

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On December 12, 2019**

Board members present: Laurie Drewlow, Sarah King, Renee Backlund, Chris Petersen, Barry Steen, Lyle Hovland, Kristin Knorr, and Branigan Hamer.

Members Absent: James Hamer, John Docken, Loren Ingebretsen, Ben Lien, Michelle Werner, Shelly Dahlquist, Jenny Mongeau, Andrea Koczur, Eloisa Pigeon, and Jonathan Green.

Employees and Others Present: Lori Schwartz, Executive Director; Brenda Montplaisir, Finance Director; Colleen Murray, Operations Director; Julie Erickson, Agency Support; Tiffany McKinnon, Head Start ERSEA Manager; Krystle McNeal, Head Start Nutrition Manager; Shanna Grefsrud, Parent Engagement Manager; Eric Bridges, Head Start Policy Council Liaison, Alissa Fike, Head Start Policy Council; Amber Collins, Head Start Policy Council; Hani Yusef, Head Start Policy Council; and Laurie Knutson, Head Start Policy Council.

CAPLP Board of Directors/Head Start Policy Council Shared Governance Training: Lori Schwartz welcomed the Board and Policy Council members and introductions were conducted. Training was provided to the Board and Policy Council members on the following topics:

- Mandated Reporting of Child Abuse and Neglect and ERSEA Final Rule– Tiffany McKinnon
- CACFP Basics for Responsible Principles – Krystle McNeal
- Shared Governance – Lori Schwartz
- Fiduciary Responsibilities and Duties– Brenda Montplaisir

Call to Order: Laurie Drewlow called the Governing Board meeting to order at 7:05 p.m. at CAPLP Main Office located at 715 11th Street N Moorhead MN. There was a not a quorum. Several members that had planned to be in attendance were unable to attend unexpectedly.

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

Code of Ethic Review: The board reviewed and discussed the following Community Action Code of Ethics: Respect and protect privileged information to which we have access in the course of official duties.

Consent Agenda: Tabled until January, no quorum in attendance.

Conflict of Interest Disclosure Forms: Tabled until January, no quorum in attendance.

Requests for Approval: Referred to the Executive Committee of the board for approval prior to the January meeting.

- A. Google Grant- Grant application for the Google.org Impact Challenge MN for up to \$300,000 to support and expand the Workforce Development Program.
- B. Out of State Travel Request – Rainbow Bridge – Request to send the Rainbow Bridge Coordinator and the Lead Facilitator to the National Supervised Visitation Network Conference.
- C. WCI Child Care Start Up grants – For grants to assist Family Child Care Providers with licensing requirements and quality improvement needs in order to increase the supply of childcare in the 9 counties of Region 4.

Strategic Plan Updates: Strategic Plan updates were provided at the October Board Meeting. Lori will also send out via email to ensure all board members receive the updates.

Breckenridge Property Update: The Capital Campaign Committee met in November and made recommendations to some adjustments to the floor plan including a larger conference room, and secure staff workspaces. Shultz and Associates is working with the committee to refine the floor plan. The Committee would like to go out for bids this winter to begin building in the spring of 2020. More information will be provided to the full board at the January board meeting. We have a commitment for \$50,000 toward the down payment on the building.

Open Board Seats: The board will have 2 openings coming up, one in January for the private sector to replace Barry Steen and one in April for the public official sector in Clay County to replace Loren Ingebretsen. Candidates will be encouraged to complete an interest form which will be brought to the full board for consideration. Board members are encouraged to assist with recruiting interested candidates.

Executive Director's Report: Lori Schwartz reported that she will hold her report for the January Board Meeting.

Next board meeting: January 23rd, 6:00 pm Mainline Downer, MN

Adjournment: Sarah King made a motion to adjourn. Meeting adjourned at 7:23 pm.

(All three request for approval items were approved by Executive Committee electronically)

Michelle Werner, Secretary

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