

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
September 28, 2023**

Board Member Attendance

	Board Member Name	Attended In Person	Attended Zoom	Absent Excused	Absent Unexcused
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	Michelle Werner	X			
11	Nicole Flick		X		
12	Paul Krabbenhoft		X		
13	Rachel Stone				X
14	Renee Charon			X	
15	Rochelle Palubicki	X			
16	Tiffany Ross	X			
	PC Liaison Helan Khalil				X
	Vacant (Wilkin Co. Private)				
	Vacant (Wilkin Co. Public)				

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Operations Director; Cassie Christianson, Finance Director; and Marie Primus, Bergan KDV Auditor

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. Roll Call was conducted and there was a quorum present.

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

Land Acknowledgment Statement: 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: Marie Primus presented the 2022 CAPLP Audit. Bergan KDV was purchased July 1st of 2023 by Creative Planning, however Bergan KDV continues to be the audit branch of the organization. Marie reviewed the changes that occurred in the past year, including changes in standards regarding leases, change in Finance Director. Our Federal Grant revenue increased as well as State Grant Revenue especially for Child Care Connections. We have also increased salaries, fringe, technology and travel costs. We are receiving a clean/unmodified opinion on audit including no internal control or compliance findings for both of our single audits. Total assets increased by \$1,080,100 which is primarily due to the change in how we record leases. Functional expenses include 89% program services, 10% management & general and 1% fundraising which is in alignment with recommendations provided by Charities Review Council. Recommendations include continuing to increase unrestricted funding, formalizing a liquidity plan, updating the Investment, Procurement and Risk Assessment policies. Not-for-profit industry trends include Cryptocurrency policies included in your donation acceptance policy and Cyberattacks including ransomware. The 990 will be brought forward for approval in October.

Consent Agenda: Loren Ingebretsen made a motion to approve the consent agenda including the August 2023 Board Meeting Minutes and August 2023 Treasurer's Report. Second by Cyndee Thormodson. Motion carried.

Requests for Approval:

A. Audit Report – Seeking approval of the Audit Report for fiscal year ending February 28th 2023. Michelle Werner made a motion to approve the 2022 Audit Report. Second by Rochelle Palubicki. Motion Carried.

B. Affinity Housing Grant - CAPLP was selected to receive \$15,000 in funding from Affinity Plus Foundation to support housing programs within the agency. The funds will be used specifically for the Housing Stabilization Services program and Housing Supports program. Rochelle Palubicki made a motion to approve the Affinity Housing Grant. Second by

Paul Krabbenhoft. Motion Carried.

C. Department of Employment and Economic Development (DEED) Adult Supportive Services Grant - The Adult Supportive Services grant from DEED is to enhance and existing workforce development program by providing training, employment preparation, and financial literacy. This would support the Career Connect program for about 18 months. Paul Krabbenhoft made a motion to approve the DEED Grant. Second by Michelle Werner. Discussion took place regarding the Career Connect program and the impact in the community. Motion Carried.

D. Head Start Teacher Waiver to Office of Head Start - The Head Start Division requests approval to submit a Waiver for Kari Brynes to take the role of a Teacher/Family Advocate in the Head Start classroom. Kari is enrolled in an AA program for Early Childhood Education. Kari currently holds a CDA (Child Development Associate) and a FSC (Family Service Credential). Kari has been employed by CAPLP since August of 2018 and has worked as a Teacher Assistant and a Teacher/Family Advocate Substitute. Loren Ingebretsen made a motion to approve the Head Start Teacher Waiver. Second by LaRae Kuhfal. Motion Carried. Discussion took place regarding providing opportunities for people to work without the traditional qualifications and how we can be creative about getting people to work.

E. Rescind Vaccine Policy for Regular Volunteers and Contracted Partners - Based on Office of Head Start rescinding the COVID 19 Vaccine mandate and the CAPLP Board of Directors rescinding the COVID 19 Vaccine mandate for staff we ask that Head Start's policy on the COVID 19 vaccine policy Regular Volunteers and Contracted Partners be rescinded. Paul Krabbenhoft made a motion to rescind the vaccine policy for volunteers and contracted partners. Second by Rochelle Palubicki. Motion Carried.

F. US Bank Foundation Grant - CAPLP has been invited to apply for funding of \$10,000 to support our Homebuyer Education & Counseling services. Michelle Werner made a motion to approve the US Bank Foundation Grant. Second by Cyndee Thormodson. Motion Carried.

G. Health Insurance Premium- The Leadership team met to determine if we could cover the entire cost of the health insurance increase. CAPLP last increased its portion of an employee's premium in 2021. We do have the budget to cover the 2% increase. Our forecasted increase in premium for the 2024 calendar year is \$9,180. CAPLP will cover 93% of the High Deductible Plan for Singles at \$530 per month; 74% for Single plus Dependents at \$743 per month; and 45% of Family at \$765 per month. Jonathan Green made a motion to approve the increase in CAPLP's contribution to the health insurance premium as recommended. Second by Cyndee Thormodson. Discussion took place regarding the amount of the increase. Motion Carried.

H. Cash in Lieu for Qualifying Health Plans - Staff that choose to waive coverage under a CAPLP health plan, but are covered by another qualifying health plan, are eligible for cash in lieu of utilizing a CAPLP health plan. The rate amount has not increased for over 12 years. Rational for the rate of cash in lieu is to equal 50% of our smallest health insurance contribution. If the proposed 2% increase in agency coverage for 2024 is approved, CAPLP Leadership is asking that we increase the cash in lieu portion from \$200 to \$265. We currently have 32 staff that receive cash in lieu for health insurance. Our forecasted increase of cash in lieu for the 2024 calendar year is \$24,960. Rochelle Palubicki made a motion to approve the increase in the Cash in Lieu contribution. Second by Cyndee Thormodson. Motion Carried.

Executive Director's Report: Lori Schwartz reported that Alison Bonev will be taking over communication with the board moving forward. We recently invited you to join us for our All Staff in October which will include 2 days of training for our team. The first day will include a Poverty Simulation for our team and the second day will be Bridges out of Poverty Training. We highly recommend joining us if you are able as both events are very powerful experiences. Lori began the discussion with the board to consider reducing the minimum number of board members required to 15 members with no more than 18 members. This reduction would include at least 1 member from each sector representing Wilkin County. We currently have 2 vacancies on the board from Wilkin County which we would not replace at this time if we make this change. The change would be reflective of the population decline in Wilkin County and the increase in Clay County. Currently Wilkin County represents approximately 8% of our total population of our service area and 92% is Clay County residents. This would in no way reduce or affect services provided in Wilkin County. The change would better reflect the population of the counties that we serve and reduce our overall board size. Agency leadership will work on a revision to the bylaws for the board to review at the next meeting. Lori shared that we have been preparing for the expected Federal Government shut down and have a plan in place to maintain operations in the event that the shut down occurs. Leadership will continue to plan our response depending on the length of a shut down. A group of CAPLP team members attended the National Community Action Partnership last month in Atlanta. Next week the Whole Family approach team is attending a training provided by the Ascend Institute and we have a parent that will be sharing her experience on the panel. We opened the position of Communications and Development Manager but ended up not hiring for the position. We are re-evaluating the position. The CAPLP Leadership Academy started this week and was fantastic. The new MinnCAP Director is re-structuring and looking at hosting more centralized meetings. The Leadership Team met with our agency attorney to review the updates to MN Employment Laws. We recently hosted an Advocacy Training with MinnCAP for our team. Lori and Colleen attended the MCN Conference. The United Way Campaign video this year features two of our team members, Martin Jackson, Homeless Outreach Coordinator and Jennifer Michael, Career Connect Coach. Several of our team members participated in The Longest Table Event. We recently met with Shelly Carlson, Moorhead Mayor and Dan Mahli, City Manager to discuss our services and partnerships.

Report Backs:

Head Start Policy Council – Nicole Flick reported that the Policy Council recently seated the new Policy Council members and Helan Kahil will continue to serve as chair and liaison to the CAPLP Board.

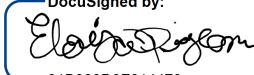
Housing Advisory Board – Michelle Werner reported that the Housing Advisory Board met and the FHPAP Fast Track funds have been instrumental in enabling us to help more families with housing prevention assistance. This funding is decreasing as it was one-time funding. North Moorhead Village is open and CAPLP has 9 households housed with one unit available. We added another Homeless Outreach advocate recently. We were recently able to provide shoes and socks to schools across Wilkin County. Several success stories were shared that are included in the packet.

Public Official Check-In – Clay County Commissioner Paul Krabbenhoft reported that Clay County is working on the budget for the coming year with an overall approved increase of 3.9%. Will continue to review requests until December. The Clay County HRA has requested an increase in the tax levy for housing programs that is being considered. Representative Heather Keeler reported that she has been working on bringing Committee Chairs to the community and would love to have CAPLP host. The State of Minnesota eliminated Columbus Day and officially made the holiday Indigenous People's Day. Please join us for a Powwow in celebration on October 9th at the Moorhead High School. Monday, October 16th the Human Services Policy Committee is coming for a public informational hearing at Clay County. October 17th the Transportation Committee Chairs will be in the community for a public meeting as well. MN Housing Chairs are coming on Monday, October 23rd and would love if CAPLP would be willing to host. October 24th is the Tax Committee Chairs and will be meeting with The Chamber and the Moorhead Business Association and would like to hear about how the tax bill is impacting low-income people especially education credits, renters rebates, and child tax credits. MN goes back into session mid-February and it is a policy year, and Representative Keeler would like feedback now on policy areas that we should be considering. Wilkin County Commissioner Jonathan Green reported that Wilkin County is looking at a 10% increase in the budget for the coming after making several cuts including cuts to the taxi voucher program. Wilkin County experienced a 21% increase in health insurance which is a large portion of the increase. Loren Ingebretsen reported that the township is still working on their building project. Loren reported that the quality of the roads is greatly improving and thanked Clay County Highway Department on their work.

Next Board Meeting: October 19th, 2023, 6:00pm – Belsly Blvd and Zoom Option

Please RSVP with Alison by emailing alisonb@caplp.org or calling or texting 218-512-1500. If you do not RSVP, you will be marked with an unexcused absence.

Adjournment: Loren Ingebretsen made a motion to adjourn. Second by Michelle Werner. Tiffany Ross adjourned the meeting at 7:59 pm.

DocuSigned by:

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Eloisa Pigeon, Secretary

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