

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On May 27, 2021**

Members Present: Laurie Drewlow, Loren Ingebretsen, Lyle Hovland, James Hamer and Michelle Werner

Members Present via Zoom Video Conference: John Docken, Andrea Koczur, Heather Keeler, Sarah King, Kristin Knorr, Eloisa Pigeon, Nicole Flick, Renee Backlund, Jenna Kahly

Members Absent: Jonathan Green, Jenny Mongeau, Branigan Hamer, Shawna Korinek, Amber Collins Policy Council Liaison

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

Employees and Others present via Zoom: Emma Schmit, Housing Director; Alexa Dixon, Economic Empowerment Coordinator; and Rammie Olson, Bremer Bank

Special Presentation Diversity, Equity and Inclusion (DEI) Initiative: Malcolm Ratchford presented on racial healing and transformation. Malcolm is working with the Leadership Team, Board of Directors, and members of the DEI Committee to develop six key goals and design a DEI Roadmap for CAPLP. Malcolm presented Module 1 to the board which is focused on education – grounding principles, history, new knowledge, stages of change, AAA – awareness, alignment & action, and SeeMe2.org. A survey will be going out to all staff soon about how we can advance workplace equity. We will be working with Malcolm over the next year on this DEI roadmap.

Call to Order: Laurie Drewlow called the Governing Board meeting to order at 6:38 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: Loren Ingebretsen recited the Promise of Community Action.

Code of Ethic Review: The board reviewed and discussed the selected Code of Ethic: Conduct our organization and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.

Consent Agenda: James Hamer made a motion to approve the consent agenda including the April 2021 Board Meeting Minutes, March & April 2021 Treasurer's Report, Homeownership Education, Counseling and Training (HECAT) Grant application, STOP Violence Against Women Grant Application, and the Safe Havens Grant Application. Second by Lyle Hovland. Motion carried.

Finance Committee Report: Brenda Montplaisir provided the finance committee report. The first Treasurer's report was provided from the new software. Brenda is still working on creating reports in the system. The audit was completed virtually last week. Expecting a presentation to the board on audit in June. We will be going out for RFP this fall for auditor. Income and expenses are on target for the year. We have about 25 grants ending at the end of June. Renee Backlund made a motion to approve the finance committee report. Second by Eloisa Pigeon. Motion carried.

Requests for Approval:

A. Board Member Election – Shawna Korinek, Private Sector Wilkin County to replace Chris Petersen who moved out of Wilkin County. Lyle Hovland made a motion to elect Shawna Korinek to replace Chris Petersen on the board. Second by John Docken.

B. 891 Belsly Blvd Presentation and Purchase Request – Lori Schwartz and Brenda Montplaisir presented information on the potential purchase of 891 Belsly Blvd along with Rammie Olson, Bremer Bank. Discussion took place regarding the building and how the costs would be covered along with options for financing. Michelle Werner made a motion to approve the purchase of 891 Belsly Blvd for the appraised value with any negotiations brought back to the full board for approval. Second by John Docken. Motion carried. Loren Ingebretsen made a motion to purchase the facility using a Bank Qualified Tax-Exempt Loan. Second by Lyle Hovland. Discussion took place regarding the benefits of the loan and negotiating the attorney fees and interest rate caps. Motion carried.

C. Cost of Living Adjustment (COLA) Increase 7/1/21 – CAPLP leadership is requesting an agency-wide COLA of 2% effective July 1, 2021, with Head Start receiving a retro-active COLA back to the beginning of the Head Start grant. Renee Backlund made a motion to approve the COLA. Second by James Hamer. Motion carried.

D. Homeownership Capacity Building Grant Application - CAPLP is requesting \$15,000 from the Minnesota Homeownership Center for their Capacity Building Grant. This funding opportunity supports existing programs in increasing their outreach and service to underserved populations including New Americans and black, indigenous, and

person of color headed households. Michelle Werner made a motion to approve the grant application. Second by Eloisa Pigeon. Motion carried.

E. Volunteer Income Tax Assistance (VITA) Grant Application - CAPLP is requesting funds from the VITA Grant through the IRS to support our VITA program which provides free income tax preparation and filing services for low income households in Clay and Wilkin Counties. Program expenses covered by this grant funding will include staff time, travel to rural site locations, and supplies needed to operate the tax sites. Lyle Hovland made a motion to approve the VITA grant. Second by James Hamer. Motion carried.

F. State Summer Funding – Head Start is requesting \$33,000 in State Summer Funding to serve 7 children in a Summer School Head Start setting for 100 hours of preschool services. Sarah King made a motion to approve the grant application. Second by Michelle Werner. Motion carried.

G. DEI Call to Action – The Diversity, Equity and Inclusion Call to Action Statement was reviewed by the board. This statement is a call to action on our journey of self-improvement. James Hamer made a motion to approve the statement. Second by Loren Ingebretsen. Discussion took place regarding the statement and our growth and commitment to this work as an organization. Motion carried.

Report Backs:

Head Start Policy Council - Sarah King– Sarah King reported that the Policy Council needed to table some agenda items this month as they did not have a quorum. Shanna Grefsrud had presented on closing the loop on parent involvement, and reflections on the past year working through the COVID crisis and how it affected children, parents, and Head Start team members. Will continue to incorporate Learning Genie as it has worked well this past year.

Housing Advisory Board Liaison – John Docken reported that they met on May 3rd, have hired 2 new advocates to work with the Rent Help MN program. Family Homeless Prevention and Assistance Program grant has been submitted with a request for an additional FTE. Landlord Risk Mitigation Fund is at capacity with a long waiting list.

Public Official Check-In: Lyle Hovland reported that the Wilkin County attorney has resigned. Wilkin County also received \$14 Million in Division Mitigation funds, and the commission is working on a plan to utilize the funds, including the establishment of a revolving loan fund for housing for rehabilitation and new building.

Executive Director's Report: Lori Schwartz reported that CAPLP has moved into phase 2 of the COVID preparedness plan with more team members returning to the office. Services continue to be by appointment only, no walk-ins at this time. We continue to work with our team to encourage vaccinations for employees and clients. 76% of the CAPLP team have been vaccinated for COVID-19. We did not receive a renewal on the Live Well at Home grant to continue Rural Routes and senior services in rural Clay County. We are seeking alternative funding sources to support these programs, especially the Rural Routes program which is intended to be sustainable when operating at full capacity. We did receive funding from the United Way of Cass-Clay to hire Whole Family coaches and expand the Career Connect program. The results from the board survey on resuming in-person meeting were shared with 100% wishing to continue the hybrid meeting model with the option to join in-person and via Zoom. We will continue to allow up to 10 people to join in person at Belsly which allows for social distancing. Lori and Chris Johnson were on ND Today to talk about the transition of Rainbow Bridge to RACC, and did a Facebook Live along with staff townhalls. All parents and partners have been notified of the change. Group Workcamp will resume next summer, housed out of Horizon Middle School in Moorhead. Lori thanked the board for their trust and leadership in moving forward with purchasing the rest of Belsly. CAPLP also won Not-for-profit of the Year at the FMWF Chamber Awards ceremony!

Next Board Meeting: June 17, 2021 -- Belsly CAPLP & Zoom option. Laurie Drewlow reminded the board that it is important to RSVP if you are able to attend the meeting in person or via Zoom and notify Christina if you are unable to attend.

Adjournment: James Hamer made a motion to adjourn. Meeting adjourned at 8:08 pm.

Eloisa Pigeon, Secretary

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