

Meeting of the Board of Directors of Lakes & Prairies Community Action Partnership, Inc. - CAPLP August 22, 2024

Board Member Attendance

	Board Member Name	In Person	Attended Zoom	Absent Excused	Absent Unexcused
1	Cyndee Thormodson		X		
2	Eloisa Pigeon			X	
3	Jenny Mongeau	X			
4	Jonathan Green			X	
5	LaRae Kuhfal		X		
6	LeRoy Turner	X			
7	Loren Ingebretsen	X			
8	Mark Arnold	X			
9	Nicole Flick	X			
10	Paul Krabbenhoft	X			
11	Renee Charon		X		
12	Rob Kupec	X			
13	Tiffany Ross	X			
14	Vacant Private				
15	Vacant Consumer				

Employees and Others Present: Lori Schwartz, Executive Director; Colleen Murray, Operations Director; Cassie Christianson, Finance Director; Emma Schmit, Housing Director; Kristin Phillips, Head Start Director and Bri Glenn, Office Manager.

Call to Order: Tiffany Ross called the Governing Board meeting to order at 6:09 pm in person and via Zoom. Roll call was conducted and there was a quorum present.

Promise of Community Action: The board, employees and guests recited the Promise of Community Action.

Land Acknowledgement 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.

CAPLP Open House: Bri Glenn, Office Manager shared information about our Open House event in September. Information was sent out via email about the event, which is Hollywood themed, Lights Community Action! The event is September 20th from 11-1 and includes food trucks, activities, games and door prizes along with information about CAPLP services. Please plan to join us and share broadly!

Announcement: Tiffany Ross announced that she is stepping down from the CAPLP Board of Directors as she has accepted a position and will begin next month as a Career Connect Coach with CAPLP. This will be Tiffany's last meeting and Paul Krabbenhoft will be taking over as Board Chair in September.

Spotlight: Emma Schmit, Housing Director provided a report on the Housing Division of CAPLP. Housing services are provided in 3 main programs: homeless prevention, homeless outreach and supportive housing programs. In 2023, CAPLP served 308 people in supportive housing programs, 533 people were assisted with prevention assistance, 247 households were screened for homeless services, and 187 households were provided with outreach services. We continue to seek out additional funding sources to better meet the need for housing assistance in our community as the need far outweighs those we are able to assist (able to assist about 25% of those in need). Other highlights from this year include the 1-year anniversary of North Moorhead Village, expansion of Local Homeless Prevention Aid to include Moorhead Schools as a partner, a new partnership with Afro American Development Association to provide homeless outreach services, expanded partnership with Youthworks to provide Youth Transitional Housing, the addition of the Youth Action Board to guide programming in the community in addition to the existing Consumer Advisory Board, and the transition of the West Central Continuum of Care Collaborative Applicant organization to CAPLP. Discussion took place regarding community needs surrounding emergency shelter.

Agenda Modifications: Jenny Mongeau made a motion to approve the amended agenda including the following additions: 9F Staff Attendance Correction May Minutes; 9G Head Start PIR; and 9H Youth Demonstration Project. Second by Rob Kupec. Motion carried.

Consent Agenda: Paul Krabbenhoft made a motion to approve the consent agenda including the July Board Meeting Minutes and the July 2024 Treasurer's Report. Second by Nicole Flick. Motion Carried.

Finance Committee Report. Paul Krabbenhoft provided a report from the July Finance Committee meeting. Cyndee Thormodson made a motion to approve the Finance Committee Report. Second by Rob Kupec. Motion carried.

Items for Approval:

- A. Head Start Policies and Procedures for 2024-2025 Program Year** - Head Start seeks approval for the 2024-2025 Program year Policies. Each year Head Start reviews and updates policies to ensure effective programming. Kristin Phillips provided an overview of the policy amendments and changes which include: Combining Nutrition Policies; Health Requirement Refusal; Outdoor Play Air Quality; Name change from Family Goals to Family Partnerships. Jenny Mongeau made a motion to approve the Head Start Policies and Procedures for the 24-25 school year. Second by LeRoy Turner. Motion carried.
- B. Head Start Program Goals** - Every 5 years Head Start re-writes their Program goals based on past data and future plans. Head Start works with staff and parents to ensure that the goals fit the program needs and offers us opportunities for growth in the future. These goals include outcomes for staff, families and children and were included in the board packet. There are 2 goals which are: 1) CAPLP will implement a systematic approach to staff development and manager leadership. 2) CAPLP will support children and families to fully engage in programming. Paul Krabbenhoft made a motion to approve Head Start Program Goals. Second by Nicole Flick. Discussion took place around new Jump Start full day programming. Motion carried.
- C. 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. This is due to receiving federal COLA and subsequent the rise in our cost per Child. CAPLP is decreasing to 230 total children in the 2024-2025 program year. In 2023-2024 we had 25 state-funded Preschool Head Start slots in 24-25 we will serve 23 state funded Head Start preschool slots this year we will serve 10 state funded home base Early Head Start slots in 2023-24 we served 11. Mark Arnold made a motion to approve Head Start Change in Scope. Second by Loren Ingebretsen. Motion carried.
- D. ACF/OHS Continuation Federal Grant Application for Clay and Wilkin** - Head Start seeks approval for the submission of the Administration of Children and Families/Office of Head Start grant application. This is our 5-year grant application, and we will be serving the same number of children in both EHS Homebase (86) and Head Start Center based Program Options (111). One addition to this project is to include support for Whole Family services to support Head Start families. Jenny Mongeau made a motion to approve Head Start Grant Application. Second by Mark Arnold. Motion carried.
- E. Community Possible Home Grant** - CAPLP has been invited to apply for funding of \$10,000 to support Homebuyer Education & Advising services. Mark Arnold made a motion to approve the Community Possible Grant Application. Second by Nicole Flick. Motion carried.
- F. Staff Attendance Correction May Minutes** - An error was discovered on the approve minutes for the May 2024 board meeting. Colleen Murray did not attend the meeting but was listed as present. Lori Schwartz was present through Zoom but was not specified as such in the approved minutes. Asking the board to review the correction and approve the corrected minutes for the May 2024 board meeting so approved minutes will now read as: Employees and Others Present: Lori Schwartz, Executive Director (Zoom); Cassie Christianson, Finance Director; Stephanie Thompson, HR Director (Zoom); and Maria Steen, Child Care Connections Director (Zoom). Jenny Mongeau made a motion to approve the correctio to the May Minutes. Second by Loren Ingebretson. Motion carried.
- G. Head Start PIR-** The Head Start program is required to submit the complete annual Program Information Report (PIR) to the Office of Head Start. The report is a summary of program enrollment and component area statistics at the close of a "school" year. Kristin Phillips provided an overview of the report to the board. The full report is available to the public at any time. Paul Krabbenhoft made a motion to approve the Head Start Program Information Report. Second by LeRoy Turner. Motion carried.
- H. Youth Homelessness Demonstration Project (YHDP)** - The West Central Continuum of Care would like to submit an application to HUD to be considered as a YHDP community. The goal of YHDP is to support selected communities across the United States to develop and implement a coordinated community approach to preventing and ending youth homelessness. If the West Central Continuum of Care region is chosen as a YHDP community, the CoC will have to write a Coordinated Community Plan and planning funds may be requested. After that is approved, individual projects would apply for ongoing activities to support ending and preventing youth homelessness. CAPLP is the West Central CoC Collaborative Applicant. Any planning funds received would be administered by CAPLP. LeRoy Turner made a motion to approve the Youth Demonstration Project application. Second by Rob Kupec. Motion carried.

Executive Director's Report: Lori Schwartz reported that we are currently advertising 3 Board vacancies, one public and two consumer sector - please share broadly and email Colleen or Lori with suggestions for board candidates.

Candidates can reside in either Clay or Wilkin County. The Board Chair position will transition in September to Paul Krabbenhoft with Tiffany Ross stepping down. We are currently seeking nominations for Vice Chair to be elected at the September meeting. If you are interested in serving as Vice Chair, please email Lori prior to the September board meeting. The Leadership Team had a retreat day in July where we worked on disciplinary plan forms and the communication plan for the leadership academy group. The Leadership Academy Round Table Meet in August and we shared the updates from our retreat day. Lori and Colleen met with Maribeth from NCAP and Daniel from UCAP to prepare for a Conference Session entitled Cultivating Excellence through a Learning Culture. We had a Flourishing Families Work Session, and we have a team that will be mentoring new Whole Family approach cohort members. Lori attended the RMCEP Board Meeting. A large group of team members attended the MinnCAP 60th Anniversary Conference in Duluth – CAPLP Sessions went very well! Honored to be recognized for the Gold P2E Award and CCAP Certification. The MinnCAP Board reviewed the self-assessment and Executive Director review, and the MinnCAP Executive Committee wrote goals from board self-assessment and further discussion about comments made. Lori also attended the MinnCAP Legislative Committee Meeting to work on the platform for the next legislative session. We hosted a Voter Registration Training for our team members and will be hosting several voter registration outreach events in the coming month. Lori attended the MCN Board Recruitment Mtg and worked on screening candidates. Regular one to one - weekly check ins, monthly check ins, Wednesday Leadership check Ins, Budget Meetings. We hosted a Meet, Greet & Treat event with new team members today. Lori has been working with Tom Iverson on some organizational changes. Lori, Colleen, Emma and two housing managers met with Senator Smith's staff about housing needs in our community. Next week is the NCAP National Convention where we will celebrate Alli Ward, our most recent CCAP Graduate as well as our Pathways to Excellence Gold Tier Recognition. A board survey will be sent out next month to evaluate the board meeting date and time. Feedback from this survey will help us determine the 2025 calendar for board meetings.

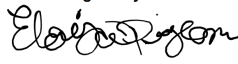
Report Backs:


- A. Head Start Policy Council Liaison– Nicole Flick reported that the Policy Council reviewed the recommended changes to the Head Start Policies. New Policy Council elections will be held next month.
- B. Housing Advisory Board Liaison – Tiffany Ross reported that the board did not meet. We will need a new representative to serve as the liaison to the Housing Advisory Board – Rob Kupec is interested. We will also need a representative to the Clay County Collaborative with Tiffany resigning from the board.

Public Official Check In: Rob Kupec reported that he has been working closely with the community on the concerns about Churches United's financial crisis. Starting planning for next legislative session. The Ag Committee has been up several times in the past weeks, and he is working on electronics recycling legislation. The Secretary of State is looking for feedback on the voter registration process and may be reaching out to CAPLP. Loren Ingebretsen reported that the old Township Hall has been demolished and the site is ready for the new building to begin. Construction should start this week on the new building. Paul Krabbenhoft reported that Lori and Robin presented to the Clay County Board of Commissioners regarding senior services and transportation, and it went very well. County Attorney has been appointed to be a 7th District Judge. Jenny Mongeau reported that early voting starts next month. The DMV and new detox facility will both be opening in October. Clay County has invested in specialty courts for Domestic Violence, Veterans, Drug Court and now will be adding a Drunk Driving court early next year. There is now a mental health triage as part of the dispatch process to assist with chronic emergency callers and the number of repeat calls is being greatly reduced. Moorhead Police Department is very short-staffed; however, the Sheriff's office is fully staffed.

Next Board Meeting: September 19, 2024- Breckenridge and Zoom option - 6:00 pm. Please RSVP with Becky Bergley by emailing beckyb@caplp.org or calling or texting 218-512-1500. If you do not RSVP, you will be marked with an unexcused absence. Agency All Staff on Friday, August 23rd at Gooseberry Park at 10:15 am – feel free to join us!

Adjournment: Meeting adjourned at 8:11 pm.

DocuSigned by:

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Eloisa Pigeon, Secretary

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