

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
On August 23<sup>rd</sup>, 2018**

Jenny Mongeau called the meeting to order at 6:05 pm at Lakes & Prairies, 861 Belsly Blvd, in Moorhead, Minnesota. The board recited the Promise of Community Action.

**Board members present:**

Jenny Mongeau, John Docken, Lyle Hovland, Loren Ingebretsen, Andrea Koczur, Michelle Werner, Sarah King, Stephanie Miranowski, Chris Peterson, Barry Steen, Laurie Drewlow, Kristin Krile, Mari Dailey and Eloisa Pigeon.

**Members Absent:**

Excused Absences: Renee Backlund, Ron Verhaagen, James Hamer and Ben Lien. Unexcused Absences: Policy Council Rep., Vanessa Santoya.

**Employees and Others Present:**

Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Colleen Murray, Director of Operations; Kim Trautman, HR Director; Kristin Phillips, Head Start Director; Julie Erickson, Agency Support.

**Spotlight:** Kristin Phillips – Head Start Director gave a brief presentation on what's new and other activities in the Head Start division.

**Consent Agenda:**

Andrea Koczur made a motion to approve the July 2018 Board Meeting minutes. Second: Laurie Drewlow. Motion carried.

**Finance Report:**

Andrea Koczur reported that the Chevy Impala has been sold and a second Ford Fusion has been purchased. She also pointed out that expenses are higher this month due to fall school start. Andrea Koczur made a motion to approve the July 2018 Treasurer's report. Second: Stephanie Miranowski. Motion carried.

**Board Approval Items:**

- A. Head Start CACFP: Barry Steen made a motion to approve. Second: Sarah King. Motion carried.
- B. Head Start PIR: John Docken made a motion to approve. Second: Laurie Drewlow. Motion carried.
- C. Head Start Out of State Travel Request: Lyle Hovland made a motion to approve. Second: Loren Ingebretsen. Motion carried.
- D. Benefits Enrollment Centers Grant: Stephanie Miranowski made a motion to approve. Second: Laurie Drewlow. Motion carried.
- E. SOAR Grant: Loren Ingebretsen made a motion to approve. Second: John Docken. Motion carried.
- F. Wells Fargo Workforce Application: Loren Ingebretsen made a motion to approve. Second: Barry Steen. Motion carried.
- G. MNDOR Grant for VITA Program: Andrea Koczur made a motion to approve. Second: Chris Peterson. Motion carried.
- H. Board of Directors Job Description: Laurie Drewlow made a motion to approve. Second: Andrea Koczur. Motion carried.
- I. Agency Amended Policies: John Docken made a motion to approve. Second: Laurie Drewlow. Motion carried.
- J. Agency New Policies: Laurie Drewlow made a motion to approve. Second: Sarah King. Motion carried.
- K. Head Start - Child Plus – Out of State Travel Request: Kristin Krile made a motion to approve. Second: Eloisa Pigeon. Motion carried.

## **Report Backs:**

Head Start PC Board Liaison Sarah King: Policy Council met earlier this week. 251 enrolled this fall including 24 funded by the Evidence Based Home Visiting Grant. ALL children are income eligible. There are currently 77 children are on the waitlist for HS and EHS.

Head Start Policy Council Liaison Vanessa Santoya: No Report.

FCS Board Liaison Barry Steen: Alexa Dixson was hired as the new position Housing Outreach Coordinator. The Wilkin County staff has been busy with the Farmer's market, where clients on food stamps are now able to purchase produce.

## **Public Official Check-In:**

Stephanie Miranowski – Wilkin County Commissioner reported that the Wilkin County Fair was the largest attendance in their history. Participation in National Night Out in Breckenridge was also very good.

## **Executive Director's Report:**

The new organizational chart presented reflects the growth in the Family & Community Service Division. As of September 1<sup>st</sup>, the Division has been split into 2 Divisions. Housing will be led by Emma Schmit and a new Economic Empowerment Division will be led by Becki Johnson. Colleen Murray will acquire supervision of Division Directors and Lori Schwartz will continue to supervise Administrative Directors.

The property across the street from the Wilkin County courthouse is for sale. An appraiser has been contacted to get a value on the property which consists of a foundation for a building that was razed due to fire.

Robin Christiansen and Kim Trautman are recent graduates of the CCAP program. They will walk the stage and will be presented their certificates at the national conference in Denver next week. There will possibly be scholarship money available to the 3 staff who will be starting the upcoming CCAP certification program.

Lori is on the MinnCAP Search committee for the 2019 replacement for the current Executive Director of the MinnCAP Association. The committee has assessed the association board and rewritten the job description. An RFP for a consulting firm is the next step in the process.

One of the key note presentations at the MinnCAP Conference involved round table discussions with all participants to prioritize greatest needs throughout Minnesota. The MinnCAP Legislative Committee hopes to base the 2019 legislative agenda on the results of this work.

Head Start provided a two-day Workforce Training at the recent MNCAP pre-conference. Special focus on Head Start parents obtaining the CDA and then continuing to further education in the child development field.

Amanda Even was hired as Communication's Coordinator for L&P. L&P is very excited to welcome Amanda to the team. Amanda will work under the direction of Colleen Murray.

Legislative Day was held August 20<sup>th</sup> in the Family Service Center. Senator Eken, and Representatives Marquart and Lien were part of a panel discussion with Lakes & Prairies staff and the Head Start Home Visitors were all in attendance.

After meeting with Lakes Country Service Coop, we were notified of a possible increase in our health Insurance premiums. Bill Schultz, from Health Quote Services is going out for bid on behalf of L&Ps. and Bill will be prepared to give an informative presentation at the September board meeting.

The Dress for Success program operated by REACH in Hawley, MN, will unfortunately be closing on September 4<sup>th</sup>, 2018 if 15,000 in funding not secured by the August 24<sup>th</sup>.

Next board meeting will be September 27, 6:00 pm at 861 Belsly Blvd, Moorhead, Minnesota.

Meeting adjourned.

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Michelle Werner, Secretary

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