

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc.
On December 6, 2018**

Board members present: Ben Lien, Mari Dailey, John Docken, Michelle Werner, Eloisa Pigeon, Renee Backlund, Sarah King, James Hamer, and Laurie Drewlow.

Members Absent: Excused Absences: Jenny Mongeau, Barry Steen, Kristin Krile, Loren Ingebretsen, Ron Verhaagen, Stephanie Miranowski, Andrea Koczur, Chris Petersen, and Lyle Hovland.

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Operations Director; Brenda Montplaisir, Finance Director; Julie Erickson, Agency Support; Kristin Phillips, Head Start Director; Tiffany McKinnon, Head Start Enrollment Manager; Krystle McNeal, Head Start Nutrition Manager, Shanna Grefsrud, Head Start Parent Engagement Manager, Head Start Policy Council Members: Shannon Brodersen, Jennifer Stock, Mark Arnold, Kelsey Husler, Vanessa Santoya, Alissa Fike, Amber Collins, Callie Bjornson, Laurie Knutson

Board of Directors/Head Start Policy Council Shared Governance Training: Tiffany McKinnon provided an overview of the Head Start eligibility criteria and how eligibility is documented for the Head Start program as required by the Head Start Performance Standards. Krystle McNeal provided an overview of the Child and Adult Care Food Program (CACFP), and the board and Policy Council's role in budgeting and oversight of the program. CACFP reimburses the Head Start program for meals and snacks if they meet specific meal guidelines. Reimbursements are dependent on children being present at Head Start and increases as attendance improves. Lori Schwarz and Kristin Phillips provided Shared Governance Training on how Board and Policy Council govern the Head Start program together. Governing Board composition and membership was reviewed. The governing board is legally and fiscally responsible for the Head Start program, including reviewing and approving program policies. Policy Council membership requirements were reviewed. Policy Council is responsible for making recommendations to the Governing Board on the Head Start Program including policies, program expenditures, and operations. Conflict of interest policies, and communications between the governing bodies were reviewed.

Call to Order: James Hamer called the Governing Board meeting to order at 6:48 p.m. at the Lakes & Prairies Moorhead Satellite office located at 861 Belsly Blvd in Moorhead, MN. There was a quorum.

Promise of Community Action: The group recited the Promise of Community Action.

Consent Agenda: Laurie Drewlow made a motion to approve the October Board Meeting minutes. Second: John Docken. Motion carried.

Finance Committee Report:

Renee Backlund provided the Finance Committee report to the full board. Sarah King made a motion to approve the October 2018 Treasurer's Report. Ben Lien seconded. Motion carried.

Board Approval Items:

- A. Head Start Health Policies- The board reviewed two new health policies to comply with new DHS rule regarding First Aid Kit and Disaster Preparedness Inventory. Motion by Ben Lien to approve the policy updates. Second: John Docken. Motion carried.
- B. Out of State Travel Request Management & Leadership Training Conference – Requested travel for Maria Steen and Emma Schmit, CCAP candidates, to attend the Community Action Partnership Management & Leadership Training Conference. Motion by Laurie Drewlow to approve the Out of State Travel Request. Second: Sarah King. Motion carried.
- C. West Central Initiative Family Economic Success Grant – Request to submit a collaborative grant to support regional work of FES programs including VITA, Financial Fitness, and MNSure. Motion by John Docken. Second: Eloisa Pigeon. Motion carried.
- D. Board Member Re-Election – Board members John Docken and Andrea Koczur's terms have expired and are up for re-election for another 3-year term. Motion by James Hamer to re-elect John Docken, Second: Eloisa Pigeon. Motion Carried. Motion by Sarah King to re-elect Andrea Koczur, for another 3-year term on the board of directors. Second: John Docken. Motion carried.
- E. WCI Child Care Coaching Support Grant – Continued funding to support one-on-one Parent Aware Coaching. Motion by Laurie Drewlow to approve the grant application. Second: Michelle Werner. Motion carried.
- F. WCI Child Care Startup Grants – Funding to be distributed to child care providers for startup or expansion throughout Region 4. Motion by Eloisa Pigeon to approve the grant application. Second: Michelle Werner. Motion carried.

Strategic Plan Updates: Lori Schwartz reviewed the Strategic Plan updates with the board. Great progress has been made toward achieving all the strategic plan goals. Updates will continue to be provided twice a year.

Strategic Plan Board Survey: Survey was provided to each board member to complete regarding Strategic Plan goal 2, strategy 2 to determine board involvement in service clubs, local units of government, advisory boards, coalitions, and other community groups. The survey was also given to agency staff.

Report Backs:

Head Start Liaison, Sarah King: Attendance continues to be very good at 92%. Our attendance is the highest in the state of MN! 100% of enrolled children are income eligible and we continue with a long waiting list. ASQ-SE scores are showing the social-emotional growth of the enrolled children.

Public Official Check-In: Mari Dailey thanked the board for her involvement on the board as this will be her last meeting. She had greatly enjoyed being part of this board and the work that we do. Ben Lien reported on changes at State Government. MN Management & Budget November forecast came out today and shows a \$1.5 billion surplus. Ben attributes that to a growing state economy. Will begin work on two-year state budget this legislative session.

Breckenridge Property Update: Lori Schwartz provided an update on the closing scheduled for Friday, December 14th at 11:00 am. Property was capped and passed inspection. Snow removal and lawn care will be contracted through Moderow Construction.

JRLC Day on the Hill: Date is February 7th and Lori Schwartz will be presenting at the event. Early bird registration is due in December. Please let Julie Erickson know if you plan to attend.

Executive Director's Report: Lori Schwartz shared information about proposed changes to the Public Charge law and potential affects on low-income households seeking to become US Citizens. Proposed changes to the law would broaden the definition of public charge and include receipt of SNAP, Medicaid, Section 8 Housing, and Project-Based Rental Assistance in addition to cash assistance. Lori will send out additional information to the board about the proposed rule and how to comment. Renee Backlund made a motion to approve that Lori Schwartz make a public comment on behalf of Lakes & Prairies Community Action on the proposed rule. Second: Mari Dailey. Motion carried.

Organizational standards report is due in December. Statewide Minnesota Community Action Agencies have achieved a high percentage of the standards.

A team of 5 staff are attending the Statewide 2-Gen Convening in St. Cloud next week, and we were selected to present on a panel on the services we provide in this area. This approach works with the whole family to address their needs and assist them to achieve their goals.

Working on Child Care Assistance Program contracts and budgets. Last month, Cass County notified us that they were not renewing their contract, and this month we received notice that Pope County has chosen not to renew their contract as well.

A concerning trend discussed at the CEP board meeting is that 30% of farmers in the nation this year are expected to lose their family farms, as opposed to 5% typically. We are considering ways that we can be of greater support to farmers that are struggling through tough times.

The search continues for the new MinnCAP Executive Director. A search firm has been hired and they are on track with a replacement for Arnie Anderson's retirement in August.

Open House and invitation to legislators will be happening in January.

Board grid will be reviewed and presented for approval in January. Working on updates and ways to incorporate the Community Action Code of Ethics at each meeting, as well as a training plan for required trainings.

Next board meeting: James Hamer reminded the board of the next meeting. January 24th at the Mainline in Downer, MN

Adjournment: John Docken made a motion to adjourn. Second: Eloisa Pigeon. Meeting adjourned at 7:44 pm.

Michelle Werner, Secretary

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