

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
February 15, 2024**

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	Jenny Mongeau	X			
5	Jonathan Green		X		
6	LaRae Kuhfal		X		
7	LeRoy Turner	X			
8	Loren Ingebretsen	X			
9	Michelle Werner	X			
10	Nicole Flick	X			
11	Paul Krabbenhoft		X		
12	Rachel Stone		X		
13	Renee Charon		X		
14	Tiffany Ross	X			
	Vacant – Public Official				
	PC Liaison Helan Khalil				

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Operations Director; and Cassie Christianson, Finance Director (Via Zoom)

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. There was a quorum present.

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

Land Acknowledgment Statement – The Board recited and discussed the 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.

Spotlight: Colleen Murray provided an overview and a review of the 2023 CSBG Annual Report and the CSBG Organizational Standards.

Consent Agenda: Jenny Mongeau made a motion to approve the consent agenda including the January 2024 Board Meeting Minutes, January 2024 Treasurer's Report, Family Homelessness Prevention and Assistance Program Application, and the Supporting Families Experiencing Homelessness with Child Care Assistance Program Application. Second by Loren Ingebretsen. Motion Carried.

Finance Committee Report. Cassie Christianson provided a report on the Finance Committee meeting which met on Tuesday, February 13th. Cassie noted that a corrected document was sent via email as a portion of the report was cut off in the original packet. We do have high receivables this month due to it being the end of the quarter. Many of these have already been paid as of this meeting. Income for 2023-2024 has surpassed the budgeted amount with one month remaining in the fiscal year. Paul Krabbenhoft made a motion to approve the Finance Committee Report. Second by Jenny Mongeau. Motion carried.

Requests for Approval:

- A. **2024-2025 Annual Budget** - Each year as part of our Audit process, we are asked to prepare a budget for the coming year. Division directors have made their best estimates regarding grants that will be received to compile one combined forecast for the Agency. The 2024-2025 Annual Budget is just over \$14,000,000, which is approximately \$1,000,000 increase over the previous year. Salaries were increased in February for team members due to a wage comparability update. Discussion took place regarding budget projections. LaRae Kuhfal made a motion to approve the 2024-2025 Annual Budget. Second by Jonathan Green. Motion carried.
- B. **CSBG Annual Report** - Community Action agencies are required to report on agency outcomes annual through the CSBG Annual Report. The annual report was presented as the Spotlight and includes information gathered across all agency programs regarding CSBG expenditures, agency capacity and resources, as well as outcomes

related to community level and individual and family level goals. Loren Ingebretsen made a motion to approve the 2023 CSBG Annual Report. Second by Rachel Stone. Motion carried.

- C. AARP Community Challenge Grant** - CAPLP is requesting funding from the AARP Community Challenge grant to support our programming for older adults in Clay County. Nicole Flick made a motion to approve the AARP Community Challenge Grant. Second by Eloisa Pigeon. Motion carried.
- D. Head Start Base Grant Carryover** - Head Start requests approval to submit a Carryover to Office of Head Start for our Federal base Grant funding. Due to staff vacancies, there were additional funds that went unspent. We have an internal budget adjustment from personnel to equipment and marketing. The grant period ended on 11-30-23. We would like to carryover the funds and use the funds for updating Head Start vehicles and purchasing a food service vehicle, SPOT Vision Screener and working with a video company to create staff recruitment videos to use with job postings. Head Start is requesting not to collect Non-Federal Share funds for this carryover. We collect the NFS amount in our current base grant. Jenny Mongeau made a motion to approve the Head Start Base Grant Carryover. Second by Michelle Werner. Motion carried.
- E. Head Start Teacher Waiver to Office of Head Start** - The Head Start Division requests approval to submit a Waiver for Tammy Christensen to take the role of a Teacher/Family Advocate in the Head Start classroom. Tammy is enrolled in an BS program for Human Development and Family Science with an emphasis in Child Development and Elementary Education at NDSU. Tammy currently holds a CDA (Child Development Associate) and a FSC (Family Service Credential). Tammy has been employed by CAPLP since March 2015 and has worked as a Teacher Assistant and a Teacher/Family Advocate Substitute. Paul Krabbenhoft made a motion to approve the Head Start Teacher Waiver for Tammy Christensen. Second by LeRoy Turner. Discussion took place regarding employee recruitment and retention and “growing our own” employees. Motion carried.
- F. Board Member Election-Public Official** - Seeking approval to seat new Public Official representative to the CAPLP Board of Directors to replace Heather Keeler. Will bring this item back in March as we are still collecting nominations. Loren Ingebretsen made a motion to move this agenda item to the next board meeting. Second by Michelle Werner. Motion carried.
- G. Out of State Travel Request CLASS INTERACT 2024** – Child Care Connections would like to send 2 people to attend the CLASS Interact Conference to gain a deeper knowledge of the tool we use for Step 4 in our quality process. Erin would specifically be learning about the coaching side and Jasmin would be focusing on the assessing side. When the two return they will be hosting a community of learning for the ND & MN coaching teams. Nicole Flick made a motion to approve the Out of State Travel Request for CLASS INTERACT 2024. Second by Eloisa Pigeon. Motion carried.

Executive Director's Report: Lori Schwartz reminded the board members to please sign off on the updated Conflict of Interest Forms. Francie Mathes has retired from the Office of Economic Opportunity. She was the Director of OEO for many years and served in Community Action for over 40 years. Sarah Augenbaugh was appointed as the new Director and she also has great experience in Community Action and OEO. We do have a board vacancy for a Public Official seat. Lori has been reaching out to potential candidates and have been encouraging them to apply. Jonathan Green will also be stepping down, so we will have two public official openings to fill. Please spread the word and encourage any elected official in Clay or Wilkin County to complete the interest form on our website. At least one of the public official seats must reside in Wilkin County. Jonathan will stay on the board until the new commissioner gets on board in Wilkin County. Rochelle Palubicki has accepted a position as the Executive Director of the Housing Authority and has decided she needs to step down from the board as well and Michelle Werner will reach her term limit in March so we will be replacing one consumer seat in April. Lori recently attended the Wilkin County Children's Collaborative meeting along with several of our team members. We requested funding for personal hygiene items for students in Wilkin County. The MinnCAP Association Day on the Hill is coming up on March 6th – if any board members would like to join for this day of advocacy and promising practice awards let Lori know. There is a group of team members traveling to the cities the night before as well as a group traveling down on the day of the event. This coincides with Moorhead Area Day on the Hill as well. The Best Practices and Promising Practices Awards Ceremony is the same afternoon from 1-3. CAPLP will be highlighted on the MinnCAP website next month and we are highlighting our partnership with the Kitchen Coalition. We will be conducting HR Director Interviews tomorrow in collaboration with Sagency. The interviews are scheduled for two hours including a presentation on recruitment and retention strategies. We will be submitting our Facility Survey to Clay County as they are working on their master facility plan. There were bonding dollars secured for Early Childhood funding for the Head Start classrooms and CAPLP will continue to have a presence in this building. Rhonda Porter recently announced her retirement as Clay County Social Services Director and we will miss her greatly. The Leadership Team continues to plan and prepare for the coming year.

Giving Hearts Day Update: Colleen Murray provided an update on our Giving Hearts Day campaign 2024. We were able to raise \$22,150 on this day of giving, which is the largest amount we have ever raised! Colleen shared a historical reports of Giving Hearts Day gifts from 2017-2024. Thank you to everyone that supported this event by donating, volunteering, and spreading the word.

Report Backs:

- A. Head Start Policy Council** –Nicole Flick Reported that the Policy Council is meeting next week.

B. Housing Advisory Board – Michelle Werner reported that the Housing Advisory Board did not meet.

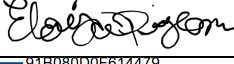
Public Official Check-In: Paul Krabbenhoft reported that they are planning for advocacy at the capital. Moving forward on a plan for a residential treatment center in Moorhead. Looking to potentially secure bonding funding for the facility and social services has secured funding for a startup grant for the facility as well. Will be collaborating with up to 17 other counties on this facility. Loren Ingebretsen reported that the election for Township Board is coming up on March 12th and Loren is running unopposed. Loren has been working in his Township to approve a new building for Township Hall. The residents of the Township will be voting on the amount to spend on the new building, and Loren is hopeful it will pass this round. The Township Hall is critical to the for the community to have a place to gather.

MinnCAP Day on the Hill, March 6th – Please let Lori know if you would like to attend.

Executive Director Performance Review Process – The Executive Director Annual Review is due in March and you will all receive a survey link to provide feedback on Lori's review. The survey link will be open until March 1st and will be sent to all board members as well as the Leadership Team to provide feedback. The HR committee is meeting to review the survey results and wage comparability on March 4th at 5:00 pm and will bring the forward recommendations at the March Board Meeting.

Next Board Meeting: March 21st 6:00-8:00 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: Tiffany Ross adjourned the meeting at 7:41 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 __