

Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc.
February 22, 2018

Jenny Mongeau called the meeting to order at 6:05 pm.

Board Members Present: James Hamer, Andrea Koczur, Renee Backlund, Michelle Werner, Lyle Hovland, Eloisa Pigeon, Kristi Bivens, Barry Steen, Sarah King, Kristin Krile, Laurie Drewlow and Jenny Mongeau.

Members Absent: Excused absences: Ron Verhaagen, Ben Lien, John Docken, Loren Ingebretsen, Stephanie Miranowski and Heidi Durand.

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Director of Development and Operations. Brenda Montplaisir, Finance Director. Julie Erickson, Agency Support. Vanessa Santoya, Head Start Policy Council Rep.

The group recited the Promise of Community Action.

Consent Agenda: James Hamer made a motion to approve the consent agenda; Second: Renee Backlund. Motion carried.

Finance Committee Report: A committee rep gave a brief report to the board. The 2018-19 annual budget was reviewed and will be presented to the board for approval. The age of agency vehicles was discussed.

Lyle Hovland made a motion to approve the financial report. Andrea Koczur seconded. Motion carried. Michelle Werner made a motion to approve the January 2018 Treasurer's Report. James Hamer seconded. Motion carried.

Andrea Koczur made a motion to approve the February 2018 Treasurer's Report. Laurie Drewlow seconded. Motion carried.

Board Approval Items:

Annual Budget 2018-2019. Motion to approve by James Hamer. Seconded by Barry Steen. Motion carried.

FES-WCI Mini Grant (VITA). Motion to approve by Lyle Hovland. Seconded by Laurie Drewlow. Motion carried.

Name Change Committee Recommendation. Motion to approve by Sarah King. Seconded by Kristin Krile. Motion carried.

Head Start Eligibility Criteria. Motion to approve by Kristin Krile. Seconded by Kristi Bivens. Motion carried.

Voter Registration Plan. Motion to approve by Laurie Drewlow. Seconded by James Hamer. Motion carried.

Board Resolution Supporting CSBG. Motion to approve by Andrea Koczur. Seconded by Lyle Hovland. Motion carried.

Giving Hearts Day: Colleen Murray reported that we raised over \$18,000. It was well over what we raised last year. Our goal of \$29k was not met since we had a substantial donation in December.

Annual Meeting will be held at the Marriot in Moorhead on Thursday, April 26th. Board members were asked for nominations for the Dennis Heitkamp Award and the Volunteer Extraordinaire Award by March 30. Vanessa Santoya offered to provide music for the annual dinner.

Report Backs: **Head Start Board Liaison Sarah King** reported that attendance has been down in January due to illness. The November review results were received last week with excellent results. Overall, we were found to operate a very strong program. There was one area of concern in the dual language area. Kristin Phillips, feels this area was well covered and felt that it was not an accurate concern. A decision will be made to dispute the issue or write an improvement plan.

Head Start Policy Council Rep Vanessa Santoya added that the PC will be having a party for the Head Start staff in appreciation for all the hard work involved in the November review. A mini Town Hall meeting is being planned and legislators will be invited to speak.

Family & Community Services Board Liaison Barry Steen reported that the FCS division site review last month resulted in no findings and that we have a very thorough staff and management for our services.

Executive Directors Report:

JRLC Day on the Hill: Lori Schwartz, Maria Steen, Eloisa Pigeon and a few Head Start Home Visitors will be attending this year. Lori Schwartz will be the district leader and will be scheduling appointments with legislators.

Community Action Month is May: An open house/ribbon cutting will be held at the Belsly to celebrate its opening. It is planned for May 18th. Staff and board members will be asked to participate in some way. Community partners and businesses will be invited. More information to follow.

ROMA – NG Board Training: After Lori and Colleen are recertified this spring, they will provide ROMA-NG training to both staff and board. A ROMA-NG training will be held during the Board Retreat it will be

scheduled for June or July.

CCA Restructure: Restructuring process is going well and nearing completion. The restructure includes a reduction in work force, eliminating the director position, combining duties with present staff and not renewing the lease in the Fergus Falls office as of September 1, 2018. Vanessa Strobel and Maria Steen will be management positions to oversee the day to day operations of the program. These 2 managers will have representation on the Leadership Team.

Rainbow Bridge: A thorough analysis of the Rainbow Bridge program is being conducted. Lack of funding has been extremely challenging within the program since it first began. L&P learned earlier this fall that the program will not be funded by the United Way for 2019. This is great cause for concern. Although L&P understands that this is a critical program for children and families and there is a dire need for it, we need to decide if it truly fits within our mission or if there is another organization in which it fits better.

VITA tax site started February 2nd and as of the 20th, 167 state and federal returns have been filed totaling over \$446,000.

Group Work Camp is looking for more projects in the Breckenridge area. Wilkin County Board members were given applications and asked to recruit.

Lori requested an invitation to the Clay and Wilkin County Board meetings in May or June to review L&P's annual report. Lyle Hovland and Jenny Mongeau agreed this would be good information to share with all County Commissioners.

Meeting adjourned.

Next meeting **March 15, 2017** at the Mainline in Downer, Minnesota.

Michelle Werner, Secretary

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