

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

Members Present: Laurie Drewlow, Renee Backlund

Members Present via Zoom Video Conference: Jonathan Green, Andrea Koczur, Sarah King, John Docken, Kristin Knorr, Lyle Hovland, Chris Petersen, Eloisa Pigeon, Nicole Flick, Jenna Kahly, Loren Ingebretsen, and Amber Collins, Policy Council Liaison to the Board.

Members Absent: Branigan Hamer, Heather Keeler, James Hamer, Jenny Mongeau, and Michelle Werner.

Employees and Others Present: Lori Schwartz, Executive Director

Employees and Others present via Zoom: Colleen Murray, Operations Director; and Kim Trautman, Human Resources Director.

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 asked for a moment of silence in memory of a recent death in our community of a former Head Start child.

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

Code of Ethic Review: The board discussed the Code of Ethic: Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.

Spotlight: The Board reviewed the CAPLAW training video that was shown at the February meeting. CAPLAW: Get the Right People Training Video was shown. The video focuses on the importance of a CAA board's efforts to identify and recruit engaged, active individuals to serve as board members. Discussion took place regarding board member recruitment and the role of the board in recruitment of new members and expanding the diversity of the board. Recommendation to utilize the Governance Committee of the board to lead board member recruitment.

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

Finance Committee Report: Andrea Koczur provided the finance committee report. The finance committee discussed open grants, as well as new Net Suite financial software. Audit is scheduled for the week of May 17th. CAPLP will be going out for RFP on Auditor this summer. We are finalizing the details on the security breach on the Financial Edge software and submitting costs for reimbursement. \$11.2 Million in revenue over the past year, which is one of our largest budget years ever with money going back to support the pandemic recovery. Jenna Kahly made a motion to approve the finance committee report. Second by Jonathan Green. Motion carried.

Requests for Approval:

A. Extend prior approval of Policy 815:1 amendment – Kim Trautman provided an overview of the recommended policy change to extend the timeframe to provide paid leave to incentivize employees to self-isolate and prevent the spread of an infection thru 6/30/2021. Lyle Hovland made a motion to approve the amendment to Policy 815:1. Second by Loren Ingebretsen. Discussion took place regarding the cost of extending the leave for CAPLP. Motion carried.

B. Executive Director's Performance Review & Compensation Recommendation – Laurie Drewlow excused Lori Schwartz from the meeting and lead a discussion about the Executive Director Annual Review. Kim Trautman and members of the committee provided an overview of the results of the assessment, achievement of previous year's goals, as well as the comparable compensation that was reviewed by the committee. In recognition of the quality of the 2021 review and the consideration of the Executive Director salary schedule, the HR committee recommends a 4% merit increase. Loren Ingebretsen made a motion to move the time frame for the Executive Director merit increases to be effective as of May 1st each year to align with the Executive Director hire date which is in alignment with company procedure. Second by John Docken. Motion carried. Jonathan Green made a motion to approve the 4% merit increase for the Executive Director. Discussion took place regarding the recommended Merit Increase. Second by John Docken. Motion carried. John Docken made a motion to approve the Executive Director Annual Performance Review. Second by Loren Ingebretsen. Motion carried. Laurie Drewlow provided an overview of the goal areas that were discussed during the annual review process, which include securing sustainable funding and board development.

C. Safe Havens Grant Funding Request - The Safe Havens grant supports our Rainbow Bridge program, allowing us to serve ND victims of domestic violence free of charge. CAPLP will be working with the State of North Dakota to transition this grant to RACC when Rainbow Bridge transitions. Andrea Koczur made a motion to approve the Safe Havens Grant application. Second by Sarah King. Motion carried.

D. Live Well at Home Funding Request - CAPLP is seeking funding from MN Department of Human Services for the Live Well at Home Grant. These funds will continue to provide support for our Senior Programs including Senior Navigation and Rural Routes. Loren Ingebretsen made a motion to approve the Live Well at Home Grant Application. Second by Andrea Koczur. Discussion took place regarding the importance of reaching out and serving the rural areas of our region. Motion carried.

E. Google Impact Challenge Funding Request - CAPLP is seeking funding from the Google Impact Challenge to support the Economic Empowerment Programs. Our proposal will incorporate all of the economic empowerment services that help move people out of poverty and into financial stability, particularly focusing on female headed households. The proposal includes funding for Whole Family Coaching positions, including one that will be housed in Wilkin County to offer Whole Family and Career Connect services in that part of our service area. It will also include funds to hire additional Career Connect Coaches and pay for the trainings at M State. Sarah King made a motion to approve the Google Impact Challenge Grant. Second by Kristin Knorr. Motion carried.

F. FM Area Foundation Application - CAPLP requests to apply for funding to support the Social Security Outreach, Access, and Recovery Program (SOAR). The SOAR program launched in 2019 at CAPLP when we were able to hire 1 Full time staff dedicated to helping people experiencing homelessness/at risk of homelessness with navigating and submitting a social security application. There is a consistent wait list for this program, indicating the need in our community for the service. CAPLP receives funding for each application submitted and approved. It has taken longer than anticipated to create a program that is sustainable. These funds would be used to further support this much needed program in our community. Jenna Kahly made a motion to approve the FMAF Application. Second by Jonathan Green. Motion carried.

G. Office of Economic Opportunity Homeless Grants Application - CAPLP has been operating a Youth Supportive Homeless Program, Emergency Solutions Grant, and Transitional Housing Program for a number of years, and would like to apply to continue to provide these services. Lyle Hovland made a motion to approve the OEO Homeless Grants Application. Second by Jenna Kahly. Motion carried.

H. Cost-of-living adjustment (COLA) Application - The Administration for Children and Families released an application for a 1.22% COLA for FY 2021 for Head Start. CAPLP Head Start will increase staff salaries by 1.22%, remaining dollars will go towards fringe and to offset higher operating costs. Renee Backlund made a motion to approve the COLA Application. Second by Eloisa Pigeon. Motion carried.

I. Head Start State funding - Head Start is re-applying for our State grant to serve the same number of children with the allotted state dollars as we served in the year previous. Andrea Koczur made a motion to approve Head Start State Grant application. Second by John Docken. Motion carried.

J. Board Member re-election Michelle Werner - Michelle Werner was seated as a consumer sector representative for Clay County in March 2015 and has completed her second 3-year term. Eloisa Pigeon made a motion to re-elect Michelle Werner for her 3rd term. Second by Renee Backlund. Motion carried.

Report Backs:

Head Start Policy Council - Sarah King & Amber Collins – Sarah King welcomed Amber Collins as the Policy Council Liaison. Policy Council met on March 16th. Over the course of the year, Head Start has experienced 6 classroom closures due to COVID-19. 72% of Head Start staff have been vaccinated. Attendance is holding at 88%. To date, 17% of Head Start children served have an identified disability, and 11% are receiving mental health services. With no tooth brushing in the classroom Head Start has had to handle dental health in a different way. Head Start is still providing meals for virtual families. The classrooms now have “Swivel” which is a robot that follows the teacher in the classroom to be able to provide real time feedback in the classroom setting. Sarah highlighted that on page 4 of the progress report regarding the number of kids, families, and teachers in transitions – 42 children are transitioning from EHS to HS and 80 kids are transitioning from Head Start to Kindergarten.

Housing Advisory Board Liaison – John Docken reported that the Housing Advisory Board met on March 11th and they are a very active group. CAPLP was awarded COVID Emergency Rental Assistance (CERA) grant which will enable us to hire 2 new employees for application assistance. The COVID Housing Assistance Program (CHAP) provided assistance to households from August-Feb. serving 899 total households with over 1.1 Million dollars. The Housing Team is working with Legal Aid to plan for when the eviction moratorium ends.

Public Official Check-In: No report.

Dennis Heitkamp & Volunteer Extraordinaire Awards: These awards are given at the Annual Meeting in April. Please forward nominations to Christina Phipps. Christina has made a chart of past winners as well if anyone is interested.

Executive Director's Report: Lori Schwartz thanked the board for their support through her annual performance review. Colleen Murray reported that on March 2nd, Microsoft announced a vulnerability related to the Microsoft Exchange Server.

This was a “Zero Day Exploit”, and the vulnerability was announced to the public prior to a patch being developed. Marco has patched our server and discovered that there was a compromise. The “bad actor” has been removed and contained however it is unknown if any data was compromised during the short time that they had access to our system. This is an unprecedented vulnerability and it affected all organizations that utilize a Microsoft Exchange Server. Lori, Brenda and Colleen met with the Marco team to develop an incident response plan. Our insurance provider has been contacted, and we are exploring additional tools to determine if any data was compromised including a forensic investigation, threat hunting, and threat detection tools. Colleen also reported that CAPLP has secured a verbal commitment for a large portion of the down payment for the Belsly building. Lori reported that she has been doing a lot of work with the boards that she serves on including the MACA – Mid- America Community Action Board, United Way of Cass-Clay Board, and CEP Board. The Leadership Team has reviewed and updated the COVID Preparedness Plan in alignment with updated CDC guidance, especially regarding guidance for individuals that are fully vaccinated. Lori and Colleen have been working with Francie Mathes from the Office of Economic Opportunity on Statewide ROMA training and board training for CAPLP. Francie will be presenting at the Annual Board Meeting in April on Maximum Feasible Participation. We continue to work with the Rape and Abuse Crisis Center on the transition plan for the Rainbow Bridge program and the communication strategy and plan for internal and external communications regarding this transition. Lori provided an update on the Belsly building, which is on track for a September 1st timeframe. The updated appraisal has been ordered, and we are will be bringing a proposal to the board soon. We may need to call a special meeting in April to review the proposal.

Next Board Meeting: April 22nd, 2021 -- Belsly CAPLP & Zoom option. Annual Board Meeting

Adjournment: John Docken made a motion to adjourn. Meeting adjourned at 7:43 pm.

Eloisa Pigeon, Secretary

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