

**Annual Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On April 22, 2021**

Members Present: Laurie Drewlow, Renee Backlund

Members Present via Zoom Video Conference: Lyle Hovland, Loren Ingebretsen, John Docken, James Hamer, Andrea Koczur, Sarah King, Kristin Knorr, Nicole Flick, Jenna Kahly, Jonathan Green and Jenny Mongeau

Members Absent: Chris Petersen, Branigan Hamer, Eloisa Pigeon, Heather Keeler, , Michelle Werner, and Amber Collins, Policy Council Liaison to the Board

Employees and Others Present: Lori Schwartz, Executive Director, Brenda Montplaisir, Finance Director

Employees and Others present via Zoom: Francie Mathes, DHS OEO Director; Employees and guests of CAPLP

Call to Order: Laurie Drewlow called the Governing Board meeting to order at 5:30 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: Keep the community informed about issues affecting the poor; facilitate communication by the poor with locally elected public officials and the private sector.

Spotlight: Francie Mathes, Director of the MN Department of Human Services, Office of Economic Opportunity. Maximum Feasible Success: The Story of Community Action and ROMA.

Consent Agenda: Motion by John Docken to approve the consent agenda including the March 2021 Board Meeting Minutes. Second by Lyle Hovland. Motion carried.

Requests for Approval:

A. 2020 Annual Meeting Minutes – The meeting minutes from the 2020 Annual Meeting were reviewed. Motion by Lyle Hovland to approve the minutes. Second by James Hamer. Motion carried.

B. 2020 Annual Report - The 2020 Annual Report documents the CAPLP Covid-19 response, provides client impact stories, and showcases data regarding programs and services of 2020. Motion by Loren Ingebretsen to approve the annual report. Second by Renee Backlund. Discussion took place regarding the impact of the stories shared in the annual report. Motion carried.

C. June 24th Board Meeting Date Change - Request to change the date of the June 24th Board of Director's Meeting to June 17th. Motion by Sarah King to change the date of the meeting to June 17th. Second by John Docken. Motion carried.

D. Head Start Self-Assessment – Head Start conducts a Self-Assessment each year to help us assess the progress we are making on our goals, objectives and to identify staff, parent, child or community needs and consider new innovations. Laurie Drewlow encouraged board members to review the goals established in the self-assessment. Motion by Andrea Koczur to approve the Head Start Self-Assessment. Second by Kristin Knorr. Shout out to Kristin Phillips, the Head Start Policy Council, and the Head Start Team for doing a marvelous job with service to children and families and tracking data and outcomes! Motion carried.

E. Community Action Plan 2022-2023 - CAPLP has prepared the workplan, budget and projections for the Minnesota Community Action Grant (MCAG) and Community Services Block Grant (CSBG) funding for FY2022-2023. Funds will be used to support program operations agency-wide including support for Career Connect, Whole Family, SOAR, Housing and Economic Empowerment Programs as well as overall agency program support. Motion by James Hamer to approve the Community Action Plan. Second by Loren Ingebretsen. Motion carried.

F. Family Homelessness and Prevention Assistance Program (FHPAP) - CAPLP has been an FHPAP provider since 2001. These funds are used to prevent and end homelessness in Clay and Wilkin counties. Funds are used for direct assistance for housing payments such as rent, mortgage, utilities, deposits to prevent people from becoming homeless. CAPLP is currently able to assist about 25% of the applications received for this program, meaning most applications are not able to be assisted due to limited funds. Therefore, we propose to ask for an increase of 1 FTE along with increased direct assistance for housing payments. Motion by Renee Backlund to approve the FHPAP application. Second by Johnathan Green. Motion carried.

G. Third Street Flats Apartment Building - The project will consist of 44 units (9-one bedrooms, 18-two bedrooms, 12-three bedrooms, and 5-four bedrooms) in collaboration with Commonwealth Companies located in Dilworth. CAPLP is proposed to be the service provider for 9 units set aside for households experiencing homelessness and/or households

with a disability, utilizing the Housing Supports benefit through the state of Minnesota, administered by Clay county. Motion by James Hamer to approve the application. Second by Loren Ingebretsen. Discussion took place regarding the location of the proposed apartment complex and the name of the project. Motion carried.

Dennis Heitkamp Leadership Award: Loren Ingebretsen presented the Dennis Heitkamp Leadership Award to Lyle Hovland for his 20 years of service on the CAPLP board and his service to the community and Wilkin County.

Report Backs:

Head Start Policy Council – Sarah King provided an update from the Head Start Policy Council. The Head Start Progress Report is included in your packet. Please check out the live links in the packet for gun safety and COVID-19 resources.

Housing Advisory Board Liaison – John Docken, no report – meeting in May.

Public Official Check-In: Jenny Mongeau reported that Clay County has relocated some County offices to a new building in Moorhead by Horizon Middle School including departments that were previously in the Courthouse. Lyle Hovland reported that Wilkin and Richland Counties are slated to receive funds from the diversion development. The county is considering adding funds to a revolving loan program for housing development. Johnathan Green echoed the excitement to receive these funds to encourage the development of reasonably priced new housing for Wilkin County.

Spotlight: Strategic Plan Update was included in the packet.

Service Awards: 5 Years of Service: Alissa Bata and Naomi Kreidlkamp; 10 Years of Service: Amanda Gonzales, Michele Mortenson, and Amanda Nord; 15 Years of Service: Robin Christianson; 20 Years of Service: Kristin Phillips

Volunteer Extraordinaire Award: Emma Schmit presented the Volunteer Extraordinaire Award to Barry and Renee Steen and the Costs and Joys of Discipleship group.

Breckenridge Facility Video: Virtual tour of the Breckenridge Office Building was presented.

Executive Director's Report: Lori Schwartz reported that we wanted to get our Annual Meeting back on track for the month of April in hopes that we will be able to meet again in person by next April. Lori provided an overview of the transition of the Rainbow Bridge program to the Rape & Abuse Crisis Center as of January 1, 2022. Lori encouraged everyone to join us for the town hall meetings on Friday, April 23rd at 10:00 am and 2:00 pm for more details and an opportunity to ask questions regarding the transition. The transition will also be highlighted in local media including on ND Today on May 3rd, and Facebook Live session on May 11th. We are working with the appraiser on the Belsly purchase and will prepare a presentation for the board for consideration at the May 27th board meeting. A group of CAPLP staff participated in the Community Action Partnership Equity Summit this week. We have begun our work with Malcom Ratchford on Diversity, Equity and Inclusion and have begun to develop our plan for the coming year and create a safe space to talk about race. This work will be conducted with the Leadership Team along with the Diversity, Equity and Inclusion Committee. The first step in the process will be an agency-wide survey. Lori has been working with the MN Council of Nonprofits on their as well as the United Way of Cass-Clay Executive Director search. We are beginning the planning for events and activities to celebrate Community Action Month in May – please watch for more details. CAPLP All Staff met and participated in Legislative Advocacy part 2 training last month, and we are forming a legislative committee. If interested, please connect with Lori Schwartz. We continue to examine COVID-19 policies to ensure safety while slowing re-opening services. The CERA (COVID-19 Emergency Rental Assistance) program has launched across the state, with a rough start. Rental assistance is now available statewide by calling 2-1-1. CAPLP is available to assist anyone that need application assistance. We have been over-run with calls at the local level.

Next Board Meeting: Mary 27th, 2021 -- Belsly CAPLP office & Zoom option.

Adjournment: Andrea Koczur made a motion to adjourn. Meeting adjourned at 7:37 pm.

Eloisa Pigeon, Secretary

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