnership. In addition to the exceptional training provided we were also able to meet with 2 agencies that have fully integrated Head Start and Whole Family services, which is a model we are moving toward with our Family Coaches. We have requested funding to do a site visit to one of these agencies to continue to learn about their program model. The new MinnCAP Executive Director is Lori Schultz, who was formerly the Executive Director for a CAP agency in the St. Cloud area. The DEI Committee has been doing very well under the leadership of our Learning & Development Director, Becki Johnson. You should be receiving emails from Becki Johnson inviting you to participate in DEI events including book club discussions, Did You Know Emails and Lunch & Learns. The Board Retreat will be on July 28th from 10-3 at Belsly and will include the Strengths Finder assessment & training and the Intercultural Developmental Inventory (IDI). MinnCAP conference is the week of July 18th and Tiffany Ross and Loren Ingebretsen will be attending on behalf of the Board of Directors. There is an All Staff gathering on August 16th from 10:00-

3:30 at Gooseberry Park with a presentation by Ricky White in the morning on Native American History and in the afternoon Ann Dolance will present on Light Brain Living. We will end the day with the CAPLP Connects committee leading us in some fun games. Lori reported that she attended a Tribal Relations Workshop earlier this week along with several Child Care Connections team members which was a very powerful experience. We are going to be working with Heart Corps which is similar to AmeriCorps to house a Heart Corps team member to do outreach and education on heart health especially with seniors and children across CAPLP and the broader community. We recently received notice regarding housing awards including an increase to the FHPAP program, award for the Homework Starts with Home project and the United Way of Cass Clay. We have also been working through some issues with staff and some disgruntled, toxic team members. We have been consulting with Tom Iverson from Sagency as well as our agency attorney on addressing these issues. We would also like to work with Tom Iverson to provide coaching to our Managers and Leadership team on identifying and addressing toxic behavior moving forward.

Report Backs:

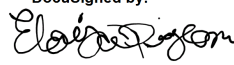
Head Start Policy Council – Nicole Flick reported that the Policy Council is meeting next week.

Housing Advisory Board – Shawna Korinek was not in attendance but reported via email that CAPLP has received FHAPAP Fast Track funding which needs to be expended by September 30th. The Homework Starts with Home grant has been funded for an additional 2 years which was an extremely competitive process. The Housing Team is having a retreat day for team building.

Public Official Check-In – Paul Krabbenhoft reported that Clay County had a groundbreaking for the new Detox Center which will be operational in 2024 and will be doubling in size from 16 beds to 32 beds and will be intended for 72 hour holds. The County is working closely with the Department of Corrections on these projects and future services as a regional hub in the area. We are waiting to see what funds will come to our community from the MN Legislative package including funding for early childhood and education. Discussion took place regarding the Mobile Mental Health Crisis unit, and the possibility of taxing and management of cannabis now that it has been legalized.

Next Board Meeting: July 27th, 2023, 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 8:30 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 __