

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On June 25, 2020**

Members Present: James Hamer

Members Present via Zoom Video Conference: Branigan Hamer, Andrea Koczur, Laurie Drewlow, Shelly Dahlquist, Lyle Hovland, Sarah King, Renee Backlund, John Docken, Jonathan Green, Loren Ingebretsen, Jenny Mongeau

Members Absent: Nicole Flick, Chris Petersen, Eloisa Pigeon, Michelle Werner, Kristin Knorr, Ben Lien, and Eric Bridges, Head Start Policy Council Liaison.

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Operations Director (via zoom); and Brenda Montplaisir, Finance Director (via zoom); Emma Schmit, Housing Director; Kristin Phillips, Head Start Director; Cassie Christianson, Financial Analyst; Michelle Skoblik, Financial Associate; Mary Henninger, Fiscal Support Specialist;

Call to Order: James Hamer called the Governing Board meeting to order at 6:01 p.m. 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: Exercise whatever discretionary authority we have under the law to promote the interests of the poor.

Spotlight: Marie Primus, Bergen KDV presented the the 2019 Audit Report. CAPLP received a clean or unmodified opinion on both our financial statements and our single audit which indicates that we continue to be a low risk grantee. Recommendation to develop a formalized liquidity plan as a best practice. John Docken made a motion to approve the 2019-2020 Audit and the IRS Form 990. Second by Loren Ingebretsen. Motion carried.

Consent Agenda: Laurie Drewlow made a motion to approve the consent agenda including the May Board Meeting Minutes, May 2020 Treasurer's Report, and "IOWA" PW Scholarships 2 Annual Approval. Second by Jonathan Green. Motion carried.

Requests for Approval:

- a. Fieldcrest Town Homes –Clay Co. HRA is applying to renovate and update Fieldcrest Townhomes in Moorhead with 16 supportive housing units within the development, and CAPLP would be the primary service provider. John Docken made a motion to approve providing supportive services at Fieldcrest Townhomes. Second by Laurie Drewlow. Motion carried.
- b. Google Ad Grant - In-kind advertising will raise awareness of our cause, increase website traffic, and create more brand awareness. Renee Backlund made a motion to approve the Google Ad Grant. Second by Lyle Hovland. Motion carried.
- c. Dental Insurance Premium Increase - Our August 1, 2020, dental insurance contract renewal reflects an increase. Lakes & Prairies recommend they continue to pay the full amount of \$34.45 for single dental coverage and \$34.45 per month toward the additional plans. Loren Ingebretsen made a motion to approve the dental insurance increase. Second by Shelly Dahlquist. Motion carried.
- d. CAPLP Board Resolution to administer the Homework Starts with Home Family Homeless Prevention & Assistance Program funds. Jonathan Green made a motion to approve the resolution. Second by Laurie Drewlow. Motion carried.
- e. Head Start Low Cost Extension – There will be a no-cost extension of Head Start funds that will be carried over in July. No board approval necessary as this grant has already been approved.

Closed Meeting: Executive Director Performance Review and Compensation Discussion: The board members were placed into a private breakout room in Zoom to review the Executive Director Performance Review and comparable compensation. Jenny Mongeau made a motion to approve the Executive Director performance review. Second by Jonathan Green. Motion carried. Loren Ingebretsen made a motion to approve a 1.5% increase in compensation above the COLA. Second by Sarah King. Motion carried. COLA Loren/ Sarah

Report Backs:

Board Liaison to the Policy Council – Sarah King – Sarah reported that attendance continues to remain high at 85% despite the pandemic for virtual home visits. Moving forward with plans to operate a summer program with 3 classrooms

with 8 children and 2 staff with provisions in place for health screening and social distancing beginning July 6th. Planning is underway for Head Start options for fall programming. Only 58% of the children that are eligible for Kindergarten are enrolled in Kindergarten so efforts are underway to get children enrolled and ready to attend in the fall. Parents have expressed some concern about attending classes in person due to the continued pandemic.

Housing Board Liaison – Jenny Mongeau – No meeting this month.

Public Official Check-In: Loren Ingebretsen reported that the township is meeting with social distancing provisions in place and holding events outdoors when possible. Jonathan Green reported that Wilkin County is slowly moving toward opening back up as they are able. Shelly Dahlquist encouraged everyone to mail in their ballots and vote. Jenny Mongeau reported that the Clay County buildings are still open by appointment only. Continue to encourage outreach to everyone to complete the Census.

Executive Director's Report: Lori Schwartz reported that CAPLP continues to provide services across programs and meet client needs virtually. We continue to bring staff back to the office that need to be there to effectively complete their work. We have developed a staggered schedule and are having staff report their daily health screenings prior to reporting to the office. 2 staff have applied for CARES FMLA leave due to COVID related absences. We have been able to on-board 4 new team members virtually and set them up to work remotely. All Staff meetings have continued via Zoom video conference. Tomorrow we are hosting a training on Stress and Self-Care and division updates. The Wellness Team is hosting "Coffee and Conversations" sessions on a regular basis which provide an opportunity for staff to connect. We also hosted our "Stay Lunch" remotely which is for new employees that have started at CAPLP in the past 6 months to get feedback from the team on their Wow's, Wishes, and Whines about their experience with CAPLP. CAPLP is launching a Diversity, Equity and Inclusion Committee in an effort to coordinate our efforts to ensure CAPLP denounced systemic racism and white supremacy and support opportunities for all in the communities we serve. Any board members that have an interest in joining this committee please let Lori know. Two of our team members have been attending the Community Action Leadership Institute (CALI) which has been postponed due to the pandemic. The completion of the institute will occur virtually so that they can graduate. The National CAP Conference is still being held but will be offered virtually at the end of August. Lori, Brenda, Colleen and Becki Johnson are completing their CCAP recertification. One team member is taking the CCAP exam in July. Lori had a consultation with Clay County Public Health and our pandemic response plan is in-line with the county plans with some services being provided in person by appointment only but primarily provided remotely. Lori will send a survey regarding resuming in-person board meetings of 10 people or less, with a continued virtual option. Construction has begun on our Breckenridge Facility and it seems to be moving quickly. CAPLP has received notice that we have received our Head Start grant! We are recruiting heavily for the Head Start program, especially in Wilkin County for Early Head Start Home Based programming. CAPLP will be hiring a Wilkin County home visitor to be housed out of the new office in an effort to build up this program to a sustainable level of 10-12 children ages birth to three. These home visits are complimentary to home visiting services provided by Wilkin County Public Health. Lori reported that at the CEP board meeting DEED reported that since March 15, there have been over 800,000 applications for unemployment. The United Way of Cass-Clay is moving toward a Whole Family approach on their goals. With our new projects our revenues have exceeded \$10 Million for our current fiscal year. We are looking at options for community office spaces to house new employees as we are expanding with new grants and we are out of office spaces for expansion. We are also exploring options for continuing home offices whenever feasible and continue to explore options for expanded space. Lori reminded the board that she had emailed out the preparedness plan and asked if there were any questions.

Next board meeting: Thursday, July 16th – Location to be determined.

Adjournment: Loren Ingebretsen 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 ___