

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc. - CAPLP  
February 23, 2023**

**Board Member Attendance**

	<b>Board Member Name</b>	<b>Attended In Person</b>	<b>Attended Zoom</b>	<b>Absent Excused</b>	<b>Absent Unexcused</b>
1	Cani Aden				X
2	Cyndee Thormodson	X			
3	Eloisa Pigeon	X			
4	Heather Keeler				X
5	Jenny Mongeau	X			
6	Jonathan Green			X	
7	LaRae Kuhfal			X	
8	LeRoy Turner			X	
9	Loren Ingebretsen			X	
10	Lyle Hovland	X			
11	Michelle Werner	X			
12	Nicole Flick		X		
13	Paul Krabbenhoft	X			
14	Renee Charon		X		
15	Rochelle Palubicki		X		
16	Sarah King	X			
17	Shawna Korinek			X	
18	Tiffany Ross	X			

**Employees and Others Present:** Lori Schwartz, Executive Director; Cassie Christianson, Finance Director; Amanda Even, Communications Coordinator; and Helan Khalil Policy Council Liaison

**Call to Order:** Sarah King called the Governing Board meeting to order at 6:03 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.

**Code of Ethic Review:** The board reviewed and discussed the selected Code of Ethic: Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.

**Spotlight: Communications Coordinator, Amanda Even** – Amanda Even gave a presentation on how CAPLP engages the community through social media and collaboration with community partners. She also shared that CAPLP reached this year's goal by raising over \$20,000 for Giving Hearts Day.

**Spotlight: CAPLAW Video – “Why Are You Here”** –The Board viewed the CAPLAW Board Training Video titled “Why Are you Here” which highlights the board’s purpose and responsibilities for serving on the CAPLP Board of Directors. Board members are expected to be capable, accountable, representative, and engaged. Board members must carry out the Duty of Care and the Duty of Loyalty while serving as a member of the board.

**Consent Agenda:** Michelle Werner made a motion to approve the January 2023 Board Meeting Minutes and the January 2023 Treasurer’s Report. Second by Tiffany Ross. Motion carried.

**Finance Committee Report:** Cassie Christianson provided an overview of the Finance Committee Meeting. Lyle Hovland made a motion to approve the Finance Committee Report. Second by Tiffany Ross. Motion carried.

**Requests for Approval:**

- A. CSBG Annual Report** - Community Action agencies are required to report on agency outcomes annual through the CSBG Annual Report. The annual report is included in your packet and includes information gathered across all agency programs regarding CSBG expenditures, agency capacity and resources, as well as outcomes related to community level and individual and family level goals. Cyndee Thormodson made a motion to approve the CSBG Annual Report. Second by Michelle Werner. Motion carried.
- B. Head Start Bylaws 2022-2023** - Head Start seeks approval for the Policy Council By-Laws for 2022-23. There were no changes made to this year's By-Laws. Eloisa Pigeon made a motion to approve the Head Start Policy Council Bylaws. Second by Renee Charon. Motion carried.
- C. Head Start Policies – COVID Mitigation and Virtual Visits** - CAPLP Head Start has written a new COVID Mitigation Policy as directed by the Office of Head Start in ACF-PI-HS-23-01 Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy. The policy ensures an evidence based COVID-19 mitigation strategies and was developed in consultation with CAPLP Health Advisory Board (HAB). This policy was created to name measures that CAPLP HS will take to reduce or lower COVID-19 transmission, infection, or disease severity. CAPLP Head Start has updated our Virtual Visit Policy to be in line with the new Mitigation Policy and with the new exclusion guidelines developed by the CDC. Jenny Mongeau made a motion to approve the Head Start Policy on COVID Mitigation and Virtual Visits. Second by Michelle Werner. Motion carried.
- D. Out of State Travel Request Environmental Rating Scale Conference** – CAPLP is requesting to send 2 team members to the Environmental Rating Scale Conference in Alexandria, VA April 24-27. The team members utilize the 3 Environmental Rating Scale (ERS) tools to implement and oversee the requirements of the Bright & Early Program. Lyle Hovland made a motion to approve the Out of State Travel Request. Second by Tiffany Ross. Motion carried.
- E. Succession Plan Review** - 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. Lakes & Prairies Community Action has established a succession plan to provide continuity in leadership and avoid extended and costly vacancies in key positions. The plan has been updated to reflect current information and positions. Jenny Mongeau made a motion to approve the Succession Plan. Second by Paul Krabbenhoft. Motion carried.
- F. CAPLP Bylaws** - The CAPLP Governance Committee met and reviewed the By-Laws in January of 2023. The proposed changes to the By-Laws are attached. The attached changes were distributed to the full board at the January 2023 board meeting for review. The only notable change noted was to better define board meeting attendance expectations. Board members must have a thorough understanding and commitment to their roles and responsibilities to govern and have financial oversight of the agency. An additional proposed change was proposed to allow board meetings to be held fully virtual. Upon research it was found that CAPLP, being a privately held community action agency, is not required to hold open meetings. The board discussed the proposed changes and asked to have the By-Laws updated and a final version presented at the Match board meeting.
- G. Approve Annual Budget** - Each year as part of our Audit process, we are asked to prepare a budget for the coming year. Division directors have made their best estimates regarding grants that will be received to compile one combined forecast for the Agency. Cyndee Thormodson made a motion to approve the Annual Budget. Second by Eloisa Pigeon. Motion carried.
- H. Nicole Flick – 2<sup>nd</sup> Term** - Per the CAPLP Governing Board by-laws, each director shall serve for a three-year term, or until he or she sooner dies, resigns, is removed, or becomes disqualified. No director shall serve for more than three consecutive terms without at least a one-year absence from the board. Nicole Flick was seated as a private sector representative for Clay County in February 2020 and has completed her first 3-year term. Jenny Mongeau made a motion to approve Nicole Flick's Second Term on the CAPLP Board of Directors. Second by Eloisa Pigeon. Motion carried.
- I. West Central Initiative Grant** – West Central Initiative would like to partner with CAPLP's Child Care Aware Professional Development program to support access to and expansion of available trainings for early childhood professionals in Region 4. CAPLP will request up to \$50,000 to fund activities to include: a Child Care Center Directors Retreat, free registration for regularly scheduled trainings, meals and supplemental learning materials to complement trainings, and contracts with course writers to expand the pool of available training topics to be offered both in person and online. Lyle Hovland made a motion to approve the grant. Second by Tiffany Ross. Motion carried.

**Report Backs:**

**Head Start Policy Council** - Nicole Flick and Helan Khalil reported the council presented and reviewed the COVID Mitigation policy and the Virtual Homevisiting Policy. They shared there are 3 new staff that were hired as well as the parent survey results.

**Housing Advisory Board** - Shawna Korinek was not present, no report presented.

**Public Official Check-In** – Lyle Hovland had nothing of note to report

**Executive Director Performance Review Reminder** – Sarah King reminded the board that their input is needed on the Executive Director Performance Review. The link was emailed out to participate in the survey.

**Annual Board Meeting and Dinner** – will be held on Thursday, April 27<sup>th</sup> at the TAK. We are now accepting nominations for the Dennis Heitkamp Leadership Award and the Volunteer Extraordinaire Award.

**Conflict of Interest and Standards of Conduct Annual Signatures**- Lori Schwartz reminded the board members that they will be receiving a Conflict of Interest and Standards of Conduct statements that we require board members to complete annually. The forms will be sent via DocuSign for electronic signature.

**Review Board Committee Assignments** – The board reviewed the committee assignments and encouraged new members to join committees. Available committee assignments include Finance, Audit, Human Resources, and Governance.

**Executive Director's Report:** Lori Schwartz reported about CAPLP's participation in Hunger Free Bootcamp. Next she reported that Sarah King and Maria Steen, Child Care Connections Director, attended MinnCAP's Day on the Hill on February 7<sup>th</sup>, and they met with Senator Kupac and Representative Joy. She shared that the National Community Action Foundation's annual conference is in March and Sarah King and Maria Steen, Child Care Connections Director will be attending. Lastly she made quick mention of her involvement in MinnCAP's and RuralMN CEP's Executive Director search, the Cost of Living Adjustment released by the Office of Head Start, the notification of dismissal of the EEOC case, and CAPLP being enrolled to pursue the Gold Tier Pathways to Excellence award.

Once Lori concluded the report, the board suggested that the Executive Director's report happen at the beginning of the meeting, rather than the end.

**Next Board Meeting:** March 23, 2023 at 6:00 pm - 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:** Cyndee Thormodson made a motion to adjourn. Meeting adjourned at 8:26 pm.

DocuSigned by:



Eloisa Pigeon, Secretary

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