

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
January 18, 2024**

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	Jenny Mongeau		X		
5	Jonathan Green				X
6	LaRae Kuhfal		X		
7	LeRoy Turner	X			
8	Loren Ingebretsen	X			
9	Michelle Werner	X			
10	Nicole Flick		X		
11	Paul Krabbenhoft	X			
12	Rachel Stone			X	
13	Renee Charon			X	
14	Rochelle Palubicki				X
15	Tiffany Ross	X			
	PC Liaison Helan Khalil		X		

Employees and Others Present: Lori Schwartz, Executive Director; Cassie Christianson, Finance Director; and Colleen Murray, Operations Director

Call to Order: Tiffany Ross called the Governing Board meeting to order at 6:07 pm at 891 Belsly Blvd Moorhead and via Zoom Video Conference. There was a quorum present.

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

Code of Ethics: The board reviewed and discussed the Community Action Code of Ethics: Remain Focused on Mission: Recognize the chief function of the Community Action movement at all times is to serve the best interests of people with lower incomes which, in turn, serves the best interests of the entire community. Seek to empower people and revitalize communities. Engage in activities that move us closer to mission achievement and further our positive outcomes.

Spotlight: Fiduciary Training – Cassie Christianson provided a training on the Board Fiduciary Duties which are Duty of Care, Duty of Loyalty and Duty of Obedience.

Consent Agenda: Michelle Werner made a motion to approve the consent agenda including the November 2023 Board Meeting Minutes and November 2023 Treasurer’s Report. Second by Cyndee Thormodson. Motion Carried.

Finance Committee Report. Cassie Christianson provided a report on the Finance Committee meeting which met on Tuesday, January 16th. Due to a new accounting standard, Cassie made some adjustments to assets and liabilities on the balance statement and will be updated annually with the audited financial statements. Accounts receivable amounts were reviewed and will be coming in and included in the year-end report as income. Jenny Mongeau made a motion to approve the Finance Committee Report. Second by Eloisa Pigeon. Motion carried. Cyndee Thormodson thanked Cassie for the great work she is doing and the reports that she is providing to the Finance Committee and the full board.

Requests for Approval:

- A. By-Law Review and Approval –** CAPLP reviews the Board By-Laws annually. The bylaws were updated in 2023 and no additional changes are proposed at this time. Paul Krabbenhoft made a motion to approve the 2024 CAPLP Board Bylaws. Second by Loren Ingebretsen. Discussion took place regarding the changes that were made in 2023. Motion carried.
- B. Election of Officers -** Officer elections take place every two years in the month of January. Elections may be held as needed in the event an officer’s term is up before the two-year term or they vacate the board earlier than their two-year term. Current Officers: Chair – Tiffany Ross (began 5 months ago) Replaced Sarah King early. Vice Chair Paul Krabbenhoft (began 5 Months ago) Replaced Tiffany Ross’s Seat. Treasurer - Cyndee Thormodson (served 2-year term). Eloisa Pigeon (served 2-year term). Michelle Werner made a motion to nominate Tiffany Ross as Chair and Paul Krabbenhoft to begin a new term in January 2024 for 2 years. Second

by Eloisa Pigeon. Motion Carried. Paul Krabbenhoft made a motion to nominate Cyndee Thormodson as Treasurer and Eloisa Pigeon as Secretary for a new two-year term. Second by Loren Ingebretsen. Motion carried.

- C. Head Start Practice-Based Coaching-** CAPLP Head Start has updated their Practice Based Coaching Policy to better reflect the types of coaching offered to staff and the timeframe in which coaching is offered. Coaching delivery options include Intensive Coaching, Teachers Learning and Collaborating, Peer coaching, and Self-Coaching. Cyndee Thormodson made a motion to approve the Practice Based Coaching Policy. Second by Michelle Werner. Motion carried.
- D. 2024-2025 Head Start Enrollment Selection 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 to review and update the enrollment selection criteria each year. Changes for this program year are documented in the attached Enrollment Selection Criteria form. Michelle Werner made a motion to approve the 2024-2025 Head Start Enrollment and Selection Criteria. Discussion took place regarding the Poverty Guidelines and how our Head Start program does not utilize over income slots. Second by LeRoy Turner. Motion carried.
- E. Housing Supports for Adults with Serious Mental Illness (HSASMI) Grant** - CAPLP is reapplying for funding activities to help people that are facing housing instability and have a serious mental illness. Activities include helping people find and maintain housing and other supports. Clay Co. HRA is a subgrantee on this grant, which helps to fund Gateway Gardens front desk services. Loren Ingebretsen made a motion to approve the HSASMI Collaborative Grant Application. Second by Eloisa Pigeon. Motion carried.
- F. Early Learning Scholarships Pathway 1 Area Administration Grant** - CAPLP is reapplying for funding to oversee awarding of scholarships for the 9 counties in Region 4, to support family access to the funding through coordination and outreach including targeted outreach to priority and historically marginalized communities, and to support families as they navigate the application and renewal process. LeRoy Turner made a motion to approve the ELS Pathway 1 Area Administration Grant Application. Second by Michelle Werner. Motion carried with Nicole Flick abstaining.
- G. Mardag Foundation Grant** - CAPLP is requesting funding from the Mardag Foundation to support our Rural Routes transportation program for older adults in Clay County. Loren Ingebretsen made a motion to approve the Mardag Foundation Grant Application. Second by LeRoy Turner. Discussion took place regarding Rural Routes door-to-door services and how critical this service is to keep people in their homes. We continue to work to get ridership increased and to find additional funding for this service. Motion carried.

Review Mission, Vision & Core Values: The board reviewed the CAPLP Mission, Vision & Core Values.

Mission - "To Eliminate Poverty by Empowering Families and Engaging Communities"

Vision - "We are a strong responsive organization that provides hope and life-changing opportunities for people to help themselves and each other"

Core Values - "Raise the Bar, Be Brave, Do the Right Thing, Care for Each Other, Help People."

Executive Director's Report: Lori Schwartz reminded the board that the annual Board Grid outlines the tasks that we review each month as a board and this month we reviewed the by-laws, mission, vision and core values and the conflict of interest. Lori reported that she has been elected chair of the MinnCAP Association Board of Directors. Lori Shultz is the new Executive Director of MinnCAP and it is going very well. We held a virtual All Staff in December and have another one coming up next week. These were added to the calendar based on team member feedback that they would like to have more opportunities to gather. Each division celebrated successes together as a team and there was a lot to celebrate! We also reviewed the DEI Committee plan and sent out interest forms for team members to join either the existing committee led by Becki Johnson or the new committee that will dig into Goal 3 of our plan. We are working with a consulting company that will lead us through some training and we have purchased a toolkit to help guide us through the next phase of our plan. The Leadership Academy that we are doing with Sagency is going well and we have our next session next week. This team includes all supervisors, managers, and leaders across the agency and next month we will be focusing on crucial conversations. We continue to work on some staffing issues and are re-locating some of our team members. We are also working on cleaning up our office spaces. We have had some team members transition to new roles within CAPLP and are currently hiring several positions including an Office Manager and HR Director. Becki Johnson has finished up her Certified Results Oriented Management and Accountability (ROMA) Training, and Lori and Colleen have transitioned to ROMA Advocates. Lori shared the MinnCAP Legislative Agenda with board via email that outlines the association's plan during this legislative session. This year is the 60th anniversary of Community Action and there will be a reunion conference this summer in Duluth. Lori reviewed the board member's job description and discussed expectations around attendance and participation in board meetings and committees. Lori will have HR send out the job description to board members and get updated signatures. The Board Meeting Grid really keeps us on track with what needs to be done. Lori also reported that Tiffany and Lori will be sending a letter out to all members regarding their 2023 attendance now that we have an included attendance in our Board Meeting By-Laws. We will set some goals with members who have low attendance or multiple unexcused attendances. In 2024 board member attendance will be reviewed monthly. Tiffany reminded the board members that it's critical that we each keep in mind the sector that we represent when we make decisions.

Board Self-Assessment: Tiffany Ross reviewed the results of the Annual Board Self-Assessment survey that was sent out earlier this month. The board conducts a self-assessment annually to rate their performance as a board and identify areas for growth. Tiffany reviewed areas that were identified as opportunities for growth include providing expertise or access to policymakers to support organizational priorities; improving board performance; and developing the financial resources needed to support the strategy. Discussion took place regarding these opportunities for developing financial resources and obtaining access to policymakers and sharing the needs and the mission of CAPLP in the community. Board members need guidance from the team on how they can be advocates for us. Tiffany also reviewed the survey results on the key enablers of board performance and encouraged board members to reach out to Tiffany or Lori if there are changes, they would like to see that would make their experience on the board better. Discussion took place regarding board attendance and the regularly scheduled meeting time, date and location. Moving forward Tiffany is going to work under the assumption that everyone has read the packet prior to the meeting and will work through the agenda items more quickly to keep us on track. A suggestion was made to have the board chair and Lori more prominent placed in the room for Zoom participants.

Dashboard Report: The 4th Quarter Dashboard report is included in the board packet which covers calendar year 2023. This report shows trended data over time for all areas of CAPLP. Please take time to review it. Discussion took place regarding tracking voluntary vs. involuntary turnover and other metrics that could be included in the report.

Committee Assignments: The board reviewed Committee Assignments. Board members are highly encouraged to sign up to participate in at least one committee. Reach out to Lori or Tiffany if you are interested.

Standards of Conduct Conflict of Interest Forms: CAPLP is requesting annual signatures for Standards of Conduct and Conflict of Interest forms from all board members. You should have a DocuSign in your email from Kim or via a paper copy if requested. Please complete and return to CAPLP.

Board Vacancy Public Official: Heather Keeler has completed her first term on the CAPLP board and has decided not to run for another term. We are currently recruiting for a Public Official Seat vacancy. A new member must be an elected official that resides in Clay or Wilkin County. Board interest forms are available on our website at <https://www.caplp.org/caplpleadership.html>. Please spread the word and reach out to Lori with questions. We will bring interested candidates to the February Board meeting for review and nomination of a new member.

Report Backs:

- A. **Head Start Policy Council** –Helan Khalil and Nicole Flick Reported that the Policy Council met and reviewed and approved the Head Start Enrollment and Selection Criteria.
- B. **Housing Advisory Board** – Michelle Werner reported that they are working on the FHAPAP funding that is now available. Recommendation to have consumers attend financial fitness classes.

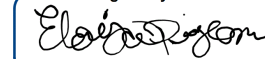
Public Official Check-In: Paul Krabbenhoft is now serving as a liaison on the Clay County HRA Board from the Clay County Commission. Chamber Legislative event was this morning and working toward the biggest priorities which are fees for 9-1-1 calls, and funding for social services and high acuity reimbursement rates. The Longest Table event report will be provided to the commission next week. The next event will be held on June 27th.

Giving Hearts Day, February 8th, 2024: Colleen Murray reported that CAPLP will be participating in Giving Hearts Day again in 2024 and our goal is to raise \$30,000. We request every board member to get involved in whatever way you can help be a champion for this special day of giving. You can share our social media posts, tell a friend about it, volunteer to write thank you notes or make thank you phone calls or donate. Please reach out to Colleen Murray if you would like to volunteer.

Next Board Meeting: February 15th 6:00-8:00 pm. 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 shared a poem with the board. LeRoy shared that they held the Cowboy Up tournament and raised \$23,000 for the Roger Maris Cancer Center. Tiffany Ross adjourned the meeting at 8:14 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 _____