

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On February 20, 2020**

Members Present: James Hamer, John Docken, Sarah King, Renee Backlund, Jenny Mongeau, Eloisa Pigeon, Lyle Hovland, Branigan Hamer, Michelle Werner, Shelly Dahlquist, and Nicole Flick.

Members Absent: Loren Ingebretsen, Andrea Koczur, Chris Petersen, Ben Lien, Kristin Knorr, Laurie Drewlow, and Jonathan Green.

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Operations Director; Brenda Montplaisir, Finance Director; Kristin Phillips, Head Start Director; Eric Bridges, Head Start Policy Council Liaison.

Call to Order: James Hamer called the Governing Board meeting to order at 6:03 p.m. at Solutions Board Room located at 891 Belsly Boulevard, Moorhead MN. There was a quorum. Introductions were conducted.

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

Code of Ethic Review: The board read and discussed the following ethic: Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.

Spotlight: Kristin Phillips, Head Start Director provided a report on the Head Start and Early Head Start programs. Kristin reported that our program was recently recognized by the Office of Head Start on positive performance in two areas of the Program Information Report which were the percentage of children with dental homes and the percentage of children with IEP's. Internal agency referrals are increasing, with 53 internal referrals to programs within CAPLP so far this school year. Leadership and growth within the Head Start team is highly valued with several team members taking on new leadership roles within the community and across the State of Minnesota. Two of our Head Start families are being recognized this year for the State of Minnesota's Head Start Hero's award! One to a child that has made tremendous developmental progress and one for a family that has made significant lift changes within the past 12 months. Kristin provided an overview of upcoming events in Head Start. Kristin provided an overview of the Minnesota Head Start Elementary Extension Study which is a longitudinal study of Head Start children's outcomes after leaving the Head Start program. When compared to other low-income children that did not attend Head Start, Head Start graduates are performing higher on their 3rd grade math and reading assessments. In addition, children that received two years of Head Start achieved higher on these assessments than those that attended only one year. There is also a connection between higher attendance and increased assessment scores. The children in the study will be followed through 8th grade. Discussion took place regarding the data presented.

Consent Agenda: Jenny Mongeau made a motion to approve the consent agenda including the January Board Meeting Minutes, and the Homework Starts at Home Grant. Second by Eloisa Pigeon. Motion carried.

Finance Committee Report:

James Hamer provided a report from the Finance Committee. CAPLP is nearing the fiscal year-end and we are gearing up for annual audit. Annual Budget was reviewed, discussion was had regarding new fiscal and human resources software. Audit RFP is ready to go out and is due back by May 15,2020. The committee also reviewed CSBG and CAG expenditures. Eloisa Pigeon made a motion to approve the January Treasurer's report and the finance committee report. Second by John Docken. Motion carried.

Requests for Approval: -

- a. Head Start Self-Assessment – Head Start seeks approval of the annual self-assessment plan and timeline. Motion by John Docken to accept the Head Start Self-Assessment plan and timeline. Second by Renee Backlund. Motion carried.
- b. Head Start Enrollment Criteria - Head Start seeks approval for the Head Start Enrollment Criteria for the 2020-2021 school year. Motion by Eloisa Pigeon to approve the Head Start Enrollment Criteria. Second by Shelly Dahlquist. Motion carried.
- c. CSBG Annual Report- CAPLP is seeking approval of the CSBG Annual Report of expenditures, capacity and resources, as well as outcomes related to community level and individual and family goals. Motion by Sarah King to approve the annual report. Second by Eloisa Pigeon. Motion carried.
- d. Annual Budget for Fiscal Year 2020-2021. CAPLP is seeking approval of the fiscal year 2020-2021 annual budget. Motion by Shelly Dahlquist to approve the budget. Second by Lyle Hovland. Motion carried.
- e. Board member reelection- Per the CAPLP Governing Board by-laws, each director shall serve for a three-year

term, or until he or she sooner dies, resigns, is removed, or becomes disqualified. No director shall serve for more than three consecutive terms without at least a one-year absence from the board. Kristin Knorr was seated as a private sector representative for Clay County in February, 2017 and has completed her first 3-year term. Kristin is eligible for reelection. Motion by Jenny Mongeau to reelect Kristin Knorr. Second by Branigan Hamer. Motion carried.

Report Backs:

Board Liaison to the Policy Council – Sarah King – Sarah reported that the Head Start parents recommended three new areas in the enrollment criteria for Head Start.

Head Start Policy Council Liaison – Eric Bridges – No report

FCS Board Liaison – Jenny Mongeau/John Docken – No report, meeting in March.

Public Official Check-In: Lyle Hovland reported that they are focused on the flood protection with the flood forecast. Jenny Mongeau reported that the 2020 Census is coming up and there will be a self-service kiosk at the Family Service Center. Jenny also recommended that we begin talking with clients about Real ID which will become a requirement in October.

Executive Director's Report: Lori Schwartz reported that staff will be working with clients on completing the 2020 Census. VITA Tax Site is fully operational and is very busy. We have a vacancy in our Wilkin County office, and we are currently looking to fill the position. A new Administrative Assistant, Christina Phipps started earlier this week through Preference Personnel. MinnCAP Legislative calls are being held weekly to discuss the legislative agenda items and actions. Nationally, President Trump's budget zeroed out funding for CSBG, Weatherization and LIHEAP, however it is not expected to be acted on by congress. NCAF continues to advocate to get CSBG funding reauthorized. Five agencies from Minnesota will be attending the NCAF Legislative Conference in March. JRLC Day on the Hill is on April 1st. CAPLP has organized a bus to take staff, board members, and partner organizations to St. Paul. Lori reported that we continue to work on some security issues at the Family Service Center. Staff now have access to put the building in lock down if necessary, and we continue to work with the county on increased security. Lori conducted a tour of the Belsly site. We have been working with Shultz and Associates to prepare the bid packet for the Breckenridge facility. Bid opening will be held on March 19th and David Shultz will present to the full board at the March meeting.

Next board meeting: Thursday March 26th, Mainline 9571 Hwy 9 S, Downer, MN.

Adjournment: Renee Backlund made a motion to adjourn. Meeting adjourned at 7:33 pm.

Michelle Werner, Secretary

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