

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

Members Present: Laurie Drewlow, Loren Ingebretsen, Renee Backlund, Lyle Hovland, John Docken, Eloisa Pigeon, Shawna Korinek, Sarah King, Michelle Werner, Heather Keeler

Members Present via Zoom Video Conference: Jenna Kahly, Kristin Knorr, Nicole Flick

Members Absent Excused: Andrea Koczur, James Hamer, Jon Green

Members Absent Unexcused: Branigan Hamer, Jenny Mongeau

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

Employees and Others present via Zoom: Marie Primus, BerganKDV

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

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.

Code of Ethic Review: The board reviewed and discussed the selected Code of Ethic: Lead the Community Action Movement with respect, concern, courtesy, and responsiveness, recognizing that service to the poor is beyond service to oneself.

Audit Presentation: Marie Primus, Bergen KDV presented the 2021 Audit Report. CAPLP received a clean or unmodified opinion on both our financial statements and our single audit which indicates that we continue to be a low risk grantee. Recommendation to enhance internal controls over financial reporting with steps to ensure unconditional grants are recorded upon a promise made or receipt to be in conformity with U.S. GAAP. Loren Ingebretsen made a motion to approve the 2020-2021 Audit Second by John Docken. Motion carried. IRS Form 990 presented by Marie Primus, Bergen KDV. Sarah King made a motion to approve the IRS Form 990 Second by Eloisa Pigeon. Motion carried.

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

Requests for Approval:

- a. **CACFP – Child and Adult Care Food Program** Head Start is submitting a budget for approval which includes the projected total reimbursement for the 2021-2022 program year. Proposed CACFP Budget (Projected CACFP Reimbursement) for 2021-2022: \$85,291.67 This is an increase from last year's projected income, due to changes in our program models to return to comprehensive programming per the Office of Head Start's directives. We anticipate serving meals and snacks to fully enrolled, in-person, center-based programming. Sarah King made a motion to approve the 2021-2022 CACFP Budget. Second by Eloisa Pigeon. Motion carried.
- b. **CCAP -Child Care Assistance Program –** This is a 22 month grant to provide supports for families experiencing homelessness to decrease barriers in applying and enrolling for the Child Care Assistance Program (CCAP). This will include assistance with completing applications, verifications, and updates to the CCAP program. Other activities will include outreach to families, transportation, and providing direct assistance such as cell phones, vital document fees, deposits or other fees to enroll in childcare. This program fits well with the current homeless services and especially the whole family approach to alleviating poverty long term. Michelle Werner made a motion to approve the CCAP grant application. Second by John Docken. Motion carried. Nicole Flick abstained from voting as she receives CCAP funds.

Report Backs:

Head Start Policy Council - Sarah King & Amber Collins – Policy Council Meeting met on Tuesday July 20th Highlighted report was covid plans for fall. Attendance is taken on home base only during the summer months and is at 89%. Dental Care logistics continue to be a challenge. Progress report on children was done in fall and spring, we saw improvement. Families reported back on their community engagement.

Housing Advisory Board Liaison – John Docken The advisory board met July 8th. The Rent Help MN program is still moving forward. Currently there is a backlog of applications and they are only assisting folks who have been affected by COVID-19. The eviction moratorium is soon coming to an end, and all who may need help are encouraged to apply.

There are 2 open housing advocate positions.

Public Official Check-In: Lyle Hovland, it's nice that things are feeling more normal. Sarah Flom is now working in Clay County. Loren Ingebretsen, Morken township held their community picnic event 60 people in attendance. They talked about what they could do as a community about building a new town hall. There are grant funds available that they will be applying for. Heather Keeler reported that special session ended. She sits on 4 committee's. One of the big wins was 20 million over 6 years going to be awarded to counties to help prevent homelessness. Created a scholarship and grant program for people of color to go into education. Stakeholders conversation being held for people concerned about preventing homelessness, John Docken has been invited. Clay Co Dept of Corrections is #1 for indigenous women being released with nowhere to go, and #2 for black men. Lori will set up a meeting for Heather to meet Emma Schmit. Jenna Kahly; Clay County is in the middle of their budget cycle and will be reviewing what projects they can fund.

Date for Board Retreat: Lori would like to work on our strategic plan, and will send out a survey monkey for dates and times that will work for most people, most likely sometime in October. Would like board members to consider working with Tom Iverson from Sagency for this process. Retreat will be held at the new Belsly facility.

Executive Director's Report: Lori Schwartz reported that she did Shawna Korinek's board orientation, and she is excited that she will fit right in. Message to staff has been that we will be back in "normal mode" Sept 1st, and it's the hope that we can begin meeting occasionally as a board in the Wilkin Facility from time to time. We will continue to offer a hybrid option as well. Mn Council of Nonprofits search for a new Executive Director is at an end, the position was offered to an existing staff member. The United Way's search is still in process and looks to be finalized in September or October. Leadership team did a lot of preparation for the possible state shut down. We are grateful it didn't happen and are still waiting on grant that began July 1 to come in, however we have received authorization to spend retroactively back to July 1. Solutions has moved out of the facility we are purchasing. A purchase agreement is in the works, Solutions has agreed to pay for the repairs of the items discovered in our inspection and will put that in the purchase agreement. Clay County did pay us \$5,000 for the office furniture on 4th floor of the FSC – so we will not be needing to move it. We are planning a big ribbon cutting ceremony in Breckenridge for our new office there. On a sad note, John Docken has given notice that he will finish out his current term, but is retiring. His final meeting will be in August 2021. Lori thanked him for being such a dedicated board member, and for all his contributions. This means we will need a new vice chair until January, and then that person will take over as Chair when Laurie Drewlow term is up. On the governance committee we have Laurie Drewlow, Eloisa Pigeon, Kristin Knorr, Jenny Mongeau, and Loren Ingebretsen. One of the duties of this committee recruiting and recommending new board members, as well as assisting Lori with board orientations, and lead the board self-assessment. The October all staff training day will be held in person this year at the Boy Scouts in Fargo. The big focus this year will be the roll-out of the whole family approach that staff have been working on. At that time, we will open positions for 2 whole family coaches. We have implemented an incentive program for staff who have been vaccinated against Covid-19, those who get vaccinated, and those that certify they have medical or religious reasons for not receiving the vaccine. A Rainbow Bridge meeting has been set up for all involved to meet, including RACC's new finance director. They are willing to take on a certain amount of receivables and purchase the van at fair market value.

Next Board Meeting: Thursday, August 26th at 6:00pm at 861 Belsly Blvd and via Zoom

Adjournment: John Docken made a motion to adjourn. Meeting adjourned at 7:44 pm.

Eloisa Pigeon, Secretary

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