

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc.  
On September 27, 2018**

Jenny Mongeau called the meeting to order at 6:10 p.m. at the Lakes & Prairies Moorhead Satellite office located at 861 Belsly Blvd in Moorhead, MN. There was a quorum.

**Board members present:** Ben Lien, Laurie Drewlow, Lyle Hovland, John Docken, Kristi Bivens, Jenny Mongeau, Michelle Werner, Renee Backlund, Andrea Koczur, Loren Ingebretsen, Ron Verhaagen, Sarah King and Barry Steen.

**Members Absent:** Excused Absences: Chris Peterson, Stephanie Miranowski, Mari Dailey, Kristin Krile and Eloisa Pigeon. Unexcused Absence: James Hamer.

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Director of Finance; Amy Feland, Workforce Program Coordinator; Julie Erickson, Agency Support.

**Spotlight: Amy Feland – Workforce**

Amy gave an informative presentation about the Workforce program.

**Consent Agenda:**

John Docken made a motion to approve the August 2018 Board Meeting minutes. Second: Laurie Drewlow. Motion carried.

**Finance Committee Report:**

Andrea Koczur provided the Finance Committee report to the full board. Loren Ingebretsen made a motion to approve the August 2018 Treasurer's Report. Andrea Koczur seconded. Motion carried.

**Board Approval Items:**

- A. Head Start Annual Report to the Community. Laurie Drewlow made a motion to approve. Second: John Docken. Motion carried.
- B. Head Start Policies 2018-19. Andrea Koczur made a motion to approve. Second: Renee Backlund. Motion carried.
- C. Head Start Out of State Travel Request. John Docken made a motion to approve. Second: Michelle Werner. Motion carried.
- D. WCI Subcontract Child Care Supporter Project. Loren Ingebretsen made a motion to approve. Second: Ron Verhaagen. Motion carried.
- E. Breckenridge Facility Purchase. Lyle Hovland made a motion to approve the purchase, pending inspection and legal review. Second: Laurie Drewlow. Motion carried.
- F. Line of Credit Extension. Lyle Hovland made a motion to approve. Second: John Docken. Motion carried.

**Conflict of Interest and Code of Conduct annual signatures.** Board members were also asked to sign Board of Directors Job Description forms.

**Report Backs:**

**Head Start Liaison, Sarah King:** 100% of students in the programs are income eligible.

**FCS Liaison, Barry Steen:** Family & Community Services will be hiring more staff to fill the positions for the new grants we have been awarded. The SOAR grant connects people who risk homelessness with Social Security benefits.

**County Check In:** Nothing to report.

**National Partnership Take Away:** Lori Schwartz attended the National Partnership conference where 2 new Lakes & Prairies CCAP graduates were recognized. The board meeting included training on leadership, specifically in regards to MN CAP agencies.

**Board Assessment Survey Monkey:** Board members will be emailed a link to fill out an online survey. Results will be shared at the October Meeting.

**Executive Director's Report:**

Lori & Colleen provided ROMA training for the management and leadership team at a CAP agency in Worthington, Minnesota.

L & P's United Way Campaign is the entire month of October. We have set an agency goal of \$11,000, which is slightly higher than the 2017 goal.

A meeting with West Central Initiative was held regarding the WCMCA Rural Transit grant.

Risk Assessment is being updated and will be presented at a future meeting.

November/December shared Governance Board meeting is on December 6<sup>th</sup>.

The board is invited to the Agency All Staff on October 26<sup>th</sup> at the Boy Scouts Center.

**Next board meeting will be October 25<sup>th</sup>, at the Lakes & Prairies Belsly site.**

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Michelle Werner, Secretary

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