

Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. - CAPLP June 20, 2024

Board Member Attendance

	Board Member Name	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; Kristin Phillips, Head Start Director; and Stephanie Thompson, HR Director.

Call to Order: Paul Krabbenhoft called the Governing Board meeting to order at 6:03 pm 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.

Land Acknowledgement Statement: The board 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.

Spotlight: Kristin Phillips, Head Start Director provided a report on the 2023-2024 Program Highlights from the Head Start Program. The Office of Head Start recently completed an on-site review of our program and we are delighted to report that our CLASS scores are above the standards set by the Office of Head Start. We also had two areas that were defined as a strong practice as well. We have one area of non-compliance regarding dental determination for children, which are working with families to get kids to the dentist. Our school readiness progress for children entering kindergarten exceeded our goals in all areas assessed! The Head Start team is working on our new 5 year grant including new school readiness goals which Kristin reviewed with the board.

Agenda Modifications: Jonathan Green made a motion to approve the agenda without modifications. Second by Eloisa Pigeon. Motion carried.

Consent Agenda: Rob Kupec made a motion to approve the consent agenda including the May Board Meeting Minutes and the May 2024 Treasurer’s Report. Second by LeRoy Turner. Motion Carried.

Finance Committee Report. Cassie Christianson provided a report from the May Finance Committee meeting. The finance committee met and reviewed this year’s financials compared to last year. CAPLP has been conducting multiple site visits from funders and they have gone well. The budget to actual numbers for the current fiscal year were reviewed. Conferences and training courses are higher due to the nature of increased professional development in the spring and summer months. Cassie is working on updating the financial policies and procedures and will bring them to the board in July. The fiscal team attended Wipfli OMB training so we can prepare for changes coming in October. Cyndee Thormodson made a motion to approve the Finance Committee Report. Second by Eloisa Pigeon. Motion carried.

Requests for Approval:

- A. West Central Initiative (WCI) Component Fund Fiscal Agent - CAPLP was approached by Creating Community Consulting about an opportunity to support child care retention grants in Clay County. The Consulting Firm is working with WCI and the Clay County Initiative to raise funds for a child care grant opportunity. CAPLP would act

as a partner, serving on the Fund Advisory Board and acting as the fiscal agent to pay out grants specifically to for-profit child care programs (centers & in-home). The funding would be pass-through dollars of an annually determined amount (approximately \$10,000). Jenny Mongeau made a motion to approve the WCI Component Fund Fiscal Agent Request. Second by LeRoy Turner. Motion carried. Nicole Fick abstained.

- B. Resettlement Network Services: Employment & Career Supports, Family Education Supports, Family Resource Connections - The Resettlement Programs Office at MN DHS is seeking proposals to partner in resettlement network employment and career supports, family education supports, and family resource connections through three separate RFPs. These services would provide coaching to people who have been granted certain forms of humanitarian protection. This would continue the work that CAPLP has done for the past 5 years on this project and support up to 5 FTE staff. Jonathan Green made a motion to approve the Refugee Resettlement Programs Grant Request. Second by Cyndee Thormodson. Motion carried.
- C. Head Start Child Plus Training Out of Area Travel Request - The Head Start Division would like to send the Head Start managers (5 Staff) to the Child Plus Conference in Las Vegas, Nevada. Child Plus is our data tracking system. This system has recently moved from a desktop application to a web-based application. Travel to this conference would assist our managers in learning about the new system. The estimated cost per person is \$2,339. Eloisa Pigeon made a motion to approve the Out of Area Travel Request. Second by Nicole Flick. Motion carried.
- D. Head Start Self-Assessment Report - CAPLP Head Start has conducted our annual Self-Assessment. We complete Self-Assessment each year to help us assess the progress we are making on our goals, objectives and to identify staff, parent, child or community needs and consider new innovations. A full copy of the report was included in the packet and an overview of the report was provided by Kristin Phillips. Jonathan Green made a motion to approve the Head Start Self-Assessment Report. Second by Rob Kupec. Motion carried.
- E. Dental Plan Contract Renewal – Rate Increase – We were notified that our Delta Dental rates will increase effective 8/1/2024. The subscriber only rate will go from \$42.68 to \$46.27. The leadership team is recommending covering the cost of the rate increase, \$3.59 per subscriber. The subscriber plus plan increases would be covered at \$3.59 per plan as well and the difference would be the subscribers' responsibility. Stephanie Thompson provided an overview of the rate increase and budget impact. Rob Kupec made a motion to approve the Dental Plan Rate Increase. Second by Mark Arnold. Motion carried.
- F. Request to Change August Board Meeting from August 15 to August 22 - Due to a scheduling conflict we would like to request a change of the August Board meeting from August 15th to August 22nd. LeRoy Turner made a motion to move the August Board meeting to the 22nd. Second by Jonathan Green. Motion carried.

Executive Director's Report: Lori Schwartz reported that that she has been traveling much of the month of June. The MinnCAP Board met in the first week of June and they are working on the Executive Director's performance review for the new Executive Director who has been on board for a year. The MinnCAP Board is also working on the MinnCAP Strategic Plan. MinnCAP is looking to hire a legislative director as a part of that plan. Lori attended the Wipfli OMB Training Conference last week along with the fiscal team and several other team members. Next week Lori and Tiffany Ross are traveling to the cities to participate in the Board Chair and Executive Director training that is being hosted by the National Community Action Partnership. Next week we have our final CAPLP Leadership Academy with our supervisors, managers, and leaders' group and we are currently working with Sagency to create a plan to ensure that we fully integrate what we learned into our systems and structure. Lori has also been working with Rural MN CEP Board on Tina's review as well. CAPLP has been working with our funders on many monitoring reviews along with the Federal Head Start Review. Kudos to the fiscal team for all their hard work on these reviews. Lori and Colleen have been asked to speak on a panel at the National Community Action Partnership Conference on Cultivating Excellence through Learning Culture. The Whole Family Approach Advanced Cohort has begun, and our team will now serve as mentors. We have been working on finalizing our August 23rd All Staff and our October All Staff. Shout out and congratulations to Rachel Stone – winner of the annual Destiny Holiday Award from the Moorhead Human Rights Commission for her work to advance minoritized communities.

Report Backs:


- A. Head Start Policy Council – No report
- B. Housing Advisory Board – No report

Public Official Check In: Senator Rob Kupec reported that session ended, and a lot of bills got passed at the very last minute. Working within the community now to hear feedback on the next session. Jonathan Green reported that Wilkin County has been working through some unfunded mandates that were passed by the MN Legislature. Paul Krabbenhoft reported that Clay County had their board of adjustments meeting the other night and had 4 people speak. Clay County is beginning the transition from our detox area in the Family Service Center to the new building which doubles the number of beds available. The building is scheduled to be completed September 1st. The 2nd floor space of the FSC will be remodeled to provide a transitional space for women ages 17-19 moving out of juvenile detention into the community. The DMV building is scheduled to open October 1st, weather permitting. Clay County is also working on the 2025 budget.

Other Business: Lori requested that the board provide feedback from the board on the accessibility of the Zoom meeting with all members connecting virtually. The decision was made to have a virtual only meeting this month due to low in-person attendance. Please consider moving forward if the majority of board members RSVP plan to join virtually we host a virtual only meeting vs. hosting a hybrid option. Paul Krabbenhoft recommended we discuss this topic with the full board at the July meeting.

Next Board Meeting: Thursday, July 18th at 891 Belsly Blvd and via Zoom, 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: Meeting adjourned at 7:19 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

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