

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On October 28, 2021**

Members Present: Eloisa Pigeon, Sarah King, Laurie Drewlow, Renee Backlund, Loren Ingebretsen, Jenny Mongeau, Michelle Werner, Jenna Kahly, and Lyle Hovland.

Members Present via Zoom Video Conference: Jon Green, Nicole Flick, Heather Keeler, and Cyndee Thormodson

Members Absent Excused: Shawna Korinek, Jim Hamer, Kristin Knorr and Andrea Koczur

Members Absent Unexcused: Amber Collins and Branigan Hamer

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

Call to Order: Laurie Drewlow called the Governing Board meeting to order at 6:00 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.

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

Code of Ethic Review: The board reviewed and discussed the selected Code of Ethic: Avoid any interest or activity that is in conflict with the conduct of official duties. Laurie Drewlow reminded the board of the Code of Conflict that all board members sign annually and to please disclose any conflict of interest prior to voting on items you have a conflict of interest.

Spotlight: COVID-19 Vaccination Information – Dr. Natalie Dvorak, Sanford Health provided an overview of COVID cases in North Dakota and Minnesota along with data regarding the COVID-10 Vaccinations.

Consent Agenda: Loren Ingebretsen made a motion to approve the consent agenda including the September 2021 Board Meeting Minutes, September 2021 Treasurer's Report, Permanent Supportive Housing Grant Renewal Application, Long Term Homeless Supportive Services application, and the Social Security Advocacy Services Application. Second by Sarah King. Motion carried.

Finance Committee Report: Brenda Montplaisir provided the Finance Committee Report. Cyndee Thormodson joined the finance committee as a new board member with fiscal expertise. The committee took a close look at all reports. CAPLP recently went out for bid for auditor and bank. Bank proposals were received from several local banking institutions; however, we did not receive a proposal from our current bank due to the inability to provide Positive Pay. We expect to bring a recommendation on the bank RFP in December. Renee Backlund made a motion to approve the finance committee report. Second by Eloisa Pigeon. Motion carried.

Requests for Approval:

- A. North Dakota Quality Rating Improvement System Program - CAPLP is requesting up to \$998,000 operate the Quality Rating Improvement System (QRIS) for childcare programs in the state of North Dakota. This program would include the hire of up to 9 staff including 6 coaches, 2 assessors, and a coordinator to oversee the program. Coaches would assist childcare programs to meet quality standards in order to reach their QRIS rating goals, and the assessors would assess the provider to assign the QRIS rating. Michelle Werner made a motion to approve the grant application. Second by Cyndee Thormodson. Discussion took place regarding the grant application, the requirements of the work and the impact on the organization. Motion carried.
- B. Family, Friends, and Neighbors Childcare Support Grant - CAPLP Child Care Aware Program is requesting \$150,000 in funds from MN Department of Human Services to provide supportive services to Family, Friends, and Neighbor (FFN) Childcare providers. This project would allow CAPLP to hire a Spanish-speaking staff to work with FFN providers to identify and meet training needs and provide support to those providers. Michelle Werner made a motion to approve the grant application. Second by Eloisa Pigeon. Motion carried. Nicole Flick abstained.
- C. Nominations for CAPLP Board Officer - Treasurer Seat - As Andrea Koczur served as Treasurer and has reached her term limit on our board, the treasurer seat is vacant. Therefore, we are seeking nominations for a board member to replace Andrea Koczur as Treasurer on the CAPLP Board of Directors. This individual would begin their 2-year term early and serve as Treasurer until January 2024. Laurie Drewlow made a motion to nominate Cyndee Thormodson as Treasurer. Second by Lyle Hovland. Motion carried.
- D. 2021-2022 Succession Plan - Succession Planning is the process that an organization uses to identify and

prepare candidates for high-level management positions that become vacant due to retirement, resignation, death or new business opportunities. CAPLP has established a succession plan to provide continuity in leadership and avoid extended and costly vacancies in key positions. Cyndee Thormodson made a suggestion to add the Line of Credit with Bremer bank to the plan on page 10. Cyndee Thormodson made a motion to approve the Succession Plan with the recommended addition. Second by Loren Ingebretsen. Motion carried.

- E. Amendment to Policy 505.1 – Earned Time Cash Payout Policy - Amendment to the policy may encourage CAPLP employees to take necessary time to maintain physical and emotional well-being, assist the agency in reduction of the balance sheet liability and maintain a healthy workplace culture. Cyndee Thormodson made a recommendation to look into Constructive Receipt regulations to ensure we are in compliance with IRS rules regarding cashing out earned time before it is earned. Loren Ingebretsen made a motion to table this item until further review can be done on the IRS rules. Second by Lyle Hovland. Motion carried – item tabled.
- F. Policy Recommendation to Consider – Laurie Drewlow provided an overview of the Federal requirements that will go into place on January 1, 2022, current COVID-19 vaccination statistics for CAPLP staff, and the recommended policy requiring mandatory COVID-19 vaccination for all CAPLP staff. The Biden Administration has mandated that all persons paid with Head Start funds must be fully vaccinated by 1/01/2022 and all organizations with over 100 employees must either require COVID-19 vaccination or require weekly testing. Medical and Religious exemptions are included in the recommended policy in compliance with Federal Regulations including ADA and Title VII. Extensive discussion took place regarding the COVID-19 vaccination recommendation and the implications on CAPLP and our employees. Loren Ingebretsen made a motion to approve a COVID-19 vaccination mandate for all employees effective 1/1/22. Second by Cyndee Thormodson. Roll Call Vote: In Favor (8)– Eloisa Pigeon, Sarah King, Laurie Drewlow, Renee Backlund, Loren Ingebretsen, Michelle Werner, Lyle Hovland, Cyndee Thormodson Opposed (3) – Jenny Mongeau, Nicole Flick, Janna Kahly. Motion carried.
- G. Board Resolution to approve the application for a Tax-Exempt Loan to finance 891 Belsly Blvd. Michelle Werner made a motion to approve the board resolution. Second by Eloisa Pigeon. Motion carried.
- H. Auditor Recommendation by Audit Committee – Loren Ingebretsen provided a report of the RFP process that the Audit Committee completed for selection of the agency auditor. Upon careful review and reference checks, the Audit committee recommends staying with Bergan KDV and changing out either audit partner or manager to give a fresh look at operations and finances. Loren Ingebretsen made a motion to approve the selection of the auditor. Second by Lyle Hovland. Motion carried.

Report Backs:

Head Start Policy Council – Renee Backlund & Amber Collins– Renee Backlund reported that the new Policy Council members and officers were elected at the last Policy Council meeting. A new CAPLP Board Liaison will be nominated next month.

Housing Advisory Board Liaison – Shawna Korinek – No report.

Public Official Check-In: Loren Ingebretsen reported that he will continue in his role as a public official and will continue on the CAPLP board. Jenna Kahly reported that Clay County is continuing to review mask mandates which are still recommended by public health due to continued high spread in the county.

Dashboard Report: Colleen Murray provided an overview of the quarterly dashboard report provided to the board to track data over time and encouraged board members to review it in detail.

Board Self-Assessment: Lori reminded board members that the board self-assessment process will be conducted next month – please take time to complete the survey.

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. The Head Start program had a federal review virtually a few weeks ago and it was very intense.

Agency All Staff: October 29th CAPLP All Staff Meeting – please join us if you are able via Zoom.

Next Board Meeting: December 2, 2021 - Belsly CAPLP & Zoom option. Shared Governance Meeting.

Adjournment: Renee Backlund made a motion to adjourn. Meeting adjourned at 8:22 pm.

Eloisa Pigeon, Secretary

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