

## Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. - CAPLP July 18, 2024

### Board Member Attendance

	Board Member Name	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	Mark Arnold			X	
10	Nicole Flick		X		
11	Paul Krabbenhoft	X			
12	Rachel Stone McDaniel			X	
13	Renee Charon			X	
14	Rob Kupec	X			
15	Tiffany Ross	X			

**Employees and Others Present:** Lori Schwartz, Executive Director; Colleen Murray, Operations Director; Cassie Christianson, Finance Director; and Becki Johnson, Learning & Development Director.

**Call to Order:** Tiffany Ross called the Governing Board meeting to order at 6:03 pm in person and via Zoom. 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.

**Code of Ethics Review:** The board reviewed and discussed the following ethic: Practice Service Above Self. Acknowledge service to the mission, vision and collective values of Community Action is beyond service to oneself. Avoid real and perceived conflicts of interest and ensure undue personal gain is not realized from the performance of professional duties.

**Spotlight:** Becki Johnson, Learning & Development Director provided an overview of her work as CAPLP’s Learning & Development Director which was a new role in 2022. Training offered to all team members include Adverse Childhood Effects (ACES), Intercultural Development Inventory (IDI), Strengths Finder, ROMA, Bridges out of Poverty, and Trauma Informed Practice. This year Becki also piloted an Emerging Leaders Academy for CAPLP & SENDCAA customers as well as team members which we will continue to host annually. As part of our All Staff Training last fall, we also hosted a Poverty Simulation. Becki provided an overview of the Learning & Development plan for the coming year with the board.

**ROMA Training:** Becki Johnson provided the board with training on ROMA Next Generation. The training covered the 3 national ROMA goals, the ROMA Cycle, community assessment, strategic planning, community action plan, the National Performance Indicators, CSBG Annual Report, measuring outcomes, and measuring success rates.

**Agenda Modifications:** Jenny Mongeau made a motion to approve the agenda without modifications. Second by Paul Krabbenhoft. Motion carried.

**Consent Agenda:** Loren Ingebretsen made a motion to approve the consent agenda including the June Board Meeting Minutes, the June 2024 Treasurer’s Report, the CACFP 2024-2025 Budget, and the Dancing Sky Area Agency on Aging Grant Application renewal. Second by Jenny Mongeau. Motion Carried.

**Finance Committee Report.** Cassie Christianson provided a report from the June Finance Committee meeting. The finance committee met and reviewed this year’s financials compared to last year. The budget to actual numbers for the current fiscal year were reviewed. Conference, meetings & professional development expenditures are higher this time of year due to increased conferences and additional funding for professional development. The committee reviewed the recommended changes to the Financial Policies & Procedures. Budget variances are all funded. Paul Krabbenhoft made a motion to approve the Finance Committee Report. Second by Cyndee Thormodson. Motion carried.

**Requests for Approval:**

- A. Housing and Urban Development Continuum of Care Coordinated Access Grants - There are two coordinated grants that currently provide funding to help people who are experiencing homelessness access housing and supportive services in our community. The current grantee for these projects is requesting they be transferred to another agency due to capacity issues. These funds are integral to the homeless response system by providing people in need with efficient access to services to make homelessness rare, brief and a one-time occurrence whenever possible. If approved, CAPLP will hire approx. 1 FTE to provide supportive services to fulfill the activities of the grants. Rob Kupec made a motion to approve the HUD COC Coordinated Access Grant Transfer. Second by Cyndee Thormodson. Motion carried.
- B. Targeted Populations Grant - Through our Career Connect division, DEED has requested that CAPLP be subcontracted \$200,000 to be the fiscal agent and organizational mentor for the grantee, Immigrant Development Center. CAPLP would be required to advise on internal organizational practices, financial systems, invoicing/reimbursement requests, and other systems needed to administer public grants successfully. As an organizational mentor CAPLP will advise in case management best practices, including assessments, career pathways planning, utilizing Labor Market Information data, maintaining regular participant contact, documenting contact, gathering eligibility documentation, creating participant files, developing employment plans, training program supports, provisioning and coordination of support services, job retention support, participant data privacy, and exiting participants. Jenny Mongeau made a motion to approve the DEED Targeted Populations Grant Subcontract. Second by Loren Ingebretsen. Discussion took place regarding the proposed project. Motion carried.
- C. Grant to provide Volunteer Taxpayer Assistance - The MN legislature appropriated \$1,000,000 for taxpayer assistance grants. CAPLP would apply to support our Volunteer Income Tax Assistance (VITA) program. This program provides free federal and state income tax filings year-round. Loren Ingebretsen made a motion to approve the VITA Grant Application. Second by Cyndee Thormodson. Discussion took place regarding the importance and success of the VITA Tax services. Motion carried.
- D. Housing Capacity Building Grant - CAPLP would like to apply for a regional grant on behalf of the West Central Continuum of Care to advance initiatives for people with lived housing instability experiences. CAPLP is the current Collaborative Applicant for the West Central Continuum of Care, a regional planning body to prevent and end homelessness in the West Central region This grant would be used to help develop, support, operate and evaluated lived experience advisory groups. Funding would also be used to pay two or more people with lived experience to serve as consultants to the Continuum of Care. Also included in this grant would be education and training for lived experience participants. Jenny Mongeau made a motion to approve the grant application on behalf of the COC. Second by Nicole Flick. Motion carried.
- E. Finance Policies & Procedures Review - Financial Policies and Procedures have been reviewed and updated. Changes include: position titles, cost Allocation Policy (Section 23), various other updates noted on the Manual review page of the PDF copy provided by email. Rob Kupec made a motion to approve Financial Policies & Procedures updates. Second by Cyndee Thormodson. Motion carried.

**Board Member Discussion Regarding Minimum Attendance Required to Hold In-Person Meetings vs. All Virtual:**

Discussion took place that if the majority of the board members attending the meeting are joining virtually rather than in-person, that the meeting be held virtually in lieu of hybrid. Discussion also took place regarding the importance of regular attendance at meetings and that the virtual option is important to keep ensuring a quorum. The consensus was that we need to have a minimum of 4 board members attending the meeting in-person or we will convert to virtual. The board discussed the attendance requirements in the by-laws and the procedure for board member removal in the event that board members are not meeting the attendance requirement.

**Executive Director's Report:** Lori Schwartz reported that CAPLP has received notification that we have completed the requirements of the Gold Tier for the Pathways to Excellence program! We are working with the Office of Head Start on a correction plan for the area of non-compliance that we received at our Head Start Review. There have been multiple agencies in Minnesota that have had findings in this same area around health determinations. Lori has been working with the MinnCAP Board on the MinnCAP 60<sup>th</sup> Anniversary Conference. We have 4 CAPLP team members presenting at the conference. We have held our DEI Workgroups to work on the DEI plan for both Goal 1 and Goal 3. Lori and the MinnCAP Executive Director have continued to provide new Executive Director calls to support new leaders. The Advocacy Strategic Plan group met and developed a plan to assist with voter registration for the upcoming election. The administrative team is developing a staff newsletter. Our team is working with the ND Community Action Association to encourage the development of a Community Action Leadership Institute started in ND. The Leadership Team is having a retreat day tomorrow. CAPLP All Staff training is in Gooseberry Park on August 23<sup>rd</sup> and the board is welcome to join us. Lori and Tiffany attended the Board Chair and Executive Director training conference last month. Tiffany and Lori are working on developing a training manual for new board chairs to formalize the training.

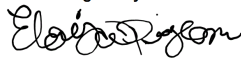
**Report Backs:**

- A. Head Start Policy Council – Nicole Flick reported that the Policy Council has a new chair.
- B. Housing Advisory Board – Tiffany Ross – No Report.

**Public Official Check In:** Jenny Mongeau reported that the new DMV is opening in Clay County in September. Public transportation is not available to the new site and CAPLP is working with the county to assist in problem-solving this issue. The Lakeland Mental Health Center is looking for someone to fill a vacancy on the board from Moorhead or Clay County that has a passion for mental health – interested individuals please reach out to Jenny. Loren Ingebretsen reported that they had 71 people turn out for their picnic at the town hall and construction on the new town hall is beginning. Rob Kupec reported that he authored a law that took effect July 1<sup>st</sup> that covers electronic device repair and makes the information necessary to repair electronic devices available to anyone that wants access which encourages more electronic repair to prevent electronic waste. The MN Senate Majority Leader was in Moorhead today and met with leaders across the community and within the County. They had great conversations and created awareness of the issues that our communities face. Next week part of the agriculture committee will be visiting the community. Paul Krabbenhoft reported that he has been hearing a lot about housing and homelessness issues and the continued need to provide additional services to meet the need in the community.

**Next Board Meeting:** Thursday, August 22<sup>nd</sup> at 891 Belsly Blvd and via Zoom, 6:00-8:00 pm. Please RSVP with Becky Bergley by emailing [beckyb@caplp.org](mailto:beckyb@caplp.org) or calling or texting 218-512-1500. If you do not RSVP, you will be marked with an unexcused absence.

**Adjournment:** Meeting adjourned at 8:06 pm.

DocuSigned by:  
  
01B080D0F614479  
Eloisa Pigeon, Secretary

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

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