

Annual Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. - CAPLP On February 25, 2021

Members Present: Laurie Drewlow, Renee Backlund

Members Present via Zoom Video Conference: Andrea Koczur, Eloisa Pigeon, John Docken, Nicole Flick, Kristin Knorr, Lyle Hovland, Michelle Werner, Chris Petersen, Loren Ingebretsen, and Jenna Kahly.

Members Absent: Branigan Hamer, Jonathan Green, Heather Keeler, James Hamer, Sarah King, Jenny Mongeau, and Amber Collins, Policy Council Liaison to the Board.

Employees and Others Present: Lori Schwartz, Executive Director

Employees and Others present via Zoom: Brenda Montplaisir, Finance Director; Colleen Murray, Operations Director; and Amanda Even, Communications Coordinator.

Call to Order: Laurie Drewlow called the Governing Board meeting to order at 6:00 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. Laurie Drewlow announced one addition to agenda under Requests for Approval – Item G – Covid Emergency Rental Assistance Grant.

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

Code of Ethic Review: The board discussed the Code of Ethic: Accept, as a personal duty, the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency and effectiveness.

Fiduciary Training: CAPLAW: Why are you here? Training Video was shown. Board members CARE – they are Capable, Accountable, Representative and Engaged. Discussion took place regarding the board's role, as well as the skills and abilities that each member brings to the board; how board members lives are changed by participating in the CAPLP board; and how can the board connect more to the mission?

Spotlight: Amanda Even, Communications Coordinator provided an update on Giving Hearts Day, and thanked everyone for being involved by baking, delivering goodies, making thank-you calls, and writing thank you notes. We have seen a large jump in new donors as well as total donors on Giving Hearts Day! Amanda also provided an update on our Social Media reach, the CAPLP Chronicle, and other Newsworthy Notes. Amanda also provided some tips for the board on how to get involved and advocate for CAPLP.

Consent Agenda: Lyle Hovland made a motion to approve the consent agenda including the January 2021 Board Meeting Minutes and January 2021 Treasurer's Report. Second by Loren Ingebretsen. Motion carried.

Finance Committee Report: Brenda Montplaisir provided the finance committee report. The committee reviewed open grants. February is the end of the fiscal year, so we are working to get projects closed out. Go live on software next week! The committee reviewed the annual budget and reviewed the financial information on the potential for a Belsly purchase. The final demand has been submitted to Blackbaud for damages related to the data breach. Renee Backlund made a motion to approve the finance committee report. Second by Andrea Koczur. Motion carried.

Requests for Approval:

A. Head Start Self-Assessment Plan – Head Start conducts an annual self-assessment and is seeking board approval of the plan. Motion by John Docken to approve the Head Start Self-Assessment plan. Second by Kristin Knorr. Motion carried.

B. Head Start seeks approval for Policy Council By-Laws for 2020-21 - Head Start seeks approval for the Policy Council By-Laws for 2020-21. There were few changes made to this year's By-Laws including updating to include remote meeting options, updating staff titles and agency branding, removal of non-voting member of the board as board meeting are open for all to attend. Motion by Michelle Werner to approve the Policy Council By-Laws for 2020-2021. Second by Eloisa Pigeon. Motion carried.

C. 2021-2022 Head Start Enrollment Criteria - It is the responsibility of the CAPLP Board of Directors to establish procedures and criteria for recruitment, selection and enrollment of Head Start children and families. The ERSEA Manager works with a team to review and update the criteria each year. Additional points are given for the following: NEW- Covid related issues....40 points; Deceased parent points went up to 30; Single parents went up to 30; Mother over

age 35 went up to 20; 1st time mom went up to 30. Motion by Renee Backlund to approve the 2021-2022 Head Start Enrollment Criteria. Second by Andrea Koczur. Motion carried.

D. Annual Budget - Brenda Montplaisir presented the 2021-2022 Annual Budget. The budget for next year is \$11,330,956. We are forecasting a slight loss when looking at revenue vs. expenses due to a projected loss in Child Care Aware Fees for trainings. Motion by Loren Ingebretsen to approve the 2021-2022 Annual Budget. Second by John Docken. Motion carried, with Nicole Flick abstaining.

E. Child Care Aware District and Regional Services - CAPLP is requesting funds to continue to support the District and Regional work of Child Care Aware. These funds support training, outreach, coaching, and technical assistance provided to child care providers in our region as well as the grants that are issued to parent aware rated child care programs. Total amount requested is \$898,000. Motion by Chris Petersen to approve the Child Care Aware District and Regional Services Grant. Second by John Docken. Motion carried.

F. Board Member Election – CAPLP is seeking approval to elect District 1 Clay County Commissioner, Jenna Kahly to the CAPLP Board of Directors to replace Shelly Carlson has resigned from the board due to her new responsibilities as Moorhead Mayor. Motion by Lyle Hovland to seat Janna Kahly to the CAPLP Board of Directors. Second by Eloisa Pigeon. Motion carried.

G. CERA Grant Application - The COVID-19 Emergency Rental Assistance Program (CERA) may be used for rent/utilities for low income households affected by COVID-19. Minnesota Housing has established a centralized intake and application system for households and landlords to request financial assistance. MN Housing is seeking qualified partners to provide outreach, system navigation, and application assistance to people who may not know about the program, as well as to help applicants complete and submit the applications for assistance. We propose to hire 2 FTE for this project and also provide additional support for current positions that will be assisting this project. Motion by John Docken to approve the CERA Grant Application. Second by Kristin Knorr. Motion carried.

Executive Director Performance Review: Laurie Drewlow reminded the board that the survey is open for the Executive Director Performance Review and will close on Friday, March 5th for input. Please take time to complete the survey. The review and compensation will be brought to the full board to approve at the March meeting.

Report Backs:

Head Start Policy Council - Sarah King & Amber Collins – No report

Housing Advisory Board Liaison – John Docken – No meeting in February, will meet in March.

Public Official Check-In: Lyle Hovland reported that Wilkin County Public Health has been busy working to vaccinate residents for COVID-19. Jenna Kahly reported that Clay County Public Health has also been working hard to vaccinate residents. The State of MN is collecting data on broadband needs and is also looking for MN residents to participate in a broadband speed test survey which can be found at <https://www.mnruralbroadbandcoalition.com/speedtest>

Belsly Building Update: Lori Schwartz provided an update on the timeline for the potential purchase of the remainder of the building at Belsly. Appraisal will be done in time for the May board meeting, along with information on the potential purchase for the board to review. Solutions is on track to move into their new building in September.

Executive Director's Report: Lori Schwartz reported that members of our team have recently been close contacts to COVID-19 and needed to quarantine. It is so important to continue to stay vigilant with our COVID policies to keep everyone safe. Lori has been meeting with Malcom Ratchford regarding our contract that will begin in April for Diversity, Equity and Inclusion work and Alexa Dixon will be the lead for this project for CAPLP. April will be the CAPLP Annual Board meeting, which will be held virtually and will include the Board and CAPLP staff. Francie Mathes from the MN DHS Office of Economic Opportunity will present on Maximum Feasible Participation and the History of Community Action. We will also be presenting the Dennis Heitkamp Leadership Award and the Volunteer Extraordinaire Award, so please consider completing nominations. Lori and Colleen have also been working on pulling together a statewide ROMA (Results Oriented Management and Accountability) training along with Francie Mathes for the MinnCAP conference in October. Lori and Colleen will also be completing recertification to continue to serve as a National Certified ROMA Trainer this year. The state is also looking to find new ways to engage with new CAP team members, especially younger generations. We are continuing our work with the National Communities of Practice Whole Family Cohort which is informing the development of a Whole Family/2 Generation program in addition to the comprehensive services we provide. CAPLP team members participated in a statewide call with Congresswoman Fischbach organized by MinnCAP. We held a CAPLP All Staff virtually in February and invited Annie Shapiro and Val Dosland to speak on Legislative Advocacy 101, and they will return in March to follow up this conversation with staff on how to get involved. Lori will coordinate with Jenna, Heather and Amber to schedule a new board member orientation. Lori meets regularly with the Northwest Cluster of CAP organizations virtually to provide support to each other. Lori reported that she continues to serve on the United Way Board and the CEP Board and has noticed similarities with our board indicating that they would like to get more involved. Board members can be supportive by being present, being prepared, asking questions and getting involved when we offer other ways to volunteer! Rural MN CEP closed to all face-to-face interactions in November due to COVID related issues, and will be opening again by appointment only. CAPLP provided a training for all team members providing education on the COVID-19 vaccine and are encouraging

staff to get vaccinated when they are eligible but will not be requiring that staff get the vaccine. Over 80% of our Head Start teachers and direct service staff have received the vaccine as they were selected as part of the statewide pilot program.

Next Board Meeting: March 25th, 2021 -- Belsly CAPLP & Zoom option. Up to 10 people in attendance at Belsly.

Adjournment: Loren Ingebretsen made a motion to adjourn. Meeting adjourned at 7:47 pm.

Eloisa Pigeon, Secretary

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