

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
November 30, 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	Rachel Stone			X	
14	Renee Charon		X		
15	Rochelle Palubicki			X	
16	Tiffany Ross	X			
	PC Liaison Helan Khalil	X			

Employees and Others Present: Lori Schwartz, Executive Director; Cassie Christianson, Finance Director; Colleen Murray, Operations Director; Kristin Phillips, Head Start Director; Jenna Cronen, Parent, Head Start Family & Community Engagement Manager; Anna Johnson, Head Start Nutrition Manager; and Head Start Policy Council Members: Jian Kasim, Jacqui Morales, Angeline Khah, Hailey Smerud, Dakhwaz Gardi, Michele Fornshell and Nazdar Habib.

Head Start Policy Council Shared Governance Training was provided to CAPLP Board and Head Start Policy Council Members from 5:30-6:57 pm.

- A. Mandated Reporting/ERSEA Final Rule- Kristin Phillips
- B. CACFP Training- Anna Johnson
- C. Shared Governance Training- Lori Schwartz & Kristin Phillips
- D. Signed Annual Agreement CAPLP Executive Board & HS PC Internal Dispute Resolution Process-Lori Schwartz

Call to Order: Tiffany Ross called the Governing Board meeting to order at 6:58 at 891 Belsly Blvd Moorhead and via Zoom Video Conference. Roll Call was conducted and there was not a quorum present. Requests for approval will be brought to the Executive Committee for approval since a quorum was not present.

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

Land Acknowledgement Statement: The board reviewed and recited the Land Acknowledgement 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.

Consent Agenda: The October 2023 Board Meeting Minutes and October 2023 Treasurer's Report will be tabled until the next meeting due to a lack of Quorum.

Finance Committee Report. The Finance Committee report will be tabled until the next meeting due to a lack of Quorum.

Requests for Approval

- A. **Lead Inspection Policy Update-Head Start** - Based on new MN Rule 3 Statue for Licensed Child Care Centers CAPLP Head Start has updated our lead policy. We have added clarification about testing frequency and communication that needs to take place with in 30 days of the testing. The request for approval was reviewed and discussed by the members present at the meeting and the consensus of those present was to forward the request to the Executive Committee for approval.
- B. **Health Advisory Board as External Advisory Group to the CAPLP Board of Directors** – Request to consider formally adopting Health Advisory Board as an external advisory group to the CAPLP Board of Directors. The request for approval was reviewed and discussed by the members present at the meeting and the consensus of

those present was to forward the request to the Executive Committee for approval.

- C. DEED Targeted Populations Grant** - CAPLP is applying to DEED for funding to continue our Career Connect program services. The Targeted Populations Workforce Job and Skills Training Competitive Grants would provide services and skills training that leads to employment in high growth industries and a career pathway that leads to a family sustainable wage. The funds requested will support staffing in this program. The request for approval was reviewed and discussed by the members present at the meeting and the consensus of those present was to forward the request to the Executive Committee for approval.
- D. MN Office of Justice Programs Transitional Housing Program Grant** - A new grant program is available due to additional funding appropriated during the past legislative session. CAPLP is writing for approximately 5 households to receive rental assistance subsidies paired with supportive services. Funding will be used to target people who are fleeing or attempting to flee a domestic violence situation. CAPLP Housing Advocates will work with each household to identify housing options and resources, along with a housing subsidy for up to 30 months. The grant period is February 1, 2024-December 31, 2024. The request for approval was reviewed and discussed by the members present at the meeting and the consensus of those present was to forward the request to the Executive Committee for approval.

2024 Board Meeting Dates: The board reviewed the schedule of meeting dates for 2024. The board will meet on the 3rd Thursday of each month from 6:00-8:00 pm. The calendar invitations will be sent out for the year to save the date on your calendars, and this calendar invitation will be updated prior to the meeting to include the Zoom link and the board packet. Finance Committee invitations will also be sent out for the 2024 calendar year.

Executive Director's Report: Lori Schwartz reported there will be two additional briefing documents sent to the Executive Committee for approval that were not included on the agenda for Out of State Travel for the NCAF Legislative Conference and the Management and Leadership Training Conference. Lori reported that we are working on restructuring our administrative department to add another position as Human Resources Manager. This is due in part to the fact that we will be transitioning our benefits enrollment, administration, and management into our KPay software. Benefits and payroll will be re-located out of the Fiscal Department and into the HR Department. Kim Trautman has decided to transition into Human Resources Manager and will continue to do HR processing and will take on administration of benefits and payroll. We will be hiring for a new Human Resources Director and will be utilizing Sagency Talent for the search process. We hope to have a new Human Resources Director on board by the end of January. Lori will be sending out an invitation for the virtual All Staff on December 15th from noon-2:00 – please feel free to join us if you are available. Attorney General Keith Ellison will be in Moorhead on December 11th and there will be an evening event open to the public for a community forum at Bright Sky Apartments. The topic is ‘What do people in Moorhead need to afford their lives and live with dignity?’. Lori will send out the information.

Board Self-Assessment 2023: The board self-assessment will be sent out soon and results will be shared at the January meeting. The survey will be sent out via email through Survey Monkey.

Report Backs:

Head Start Policy Council –Helan Khalil reported that October in-kind goal was met, and the Health and Safety One-Time Grant carryover was approved.

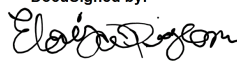
Housing Advisory Board – Michelle Werner reported that they are looking for representatives with lived experience to serve on the Consumer Action Board (CAB).

Public Official Check-In – Loren Ingebretesen reported that he has the annual conference for the Township Association in St. Cloud. He also reported that Paul Krabbenhoft was highlighted in the FM Extra Newspaper! Loren also shared an article from the Saturday Evening Post on Hometown Heroes – Recipe for Changing Lives which was a program that teaches people how to cook. Paul Krabbenhoft reported that December will be a very busy month with the County Association meeting. Clay County has been exploring mental health and behavioral health treatments. Truth in Taxation statements have gone out and meeting will be held on December 12th. Clay County Public Health has hired a Substance Abuse Coordinator to organize prevention education, harm reduction, crisis response and community awareness and Narcan administration and training. Over the last 3 years Clay County has averaged about 11 deaths per year from substance overdose and so far this year we have seen a decrease to 6 deaths and the year is almost over.

Next Board Meeting: January 18th 6:00-8:00 pm. Please RSVP with Alison by emailing alisonb@caplp.org or calling or texting 218-512-1500. If you do not RSVP, you will be marked with an unexcused absence.

Adjournment: Tiffany Ross adjourned the meeting at 8:05 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 ___