

Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. - CAPLP September 19, 2024

Board Member Attendance

| | Board Member Name | Attended Zoom | Absent Excused | Absent Unexcused |
|----|-------------------|---------------|----------------|------------------|
| 1 | Cyndee Thormodson | X | | |
| 2 | Eloisa Pigeon | | X | |
| 3 | Jenny Mongeau | | X | |
| 4 | Jonathan Green | X | | |
| 5 | LaRae Kuhfal | X | | |
| 6 | LeRoy Turner | X | | |
| 7 | Loren Ingebretsen | | X | |
| 8 | Mark Arnold | | X | |
| 9 | Nicole Flick | X | | |
| 10 | Paul Krabbenhoft | X | | |
| 11 | Renee Charon | X | | |
| 12 | Rob Kupec | | X | |
| 13 | Vacant Consumer | | | |
| 14 | Vacant Private | | | |
| 15 | Vacant Consumer | | | |

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

Call to Order: Paul Krabbenhoft called the Governing Board meeting to order at 6:04 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.

Audit Presentation: Marie Primus, Bergan KDV provided an overview of the 2023-2024 CAPLP audit to the full board. The Audit Committee met prior to the meeting for an in-depth report from Marie as well. The reports are still in draft process and the team is still working through finalizing the net assets. The two single audits were clean with no findings. Overall CAPLP experienced a significant increase in State grant revenue, especially in Child Care Connections and Housing programs. Federal funding decreased slightly due to COVID relief dollars ending. Not a lot of changes in net assets and liabilities. Foundation funding increased due to the way that revenue needs to be recognized on 3-year grants. Salaries continue to be the largest expense and were increased with the 5.65% COLA. No material weaknesses or significant deficiencies identified in the audit. Total net assets increased by about \$213,000. Recommendations and best practices suggested including formalize liquidity plan; review and update outdated policies; reconcile immaterial differences between bank reconciliations and trial balance; avoid backdating checks; calculate accrued interest at year-end and record as accrued interest and interest expense; continue to work on adjusting trial balance in NetSuite to agree to year end audited financial statements, to eliminate the need to create an outside reconciliation by fund.

- A. Approval of the 2023-2024 Audit – LeRoy Turner made a motion to table the audit until October when the final report is available and has been reviewed by the Audit Committee. Second by Johnathan Green. Motion tabled.

Code of Ethics: The board reviewed the code of ethics - Be Leaders, Support Leaders and Create Leaders. Actively engage people with low incomes in realizing and developing their own leadership skills. Respect and support other leaders, particularly the Community Action board of directors, by providing facts and advice as a basis for policy decisions and upholding and dutifully implementing policies adopted by the board. Personally practice open-mindedness, effective communication, inclusiveness, and self-care. Encourage and facilitate the professional and personal development of associates.

Agenda Modifications: Jonathan Green made a motion to approve the amended agenda including the following additions: 10 O – Board Member Election, Sheila Stadstad, Private Sector. Second by Nicole Flick. Motion carried. Jonathan Green made a motion to remove item 10 D – Housing Access Expansion Grant – approval request withdrawn. Second by Cyndee Thormodson. Motion carried.

Disclosure of Conflicts of Interest: Paul Krabbenhoft will abstain from voting on agenda items 10 G and 10 K.

Consent Agenda: Cyndee Thormodson made a motion to approve the consent agenda including the August Board Meeting Minutes, August 2024 Treasurer’s Report, and Permanent Supportive Housing Program Grant Application renewal. Second by LaRae Kuhfal. Motion Carried.

Finance Committee Report. Cassie Christianson provided a report from the September Finance Committee meeting. The receivables are higher than last year, which is due to a cash advance that we were waiting to receive on a grant. The accounts payable amounts are reduced due to running AP three times a month. Our total earned time balance is higher than last year. The Finance Committee reviewed budget and expenditures for the year to date through August 31st. The committee also reviewed income statements for each division. Discussion took place regarding NetSuite technology and full utilization of the system moving forward to pull reports. Cyndee Thormodson made a motion to approve the Finance Committee Report. Second by Nicole Flick. Motion carried.

Items for Approval:

- A. Head Start Area of Non-Compliance (ANC) Correction Plan** - During the on-site Office of Head Start Focus Area 2 review, CAPLP was determined to have one Area of Non-compliance in Oral Health determinations. CAPLP has developed a correction plan. The plan and the corrections will be implemented at CAPLP and turned into the Office of Head Start. LeRoy Turner made a motion to approve the submission of the Corrective Plan for the Area of Non-compliance. Second by Jonathan Green. Motion Carried
- B. Head Start Annual Report to the Community** - Each year the Head Start program creates an Annual Report to the Community based on information and data gathered throughout the previous program year. The contents of the report are defined by the Head Start Act of 2007. The report to the community was included in the board packet. Jonathan Green made a motion to approve the submission of the Head Start Annual Report to the Community. Second by LeRoy Turner. Motion Carried
- C. Head Start Policy Council By-Laws for 2024-25** - Head Start seeks approval for the Policy Council By-Laws for 2024-25. There are no changes to the By-laws this year. Cyndee Thormodson made a motion to approve the Head Start Policy Council By-Laws. Second by Nicole Flick. Motion Carried
- D. Housing Access Expansion Grant** - Request to approve withdrawn via agenda modification.
- E. Board Member Election – James Hamer** - 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.)”. James Hamer was selected to serve as a Consumer Sector Representative via an election of low-income individuals. Jonathan Green made a motion to seat James Hamer as a Consumer Sector Representative of the board. Second by LeRoy Turner. Motion Carried
- F. Board Member Election – Jihan Brifki** - 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.)”. Jihan Brifki was selected to serve as a Consumer Sector Representative via an election of low-income individuals of the board. Nicole Flick made a motion to seat Jihan Brifki as a Consumer Sector Representative of the board. Second by Cyndee Thormodson. Motion Carried
- G. Board Member Nominations for Chair** - Per the CAPLP Governing Board by-laws, the term of office for the Chairperson, Vice Chairperson, Secretary and Treasurer shall be for two (2) years. The term of the Vice-Chairperson shall be two (2) years and upon completion of the term, the Vice-Chairperson shall assume the position of Chairperson following confirmation by the Board. Each Primary Officer shall hold office until the next annual meeting and until his or her successor is elected and qualified or until they sooner dies, resigns, is removed or becomes disqualified. As Tiffany Ross resigned from her position on the Board of Directors, the Chair seat will be filled by Paul Krabbenhoft, who is the current Vice Chair, pending board approval until January 2026. LeRoy Turner made a motion to seat Paul Krabbenhoft as Chair of the board. Second by Jonathan Green. Motion Carried. Paul Krabbenhoft abstained from voting.
- H. Board Member Nominations for Vice Chair** - Per the CAPLP Governing Board by-laws, each director shall serve for three - three-year terms, or until he or she sooner dies, resigns, is removed, or becomes disqualified. As Tiffany Ross resigned from her position on the Board of Directors, the Chair seat will be filled by Paul Krabbenhoft, who is the current Vice Chair. Therefore, we are seeking nominations for a board member to replace Paul Krabbenhoft as Vice Chair on the CAPLP Board of Directors. This individual would fulfill the Vice Chair role for the current term which ends in January 2026. We have two board members that are interested in serving as Vice Chair – Jonathan Green and Nicole Flick. A survey will be sent out to the full board to vote on the Vice Chair role and the candidate will be seated at the October Board Meeting.
- I. Board Member Re-election: Cyndee Thormodson** - Per the CAPLP Governing Board by-laws, each director shall serve for a three-year term, or until he or she sooner dies, resigns, is removed, or becomes disqualified. No director shall serve for more than three consecutive terms without at least a one-year

absence from the board. Cyndee Thormodson was seated as a private sector representative for Clay County in September of 2021 and has completed her first 3-year term. LaRae Kuhful made a motion to re-elect Cyndee Thormodson to serve her 2nd 3-year term on the CAPLP Board. Second by LeRoy Turner. Motion Carried. Cyndee Thormodson abstained from voting.

- J. 2025 Health Insurance Premium Increase** – CAPLP received our Health Insurance renewal rates from Lakes Company Services Company Coop. CAPLP's 2025's increase will be 5%. The Leadership team met to determine if we could cover the entire cost of the health insurance increase. The Divisions prepared for premium increases by writing a certain percentage into each grant contract. We do have the budget to cover the 5% increase. We will match the 5% increase of the single, lowest cost plan while maintaining the percentage coverage by plan. Agency will cover 93% of the High Deductible H.S.A. plan for Singles, or \$559 per month (up from \$530) Agency will cover 74% of the High Deductible H.S.A. plan for Single + Dependents, or \$778 per month (up from \$743) Agency will cover 52% of the High Deductible H.S.A. plan for Family, or \$801 per month (up from \$765) Our forecasted increase in premium for the 2025 calendar year is \$24,048. Changes to coverage were also discussed, as well as the value of benefits for employee retention. LeRoy Turner made a motion to approve the Health Insurance Premium Increase. Second by Cyndee Thormodson. Motion Carried
- K. 2024 Signature Authority** - Signature Authority is given for the day-to-day operations of the Agency to continue smoothly without the constant presence of the Board of Directors. An Authorized Signature is requested for many items such as, but not limited to: Grant applications and agreements, Contract Service Agreements, Lease Agreements, Agency Credit Card Applications, Agency Vouchers, and Report Forms. Jonathan Green made a motion to approve that Lori Schwartz, Executive Director, Colleen Murray, Director of Operations, and Paul Krabbenhoft, Lakes & Prairies Board Chair, be given full signatory authority on behalf of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. Second by LeRoy Turner. Motion carried. Paul Krabbenhoft abstained from voting.
- L. UCare Foundation Grant** - CAPLP would like to submit a Letter of Intent to apply for funding to increase access to healthy, nutritious food and reduce barriers to nutrition resources for at risk populations. Funding would support the Seniors Coordinator position, specifically staff time with the delivery and administration of the Nutrition Assistance Program for Seniors (NAPS). LeRoy Turner made a motion to approve the UCare Foundation Grant Application. Second by Cyndee Thormodson. Motion Carried
- M. Health Advisory Board name change to 'Health and Mental Health Advisory Committee'** - Health and Mental Health Advisory Committee is an external advisory group to the CAPLP Board of Directors. Due to newly updated Performance Standards, we have determined that a name change is necessary to describe the Mental Health component of this group. Request to consider approval of the name change from Health Advisory Board to Health and Mental Health Advisory Committee. LeRoy Turner made a motion to approve the name change to the Health and Mental Health Advisory Committee. Second by Nicole Flick. Motion Carried
- N. Out of State Travel Request: Head Start Region V Conference** – Head Start would like to send 3 team members to the Region V Head Start Conference in Chicago to further our knowledge regarding the newly released Office of Head Start Performance Standards. The estimated cost per person is \$2,657. Jonathan Green made a motion to approve the Out of State Travel Request. Second by LeRoy Turner. Motion Carried
- O. Board Member Election – Sheila Stadstad** - CAPLP is seeking approval to seat a new Private Sector Representative on the Board of Directors in accordance with the by-laws, Private Sector: The board shall select individuals who are officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served to serve as Private Sector board members. Sheila Stadstad, Moorhead Schools Social Worker, has applied for the private sector opening. LeRoy Turner made a motion to seat Sheila Stadstad as a Private Sector Representative on the Board. Second by Cyndee Thormodson. Motion Carried

Present Survey Question for Board meeting Date and Time for 2025: Lori Schwartz presented the survey questions that will be sent to the board to determine the best date and time each month for the board to meet. Surveys will be sent out to the full board, and we request that you return them by October 3rd. The results of the survey will be discussed at the October board meeting and will inform the development of the 2025 calendar.

Executive Director's Report: Lori Schwartz welcomed our new Policy Council Liaison Dahkwaz Gardi to the board. Lori reported that the CAPLP All Staff was held in August in Gooseberry Park. The NCAP Annual Convention was held in Seattle at the end of August, and we had a team of people attend. There was record attendance at the convention. CAPLP was recognized for achieving the Gold Tier recognition at the Awards Gala! Our team members also served as peer mentors for the Whole Family pre-conference and presented at the conference as well. The MACAA Board met at the conference and David Bradley presented to the board about the work of the National Community Action Foundation. Alli Ward received her CCAP Certification and Lori Schwartz, Becki Johnson and Colleen Murray recertified. MinnCAP has been working with Pam Johnson on the 2025 Legislative Agenda, with a focus on the benefits cliff. Lori has been working closely with the MinnCAP Executive Director on the Board Self-Assessment and Strategic Planning. MinnCAP

has been working closely with the Minnesota Head Start Association (MHSA) Director. The HR team has been working to re-vamp and update job descriptions that will include mutual reinforcement statements to emphasize the importance of how our programs work together to help people escape poverty. The MCN Board just finished board recruitment and the Executive Director review. The new Executive Director meeting was last week. Lori and Emma both met with the new Resource Navigator housed at the Moorhead Police Department that was hired to reduce non-emergency 9-1-1 calls. Our team recently met with all the CALI (Community Action Leadership Academy) and CCAP (Certified Community Action Professionals) to celebrate successes. Our administrative team is meeting next week to complete a Strengths Finder training, and we will be meeting three times a year moving forward for team building. Please join us for our open house tomorrow from 11-1!

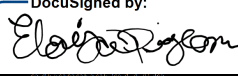
Report Backs:

- A. Head Start Policy Council Liaison– Nicole Flick and Dakhwaz Gardi reported that the Policy Council elected new officers at the last meeting.
- B. Housing Advisory Board Liaison – Rob Kupec – No report.

Public Official Check In: Jonathan Green reported that Wilkin County approved their preliminary budgets with an 11% increase, primarily due to wage and health insurance increases. Paul Krabbenhoft reported that Clay County approved their preliminary budgets with a 4.6% increase. Clay County continues to work on creating a psychiatric treatment facility in Moorhead in collaboration with Solutions. Clay County is one of the counties that is leading the way with cannabis ordinances along with Hennepin County.

Next Board Meeting: October 17th 2024- Breckenridge and Zoom option - 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: Meeting adjourned at 8:18 pm.

DocuSigned by:

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Eloisa Pigeon, Secretary

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