

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On December 2, 2021**

Members Present: Eloisa Pigeon, Sarah King, Laurie Drewlow, Loren Ingebretsen, Michelle Werner, Shawna Korinek, and James Hamer

Members Present via Zoom Video Conference: Renee Backlund, and Kristin Knorr

Members Absent Excused: Nicole Flick, Lyle Hovland, and Cyndee Thormodson, Jenna Kahly, Jon Green

Members Absent Unexcused: Heather Keeler, Jenny Mongeau

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

CAPLP Board of Directors & Head Start Policy Council Shared Governance Training conducted at 5:30 PM

1. Mandated Reporting/ERSEA Final Rule - Tiffany McKinnon
2. CACFP Training - Anna Johnson
3. Shared Governance Training - Lori Schwartz & Shanna Grefsrud
4. Signed Annual Agreement CAPLP Executive Board & HS PC Internal Dispute Resolution Process - Lori Schwartz

Call to Order: Laurie Drewlow called the Governing Board meeting to order at 6:20 pm at 891 Belsly Blvd in Moorhead and via Zoom Video Conference due to the COVID-19 Pandemic. Roll Call was conducted and there was a quorum. 9 of 17 currently seated in attendance.

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

Code of Ethic Review: The board reviewed and discussed the following ethic: Respect and protect privileged information to which we have access in the course of official duties.

Consent Agenda: James Hamer made a motion to approve the consent agenda including the October 2021 Board Meeting Minutes, October 2021 Treasurer's Report, and the Rent Help MN 2022 Grant Application. Second by Shawna Korinek. Motion carried.

Finance Committee Report: Brenda Montplaisir provided the Finance Committee Report. Brenda reported that we have been evaluating bank proposals this last month, as well as updating the policy procedure manual. The new software is still a learning process, but we are on track with our spending this fiscal year. Loren made a motion to approve the finance committee report. Second by Renee Backlund. Motion carried.

Requests for Approval:

- A. Head Start Base Grant Funding Carryover - Due to the impact of and programmatic changes due to COVID-19 Pandemic, Head Start requests to carryover the unspent Base funds to be spent in the next program year. Michelle Werner made a motion to approve the carryover. Second by Eloisa Pigeon. Motion carried.
- B. Head Start Virtual Visit Policy - Head Start seeks approval for the Virtual Services Policies. The Office of Head Start has released new guidance on virtual services due to community conditions or weather. CAPLP has written policies for classroom virtual services and for home visiting virtual services in the event of poor weather and for COVID illness and exposures based on Minnesota Department of Health guidance. James Hamer made a motion to approve the Virtual Visit Policy. Second by Sarah King. Motion carried.
- C. Policy Council representative to the Board of Directors - The CAPLP Head Start Policy Council has voted that Helan Khalil be the Policy Council representative to the CAPLP Board of Directors for the 2021-22 program year. Loren Ingebretsen made a motion to approve the Helan Khalil as the Policy Council Liaison to the CAPLP Board. Second by Michelle Werner. Motion carried.
- D. Board Member Election – Tiffany Ross, Consumer Sector Clay County received the highest number of votes to represent the Clay County Consumer Sector. Shawna Korinek made a motion to seat Tiffany Ross on the board. Second by Eloisa Pigeon. Motion carried.
- E. 2022 Board Meeting Dates – CAPLP is seeking approval of the 2022 Board Meeting grid including meeting dates. James Hamer made a motion to approve the Board Grid. Second by Shawna Korinek. Motion carried.
- F. Approval of Bank Selection after RFP Process - Requests for proposals were sent out for banking services. The Finance Committee and staff narrowed down the selection to three banks, and heard presentations from Bremer,

Gate City, and Bell Bank. The finance committee recommends Gate City. James Hamer made a motion to approve the recommendation for banking services. Second by Michelle Werner. Motion carried.

- G. Approval of Updated Financial Policies and Procedures Manual - Financial Policies and Procedures have been reviewed and updated to changes in procedures resulting from change in software, as well as OMB (Office of Management and Budget) procurement thresholds. Loren Ingebretsen made a motion to approve the Financial Policies and Procedures Manual. Second by Sarah King. Motion carried.

Report Backs:

Head Start Policy Council – Renee Backlund & Amber Collins– Renee Backlund no report back

Housing Advisory Board Liaison – Shawna Korinek no report back.

Public Official Check-In: None

Board Self-Assessment: Lori Schwartz reported the assessment will go out on December 03, 2021, and reviewed in January.

Executive Director's Report: Lori Schwartz reported that agency leadership has been spending a lot of time researching the COVID-19 vaccination recommendations and requirements. Covid Updates; Very few staff have quit because of the vaccine policy, there may be three in total, with one of those retiring. We are reviewing one exemption, and a few staff have received the vaccine since putting the mandate policy in place. CAPLP is very COVID exhausted and certainly traumatized from the death of one of our own. This is the worst it has been. We are like family and losing a family member has been so painful, especially when it could have been avoided. The staff have had time to reflect with our regular counselor from Solutions, which has been very helpful...lots of tears and fear. Beth did not get infected with Covid from the workplace and did not thankfully expose it to any staff or clients. We are offering group as well as individual grief counseling our EAP (Employee Assistance Program) provider from The Village for staff members. The Head Start program had a federal review virtually a few weeks ago and it was very intense, and positive. Currently the Head Start program has 30 kids and families in Exclusion, 1 classroom closed due to COVID, and 1 staff in quarantine. The Economic Empowerment division has had 2 staff out with COVID, and their children tested positive. 1 staff in quarantine with close exposure unvaccinated, and we have lost the life of one unvaccinated staff to Covid. The Housing Division has had 1 staff member out with Covid this month.

Next Board Meeting: January 27, 2022 - Belsly CAPLP & Zoom option. Please make sure you RSVP to Christina.

Loren read a poem he wrote as tribute to Beth.

Adjournment: Sarah King made a motion to adjourn. Meeting adjourned at 7:11 pm.

Eloisa Pigeon, Secretary

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