

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
May 16, 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 | 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; Cassie Christianson, Finance Director; Stephanie Thompson, HR Director (Zoom); and Maria Steen, Child Care Connections Director (Zoom).

Call to Order: Tiffany Ross called the Governing Board meeting to order at 6:02 pm at the 891 Belsy Blvd Moorhead 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 - Inspire Confidence and Trust in the Community Action Movement: Lead and serve with professional competence and be up to date on emerging issues in our field. Practice the highest standards of personal integrity, confidentiality, respect, honesty, and fortitude in all we say and do. Bravely confront any behavior or practice that could erode public trust in Community Action or disregard the struggle of people living with low incomes.

Spotlight: Maria Steen, Child Care Connections Director provided an overview of the Child Care Connections Division and an overview of the changes and growth in the department over the past year. Child Care Connections has been able to grow programming to provide services to providers serving family, friends and neighbors; started a shared services alliance child care substitute program; increased staffing to expand services provided in the North Dakota Bright and Early program; and received an increase in Early Learning Scholarships program to provide expanded scholarships to families in need an allowed us to hire two new outreach navigators. Maria shared staff accomplishments, program outcomes and successes with the board.

Agenda Modifications: Tiffany Ross requested to make the following agenda modifications. Add to Requests for Approval 8E – Out of State Travel Request 2024 National Shared Services Conference. LeRoy Turner made a motion to accept the agenda modifications. Second by Nicole Flick. Motion carried.

Consent Agenda: Jonathan Green made a motion to approve the consent agenda including the April 2024 Board Meeting Minutes, the April 2024 Treasurer's Report, Supplemental Nutrition Assistance Program (SNAP) Employment & Training Grant Application, and the Volunteer Income Tax Assistance (VITA) Grant Application. Second by Paul Krabbenhoft. Motion Carried.

Finance Committee Report. Cassie Christianson provided a report from the May Finance Committee meeting. The finance committee reviewed the Statement of Financial Position and Income Statement as well as the variance between this year and last year. The Finance Committee compared revenue and expenditures to the year-to-date budget for variances as well. The committee also reviewed receivables and no concerns. Cassie is working on a new report to share with the committee that will show the budget to actuals by division. The audit is being conducted next week. Head Start review was completed and went well along with many other funder site visits. Rob Kupec made a motion to approve

the Finance Committee Report. Second by Cyndee Thormodson. Motion carried.

Requests for Approval:

- A. Board Member Election – Mark Arnold, Consumer Sector - CAPLP is seeking approval to seat a new Consumer Sector Representative on the Board of Directors in accordance with the by-laws, “At least one-third of the directors shall be persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served (Low-Income Sector Directors.)”. Mark Arnold was elected to serve as a Consumer Sector Representative via an election of low-income constituents of CAPLP. Paul Krabbenhoft made a motion to approve seating Mark Arnold as a Consumer Sector Representative to the CAPLP Board of Directors. Second by LeRoy Turner. Motion carried.
- B. Head Start Cost-of-Living Adjustment (COLA) - Lakes and Prairies was notified of the Head Start Cost of Living Increase of 2.35% effective December 1st, 2023. Head Start Staff will be paid 2.35% retroactively for hours worked from December 1st, 2023, to June 30th, 2024. Jonathan Green made a motion to approve the Head Start COLA. Second by Eloisa Pigeon. Motion carried.
- C. Agency Wide Cost-of-Living Adjustment (COLA) - CAPLP Division Directors have reviewed their budgets and are proposing a 3% cost of living adjustment for all staff effective July 1st, 2024. Stephanie Thompson provided an overview of the data that was utilized to determine the COLA recommendation as well as budget implications. Cyndee Thormodson made a motion to approve the Agency Wide Cost-of-Living Adjustment. Second by LeRoy Turner. Motion carried.
- D. Housing Advisory Board Liaison – Michelle Werner served as the Housing Advisory Board Liaison until she reached her term limit. We are seeking a board member to serve as the liaison to this board and report back to the CAPLP Board. Paul Krabbenhoft made a motion to nominate Tiffany Ross to serve as the Housing Advisory Board Liaison. Second by Cyndee Thormodson. Motion carried.
- E. Out of State Travel Request – 2024 National Shared Services Conference - Seeking approval to send 2 team members to the National Shared Services Conference in Orlando, October 16-18, 2024. The Shared Services Conference is a key opportunity for CAPLP Shared Services staff to take part in learning from innovative practices, and to network and make connections with other shared services programs from across the country. Specifically, we are seeking further knowledge on substitute pools, telehealth, child care management software implementation, and staffed early childhood networks. MN DHS has approved this request using current contract dollars. Early Bird registration pricing ends June 15th. Cyndee Thormodson made a motion to approve the Out of State Travel Request. Second by Eloisa Pigeon. Motion carried.

Executive Director’s Report: Lori Schwartz reported that staff attendance at last month’s annual board meeting significantly increased from last year. The board was asked to complete the board member demographic and information form which will be sent to each member. The form has been updated to collect additional information from board members that funders are now requiring. Rob Kupec, CAPLP’s newest board member, was welcomed. MinnCAP will be hosting their annual conference in Duluth at the end of July. CAPLP will have about 30 staff attending this year’s MinnCAP conference for training and to celebrate Community Action’s 60th year. CAPLP will be contributing to MinnCAP’s events and sessions with staff presenting and contributing to panel discussions on; programs awarded the Promising Practice Award, Career Connect, and the Whole Family Approach. CAPLP’s Learning & Development Director, Becki Johnson, will facilitate Strength Finders training at the pre-conference. As MinnCAP’s board chair, Lori will be doing the welcoming session, as well as introduction the Keynote speaker. NCAP’s annual conference is also this summer, at the end of August. Lori will be attending the conference and as MinnCAP’s Board Chair, NCAP will reimburse for the cost for Lori to attend the conference. Recognition of the year’s CCAP credentials occur at NCAP’s annual conference, and we have three individuals recertifying and one individual who passed the CCAP exam to earn their CCAP credential this year. If CAPLP is awarded the Pathways to Excellence Gold Tier, it would be recognized at the NCAP conference. If CAPLP is recognized, we would like to send additional staff to the conference. Once is it decided on which employees would attend, Lori plans to seek executive committee approval later this month to take advantage of the early bird rate that expires at the end of May. The Head Start review that took place the week of April 29th seemed to go very well. The head reviewer enjoyed meeting with board and policy council members and expressed both groups were very knowledgeable about their responsibility as members. The results of the review will be available by the end of July. CAPLP’s fiscal staff has been preparing for the annual audit with BerganKDV as well as multiple monitoring reports for different grants due this month. CAPLP’s Paint it Forward event is at 6pm on June 6th at the Rourke Art Gallery in Moorhead. Participating in the support group for new Community Action executive directors is going well. CAPLP’s directors, managers, and supervisors spent a day in training and discussions that support our work on Goal 5 Strategy 3 of CAPLP’s Strategic Plan, where we look at the technical side of hiring & retention through a DEI lens to make meaningful changes to reduce barriers that exist that may be inhibiting a diverse workforce and applicant pool. Lori will be attending various trainings and meetings in June and will be in the cities every week except the week of the board meeting.

Report Backs:

- A. Head Start Policy Council – Nicole Flick reported that May’s Policy Council meeting will be held next Tuesday, May 21st. At the April meeting, Policy Council discussed attending CAPLP’s annual board meeting and the Head Start review. Nicole shared how impressed she was with the members of Policy Council who were part of the call with the Head Start reviewers.
- B. Housing Advisory Board – No report

Public Official Check In: Paul Krabbenhoft reported on the progression of Clay County’s Detox facility, which is set to open in September this year. The space will be renovated to provide non-secured transitional care for women leaving jail or prison. Clay County Social Services & Public Health will be taking over recently vacated space in the Family Service Center. The new DMV building should be opening in October this year. May is Mental Health Awareness month, the county is collecting outcome reports from LACs. Truth in Taxation is in June and the county begins the budgeting process. Rob Kupec reported there are 3 days of session left, so days are getting long to be able to fit work in. Some omnibus bills has been sent on from their committees, but nothing yet from Health and Human Services committee, so there is a concern about the ability to for those items to be voted on before the close of session. He was not optimistic about passing a bonding bill this session. Sports betting seems to be the hot topic and is a non-partisan issue in the legislature. There is a big workload for this weekend.

Next Board Meeting: Thursday, June 20th, 2024 at 891 Belsly Blvd 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: Cyndee Thormodson made a motion to adjourn. Second by LeRoy Turner. Meeting adjourned at 7:40 pm.

DocuSigned by:

Eloisa Pigeon, Secretary

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

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