

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc. - CAPLP  
On December 1, 2022**

**Members Present in person:** Loren Ingebretsen, LeRoy Turner, Michelle Werner, Eloisa Pigeon, Sarah King, Jenna Kahly, Nicole Flick, Shawna Korinek

**Members Present via Zoom Video Conference:** Rochelle Palubicki, Cani Aden

**Members Absent Excused:** Jenny Mongeau, Renee Charon, Lyle Hovland, Cyndee Thormodson, and LaRae Kuhfal

**Members Absent Unexcused:** Heather Keeler, Tiffany Ross, and Jonathan Green

**Employees and Others Present:** Lori Schwartz, Executive Director; Cassie Christianson, Finance Director; Amanda Nord, Special Projects Coordinator; Kristin Phillips, Head Start Director; Tiffany McKinnon, ERSEA and PFCE Manager; Helan Khalil, Policy Council Liaison; Policy Council members: Michele Fornshell, Jessy Mortenson, Whitney Ferguson, Nazdar Habib

**CAPLP Board of Directors & Head Start Policy Council Shared Governance Training**

- A. Tiffany McKinnon provided Mandated Reporting/ERSEA Final Rule Training
- B. Kristin Phillips provided CACFP Training
- C. Cassie Christianson, CAPLP Finance Director was introduced
- D. Lori Schwartz and Kristin Phillips provided Shared Governance Training
- E. The CAPLP Executive Board and Head Start Policy Council Internal Dispute Resolution process was reviewed and signed.

**Call to Order:** Sarah King called the Governing Board meeting to order at 6:40 pm at 891 Belsly Blvd Moorhead and via Zoom Video Conference due to the COVID-19 Pandemic. Roll Call and introductions were conducted and there was a quorum.

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

**Land Acknowledgment Statement:** The board reviewed and recited the following Land Acknowledgment Statement and had a discussion regarding the statement. Land Acknowledgement Statement: By recognizing land acknowledgment, we are reminded of the vital relationship between Indigenous peoples and the land while recognizing that these people still exist and practice their cultures today. Land acknowledgments are one small way to bring to light treaties and broken promises. I acknowledge I am in the process of learning about the complex history and many Indigenous peoples of the past and currently residing in what is called the Mdewakanton and Ochethi Sakowin land region.

Sarah King showed a map on her iPad that shows these areas and other areas of North and South America. Lori talked about the importance of learning more about the land we live on the and SEED class her and Becki Johnson are talking to learn more about Indigenous people and what Thanksgiving means to us vs. Indigenous people Michele offered to find an individual to do a presentation; Lori suggested at a DEI lunch and learn.

**Code of Ethic Review:** The board reviewed and discussed the selected Code of Ethic: Respect and protect privileged information to which we have access in the course of official duties. Strive for professional excellence and encourage the professional development of our associates, including those seeking to become certified Community Action professionals.

**Consent Agenda:** Jenna Kahly made a motion to approve the consent agenda including the October 2022 Board Meeting Minutes. Second by Leroy Turner Werner. Motion carried.

**Finance Committee Report:** Cassie Christianson provided an overview of the October 2022 Treasurer's Report. Cassie is looking into making changes to some of the report. There was not Finance Committee Meeting, this month. Loren Ingebretsen made a motion to approve the October Treasurer's Report. Second by Jenna Kahly. Motion carried.

**Requests for Approval:**

- A. 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 2022-23 program year.

This will be her second year. Requesting approval to the CAPLP Board as the Policy Council Representative. Jenna Kahly made a motion to approve Helan Khalil as the Policy Council Liaison to the Board. Second by Eloisa Pigeon. Motion carried.

- B. Out of State Travel Request: Management & Leadership Training Conference - We are requesting to send up to 5 team members to the Management and Leadership Training Conference, February 8-10, 2023, at an estimated cost per person of \$1,868. The National Community Action Partnership is offering free conference registrations for the Whole Family Team Cohort, thus saving \$565 per person on registration fees. Jenna Kahly made a motion to approve the out of state travel request. Second by Michelle Werner. Motion carried.
- C. 2023 Board Meeting Dates – The 2023 Board Grid including meeting dates was included in the packet. Items can be changed as needed but all items on the grid must be discussed. Michele Werner made a motion to approve the 2023 Board Meeting dates. Second by Leroy Turner Motion carried.
- D. 2022-2026 Affirmative Action Plan - Update of 4-year plan to outline the agency's equal opportunity measures was included in the board packet. Kim briefly explained the report. CAPLP shows no underutilization for minorities. The report is valid through Dec. 1, 2022 – Nov. 30, 2026. Shawna Korinek made a motion to approve the 2023 Board Meeting dates. Second by Jenna Kahly. Motion carried.

#### **Report Backs:**

**Head Start Policy Council** - Nicole Flick and Helan Khalil reported that new PC reps were seated. New hires were approved. Good attendance so far this year.

**Housing Advisory Board** - Shawna Korinek reported that housing has been busy with new apartment opening. CAPLP has 10 units in the building; CAPLP is looking for low-cost furniture options to furnish the units. Sierra McFaline won, Outstanding Service Provider, and CAPLP won Outstanding Coalition Partner. The awards were presented by The Fargo Moorhead Homeless Coalition.

**Public Official Check-In** – Loren reported that there has not been much lately to report on. He met our new Senator Rob Kupec at a Townhall. It is important to meet our new elected officials and invite them to board meetings and events to keep them informed.

**Board Self-Assessment** – Lori reminded the board that the 2022 annual board self-assessment will be sent out via email – please take time to complete it. This is your assessment of how you function together as a board. We will review the results in January and develop a plan to improve areas identified through the survey.

**Executive Director's Report:** Lori Schwartz reported that Loren has been a mentor in legislative items and topics. Lori reached out to Senator Rob Kupec and Representative Jim Joy; they will be at CAPLP on Wednesday, December 14<sup>th</sup> at 8:30am for coffee and cookies. We will use that time to talk to them about the importance of CAPLP in the communities we serve. Jenna Kahly is no longer Clay County Commissioner as of January; this will be her last meeting. Our bylaws state that we will recruit public officials, they will fill out an interest form and they will get voted in by the full board. The Governance Committee will review the CAPLP Governing Board Bylaws in January. The importance of attendance at board meetings and board members RSVPing is critical to have a successful board. We need to better follow what our By-Laws state. Lori and Renee attended to Clay County Commissioners meeting last week. We received \$52,000 from Clay County to continue operating our rural senior's transportation service. Amanda Nord's role as Special Project Coordinator was discussed and explained that she will be the contact person for the board meetings. Lori looks forward to Cassie Christianson's role as the Finance Director and is looking forward to the work Cassie will do with the board of directors, The Financial Specialist position closed today, and interviews will be next week. Brave Space Microaggression activity will be held tomorrow at our all staff. Becki Johnson sent an invite to the board. Loren wondered about a non-voting public official member on our board. There was a strategic plan workday in October with over 60 staff members present. A lot of progress was made, and it will be turned back to Tom Iverson for the final draft to be completed for January's implementation.

**Next Board Meeting:** January 26<sup>th</sup> – 891 Belsly Blvd or Zoom. Please RSVP with Amanda by emailing amandan@caplp.org or texting 701-541-0473 If you do not RSVP, you will be marked with an unexcused absence.

**Adjournment:** Sarah King made a motion to adjourn. Meeting adjourned at 8:03pm.

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Eloisa Pigeon, Secretary

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