

**Annual Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On December 3, 2020**

5:30-6:30 PM – Zoom Training - CAPLP Board of Directors & Head Start Policy Council Shared Governance

Mandated Reporting - Tiffany McKinnon

CACFP Training – Kristin Phillips

Shared Governance Training - Kristin Phillips & Lori Schwartz

Signed Annual Agreement CAPLP Executive Board & HS PC Internal Dispute Resolution Process - Lori Schwartz

Members Present: James Hamer

Members Present via Zoom Video Conference: Andrea Koczur, Ben Lien, Chris Petersen, Eloisa Pigeon, Jenny Mongeau, John Docken, Laurie Drewlow, Loren Ingebretsen, Nicole Flick, Renee Backlund, Sarah King.

Members Absent: Branigan Hamer, Jonathan Green, Kristin Knorr, Lyle Hovland, Michelle Werner, and Shelly Dahlquist.

Employees and Others Present: Lori Schwartz, Executive Director; Other present via Zoom: Brenda Montplaisir, Finance Director; Kristin Phillips Head Start Director; Tiffany McKinnon, ERSEA Manager; Policy Council Members: Brandee Moran, Amber Collins, Chelsea Sosa, Mark Arnold and Chandra Calixte.

Call to Order: James Hamer called the Governing Board meeting to order at 6:24 pm at 861 Belsly Blvd in Moorhead and via Zoom Video Conference due to the COVID-19 Pandemic. Roll Call was conducted and there was a quorum.

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

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

Consent Agenda: Loren Ingebretsen made a motion to approve the consent agenda including the October 2020 Board Meeting Minutes and October 2020 Treasurer's Report. Second by John Docken. Motion carried.

Finance Committee Report: Brenda Montplaisir provided the finance committee report. Ben Lien made a motion to approve the finance committee report. Second by Andrea Koczur. Motion carried.

Requests for Approval:

- A. 2021 Board Meeting Dates – The board reviewed the board grid and 2021 board meeting schedule. Motion by Chris Peterson to approve the 2021 Board Meeting Schedule. Second by Laurie Drewlow. Motion carried.
- B. Policy Council Representative to the Board of Directors - The CAPLP Head Start Policy Council has voted that Amber Collins be the Policy Council representative to the CAPLP Board of Directors for the 2020-21 program year. Motion by Sarah King to set Amber Collins as the Policy Council Representative to the Board. Second by John Docken. Motion carried.
- C. Head Start Start-up Funding Carryover - Due to the impact of and programmatic changes due to COVID-19 Pandemic, Head Start requests to carryover the unspent startup funds to be spent in the next program year. Motion by Sarah King to carry over the unspent startup funds. Second by Ben Lien. Motion carried.
- D. Consideration for approval of Head Start COVID Funding Carryover - Due to the impact of and programmatic changes due to COVID-19 Pandemic, Head Start requests to carryover the unspent COVID funds to be spent in the next program year. Motion by Laurie Drewlow to carryover unspent COVID funds. Second by John Docken. Motion carried.
- E. Head Start Base Grant Funding Carryover - Due to the impact of and programmatic changes due to COVID-19 Pandemic, Head Start requests to carryover the unspent Base funds to be spent in the next program year. Motion by Loren Ingebretsen to carryover unspent base funds. Second by Chris Peterson. Motion carried.

Report Backs:

Head Start Policy Council Board Liaison - Sarah King

New parents welcomed and voted into positions. Business goes to PC first, and then goes to Board for approval.

Attendance has dropped due to COVID-19. This is a stressful time for families – incredible years training is a powerful parenting process and really helps deal with them deal with the extra stressors right now. Open communication with teachers is encouraged, ages & stages questionnaire is a good indicator of pressure points for children. There are a variety of good solid tools that Head Start is extending to families. Families are also dealing with health challenges in the

health care world, must be healthy to go to the dentist, can only have one child and one parent at a time go to an appointment requiring child care for other children in the family.

Housing Board Liaison - Jenny Mongeau –

The people who take part really have a passion for helping people. CHAP applications are hard to work through in a timely manner, but as long as the apps are in by Dec 7th, they will be processed.

Public Official Check-In:

Loren Ingebretsen extended a thank you to all that worked the elections this year. Jenny Mongeau gave a shout out to Ben Lien for the work he has done for us in his role as representative. Ben Lien stated it's been a real honor to be a part of the community action movement in Clay and Wilkin Co, thanks for the opportunity and it's been a privilege to serve.

Head Start Update:

Kristin Phillips provided an update about the decision to go back to virtual services as of 11/30/20. Plans were written before the school year started, COVID has hit our HS families hard. We were allowed 8 kids in the classroom, and we made it two weeks before we had to start closing classrooms because of exposure. Started seeing enrollment flip from in person to virtual. We are still fully enrolled with a waiting list, and we are the only program in MN that is. Still tweaking and adapting as we go. When Moorhead public schools decided to go virtual our enrollment dropped further. To make families feel safe, the hard decision was made to pause in person service for the month of December. We have not had once family drop, we are staying connected, parents are engaged, staff are doing some really innovative things. Will reevaluate before the new year.

Executive Director's Report:

Exciting news, our Breckenridge building is done! Pictures were shared. Rape and Abuse tenants started renting already. New HS home visitor will be housed out of this building as well as two Wilkin County self sufficiency advocated.

Big Woo Hoo for our annual meeting over zoom held in October. We had over 80 participants which speaks loudly of our culture at CAPLP. Would like to do some more work with Malcom who presented at the annual meeting, as well as at the all staff training held the following week.

Chris Johnson from Rape and Abuse has let us know that they are still interested in talking about our Rainbow Bridge Safe Exchange Program. We will need full board approval, and we will proceed in the correct manner to begin discussions with the board and make this the most positive transition we can. More information to come in January.

NCAF Conference was attended by several staff as well as a few board members. It was very interesting as it was held right before and after the election.

We were accepted to participate in the Regional Whole Families Community of Support cohort. There are seven cap agencies from the region participating and three of them are from MN.

MinnCap Board meeting was held. Legislative committee of the MinnCap board has set up legislative agenda for the coming year. Will bring that to future meeting. Annie from MinnCap shared that there will likely not be a new CARES package until February. State deficit is only about 1 million rather than 4 million. Francie Mathes shared they got clearance to continue with CSBG flexibility in terms of client signatures, and how we are providing services. Kim has been up to her elbows in COVID situations. Currently 9 staff have or are quarantined due to COVID.

Board self-assessment has been tallied and we will go over it in January, as well as review the board grid. We've made some intentional changes that we are excited about.

Alexa Dixson and Amanda Even are heading up the DEI committee, we are getting some cost estimates of working with Malcom who works on organizational change so that we deploy this in the best way possible.

Additional Motion: Loren Ingebretsen made a motion to accept the resignation of Shelly Dahlquist. Second by Jenny Mongeau. Motion carried.

Next Board Meeting: January 28th, 2021 -- Belsly CAPLP & Zoom option

Adjournment: Renee Backlund made a motion to adjourn. 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 ___