

## Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. - CAPLP October 17, 2024

**Board Member Attendance**

	<b>Board Member Name</b>	<b>Attended In-Person</b>	<b>Attended Zoom</b>	<b>Absent Excused</b>	<b>Absent Unexcused</b>
1	Cyndee Thormodson		X		
2	Eloisa Pigeon		X		
3	Jenny Mongeau	X			
4	Jihan Brifki	X			
5	Jim Hamer	X			
6	Jonathan Green			X	
7	LaRae Kuhfal	X			
8	LeRoy Turner	X			
9	Loren Ingebretsen	X			
10	Mark Arnold		X		
11	Paul Krabbenhoft	X			
12	Renee Charon				X
13	Rob Kupec	X			
14	Sheila Stadstad		X		
15	Vacant Consumer				

**Employees and Others Present:** Lori Schwartz, Executive Director; Cassie Christianson, Finance Director; Stephanie Thompson, HR Director; Colleen Murray, Operations Director; Robin Christianson, Economic Empowerment Director and Dakhwaz Gardi, Head Start Policy Council Liaison.

**Call to Order:** Paul Krabbenhoft called the Governing Board meeting to order at 6:01 pm at the CAPLP office in Breckenridge located at 311 5<sup>th</sup> Street S and via Zoom. Roll call was conducted and there was a quorum present. Paul Krabbenhoft introduced and welcomed new board members Jihan Brifki and Sheila Stadstad.

**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.

**Spotlight: Economic Empowerment:** Robin Christianson provided a report on the Economic Empowerment Division of CAPLP. The Economic Empowerment Division provides a wide array of programs and services that assist individuals in supporting themselves and their families. Highlights from the last year were provided to the board. Expansion of tax preparation services and tax credit outreach to include year-round services which has results in the highest number of federal returns ever filed this year. In addition, new grant opportunities enabled us to expand Career Connect, Refugee Resettlement, and FAIM asset development services as well. Other exciting updates include our work on Age Friendly Moorhead, and the re-branding of our Whole Family program to Flourishing Families. The Economic Empowerment Division also hosted 4 interns over the past year, including a HeartCorps member. 2 team members were certified in homebuyer education and homeownership advising and one team member received their Certified Community Action Professional (CCAP) certification. We are working closely with Clay County Social Services on the Family Resource Center project. CAPLP will be hosting Group Workcamp again in 2026 and we are looking for a school district to serve as a host for this project to provide home repairs across our region.

**Agenda Modifications:** LaRae Kufal made a motion to approve the modified agenda including the removal of item H. DEED Child Care Economic Development Program and the addition of item J - New Policy 801.2 – Employee, Board Member and Volunteer Feedback and Policy 204.1 – Recruitment and Hiring. Second by Cyndee Thormodson. Motion carried.

**Disclosure of Conflicts of Interest:** Cyndee Thormodson disclosed that she has a conflict of interest with item D under approval items and will abstain from voting.

**Consent Agenda:** Loren Ingebretsen made a motion to approve the consent agenda including the September Board Meeting Minutes, September 2024 Treasurer’s Report, and the West Central Continuum of Care Planning Grant Application renewal. Second by LeRoy Turner. Motion Carried.

**Finance Committee Report.** Cassie Christianson provided a report from the October Finance Committee meeting. The committee reviewed the preliminary audit report which is the final report for the board's approval. The committee also reviewed outstanding receivables, budget to actuals for the year and income statements for each division. Cyndee Thormodson made a motion to approve the Finance Committee Report. Second by Jihan Brifki. Motion carried.

**Items for Approval:**

- A. 2024 Risk Assessment** The Organizational Standards require that we complete a Risk Assessment every 2 years, however since the Standards of Excellence require the Risk Assessment be completed annually, we will now be completing a full risk assessment every year. The goal of risk assessment is to understand the risks that our organization confronts and clarify the extent to which we can undertake strategies (risk mitigation) to control the likelihood of occurrence and the severity of the consequences. No substantial risks were identified through the process. Recommendations to consider to further mitigate risks include: Ensuring full engagement of the board of directors; consider a visitor log and id badges at facilities; obtain legal review of all contracts; and evaluate risks associated with special events. The leadership team will work with the full board to review and consider recommendations to reduce risk over the next year. Discussion took place regarding legal review of large contracts or utilization of templates that are reviewed by legal. Loren Ingebretsen made a motion to approve the 2024 Risk Assessment. Second by Rob Kupec. Motion carried.
- B. Head Start Policy Edits** - Head Start is seeking approval of recommended edits to the Behavior Guidance Policy and the Enrollment Policy to reflect the new Head Start Performance Standards Language. Jenny Mongeau made a motion to approve the Head Start Policy Edits. Second by Cyndee Thormodson. Motion carried.
- C. 2024-2025 Head Start Enrollment Selection Criteria Update** - Due to the release of the new Head Start Performance Standards CAPLP has added an additional criteria to assign points to current staff should they want to enroll their children in the program. Mark Arnold made a motion to approve the 2024-2025 Head Start Enrollment and Selection Criteria Update. Second by LaRae Kuhfal. Motion carried.
- D. United way of Cass-Clay Bold Goal #2: Career Connect** - CAPLP is applying to the United Way of Cass-Clay under their Bold Goal #2 Preparing Children to Succeed. Funding would be used for an early childhood workforce coordinator to assist individuals and navigate resources for those interested in starting their career journey in the early childhood field. LeRoy Turner made a motion to approve the United Way Grant Application. Second by Jihan Brifki. Motion carried with Cyndee Thormodson abstaining from voting.
- E. Board meeting date and time for 2025** After conducting a survey of the board to evaluate the best time and date for regular board meetings the 4th Thursday of the month is preferable to the 3rd Thursday. 100% of board members that completed the survey indicated that they could attend on the 4th Thursday of the month, while only 77% could attend on the 3rd Thursday on a regular basis. The board was also surveyed on alternate times of the day for board meetings, however there were no alternate times where most of the board would be able to attend. Based on the results of this survey CAPLP recommends returning to the 4th Thursday of the month from 6-8 pm for regular meeting date and time. Mark Arnold made a motion to approve the regular board meeting date as the 4<sup>th</sup> Thursday of the month from 6-8 pm. Second by Jim Hamer. Motion carried.
- F. Vice Chair Election – Jon Green** Paul Krabbenhoft was elected Chair of the CAPLP Board in September, leaving the Vice Chair seat vacant. CAPLP is seeking to seat Jon Green as Vice Chair following a survey of the board. Jon will fulfill the Vice Chair role for the thru January 2027. Jenny Mongeau made a motion to approve elect Jon Green as Vice Chair. Second by Rob Kupec. Motion carried.
- G. HR - Personnel Policy Review** CAPLP is seeking approval of the following edits to the CAPLP Policy Manual. All edits have been reviewed and approved by our agency attorney as well as the HR Committee of the Board. Stephanie Thompson provided an overview of the edits to Policies: 502.1 EARNED TIME, 503.1 HOLIDAYS, 703.1 FAMILY & MEDICAL LEAVE (NON-COMPENSATED), 703.3 PREGNANCY & PARENTAL LEAVE (NON-COMPENSATED), 704.1 PERSONAL LEAVE OF ABSENCE (NON-COMPENSATED), 803.1 CLIENT RELATIONS, 901.1 PERSONNEL RECORDS. New Policies: 702.1 VOTING, 803.3 CUSTOMER & STAKEHOLDER FEEDBACK POLICY, 805.3 AI ACCEPTABLE USE POLICY. LaRae Kuhfal made a motion to approve the CAPLP Policy Manual edits. Second by Jim Hamer. Motion carried.
- ~~**H. DEED Child Care Economic Development Program**~~—Request withdrawn.
- I. Audit** CAPLP is seeking approval of the Fiscal year 2023-2024 Audit Report for fiscal year ending February 29, 2024. Cassie Christianson provided an overview of the Preliminary Audit Report, highlighting changes since the presentation from the auditor last month. There are no material weaknesses or deficiencies identified. Loren Ingebretsen made a motion to approve the 2023-2024 Audit Report. Second by Cyndee Thormodson. Motion carried.
- J. Policy 204.1 – Recruitment and Hiring Policy Edit** – CAPLP is seeking approval of edits to policy 204.1 RECRUITMENT AND HIRING and approval of new policy 801.2 EMPLOYEE, BOARD MEMBER AND VOLUNTEER FEEDBACK. These edits incorporate the requirements of the Pathways to Excellence standards as well as requirements that will be going into effect in 2025 in Minnesota. Stephanie Thompson provided an overview of the changes to the policies. Jim Hamer made a motion to approve the edits to Policy 204.1. Second by LeRoy Turner Motion carried.

**October All Staff:** Will be held on October 24<sup>th</sup> and 25<sup>th</sup> at the Wanzek Center for Scouting – please join us!

**Private Sector Board Member Recruitment:** We have a vacancy on the Board of Directors with Nicole Flick moving out of the area. Nicole represented the Private Sector as well as serving as the Early Childhood Expert as required by the Head Start Standards. We are currently seeking a representative to fill this vacancy. We do have the ability to contract with an Early Childhood Expert to meet the Head Start requirements.

**Board Member Liaison to Policy Council:** We need a new liaison to serve on the Head Start Policy Council. The Policy Council meets the 3<sup>rd</sup> Tuesday of the month from 4:30-5:30 pm and meetings are held virtually. Please contact Lori if you are interested in serving as the Liaison to the Policy Council.

**Executive Director's Report:** Lori Schwartz reported that our team has been working with community partners to respond to concerns surrounding homelessness and response to the financial concerns of Churches United. Lori will share the remainder of her report at the December meeting.

**Report Backs:**

- A. Head Start Policy Council Liaison–Dakhwaz Gardi reported that the Policy Council met and reviewed the changes to the policies.
- B. Housing Advisory Board Liaison – Rob Kupec reported that CAPLP is doing great things in housing, but programs are all full with long waiting lists.

**Public Official Check In:** Jenny Mongeau reported that Clay County is working really hard on the PRTF wording and are working to get a facility for children with needs. Loren Ingebretsen reported that the progress continues on the town hall and they are hoping to hold their first meeting in the space in December. Rob Kupec reported that he made a trip to DC to advocate for rural EMS funding as it is an essential service. The bonding bill is proceeding this legislative session. Driver's license testing is now available in two different languages in Clay County including Kurdish! The DMV is moving to the new location on 15<sup>th</sup> Avenue North on Monday, October 21<sup>st</sup> – please communicate this broadly.

**Next Board Meeting:** Shared Governance Training with Head Start Policy Council: December 5<sup>th</sup> 5:30-8:00 pm- Belsly Blvd and Zoom. 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 8:18 pm.

DocuSigned by:  
  
Eloisa Pigeon, Secretary

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