

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc.
On October 24, 2019**

Board members present: James Hamer, Laurie Drewlow, John Docken, Loren Ingebretsen, Sarah King, Renee Backlund, Chris Petersen, Barry Steen, Ben Lien, Michelle Werner, Jenny Mongeau, Andrea Koczur, Shelly Dahlquist and Branigan Hamer.

Members Absent: Lyle Hovland, Eloisa Pigeon, Kristin Knorr, Jonathan Green, Alissa Fike, Head Start Policy Council Liaison.

Employees and Others Present: Lori Schwartz, Executive Director; Brenda Montplaisir, Finance Director; Colleen Murray, Operations Director; Julie Erickson, Agency Support; and Emma Schmit, Housing Director.

Call to Order: James Hamer called the Governing Board meeting to order at 6:11 p.m. at CAPLP 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.

Code of Ethic Review: The board reviewed and discussed the following Community Action Code of Ethics: Avoid any interest or activity that is in conflict with the conduct of official duties.

Spotlight: Emma Schmit, Housing Director provided a report on the Housing Division. The Housing Division provides services to families, individuals, youth and seniors to obtain and maintain safe affordable housing. In 2018 the Housing Division helped 228 people obtain and maintain housing and an additional 148 people from becoming homeless. New programs include Homework Starts with Home, SSI/SSDI application assistance, and homeless outreach services. CAPLP screened 1,351 applications for prevention or short-term homeless assistance in 2018 through coordinated entry in the community. The Housing Division recently established a Consumer Action Board that will be providing feedback from individuals with lived experience to homeless service providers across Clay County. The West Central COC has effectively ended Veteran Homelessness and the next goal is to end Child and Youth Homelessness. There are 863 households currently on the CARES Wait List in our community who are experiencing homelessness and awaiting housing assistance. Discussion took place regarding work with the Landlord Risk Mitigation Fund and common myths and barriers that households experiencing homelessness often face. Minnesota recently approved a Medicaid amendment to bill for Housing Services which will provide increased capacity for funding case management services.

Consent Agenda: Jenny Mongeau made a motion to approve the consent agenda including the September Board Meeting minutes, and the United Way Workforce Grant Application. Second by Chris Petersen. Motion carried.

Finance Committee Report: Andrea Koczur provided the Finance Committee Report to the board. Vehicle was purchased to provide transportation services to Rainbow Bridge. Working on an RFP for payroll and financial software to go out in November. Health Insurance increases are coming. Grants are closing and staff are working out closing out budgets. Head Start has struggled with maintaining Mental Health Services as our providers are short-staffed. Utilizing funding to upgrade technology, security, and supplies for the program.

Laurie Drewlow made a motion to approve the Finance Committee Report and the September 2019 Treasurer's Report. Second by Ben Lien. Motion carried.

Fiscal Training: Tabled until next meeting.

Requests for Approval:

- A. ACF/OHS Grant Application – Head Start seeks approval for the submissions of the Head Start Federal Grant application. This is the application to continue the Head Start program serving 86 Early Head Start and 111 Head Start children. Motion by Jenny Mongeau. Second by Andrea Koczur. Motion carried.
- B. Head Start Training Policy – Head Start was directed by the MN Department of Human Services to adopt the newly released training policy. Motion by Andrea Koczur. Second by Renee Backlund. Motion carried.
- C. Out of State Travel Request: Head Start Strengths Finder Coach Certification – Requesting to send Becki Johnson to a week-long training to become certified as a Strengths Finder Coach to provide training, and staff development to CAPLP staff. Motion by Loren Ingebretsen. Second by Barry Steen. Motion carried.
- D. Census 2020 Mobilization Grant- For funding to support the costs associated with “Get out the Count” efforts leading up to the 2020 Census including staff time and materials for events, trainings and outreach. Motion by Sarah King. Second by Laurie Drewlow. Motion carried.

- E. Conflict of Interest Policy & Disclosure Form – Updated to meet the requirements of Charities Review Accountability Standards. Motion by Jenny Mongeau. Second by Renee Backlund. Motion carried.
- F. Health Insurance Premium Increase – Looking at a 7.5% increase in Health Insurance Premiums. Recommendation for CAPLP to cover 90% of the High Deductible HSA plan for singles or \$493 per month, and 70% of the High Deductible HSA plan for Single plus dependents and Family plans or \$679 per month. Motion by Ben Lien. Second by Andrea Koczur. Motion carried.

Capital Campaign Committee: Looking for individuals to serve on a Capital Campaign Committee for the Breckenridge facility. Committee work will involve planning for fund development and marketing for building the new building. The committee will meet in Breckenridge. Laurie Drewlow, Lyle Hovland, James Hamer, and Chris Petersen volunteered to serve on the committee. Anyone else interested in serving on the committee can contact Lori Schwartz.

Board Self-Assessment: The board reviewed the results from the annual Board Self-Assessment. Areas that the board is distinctive include building the reputation of the organization and clarifying the organizations mission or vision. Areas of focus include developing the financial resources needed to support the strategy and assessing performance against mission and key program priorities. 82% of board members surveyed said they feel passionate about the mission, vision, and core values of CAPLP. Areas of board performance to work on include encouraging all board members to participate in discussions and recruiting new board members. Please feel free to reach out to Lori Schwarz or James Hamer with additional feedback, ideas and follow-up.

Report Backs:

Head Start Liaison, Sarah King: Policy Council met this week and seated new Policy Council Representatives for the new school year. A new board Liaison was nominated to serve on the board, Eric Bridges. He will be seated in December. Attendance is at 94% so far this school year! Biggest reason for missing school is illness. Fall assessments are complete.

Head Start Policy Council Liaison, Alissa Fike: No report

Housing/EE Board Liaison, Barry Steen: Rainbow Bridge is now transporting children for Clay County Foster care visits. Rural Routes senior bus is now up and running in Rural Clay County. New staff starting on November 1st to provide Refugee Resettlement Services.

Public Official Check-In: Ben Lien reported that Governor Walz will be in Moorhead next Tuesday to tour bonding proposals. There may be a special session to pass a relief bill. Loren Ingebretsen will be retiring from the Township Board at the end of November.

Executive Director's Report: Invitation to join us for a Meet and Greet on Thursday, November 21st from 3:45-4:45 in the Head Start Gym to meet our new MinnCAP Association Executive Director Bill Grant, as well as Senator Kent Eken, Representative Ben Lien, and Representative Paul Marquart. Please consider helping us with our planning our Paint It Forward fundraiser. Looking for artists and crafty people to make items for the event which will be held in May 7, 2020. Join us for the CAPLP All Staff October 25th 8am-4pm at the Wanzek Center for Scouting. Lori served on a panel at Relevant Life Church last Sunday about taking care of our community and our neighbors. Brenda and Lori are serving on a workgroup to develop a training plan for fiscal staff in CAPs across Minnesota. Lori connected with the Farmers Union and the Farmers Bureau about outreach to struggling farmers. Rural Routes ribbon cutting was held across rural Clay County last month in Ulen, Barnesville, Felton, and Hawley. Strategic Plan updates were provided to the board.

Next board meeting: December 12th 6:00 pm, Family Service Center in Moorhead.

Adjournment: Meeting adjourned at 7:56 pm.

Michelle Werner, Secretary

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