

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc. - CAPLP  
May 25, 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; Maria Steen, Child Care Connections Director, Helan Khalil, Policy Council Liaison; and Kim Trautman, Human Resources Director (via zoom).

**Spotlight:** Maria Steen, Child Care Connections Director provided a report on the Child Care Connections Division. The Child Care Connections team has been growing – we have doubled our team in 2022! We recently received news that we are going to be expanding further with new funding opportunities. Maria provided an overview of the services that are provided to support high quality early childhood programs across the Northwest corner of MN as well as the entire state of North Dakota.

**Call to Order:** Tiffany Ross called the Governing Board meeting to order at 6:36 pm at 311 5<sup>th</sup> 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:** 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:** Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.

**Consent Agenda:** Jenny Mongeau made a motion to approve the April 2023 Board Meeting Minutes, April 2023 Treasurer's Report, Otto Bremer Trust Grant Application, VITA Grant Application and HECAT Grant Application. Second by Loren Ingebretsen. Motion carried.

**Finance Committee Report:** Lyle Hovland reported that the finance committee discussed the Financial Policies & Procedures Manual which wer recently updated. The updates are minor Paul Krabbenhoft made a motion to approve the Finance Committee Report. Second by Shawna Korinek. Motion carried.

**Requests for Approval:**

- A. **Out of State Travel Request (National Community Action Partnership Annual Convention - This year we have 3 team members that are working to achieve their Certified Community Action Professional (CCAP)**

Certification; 2 team members that are re-certifying as CCAP's, and 2 team members that are participating in the SNAP E&T Cohort that we would like to send to the NCAP Convention. The estimated cost per person is approximately \$3,000. Stipends being provided by NCAP will cover \$5,600 of the costs. Loren Ingebretsen made a motion to approve the Out of State Travel Request for NCAP. Second by Michelle Werner. Motion carried.

- B. Identified Official with Authority (IOWA) – Pathways 2** - The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA) The Director recommends the board authorize Lori Schwartz to act as the Identified Official with Authority for the Lakes/Prairies Comm Action Partn 7021-84, 7021-84-001, and 7021-84-020. Jenny Mongeau made a motion to approve Lori Schwartz as IOWA. Second by Michelle Werner. Motion carried.
- C. Cost of Living Increase 7/1/2023** - Lakes and Prairies was notified of the Head Start Cost of Living Increase of 5.6% effective December 1, 2022. Head Start Staff will be paid 5.6% retroactively for hours worked from December 1, 2022 to Jun 30, 2023 – with a 5.6 % increase for all staff effective 7/1/23. LeRoy Turner made a motion to approve the 5.6% Cost of Living Increase. Second by Michelle Werner. Motion carried.
- D. Edit Policy 805.2 – Social Media** - Update 805.2 - to assist in maintaining a current connection with the clients we serve - revises old policy verbiage - addition of the soliciting of references. Kim Trautman provided an overview of the updates to the Social Media policy which includes the ability to create CAPLP accounts for client communications. Discussion took place regarding the management of the social media accounts, confidentiality and ensuring that CAPLP is an administrator of the account or has access to all accounts created. The board would like staff to fine tune this policy and provide more information and a demonstration on how these concerns can be resolved prior to voting.
- E. New Policy 1001.2 – Plain Language** - Approve new policy 1001.2 - back up for the CAPLP Language Access Plan currently in use. Kim Trautman provided an overview of the policy which formalizes our Language Access Plan which has been in place for several years. Shawna Korinek made a motion to approve the Plain Language Policy. Second by LaRae Kuhfal. Motion carried.

**Executive Director's Report:** Lori Schwartz reported she has been working with the Rural Minnesota CEP board on finding a replacement for the Executive Director who is retiring. She has also been working with the Clay County Collaborative to find a new Coordinator as well and they have offered to Jenna Kahly who will start July 1<sup>st</sup>. The MinnCAP association has also offered a position to replace the retiring Executive Director as well which will be announced soon. MinnCAP is also working on the Strategic Plan that was developed over the past year. CAPLP held a fund-raising event, Paint it Forward in May to create awareness and raise funding for costs not covered by grant dollars. The Whole Family Communities of Practice cohort will be traveling to DC in June to the Whole Family Institute and will be taking time to meet with one our biggest supporters while we are there. We will also be meeting with the team from another agency that has successfully implemented their Whole Family program. The MinnCAP conference will be held this summer in Mankato in July and would encourage board members to reach out to Lori if they would like to attend. We have been meeting with the State office that oversees Refugee Resettlement and working with them to connect to other CAP agencies that may be interested in assisting refugees in their region. Lori is working with the new Executive Director coaching for the region and they recently had their first call. Maria and Lori pulled together their Strategic Planning advocacy group to reach out and thank legislators for their support. We are hosting an advocacy training this fall. We recently met with Chris Johnson from RACC and things are going well with the transition of Rainbow Bridge. There will be an All Staff gathering on August 16<sup>th</sup> from 10:00-3:30 at Gooseberry Park with a presentation on Native American culture and Ann Dolance on Brain Development & Humor. We would like to host a board retreat with Becki Johnson facilitating a Strengths Finder and IDI training. We will send out a survey link to see what dates will work. The legislative session ended and is only the 8<sup>th</sup> time they have ended the session with a budget in 40 years. Minnesota Community Action Grant funding was increased by \$2.7 million, FAIM was increased by \$3 million, Weatherization was increased by \$38 million, Head Start was increased by \$30 million, significant increases in early childhood funding including \$250 million in Early Learning Scholarships, and about \$1 billion increases in housing funding. They also approved paid Family Leave beginning in 2025 and medical leave in 2026.

**Board Meeting Date & Time Discussion:** We have reached out to all board members regarding the possibility of changing the board meeting date and time, and unfortunately there wasn't a clear date and time that worked for all. One suggestion would be to consider changing the board meeting from the 4<sup>th</sup> Thursday of the month to the 3<sup>rd</sup> Thursday due to many conflicts on the 4<sup>th</sup> Thursday. A request was made to survey the board regarding the change and bring it forward for a vote at the June meeting.

**August Board Meeting Date:** Shawna Korinek made a motion to move the August Board meeting up to the 3<sup>rd</sup> Thursday, which is August 17<sup>th</sup>. Second by LeRoy Turner. Motion carried.

**Report Backs:**

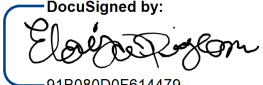
**Head Start Policy Council** –Helan Khalil reported that there are 65 children on the wait list for 2023 after enrolling. In kind reporting needs to be encouraged and promoted with parents.

**Housing Advisory Board** – Shawna Korinek reported that the FHPAP Fastrack funds are rolling out which will provide a substantial increase in prevention dollars in June. Currently hiring additional team members to help fulfill these contracts including 4 recent interns. We anticipate expansion of other housing grants as well.

**Public Official Check-In** – Jenny Mongeau reported on progress on increasing access to local background check fingerprinting sites in Fargo and Moorhead. Loren Ingebretsen reported that they are building a new town hall, which includes an increase in taxes. It's important to remember that people's lives are affected by the decisions we make.

**Next Board Meeting:** June 22nd, 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:** Tiffany Ross adjourned the meeting. Meeting adjourned at 7:54 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 \_\_\_*