

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On May 28, 2020**

Members Present: James Hamer

Members Present via Zoom Video Conference: Eloisa Pigeon, Andrea Koczur, Laurie Drewlow, John Docken, Jonathan Green, Renee Backlund, Shelly Dahlquist, Sarah King, Chris Petersen, Nicole Flick, Lyle Hovland, Jenny Mongeau

Members Absent: Branigan Hamer, Michelle Werner, Loren Ingebretsen, Kristin Knorr, Ben Lien, and Eric Bridges, Head Start Policy Council Liaison.

Employees and Others Present: Lori Schwartz, Executive Director (via zoom); Colleen Murray, Operations Director (via zoom); and Brenda Montplaisir, Finance Director.

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. There was a quorum.

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

Code of Ethic Review: The board reviewed the following Code of Ethics: Conduct our organization and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.

Consent Agenda: John Docken made a motion to approve the consent agenda including the April Board Meeting Minutes, April 2020 Treasurer's Report, and STOP Grant renewal. Second by Eloisa Pigeon. Motion carried.

Finance Committee Report: Brenda Montplaisir provided a report from the Finance Committee. About 50% of CAPLP grants are closing June 30th. We will be carrying-over a portion of our Federal Head Start grant. We received a small CSBG amendment for a little over \$2,000 that will go towards salary. We received some COVID-19 relief funding in this week from West Central Initiative. Doing K-Pay training later this week with all staff. Finishing up the audit. Responding to Bremer regarding some clarifications required to proceed with financing for the Breckenridge building. Motion by Renee Backlund to approve the Finance Committee Report. Second by Eloisa Pigeon. Motion carried.

Requests for Approval:

- a. Blue Plus Housing Flex Fund Grant - to provide supportive housing services and direct assistance in the form of rents, deposits, application fees, etc. for households that do not have the resources to do so and are at risk of or are currently homeless. Motion by Laurie Drewlow. Second by Andrea Koczur. Motion carried.
- b. CSBG CARES Act Supplemental Grant - CAPLP's allocation is \$172,106 and we propose to use these funds to add 1 FTE case manager to assist with crisis relief and re-entry into the workforce as well as funding to administer additional housing prevention resources through other funding streams. A small portion of the funds will be used for direct assistance to households in need for items such as transportation, food, childcare, housing, and other basic needs to recover from the COVID-19 pandemic. Motion by Sarah King. Second by Jenny Mongeau. Motion carried.
- c. Housing Stabilization Services Application - As of July 1, 2020, Medical Assistance will allow a Housing Stabilization Services benefit to help people with disabilities and seniors find and keep housing. If proved to be sustainable, this benefit could assist with expansion of supportive housing services that are limited in our community. Motion by John Docken. Second by Jonathan Green. Motion carried.
- d. AARP Grant - to provide supportive services to seniors in Clay County. These funds would expand our existing Clay Seniors program services and also support some small home repairs to assist seniors to stay independently in their homes such as modifications to bathrooms for handicap accessibility. Motion by Lyle Hovland. Second by Chris Petersen. Motion carried.

Reminder: Please complete the online survey for feedback into the Executive Director's Performance Review. We would like to get 100% participation from all board members. Deadline to respond is Friday, May 29th.

Board of Directors' Retreat: Postponed until it is safe to meet in person.

Report Backs:

Board Liaison to the Policy Council – Sarah King – Sarah reported that she is impressed with the amount of planning going on in Head Start with planning for 3 different tracks of services depending on the level of in-person services that can be provided. Head Start conducted a parent survey that showed positive results from at-home learning, and reduced

isolation. Attendance continues to remain high at 95%! In-Kind hours are off the charts with student learning happening at home with parent volunteers. Discussion took place regarding access to technology for families. Highest needs identified by parents in a recent survey were access to food and struggles with parenting. In addition, 58% of parents reported that staff helped them think about maintaining routines at home, which are opportunities for natural learning. Parents also reported struggles with completing unemployment applications and with mental health.

Housing Board Liaison – Jenny Mongeau – The Housing Advisory Board meeting was held via Zoom. Recent grant awards have been received to assist with housing. Discussed providing services remotely, as well as issues surrounding homelessness in the community in regard to COVID-19. Technical Assistance and Evaluation committees are on hold for right now. The board discussed the moratorium on evictions in MN as well as the Landlord Risk Mitigation Fund.

Public Official Check-In: Shelly Dahlquist reported that Moorhead Public Service is not disconnecting power and water at this time due to the COVID-19 crisis and have re-evaluated late fees as well. Jenny Mongeau reported that she is serving on the Cass-Clay Food Partners Coalition and they continue to meet bi-weekly to address food access issues. They are looking at local ordinances that can be adjusted to assist with food access as well, such as allowing boulevard gardens. Lyle Hovland reported that Family Services Staff continue to work remotely wherever possible and the Courthouse is open by appointment only. Currently nobody in jail in Wilkin County. Shelly also reported that the city is looking for election judges for both the August Primary and the General Election in November.

Executive Director's Report: Lori Schwartz reported that CAPLP has continued to work remotely, and we continue to improve our ability to work efficiently and effectively. The team has been meeting regularly as an All Staff via Zoom. We have been checking in with video conference activities through the Wellness Committee as well such as a weekly Coffee and Conversation check in which has been critical to maintaining connections and mental health. Employees have reported gratitude for ensuring their safety and client safety. Construction on the Breckenridge Facility has been slightly delayed as the bank is requiring that we fully close on the construction loan prior to the beginning of any work on the site. We have two staff that are going to become ROMA Implementers via an online training in June. We had two staff that have been participating in the Community Action Leadership Institute (CALI) and will be finishing up their last two sessions over the summer. The National Community Action Partnership Conference is still scheduled to be held in person in Seattle at the end of August. While the conference is highly valuable, we are not planning on having any staff attend in person. We had a new employee start in our Breckenridge office in May after putting the hire on hold for about 4 weeks, as well as a replacement for our homeless outreach position. We were able to provide orientation and training entirely remotely and have both employees set up to work from home. We are continuing to hire for new positions, with the process being conducted via Zoom for interviews and the hiring process. We recently received notice that we have been awarded a new Homework Starts with Home grant in partnership with the Clay County HRA, and CAPLP will serve as the FHPAP administrator for the project for the West Central COC. We are preparing for an influx of applications for assistance once the moratorium on evictions ends in Minnesota. NAPS distribution is coming up on June 3rd – we will deliver food boxes to seniors across Clay County. At this point, Head Start is proceeding with the plan to hold a small-scale summer school for up to 30 children to help make sure they are ready for Kindergarten. It would be 3 classrooms, with 10 children each and will be morning session only. If we are able to proceed with this in-person classroom it will begin July 6th. If we are unable to proceed with in-person classes, we will continue to provide virtual services instead. We are preparing to receive our CSBG Surplus funding from the CARES act. We have also been seeking support through available COVID relief funding. We received \$18,000 for Rainbow Bridge through the Payroll Protection Program. We also received \$25,000 from Bremer, \$2,250 from Philanthropy and Youth (PaY) from the Barry Foundation, \$9,440 from West Central Initiative as well as funding that we had secured through FMAF for workforce that we have transitioned to COVID relief. Funds have also been secured to order personal protective equipment, and for technology to support working remotely such as cell phones. Lori reported that she met with the Executive Committee last week to review and request approval of the Workplace Protection Pandemic Relief Policy which adheres to both the CDC and MDH guidance for keeping staff and clients safe. Lori reviewed the policy with the board. Returning to the office will be a slow, phased-in process which is comparable with both the County and Rural MN CEP. Staff safety will continue to be our first priority and we will encourage anyone that is able to continue to work remotely. Staff that are unable to effectively work remotely have developed a plan to provide services from the office in a manner that is safe for both staff and clients. Team members are required to complete a health screening and follow guidelines for maintaining a safe work environment any time they report to the office. Services continue to be by appointment only, and clients are also required to complete a health screening prior to receiving in-person services. We will be prepared to return to a fully remote work situation if necessary. Lori shared the guiding principles that MinnCAP developed to guide our work during this time.

Next board meeting: Thursday, June 25th – Location TBD.

Adjournment: Shelly Dahlquist made a motion to adjourn. Second by John Docken. Meeting adjourned at 7:21 pm.

Michelle Werner, Secretary

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