

**Annual Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On April 28, 2022**

Members Present: Sarah King, Tiffany Ross, Renee Backlund, Lyle Hovland, Nicole Flick, Eloisa Pigeon, Renee Charon, Michelle Werner, LaRae Kuhfal, and Shawna Korinek

Members Present via Zoom Video Conference: Loren Ingebretsen and Rochelle Palubicki

Members Absent Excused: Cyndee Thormodson, Jonathan Green, and Jenna Kahly

Members Absent Unexcused: Jenny Mongeau and Heather Keeler

Employees and Others Present: Lori Schwartz, Executive Director, Brenda Montplaisir, Finance Director, Colleen Murray Operations Director; Kim Trautman, HR Director; Becki Johnson, Learning & Development Director; Robin Christianson, Economic Empowerment Director; Maria Steen, Child Care Connections Director; Emma Schmit, Housing Director; Kristin Phillips, Head Start Director; Amanda Even, Communications Coordinator; Jim Hamer, Outgoing Board Member; Laurie Drewlow, Outgoing Board Member; Tiffany McShane, United Way of Cass-Clay; and Guest Malcolm Ratchford; Prep Pathways Consultant.

Employees and Others present via Zoom: Employees and guests of CAPLP

Call to Order: Sarah King called the Governing Board meeting to order at 6:02 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 group recited the Promise of Community Action.

Code of Ethic Review: The board discussed the Code of Ethic: Keep the community informed about issues affecting the poor; facilitate communication by the poor with locally elected public officials and the private sector.

Welcome & Introductions: Sarah King conducted introductions of the CAPLP Divisions and Board Members and provided an overview of the updated CAPLP Organizational Chart.

Consent Agenda: Motion by Loren Ingebretsen to approve the consent agenda including the March 2022 Board Meeting Minutes and the March 2022 Treasurer's Report. Second by Tiffany Ross. Motion carried.

Diversity, Equity & Inclusion Strategic Goals: Malcolm Ratchford, Prep Pathways Consultant presented the summary report of the Diversity, Equity and Inclusion Action Plan and a summary of the work that has been completed over the past year with the CAPLP DEI Workgroups. Motion by Shawna Korinek to approve the Diversity Equity & Inclusion Strategic Goals and Action Plan. Second by Michelle Werner. Motion carried.

Requests for Approval:

A. 2021 Annual Meeting Minutes – The meeting minutes from the 2021 Annual Meeting were reviewed. Motion by Renee Backlund to approve the minutes. Second by Eloisa Pigeon. Typo will be corrected – “Mary” should say “May”. Motion carried.

B. 2021 Annual Report - The 2021 Annual Report documents the work of CAPLP in the past year, provides client impact stories, and showcases data regarding programs and services. Sarah King and Lori Schwartz provided an overview of the highlights from the Annual Report. Motion by Shawna Korinek to approve the annual report. Second by Lyle Hovland. Motion carried.

C. 2017-2022 Strategic Plan Final Report - The 2017-2022 Strategic Plan Final Report provides updates on the progress our CAPLP team has made on the goals of our strategic plan over the past 5 years. Sarah King reviewed the highlights of the report with the board. Motion by Eloisa Pigeon to approve the final report. Second by Tiffany Ross. Motion carried.

D. Head Start Revised Pandemic Flu Plan - Head Start has updated the Pandemic Flu plan based on Minnesota Department of Health Guidance and CDC guidance. Kristin Phillips provided an overview of the updates to the plan. Motion by Michelle Werner to approve the plan. Second by Nicole Flick. Motion carried.

E. Out of State Travel Request – CAPLAW – Request to send Brenda Montplaisir and Cassandra Christianson to the CAPLAW Conference in Chicago, which will feature 30 different workshops on governance, human resources, and financial sustainability within Community Action Programs. Motion by Lyle Hovland to approve the travel. Second by Eloisa Pigeon. Motion carried.

F. Out of State Travel Request – Environmental Rating Scales Institute Training – To send Denise Overmoe, Child Care Connections ND QRIS Assessor to the next available reliability training in May 2022 for the Early Childhood Environmental Rating Scales-3 tool. Motion by Michelle Werner to approve the travel. Second by Loren Ingebretsen. Motion carried.

G. Board Member Election – LeRoy Turner, Private Sector Wilkin County – Motion by Shawna Korinek to seat LeRoy Turner to the Board of Directors. Second by Eloisa Pigeon. Lori Schwartz provided an overview of LeRoy's Interest Form. Motion carried.

Report Backs:

Head Start Policy Council – Nicole Flick reported that she attended the April Policy Council meeting and they had really good attendance and the meeting went well. Nicole is getting to know the other members of the Policy Council.

Housing Advisory Board Liaison – Shawna Korinek reported that it has been difficult for her to attend the Advisory Board meeting however she provided an update from the minutes. Rent Help MN stopped taking applications at the end of January. CAPLP continues to provide assistance to those that applied before the deadline. Eviction protections are still in place through June. CAPLP is turning away 70-80% of applications due to lack of funding. The Landlord Risk Mitigation Fund is available for those that are having difficulty securing housing.

Public Official Check-In: Lyle Hovland reported that Wilkin County has been determining how to best utilize the settlement funding from the Diversion Settlement. Grants have been given out for community centers as well as a new building for the food pantry. Child care continues to be a great need in the Wilkin County area. Loren Ingebretsen reported that they are searching for election judges. In rural Clay County we are losing two long-time legislators in our area with Senator Kent Eken and Representative Paul Marquart not seeking re-election. We will need to ensure to build relationships with our new legislators this fall.

Strategic Plan Final Report: Lori Schwartz provided a verbal report on the Strategic Plan and recognized the champions.

Service Awards: Service awards were presented for 5, 10 and 15 years of service to the following employees: 5 Years of Service: Cherida Even, Cherie Gehrig-Ulmer, Jenna Cronen and Alli Ward; 10 Years of Service: Maria Steen and Cassie Christianson; 15 Years of Service: Patty Lopez

Volunteer Extraordinaire Award: Robin Christianson presented the Volunteer Extraordinaire Award to the United Way of Cass-Clay and Erica Johnson for their leadership in organizing volunteers to deliver food boxes to seniors monthly.

Dennis Heitkamp Leadership Award: Loren Ingebretsen presented the Dennis Heitkamp Leadership Award to Laurie Drewlow for her leadership to the community and the CAPLP board and staff.

Honoring Outcoming Board Members: There were 5 board members that completed their service on the board in the past year including Laurie Drewlow, Jim Hamer, John Docken, Kristin Knorr and Andrea Koczur. Loren Ingebretsen shared a poem in honor of each outgoing board member in attendance.

Team Accomplishments: Sarah King recognized members of the CAPLP that achieved accomplishments and certifications in the past year including Amanda Even, Kelli Rohrer, Sierra Neeland-Martinez, and Katie Sonsthagen who graduated from the Community Action Leadership Institute; Amanda Gonzalez for completing the 35 Under 35 Leadership Program; as well as several team members that received promotions.

Executive Director's Report: Lori Schwartz provided an update on the Strategic Planning process and timeline as we begin our next 5-year strategic plan. This planning process is critical to our organization and will involve 2 half-day retreats in June with the board and agency leadership. We will be sending out a survey link to find the best time to meet when the majority of the board is available to join us. There will be a survey going out to all staff from Sagency to evaluate the agency health and culture, which will be followed up by staff interviews. These survey results and interviews along with our recent Community Assessment will serve as the framework for our Strategic Planning process. Moving forward if COVID numbers remain low we will continue to offer meetings in person and will be doing some meetings in our new Breckenridge building.

Next Board Meeting: May 26th, 2022 -- Belsly CAPLP office & Zoom option.

Adjournment: Michelle Werner made a motion to adjourn. Meeting adjourned at 8:10 pm.

Eloisa Pigeon, Secretary

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