

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
October 19th, 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		
	Vacant (Wilkin Co. Private)				
	Vacant (Wilkin Co. Public)				

Employees and Others Present: Lori Schwartz, Executive Director; Cassie Christianson, Finance Director; Robin Christianson, Economic Empowerment Director; and Kristin Phillips, Head Start Director.

Call to Order: Tiffany Ross called the Governing Board meeting to order at 6:06 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.

Code of Ethics Discussion: The Board read the new Code of Ethics, Remain Focused on Mission: Recognize the chief function of the Community Action movement at all times is to serve the best interests of people with lower incomes which, in turn, serves the best interests of the entire community. Seek to empower people and revitalize communities. Engage in activities that move us closer to mission achievement and further our positive outcomes.
(Moving forward The Code of Ethics and the Land Acknowledgement will alternate months)

Spotlight: Robin Christianson, Economic Empowerment Director reported on what has happened over the past year in the Economic Empowerment division. Robin shared her appreciation for the board for approving professional development opportunities for her division. Robin highlighted Career Connect staff Jennifer graduated from CALI last year. There were 2-3 cohorts of CNA opportunities over the last year. The Economic Empowerment division is also working on expanding SNAP ENT – this gives the division flexible funding to reinvest in the Career Connect program. Robin shared information about the welding training that Career Connect is providing. All training cohorts offered in Career Connect are customized through a partnership with M-State. Twenty-three individuals have been served in the 2023 year. Financial Empowerment continues to provide a free tax-site, in 2023 there were 484 Federal Tax returns filed. Refugee Resettlement is in the fifth year of programming. This year the program is providing welcome baskets to families. They also help clients get settled in the community. Seniors continue to provide clients with monthly food boxes. 150-175 boxes go out each month to help combat food insecurity. Whole Family programming has been guided by our National Community Action Partners. Robin shared two client success stories. 28 household and over 100 clients have been served. Robin shared goals that she has for each of the Economic Empowerment programs in the upcoming year.

Consent Agenda: Jenny Mongeau made a motion to approve the consent agenda including the September 2023 Board Meeting Minutes and September 2023 Treasurer's Report. Second by Michelle Werner. Motion carried.
Consent agenda was approved with the following conditions - correction of moving Helan Khalil as an excused absence as opposed to an unexcused absence in the September 2023 board minutes and amending the October 2023 agenda to add an additional approval item. (8H – CAPLP's Position Statement on Current Events of Recent Global Violent Acts).

Finance Committee Report. Cassie shared the current finance report. Loren Ingebretsen made a motion to approve the Finance Committee Report. Second by Eloisa Pigeon. Motion carried.

Discussion:

Cassie is looking for additional members to join the committee. She is exploring meeting days and times that may work better. Lori explained, these meetings are held monthly and must be held as close to the monthly board meeting as possible. The meetings can be either virtual or in person. Both Tiffany and Lori stressed the importance of the Finance Committee and expressed that it is imperative that we have enough representation from both counties on this committee. As of October, we have two committee members, Cyndee Thormodson, Treasurer and Tiffany Ross, Board Chair (who, as Chair is obligated to be on all the committees.) We currently do not have any Wilkin County members and we need someone to fill this role. Lori explained, the Finance Committee meetings are one of the only committee meetings that are monitored by state and federal funders. The meetings are important and should promote good discussion. To have an effective Finance Meeting it should be at least one-half hour in length, to review the Statement of Financial Position, Income Statement and discuss on a broad level any major future expenditures or any concerns on a specific funding source or funding opportunities we are watching for.

Requests for Approval:

A. Head Start Annual Report to the Community - Each year the Head Start program creates an Annual Report to the Community based on information and data gathered throughout the previous program year. The contents of the report are defined by the Head Start Act of 2007. Eloisa Pigeon made a motion to approve the Head Start Report to the Community. Second by Jon Green. Motion carried.

B. Head Start One Time Supplemental Health and Safety Grant Carryover - Head Start requests approval to submit a Carryover to the Office of Head Start for our Head Start One Time Supplemental Health and Safety Grant. This grant is for the Belsly site's minor renovations. The grant period ends on 11-30-23 and we will not have the Davis Bacon requirements complete within that timeline. Michelle Werner made a motion to approve the Head Start Report One Time Supplemental Health and Safety Grant Carryover request. Second by Rochelle Palubicki. Motion carried.

C. United Way of Cass-Clay Bold Goal #3: Career Connect - CAPLP is applying to the United Way of Cass-Clay under their Bold Goal 3 for funding to continue our Career Connect program services. The funds requested will support staffing in these programs. LeRoy Turner made a motion to approve the grant application to the United Way of Cass-Clay for Career Connect. Second by Nicole Flick. Motion carried.

D. United Way of Cass-Clay Bold Goal #3: Whole Family - CAPLP is applying to the United Way of Cass-Clay under their Bold Goal 3 for funding to continue our Whole Family Services. The funds requested will support staffing in these programs. Michelle Werner made a motion to approve the grant application to the United Way of Cass-Clay for Whole Family. Second by Jon Green. Motion carried.

E. Number of CAPLP Board Members - Due to the decrease in population in Wilkin County (1970- approx.9.4K, to 2023 – 6.3K) and the increase in population in Clay County, (1970 - approx.46.6K to 2023 - 65.5K), the increasing challenge recruiting members from Wilkin County, and the consistency of not having a quorum at monthly board meetings, CAPLP would like the board to consider decreasing the size of the board from 18 members to 15 members. Tripartite requirements would be maintained and there would be representation from all three sectors (Public Official, Private and Consumer) from Clay and Wilkin Counties. The CSBG Act mandates - Tripartite Board Composition – Exactly one-third Public Official (from any elected seat, County, City, State, Township, School Board, etc.). At LEAST one-third Low Income or Consumer (or their representative,) the remainder are from the Private Sector (businesses, faith communities, education, service clubs, etc.)

Paul Krabbenhoft made a motion to approve the recommended update to the CAPLP Board Bylaws. Second by Eloisa Pigeon. 1 opposed vote. Motion carried.

F. 502.1 Earned Time-Amend Policy – Recommended policy update to address MN Earned Sick and Safety (ESST) law and additional employee notifications. Michelle Werner made a motion to approve the Earned Time Policy Amendment. Second by LeRoy Turner. Motion carried.

G. 703.3 Pregnancy and Parental Leave-New Policy- New MN State policy -provides unpaid leave during pregnancy, birth, or adoption of a child, caring for family member, own health - not FMLA related. Loren Ingebretsen made a motion to approve the Pregnancy and Parental Leave Policy. Second by Rachel Stone. Motion carried.

H. CAPLP's Position Statement on Current Events of Recent Global Violent Acts). A staff member from the DEI Committee and a consumer of CAPLP reached out to Lori to discuss if there was anything that we could be doing to support those that are being tragically affected by the war in the Middle East. A recommendation was made to ask the board to consider posting a "Position Statement" Tiffany shared a draft of what Lori and a DEI Committee member put together for the board to work from. Despite this sensitive subject the board had a serious intentional discussion around the pros and cons of CAPLP declaring a position statement about the war in the Middle East when there was not a statement made about the ongoing war in Ukraine. The decision was made to make the statement less specific about the war in the Middle East, but for all wars and senseless acts of violence, with the main point being CAPLP condemns any violent acts toward all innocent human beings. Loren Ingebretsen made a motion to approve the CAPLP Position Statement with the changes to make it broader. Second by Rochell Palubicki. Motion Carried. The subject came up again later in the meeting from an individual that had strong feelings about keeping the specifics about the Middle East in the statement. The board further discussed, and Jenny Mongeau made a motion to edit the statement to include verbiage that

includes both the Middel East, Ukraine and essentially all global acts of hatred and violence. Second: Loren Engebretsen. Motion carried.

Executive Director's Report: Lori Schwartz reported Whole Family Team was invited by the Aspen Institute to attend an Ascend Event the U of M. The event was held for funders, service providers, and partner agencies to discuss the work that has been done in Minnesota on the Whole Family/2 Gen approach and how utilizing this approach can get families out of poverty. A CAPLP Whole Family Client was invited to sit on a panel and share her Whole Family Approach journey. CAPLP will be registering to become a member organization of the Aspen Institute to benefit from research-based resources, T&TA, and funding opportunities to further the Whole Family Approach work. Lori shared that the DEI work continues and the next step in the work plan is to begin working on Goal 3. Goal three is the technical work that includes taking a deep look at policies and procedures to ensure we are making decisions with a DEI focus. Members of the Leadership Team attended a training course about Strategic Talent which included recruitment and retention strategies. For several years CAPLP has been an agency that cares for their employees and follows their core values to the best of their ability. Lori explained we have been a flexible, family friendly workplace starting in 2016 with new leadership. She went on to explain that even with the work that has been done we need to focus on the "new normal" of employment and do our best to accommodate, while always keeping the services to clients as the number one focus. This is not always easy to do. There is always room for improvement and new ways to do things and we are willing to learn and try new things. We had our Annual All Staff last week. The first afternoon was spent doing a Poverty Simulation and the second day was Bridges Out of Poverty training. Board members, Michelle and Loren attended. The All Staff was successful, we received positive feedback from staff members. CAPLP hosted an event last week with Representative Hornstein, Senator Dibble, Senator Kupec and Representative Keeler regarding transportation needs in Clay County.

Head Start Review Ready- Kristin Phillips provided training for the CAPLP Board of Directors in preparation for our upcoming Head Start Review. Office of Head Start Federal Review will be onsite with the program this year. The teams will monitor all aspects of the program. Part of their time at CAPLP reviewers will want to spend with CAPLP Board members to learn about how the Board uses their expertise to provide oversight to the Head Start program.

Strategic Plan Update – The Board of Directors was provided with an update on the progress toward our goals outlined in the CAPLP 5-year Strategic Plan. Written report included in the packet.

Dashboard Report – The Board of Directors reviewed the Dashboard report for the 3rd Quarter of 2023. Highlights include the results from our recent Employee Satisfaction Survey.

Report Backs:

Head Start Policy Council – Nicole Flick and Helan Khalil reported seated new members, Treasurer met with Cassie before the meeting to provide new position training. Approved new hires.

Housing Advisory Board – Michelle Werner had no report at this time as they had not met this month.

Public Official Check-In –

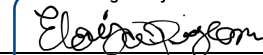
Jenny Mongeau- Still working on fingerprinting and approved a new DMV that will open next fall.

Loren Ingebretsen harvest is in full swing, and Loren has been out checking roads. Loren hopes the Board will all get to experience the Poverty Simulation.

Next Board Meeting: November 30th, 2023- Belsly Blvd and Zoom - Shared Governance Training (Head Start Policy Council and CAPLP Board) 5:30-6:30pm. CAPLP Board Meeting 6:30-8:00pm. 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 8:27 pm.

DocuSigned by:



Eloisa Pigeon, Secretary

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