

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc. - CAPLP  
On September 24, 2020**

**Members Present:** James Hamer, Loren Ingebretsen, Lyle Hovland, Laurie Drewlow, John Docken, Eloisa Pigeon and Renee Backlund

**Members Present via Zoom Video Conference:** Andrea Koczur, Shelly Dahlquist, Jenny Mongeau, Nicole Flick, Kristin Knorr, Sarah King, Ben Lien, and Jonathan Green.

**Members Absent:** Chris Petersen, Branigan Hamer, Michelle Werner, and Eric Bridges, Head Start Policy Council Liaison.

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

**Call to Order:** James Hamer called the Governing Board meeting to order at 6:02 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:** The board discussed the Code of Ethic: Serve in such a way that we do not realize undue personal gain from the performance of our professional duties.

**Spotlight:** Emma Schmit, Housing Director provided a report to the board on the Housing Division. The Housing Division employs 19 FTEs including 4 supervisors as well as 5 additional team members that work in housing projects from the Economic Empowerment Division. Currently also have 2 social work interns and are in the process of hiring 2 new positions. Programs include Homeless Prevention, Homeless Outreach, Supportive Housing Programs, and SOAR (SSI/SSDI Application Assistance). In the first 6 months of 2020 CAPLP served 302 people in our Supportive Housing Programs and an additional 151 people through Homeless Prevention assistance. The Housing Team has worked diligently to find creative ways to provide services to households in need during the COVID-19 Pandemic and were able to continue to assist households with securing households. The Housing Division has experienced vast growth in 2020, including the addition of 2 new outreach workers, expansion of the Homework Starts with Home program, securing funds to assist household experiencing a housing crisis due to the pandemic through the COVID Housing Assistance Program (CHAP), and the addition of Housing Stabilization Services billing to medical assistance for housing activities. In addition, the Housing Division has organized a Consumer Action Board that seeks input from people with lived experience with homelessness on the homeless response system and solutions to homelessness in our community. The CHAP program began August 24<sup>th</sup> and we already have 256 households that have applied for the program. To date we have approved 30 applicants for assistance and 51 payments have been made totaling \$45,000. The average rent payment to date is \$1,107 and \$697 for utility assistance. In the past week we have trained an additional 6 team members to process applications as quickly as possible.

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

**Finance Committee Report:** Brenda provided a report from the Finance Committee. The committee reviewed open grants and grants that are expiring. The new financial software "go live" date has been delayed until March 1, 2021 which will coincide with the beginning of the fiscal year. The new fiscal position has been hired and is an internal hire and will be a great addition to our team. The committee discussed the agency car fund and the plan for the funds moving forward once the FMAF loan is paid off. We have sent out notifications regarding the Blackbaud Security Breach. A demand letter was also sent to Blackbaud regarding the breach. Eloisa Pigeon made a motion to approve the finance committee report. Second by Andrea Koczur. Motion carried.

**Requests for Approval:**

A. CAPLP Board Statement on Diversity, Equity, & Inclusion- CAPLP is acting against systemic racism and initiating change through education, lifting the voices of marginalized people, and the formation of a Diversity, Equity, & Inclusion Committee. Discussion took place regarding the Board Statement and recommended adjustments. Laurie Drewlow made a motion to table the statement and bring the revised statement to the October meeting for review. Second by Loren Ingebretsen. Item tabled.

B. Head Start Policies for the 2020-21 Program year - Head Start seeks approval for the 2020-2021 Program year Policies. Each year Head Start reviews and updates policies to ensure effective programming. Renee Backlund made a motion to approve the Head Start Policies. Seconded by Laurie Drewlow. Motion carried.

C. 2020 Voter Registration Plan - CAPLP fully recognizes the importance of citizen participation in the political process, at local, state, and national levels. We are seeking approval of our 2020 plan to provide non-partisan voter education and registration assistance. Andrea Koczur made a motion to approve the Voter Registration Plan. Seconded by Loren Ingebretsen. Motion carried.

D. 2020-2021 Succession Plan - Succession Planning is the process that an organization uses to identify and prepare candidates for high-level management positions that become vacant due to retirement, resignation, death or new business opportunities. CAPLP has established a succession plan to provide continuity in leadership and avoid extended and costly vacancies in key positions. Ben Lien made a motion to approve the Succession Plan. Second by Eloisa Pigeon. Motion Carried.

E. City of Moorhead CDBG-CV Funds - The city of Moorhead has CDBG-CV funding to prevent, prepare for, and respond to the spread of coronavirus. They intend to subgrant \$103,500 for the purpose of operating a housing program for people who are homeless or at risk of homelessness. Funds may be used for up to 6 months of housing assistance such as deposits, utility and rent. We anticipate serving 20 households with these funds with supportive services and housing assistance. These funds must be spent by October 2022. Lyle Hovland made a motion to approve the grant. Second by Laurie Drewlow. Motion carried.

F. Designation of Identified Official with Authority for the MDE External User Access Recertification System. The Minnesota Department of Education- (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends authorizing Lori Schwartz to act as the Identified Official with Authority (IOWA) for Lakes and Prairies CAP Head Start 7021-84-001. Loren Ingebretsen made a motion to approve the designation. Seconded by Andrea Koczur. Motion carried.

#### **Report Backs:**

**Board Liaison to the Policy Council – Sarah King –** Sarah reported that the Head Start team has updated many policies and procedures to accommodate for COVID-19. Head Start has been working to get the tools to families that they need for successful online learning, such as tripods for phones, headsets, child-sized masks for in person learning. Currently working to fill 2 open slots in EHS and 5 open slots in Head Start. Communication and services are challenging due to the pandemic.

**Eric Bridges –** No report

**Housing Board Liaison – Jenny Mongeau –** No report

**Public Official Check-In:** Shelly Dahlquist thanked the team on the CDBG and CARES funding. There are hundreds of families that are 2-4 months behind on their Moorhead Public Service bills. Ben Lien reported that there was another special session in September and there is still progress toward a bonding bill.

**Fiduciary Training:** Tabled due to technical difficulties.

**Breckenridge Office Building Update:** Lori Schwartz provided an update on the Breckenridge Building and shared photos of the progress with the board. The siding and windows are in and we should have a second walk-thru with the architect soon. We have a renter lined up for the spare office space as well.

**Board Self-Assessment:** Annually the Board of Directors completes an assessment on how you work together as a board and how the board functions. This survey will be coming out via Survey Monkey and results will be share at the next board meeting.

**National Community Action Partnership Conference Take-Away:** Laurie Drewlow and Sarah King both attended on behalf of the board in addition several of our team members. The conference was virtual which was a challenge but was a great option for this year. The technology worked surprisingly well. The keynote speaker Vu Le was a powerful experience and really challenged us to stop focusing on the band aid and put more resources into putting out the fire.

**October 30th All Staff Training Day:** Full day training will take place virtually via Zoom. Information will be sent out to the board. Please join us if you are able!

**Belsly Discussion:** Lori Schwartz provided an update on the Belsly building and opportunities for growth. Discussion took place regarding future space needs for CAPLP and budget. Ben Lien made a motion to approve a letter of intent for the purchase of the remainder of the Belsly property. Seconded by Jenny Mongeau. Discussion took place regarding the need for a special meeting to discuss the details. Roll call vote: Yea – Renee Backlund, Laurie Drewlow, James Hamer,

Lyle Hovland, John Docken, Loren Ingebretsen, Sarah King, Andrea Koczur, Eloisa Pigeon, Kristin Krile, Jenny Mongeau, Ben Lien, Shelly Dahlquist, Nicole Flick. Nea- None. Motion carried.

**Executive Director's Report:** Lori Schwartz reported to the board that she has been serving as a board member for the United Way of Cass-Clay and will be working with other non-profits regarding the campaign and working together over the next month. Lori has also been elected as Chair of the Rural MN CEP board, which was approved by the Executive Committee. The October board meeting will be the Annual Meeting which was postponed from April due to the pandemic. The Rape and Abuse Crisis Center is going to rent the spare office from us in Breckenridge and we continue to work together on coordinating Rainbow Bridge Services. Census Outreach is happening across the FM area with a team that include CAPLP staff. Notice has been given to our landlord in Breckenridge and we will be ready to move in the new building in November.

**Next board meeting:** Thursday, October 22nd at 6:00 pm – Annual Board Meeting - Belsly Blvd location and Zoom Video Conference

**Adjournment:** Loren Ingebretsen made a motion to adjourn. Meeting adjourned at 8:00 pm.

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Michelle Werner, Secretary

*General Bank Account, Payroll Bank Account and Elan Credit Card Statements were received via USPS and reviewed \_\_\_*