

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

Members Present in person: Sarah King, Lyle Hovland, Loren Ingebretsen, Jonathan Green, Jenna Kahly, LaRae Kuhfal, LeRoy Turner, Jenny Mongeau, and Michelle Werner

Members Present via Zoom Video Conference: Nicole Flick and Eloisa Pigeon

Members Absent Excused: Tiffany Ross, Shawna Korinek, Renee Charon, Cyndee Thormodson, and Rochelle Palubicki

Members Absent Unexcused: Heather Keeler and Helan Khalil, Policy Council Liaison.

Employees and Others Present: Lori Schwartz, Executive Director; Brenda Montplaisir, Finance Director
Via Zoom: Colleen Murray, Operations Director; Kristin Phillips, Head Start Director and Brian Aronson, Bergen KDV.

Call to Order: Sarah King called the Governing Board meeting to order at 6:00 pm at 311 5th Street S in Breckenridge and via Zoom Video Conference due to the COVID-19 Pandemic. Roll Call and introductions were conducted and there was a quorum.

Change to agenda: Sarah King made a change to the agenda – Move item 7F– Head Start Change in Scope to 9D. Motion by Lyle to move item 7F from the Consent Agenda to the Requests for Approval – 9D. Second by LeRoy Turner. Motion carried.

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: Lead the Community Action Movement with respect, concern, courtesy, and responsiveness, recognizing that service to the poor is beyond service to oneself.

Land Acknowledgment Statement: The board reviewed and recited the following Land Acknowledgment Statement to recognize the relationship between Indigenous peoples and the land on which the meeting takes place. 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.

Spotlight Head Start: Kristin Phillips provided a report on the Head Start Program. Kristin reported that the CAPLP Head Start program has maintained full enrollment throughout the COVID-19 Pandemic and have been highlighted nationally about our enrollment and recruitment efforts! We are already close to full enrollment for the 2022-2023 school year and expect a long waiting list due to a change in eligibility criteria to include any families utilizing SNAP benefits. The past year was extremely difficult due to COVID and staffing. We are happy to report that we are beginning the new school year fully staffed and are excited for the new school year. We continue to see children and families with high needs in our programs and are fortunate to have other resources within CAPLP to refer families to such as Housing and Financial Fitness. Our highest referrals outside of our organization included mental health services, clothing, and transportation. We will be working within the Head Start Performance Standards related to COVID, including mandatory masking and vaccines required for employees. Virtual services will be provided to families in the event of a COVID-related classroom closure.

Audit Presentation by Bergen KDV - Discussion took place regarding the 2021-2022 Audit. The audit was clean. No findings or areas of concern. Brian Aronson provided a report to the Audit Committee and to the full board. Brian reported that they issues an unmodified opinion on the financial statements, there were no findings on Internal Control and Compliance with Government Auditing Standards, and no Federal Award findings on compliance with major program and internal control required by Uniform Guidance. There were no difficulties or disagreements with management or uncorrected misstatements occurred during the audit. Recommendations include considering updating the procurement policy thresholds; formalize liquidity plan (for required disclosure) for agency reserves of 3-6 month; and starting the process to gather information for lease standard changes. Audit committee is forwarding the audit to the full board.

- A. 2021-2022 Audit – Motion by Loren Ingebretsen to approve the 2021-2022 Audit. Second by Lyle Hovland. Motion carried.
- B. IRS Form 990 – In process – will be adding Schedule J (Compensation Information) and Schedule K (Information on Tax Exempt Bonds) Tabled until August.

Consent Agenda: Jenna Kahly made a motion to approve the consent agenda including the June 2022 Board Meeting Minutes, June 2022 Treasurer's Report, Permanent Supportive Housing Grant Renewal, Seniors Program Grant Renewal, and SNAP E & T Workplan. Second by Jonathan Green. Motion carried.

Finance Report: The Finance Committee did not meet this month due to the Audit. Brenda Montplaisir provided a report on the programs that the agency supported financially in the last fiscal year through the Community Services Block Grant, Community Action Grant or unrestricted donations. Programs that we continue to watch closely that we expect we will need to continue to support include Housing Supports (Formerly Group Residential Housing) as the reimbursement rate has not increased since we began the project in 2016; Housing Supports for Adults with Serious Mental Illness as we lost some funding in this area; Seniors Services due to the loss of the Live Well Grant, and the inability to operate the Rural Routes bus. Jenny Mongeau made a motion to approve the finance report. Second by Jenna Kahly. Motion carried.

Requests for Approval:

- A. CACFP Budget Approval - CAPLP Head Start submits an application and budget worksheet annually to participate in the USDA Child and Adult Care Food Program (CACFP). CACFP provides reimbursement for meals and snacks served to children in the center-based program. Head Start is submitting a budget for approval, which includes the projected total reimbursement for the 2022-2023 program year. Proposed CACFP Budget (Projected CACFP Reimbursement) for 2022-2023: \$93,464.61. This is an increase from 2021-2022's projected income of \$92,811.20 due to the changing situation with COVID-19 and protocols. This number is based on the 2021-2022 reimbursement rates and will be updated when the 2022-2023 rates are posted. Jenna Kahly made a motion to approve the CACFP Budget. Second by Eloisa Pigeon. Motion carried.
- B. Head Start Continuation Federal Grant - Head Start seeks approval for the submission of the Administration of Children and Families/Office of Head Start grant application. This is our annual continuation application, and we will be serving the same number of children in both EHS Homebase (86) and Head Start Center based Program Options (111). Lyle Hovland made a motion to approve the Head Start Continuation Federal Grant. Second by Jonathan Green. Motion carried.
- C. Consumer Sector Nominee - Cani Adan, Consumer Sector Clay County - At least one-third of the directors shall be persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served. The board reviewed and discussed Cani Adan's Application to serve on the board. Loren Ingebretsen made a motion to seat Cani Adan as a Consumer Sector member of the Board. Second by Jenna Kahly. Motion carried.
- D. Head Start Change in Scope - Head Start seeks approval for the submission of the Administration of Children and Families/Office of Head Start for a Change of Scope. The Change of Scope application is regarding our decrease in the number of state children we serve. (The state application was approved by the Board in March of 2022.) Due to our increase in Federal cost per child we are serving 1 less state funded child as the cost per child must be the same for both state and federal. (State funded children are included in our federal enrollment as Nonfederal Share). In 2021-2022 we served 25 Head Start Children in 2022-23 we will serve 24 Head Start Children. We will have one less child at our Family Service site. Jenny Mongeau made a motion to approve the Head Start Change in Scope. Second by Michelle Werner. Motion carried.

Report Backs:

Head Start Policy Council - Nicole Flick reported that the Head Start Policy Council received information on health and safety from Patty Lopez, approved new hires, and approve applications. Attendance has been high over the summer.

Housing Advisory Board - Shawna Korinek – No report.

Public Official Check-In: Lyle Hovland reported that Wilkin County is working on the 2023 budget and expects that finances may be tighter given the current economy. Jonathan Green added that they are expecting a request for an 8% increase in wages for county employees, based on a recent wage study. Loren Ingebretsen reported that they had a community night in their town hall and had a good turnout – they were down to one first responder in Felton and after that night they now have six. Jenny Mongeau reported that Clay County is sending out an RFP to build their crisis response center, and they are working on budgets. Also recently had a meeting with the school district and county on behavior issues and how to address them in our schools.

Executive Director's Report: Lori Schwartz reported that Representative Paul Marquart was honored with an award at the MinnCAP Conference this week "Friend of Community Action Award." CAPLP recently completed an employee survey and based on the results we won one of the Star Tribune Top 10 Places to work in Minnesota! We also recently conducted a staff survey through our Strategic Planning process and those results were also very positive. August 10th is a CAPLP Fun Day with a training session with Mike Kutzke, Strategic Plan strategy session, and fun and games in Gooseberry Park. Region 5 is hosting a Poverty Symposium in September. CAPLP has two new Certified Community Action Professionals that will be honored at the NCAP conference in August, Amanda Even and Kelli Rohrer. Brenda Montplaisir and Cassie Christianson attended the CAPLAW Conference in June, and it was an amazing learning experience. The Whole Family Program will be highlighted in September through a virtual learning experience and is really taking off. We have been asked

to present on the Human Capacity and Community Transformation (HCCT) initiative in August on our Career Connect program for a regional training session. We recently received notice that we were awarded an \$80,000 Bremer Grant for Whole Family. We have been working with Tom Iverson from Sagency on the Strategic Plan. We will be keeping our Mission, Vision, Core Values and Strategic Anchors and we added two new goals to the plan including DEI work and Employee Engagement. The MinnCAP Conference this week was amazing.

Next Board Meeting: August 25th, 2022 – CAPLP Office - 891 Belsly Blvd Moorhead & Zoom. Please RSVP with Nicole by emailing nicoleb@caplp.org or texting 701.205.8215. If you do not RSVP you will be marked as unexcused. Reminder that the HR Committee will meet review Policies & Procedures prior to the next board meeting. Sarah King and Loren Ingebretsen shared thoughts and highlights from the MinnCAP Conference

Adjournment: Jenna Kahly made a motion to adjourn. Meeting adjourned at 7:55 pm.

Eloisa Pigeon, Secretary

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