

**Annual Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
April 18, 2024**

Board Member Attendance

	Board Member Name	Attended In Person	Absent Excused	Absent Unexcused
1	Cani Aden		X	
2	Cyndee Thormodson		X	
3	Eloisa Pigeon	X		
4	Jenny Mongeau		X	
5	Jonathan Green			X
6	LaRae Kuhfal	X		
7	LeRoy Turner	X		
8	Loren Ingebretsen	X		
9	Nicole Flick	X		
10	Paul Krabbenhoft	X		
11	Rachel Stone McDaniel	X		
12	Renee Charon	X		
13	Rob Kupec		X	
14	Tiffany Ross	X		
15	Vacant – Consumer			

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Operations Director; Employees and guests of CAPLP.

Call to Order: Tiffany Ross called the Governing Board meeting to order at 6:52 pm at the TAK Music Venue at 1710 Center Ave West in Dilworth MN. Roll call was conducted and there was a quorum present.

Promise of Community Action: The board, employees and guests recited the Promise of Community Action.

Land Acknowledgement Statement: The board, employees and guests 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.

Code of Ethics Review: Tiffany Ross reviewed the Community Action Code of ethics.

Welcome & Introductions: Tiffany Ross welcomed everyone and conducted introductions of each division.

Agenda Modifications: Tiffany Ross requested to make the following agenda modifications.

Add to Requests for Approval:

- A. Northwest MN (Region 1 & 2) Child Care Centers Directors Group
- B. Out of State Travel Request 2024 ERS Conference

Remove the following items:

- A. West Central Initiative Community Responsive Fund Grant (Request Withdrawn)

Loren Ingebretsen made a motion to approve the agenda modifications. Second by Eloisa Pigeon. Motion Carried

Consent Agenda: Paul Krabbenhoft made a motion to approve the consent agenda including the March 2024 Board Meeting Minutes and the March 2024 Treasurer's Report. Second by LeRoy Turner. Motion Carried.

Finance Committee Report. Paul Krabbenhoft provided a report from the April Finance Committee meeting. The finance committee did an in-depth review of the Treasurer's Report including the Statement of Financial Position and Income Statement going line by line. Paul reported that CAPLP is in good standing. Eloisa Pigeon made a motion to approve the Finance Committee Report. Second by Rachel Stone McDaniel. Motion carried.

Requests for Approval:

- A. FM Area Foundation – CAPLP is requesting \$10,000 from the Fargo Moorhead Area Foundation to support the Career Connect program by funding a certified nursing assistant cohort in late 2024 or early 2025. This request will be under the foundation's Basic Needs funding category. Nicole Flick made a motion to approve the FM Area Foundation Grant Application. Second by Renee Charon. Motion carried.
- B. Minnesota Statue – Background Study Regulations – Requesting to add language to the CAPLP Board of

Directors By-Laws to include the Minnesota Statue requirement that includes the Board of Directors Chair and Treasure must have a background study completed. Eloisa Pigeon made a motion to approve the addition to the Bylaws. Second by Nicole Flick. Motion carried.

C. ~~West Central Initiative Community Responsive Fund Grant~~— Request Withdrawn

D. West Central Initiative Grant Spring 2024 - The West Central CoC has been working to lift up and integrate youth voices into program planning and solutions to ending/preventing homelessness. These funds would be used to create a Youth Advisory Board for Clay & Wilkin counties. Specially, funds will be used to pay youth for their time and expertise, including costs associated with meetings. LeRoy Turner made a motion to approve the West Central Initiative Grant Application. Second by Rachel Stone McDaniel. Motion carried.

E. Annual Report 2023 - CAPLP collects and submits an annual report at the end of each fiscal year and brings it to the board for approval at the Annual Meeting in April. The 2023 Annual Report is included in your packet for review and approval. Renee Charon made a motion to approve the 2023 Annual Report. Second by Eloisa Pigeon. Motion carried.

F. Northwest MN (Region 1 & 2) Child Care Centers Directors Group – CAPLP is requesting funding to support the implementation and expansion of a professional Child Care Center Director's group for child care center leaders in NW Minnesota (within our Child Care Aware Northwest District service areas of Region 1 & 2). CAPLP CCC staff have long been members of a similar group in West Central (Region 4) MN and have witnessed how critical a professional networking group has been to the sustainability of center directors in this area. We are seeking funding to replicate this model with our child care center partners in NW MN. Funding will cover meeting expenses, mileage, and training costs for an annual Center Directors Retreat. Paul Krabbenhoff made a motion to approve the NW MN Foundation Grant Application. Second by Eloisa Pigeon. Motion carried with Nicole Flick abstaining.

G. Out of State Travel Request 2024 ERS Conference – CAPLP is requesting to send up to 6 team members from our ND QRIS Team to attend the Environmental Rating Scale (ERS) National Conference in Chicago in September 2024. This lends the team the opportunity to gain knowledge and to dig deeper into the ERS tool; ERS is used for every child care program going through Bright & Early Step 2 Observation and Coaching. The conference also provides an opportunity to network with other state leaders and learn how they are implementing the tool in their QRIS Programs. Loren Ingebretsen made a motion to approve the Out of State Travel Request. Second by Rachel Stone McDaniel. Motion carried.

Informational Items:

Dashboard Report – The 1st Quarterly Dashboard Report is included in the packet.

Strategic Plan Update – The 6-month narrative report on the progress toward the Strategic Plan Goals is included in the packet for review.

2023 Year in Review Report – The CAPLP Division Director's provided a report of the updates from their division.

Service Awards: The following employees were awarded with a certificate for their years of service at CAPLP:

5 years: Cassie Olson, Christina Zimmerman, Dorene Herring, Marianne Smith, Kari Byrnes, Katie Sonsthagen, Shanda Dudden
10 years: Ashley Gonzalez, Beth Bates & Diane Kubischta

25 years: Roxie Moyer & Tiffany McKinnon

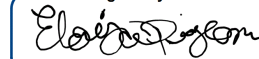
Volunteer Extraordinaire Award: Presented to Furniture Mission of the Red River Valley for their work providing essential furniture to individuals in need in the FM Area. Furniture Mission has assisted over 1,700 families to secure furniture from their warehouse since opening in 2020. They have many wonderful volunteers who provide a warm welcome to CAPLP clients and others in the community as families pick up furniture for their homes.

Dennis Heitkamp Leadership Award: Presented to Michelle Werner for her leadership on the CAPLP Board of Directors, the Housing Advisory Board, and the Consumer Action Board. Michelle has been involved with CAPLP for over 20 years and her commitment to the organization is unmatched. Michelle has volunteered in the Head Start classroom, served on the Head Start Policy Council and has emerged as a leader in the fight against poverty. Michelle has served as a board member for CAPLP for 9 years.

Next Board Meeting: Thursday, May 16, 2024 at the CAPLP office in Breckenridge and via Zoom, 6:00 pm. Please RSVP with Becky Bergley by emailing beckyb@caplp.org or calling or texting 218-512-1500. If you do not RSVP, you will be marked with an unexcused absence.

Adjournment: Nicole Flick made a motion to adjourn. Second by Pual Krabbenhoff. Meeting adjourned at 8:01 pm.

DocuSigned by:



Eloisa Pigeon, Secretary

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