

**Annual Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On October 22, 2020**

5:30-6:30 PM – Zoom Training Provided “Creating a Safe Space to Talk About Race” Malcolm Ratchford

Members Present: James Hamer, Renee Backlund, Eloisa Pigeon

Members Present via Zoom Video Conference: Loren Ingebretsen, John Docken, Chris Petersen, Shelly Dahlquist, Jenny Mongeau, Nicole Flick, Sarah King, Ben Lien, Laurie Drewlow, and Jonathan Green.

Members Absent: Branigan Hamer, Michelle Werner, Kristin Knorr, Andrea Koczur, and Lyle Hovland

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Operations Director (via zoom); Brenda Montplaisir, Finance Director (via zoom); Amanda Even, Communications Director (via zoom) and the employees and guests of CAPLP (via zoom).

Call to Order: James Hamer called the Governing Board meeting to order at 6:34 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: Avoid any interest or activity that is in conflict with the conduct of official duties.

Consent Agenda: Loren Ingebretsen made a motion to approve the consent agenda including the September 2020 Board Meeting Minutes and September 2020 Treasurer’s Report. Second by Eloisa Pigeon. Motion carried.

Requests for Approval:

- A. April 2019 Annual Board Meeting Minutes – Ben Lien made a motion to approve the 2019 Annual Board Meeting Minutes. Second by Eloisa Pigeon. Motion carried.
- B. Waiver for Non-Federal Share – Kristin Phillips provided an overview of the waiver for our Non-Federal Share (in-kind) in the grant ending Nov. 30, 2020. The amount requested to waive is \$123,000 of the \$267,635 due. Due to the pandemic restricting volunteers in the HS classrooms we will not be able to meet the 20% match. Renee Backlund made a motion to approve the waiver of Head Start Non-Federal Share. Second by Chris Petersen. Motion carried.
- C. Head Start Annual Report to the Community - Each year the Head Start program creates an Annual Report to the Community based on information gathered throughout the previous program year. Kristin Phillips provided an overview of the Annual Report. Sarah King made a motion to approve the 2019-2020 Annual Report. Second by Jenny Mongeau. Motion carried.
- D. Human Capacity and Community Transformation (HCCT) Initiative - CAPLP is seeking board approval to complete an application to become part of the Human Capacity and Community Transformation (HCCT) Initiative through the National Community Action Partnership Center for Excellence. Participation in this initiative will provide CAPLP with the opportunity to highlight the good work of our program and provide us with national recognition for our efforts. Laurie Drewlow made a motion to approve the HCCT Application. Second by Jonathan Green. Motion carried
- E. United Way Whole Family Grant – Becki Johnson provided an overview of the request for CAPLP to apply to the United Way of Cass-Clay under their Bold Goal 3 for funding to continue Workforce Development programs and build capacity in our Whole Family Services. Loren Ingebretsen made a motion to approve the UWCC Grant application. Second by Ben Lien. Motion carried.
- F. Emergency Solutions Grant Coronavirus Funds, round 2 - Emma Schmit provided an overview of the funding that CAPLP would like to apply to assist 21 households with up to 12 months of rental assistance based on their income, along with supportive services. Laurie Drewlow made a motion to approve the ESG Grant Application. Second by Sarah King. Motion carried.
- G. Approval of Updated Financial Policies and Procedures Manual – Brenda Montplaisir reviewed the updates to the Financial Policies and Procedures. Shelly Dahlquist made a motion to approve the Financial Policies and Procedures Manual. Second by Renee Backlund. Motion carried.
- H. Health Insurance Increase for 2021 – Michelle Skoblik provided an overview of the expected annual health insurance increase which is 5%. CAPLP would like to increase the total agency contribution per month of \$520 for singles, \$728 for single + dependents, and \$750 for family coverage. Ben Lien made a motion to approve the increased contribution to health insurance coverage for employees. Second by Shelly Dahlquist. Motion carried.

Report Backs:

Head Start Policy Council Board Liaison - Sarah King – Sarah encouraged everyone to take time to review the Annual Report in the packet. At the Policy Council meeting on Tuesday, the new Policy Council was seated. Officer elections will occur next month. Attendance was at 93% for September, which is good. Team members are utilizing new resources to connect with families remotely including Learning Genie. Hot meals and grab and go breakfasts are going to be added to the meals being served in the classroom to help combat food insecurity.

Housing Board Liaison - Jenny Mongeau – No report at this time.

Consumer Action Board Meeting - Emma Schmit provided a report back from the Consumer Action Board (CAB) meeting in September. The Consumer Action Board (CAB) is a board comprised of members with lived experience of homelessness. They utilize their life experiences and values to help develop solutions to prevent and end homelessness. This board has been meeting over the past year and will continue to meet quarterly to provide feedback on our homeless response system.

Public Official Check-In: Ben Lien provided an update on the State of MN Bonding Bill which was passed in the last special session. Clay County will receive funding for the 11th street underpass, flood mitigation, heartland trail access, waste transfer facility. Jenny Mongeau reported on the CARES act funding being distributed by Clay County including funding to CAPLP for food subsidies and mental health services for seniors. Shelly Dahlquist encouraged everyone to vote!

Spotlight: Strategic Plan – Lori Schwartz and the Strategic Plan Champions provided an update on the progress of the CAPLP 5-Year Strategic Plan goals.

CAPLP Years of Service Awards: James Hamer and Lori Schwartz presented service year certificates to employees: 5 Years of service - Amy Feland, Cheryl Walker, Gulistan Amedi, Alicia Peltier, Amanda Langseth, and Tammy Christensen; 10 Years of service – Kelli Rohrer; 15 Years of service – Colleen Murray.

Team Accomplishments – Lori Schwartz congratulated team members with recent accomplishments including Community Action Leadership Institute graduates Amy Feland and Alli Ward, Certified Community Action Professional Jenni Beilke, ROMA Implementers Robin Christianson and Alli Ward, and 35 Under 35 Graduate Ciara Langehaug.

Executive Director's Report: Lori Schwartz reported that we were not able to give out the Dennis Heitkamp Leadership Award and the Volunteer Extraordinaire award this year due to the nature of the Annual Meeting, however these awards will resume at the next Annual Meeting. Lori provided an update on the Breckenridge office building that is on track to be done the end of this month and we plan to move in mid-November. Lori reminded everyone to get out and vote and provided an overview of the importance of voting. The National Community Action Foundation conference is being held over the next several weeks in a virtual format. CAPLP has 11 team members and board members attending the conference. Lori reported that we continue to work on our Diversity, Equity and Inclusion Board Statement and will bring it back to the board and continue to work on the role we play on ensuring justice in our community. Lori reminded board members to please take time to complete the Board Self-Assessment, your feedback is critical to the success of CAPLP. Results of the Self-Assessment will be shared at the January Board Meeting.

October 30th -- CAPLP All Staff Meeting: Please join us for the annual CAPLP All Staff via Zoom!

Next Board Meeting: December 3rd Board Meeting -- Shared Governance – Belsly Blvd Site and Zoom Video Conference

Adjournment: Loren Ingebretsen made a motion to adjourn. Meeting adjourned at 7:40 pm.

Michelle Werner, Secretary

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