

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On January 26, 2023**

Members Present in person: Tiffany Ross, Michelle Werner and LeRoy Turner

Members and Others Present via Zoom Video Conference: Loren Ingebretsen, Cyndee Thormodson, LaRae Kuhfal, Nicole Flick, Lyle Hovland, Sarah King, Eloisa Pigeon and Jenny Mongeau

Members Absent Excused: Shawna Korinek and Renee Charon and Rochelle Palubicki

Members Absent Unexcused: Heather Keeler, Cani Aden and Jonathan Green

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Operations Director and Cassie Christianson, Finance Director and Helan Khalil Policy Council Liaison (via zoom)

Call to Order: Tiffany Ross called the Governing Board meeting to order at 6:05 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: Recognize that the chief function of the community action movement, at all times, is to serve the best interests of the poor, thereby serving the best interests of all people.

Spotlight: CAPLAW Video – “Why Are You Here” – Tabled due to technical issues.

Consent Agenda: Michelle Werner made a motion to approve the December 2022 Board Meeting Minutes. Second by Eloisa Pigeon. Motion carried. Michelle Werner made a motion to approve the December 2022 Treasurer’s Report. Second by Cyndee Thormodson. Motion carried.

Finance Committee Report: Cassie Christianson provided an overview of the Finance Committee Meeting. Cassie reviewed the updated Treasurer’s Report that was provided to the board and we will be revising the reports based on feedback from the Finance Committee, including a comparison of the current year finances compared to prior year. Any information you would like included in the Treasurer’s Report please reach out to Cassie. Jenny Mongeau made a motion to approve the Finance Committee Report. Second by Michelle Werner. Motion carried.

Requests for Approval:

- A. 2023-2024 Head Start Selection/Enrollment Criteria** - It is the responsibility of the CAPLP Board of Directors to establish procedures and criteria for recruitment, selection, and enrollment of Head Start children and families. The ERSEA Manager works with a team of Head Start parents Policy Council to review and update the criteria each year. Lori Schwartz reviewed the recommended changes with the Board of Directors. Discussion took place regarding the waiting list for the CAPLP Head Start program. Lyle Hovland made a motion to approve the 2023-2024 Head Start Selection/Enrollment Criteria. Second by LeRoy Turner. Motion carried.
- B. Ameriprise Financial Community Grant** - CAPLP is requesting \$20,000 from Ameriprise Financial to support Career Connect trainings in 2023. Loren Ingebretsen made a motion to approve the Ameriprise Financial Community Grant Application. Second by Cyndee Thormodson. Motion carried.
- C. Board Self-Assessment** – Colleen Murray reviewed the results of the Board Self-Assessment. This Self-Assessment tool is designed to assess the board’s overall performance as a governing board and identify priorities for board activities going forward. Discussion took place regarding the survey results surrounding board meeting time. We will be following up with another survey of board members to find out more about the barriers to attending board meetings. LeRoy Turner made a motion to approve the Board Self-Assessment. Second by Cyndee Thormodson. Motion carried.

- D. Early Learning Scholarships Outreach and Access Proposal** – MDE is seeking one entity in each of the Governor’s Economic Regions to deliver outreach and access services. For nearly a decade, CAPLP has been the Region 4 ELS Area Administrator for scholarships. While the scope of work is changing and we will no longer be eligible to administer the scholarship dollars in our region, we feel that CAPLP is well positioned to assist families in discovering and accessing the ELS services. We propose to apply for the full \$50,000 available in state FY24 to fund an outreach and access position that will reach all 9 counties of Region 4. LeRoy Turner made a motion to approve the Early Learning Scholarship Outreach Grant Application. Second by Cyndee Thormodson. Motion carried with Nicole Flick abstaining.
- E. Essentia Health Community Funding Application** - CAPLP is requesting funding from Essentia Health to support two cohorts of Career Connect certified nursing assistant (CNA) trainings in 2023. Michelle Werner made a motion to approve the Essentia Health Community Fund Grant Application. Second by Loren Ingebretsen. Motion carried.
- F. Ignite Initiative Regional Workforce** - CAPLP is requesting funding from FMWF Chamber of Commerce Foundation to provide wraparound services in childcare and transportation for area workforce participants. Michelle Werner made a motion to approve the Ignite Initiative Regional Workforce Grant Application. Second by Eloisa Pigeon. Discussion took place regarding what wraparound services include. Motion carried.
- G. Head Start Bus Student Drop Off Policy** - Head Start seeks approval for a change to Head Start Bus Student Drop off Policy. Parents in the Head Start program have advocated for a change to the policy. It includes a change in the drop off age for siblings receiving children off the Head Start bus. We have changed the age from 14(our old policy) to 12 and requested that parents sign off on a permission form should they choose to do this. LeRoy Turner made a motion to approve the Head Start Bus Student Drop off Policy. Second by Michelle Werner. Motion carried.
- H. Housing Stabilization Services (HSS) Capacity Building Grant** - CAPLP became an approved Housing Stabilization Services provider in 2020. This new service allows people experiencing a housing crisis who have a disability to utilize their medical assistance for supportive housing services. CAPLP has been slowly adding people to this program and learning the insurance reimbursement process. This 13 month grant would help to pay for staff time to continue to expand and grow this program. Michelle Werner made a motion to approve the Housing Stabilization Services Capacity Building Grant. Second by Lyle Hovland. Motion carried.
- I. IRS Mileage Reimbursement Rate Effective 01/01/2023** - The IRS has increased the business Rate from 62.5 cents per mile effective 7/1/22 to 65.5 cents per mile effective as of 1/1/2023 for business miles driven. Loren Ingebretsen made a motion to adopt IRS Mileage Reimbursement Rate Increase and look to adjust the policy to adapt to the IRS rate whenever it changes. Second by Lyle Hovland. Discussion took place regarding adopting the IRS mileage rate whenever any changes occur. Motion carried.
- J. Mardag Foundation Grant** - CAPLP is requesting funding from the Mardag Foundation to support homebuyer education and counseling services we provide. Michelle Werner made a motion to approve the Mardag Grant Application. Second by Cyndee Thormodson. Motion carried.
- K. Waiver of Non-Federal Share (In-kind)** - Head Start would like to seek a waiver for our Non-Federal Share (inkind) for the Health and Safety One Time Carryover grant. Head Start has already gotten approval to carryover this grant and in addition we would like to waive the NFS amount. The amount requested to waive is the total NFS amount of \$48,740. LeRoy Turner made a motion to approve the Waiver of Non-Federal Share. Second by Michelle Werner. Motion carried.
- L. Out of State Travel Request - National Community Action Foundation Conference** – Sarah King & Maria Steen are requesting to attend the Pre-Conference (focused on CSBG Reauthorization) as well as the General Conference to learn more about federal policy and funding for Community Action work. There will be in-person meetings scheduled with our MN Congressional Representatives, offering an opportunity to advocate directly for Community Action. Loren Ingebretsen made a motion to approve the travel request. Second by Lyle Hovland. Motion carried.
- M. Pathways to Excellence Board Resolution** – CAPLP would like to continue our journey toward excellence by enrolling in the Gold Level Self-Study program through Pathways to Excellence. Michelle Werner made a motion to approve the Pathways to Excellence Board Resolution. Second by Jenny Mongeau. Motion carried.
- N. United Way Housing Application** - CAPLP is requesting \$80,000 per year to support housing programs. \$50,000 per year is dedicated to a cash match for our permanent supportive housing programs, the remaining would be used to support Housing Supports and Housing Stabilization Services programs, which need support to gain sustainability as they are newer reimbursement programs. Michelle Werner made a motion to approve the Pathways to United Way Housing Grant Application. Second by Jenny Mongeau. Motion carried.
- O. MinnCAP 2023 State Legislative Agenda** - The CAPLP Board of Directors supports the 2023 legislative agenda of the Minnesota Community Action Partnership (MinnCAP), as approved by the MinnCAP Board in December 2022. Michelle Werner made a motion to approve the MinnCAP 2023 State Legislative Agenda. Second by LeRoy Turner. Discussion took place regarding Governor Walz’s Budget. Motion carried.
- P. Board Member Election Public Official Sector** – Commissioner Paul Krabbenhoft - To replace Commissioner Jenna Kahly as a Public Sector representative for Clay County. Lyle Hovland made a motion to approve Paul Krabbenhoft as a Public Official Sector Member for Clay County. Second by Jenny Mongeau. Motion carried.

Report Backs:

Head Start Policy Council - Nicole Flick and Helan Khalil reported that the Head Start Policy Council reviewed the Bus Policy and the Enrollment and Selection Criteria that were brought forward to the board tonight.

Housing Advisory Board - Shawna Korinek submitted a written report which was read to the board. The Housing Division welcomed 3 social work interns that just started with us and have been off to a great start! One is in Breckenridge, and the other two are in Moorhead doing outreach and various housing programs. The annual Point In Time Count (PIT Count) took place on January 25th. This annual count is a snapshot of all people that are in shelter and unsheltered in our community. It's a mandated count by Housing and Urban Development. We have many staff going out into the community in the early morning hours (4am) of January 26th to attempt a count of all people sleeping in their cars, outdoors, or other places not meant for human habitation. We complete a short survey with the households, provide a warm cup of coffee, and engage for services. We will continue to do the count on the 26th and the 27th in our offices, shelters, and other places where people experiencing homelessness tend to congregate. This count provides a snapshot of homelessness in our community and informs federal resources.

Public Official Check-In – Lyle Hovland reported that Wilkin County has a new County Commissioner and a new Sherriff. Staffing continues to be an issue for Wilkin County, especially critical positions in dispatch. Loren Ingebretsen reported that he will be traveling to St. Paul for a legislative research meeting for township boards and will have an opportunity to have dinner with Governor Walz. Jenny Mongeau reported that there is a lot of bills and movement happening in St. Paul and reminded us how important it is to send letters of support when needed.

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.

CAPLP Dashboard Report – Colleen Murray provided an overview of the 2022 Year-End Dashboard Report. This report provides an overview of data trended over time for CAPLP including finances, employee engagement, customer satisfaction, communications, development and services provided in the community.

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.

CAPLP By-Laws – The Board reviews and updates the By-Laws annually. This year the Governance Committee has recommended some changes to the By-Laws that are highlighted in the board packet. Primary changes include changing LPCAP to CAPLP, updating the language of “Directors” to “Members”, updating pronouns to non-gender specific language, and including a policy about board member meeting attendance. The By-Laws will be brought to the February Board meeting for approval.

Executive Director's Report: Lori Schwartz reported that CAPLP needs a board representative to the Clay County Collaborative Board - Tiffany Ross will continue to serve on this board. MinnCAP is hosting a Legislative Day on the Hill on February 7th and we have several team members attending. If any board members are interested in attending, please reach out to Lori Schwartz. We have had an influx of illness lately, including several staff members out with COVID. We continue to work toward our Diversity, Equity and Inclusion work plan. Last Friday we had a presenter that provided information on pronouns and working with the LGBTQ population. The next step is to invite staff that are interested in attending to participate in a Brave Space conversation in follow up to this training. We met with our insurance agency to review our coverage and have had conversations regarding going out for RFP in the coming year. The final draft of the Strategic Plan is being completed and work has begun on the new plan. The Annual Dinner will be back to in-person in April at the TAK Event Center in Dilworth. Please plan to join us! The Mid America Community Action Association board met and continue to work with NCAF on succession planning and working on planning a regional poverty summit for the 60th anniversary of Community Action in 2024. Giving Hearts Day is coming up on February 9th. Last year we raised over \$16,000 and this year our goal is to raise \$20,000. You can schedule your gift now or donate on Giving Hearts Day. We are looking for volunteers to help make thank you calls to those who donate - please let Lori know if you are able to help.

Next Board Meeting: February 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: Michelle Werner made a motion to adjourn. Meeting adjourned at 8:29 pm.

Eloisa Pigeon, Secretary

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