

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On January 27, 2022**

Members Present: Laurie Drewlow, Renee Backlund, and Lyle Hovland.

Members Present via Zoom Video Conference: Loren Ingebretsen, Tiffany Ross, Jonathan Green, Sarah King, Nicole Flick, Eloisa Pigeon, Jenny Mongeau, Jenna Kahly, and Jim Hamer

Members Absent Excused: Cyndee Thormodson and Shawna Korinek

Members Absent Unexcused: Michelle Werner, Kristin Knorr, Heather Keeler

Employees and Others Present: Lori Schwartz, Executive Director; Brenda Montplaisir, Finance Director; Colleen Murray, Operations Director (Zoom); Kim Trautman, HR Director (Zoom) and Helan Khalil, Policy Council Liaison (Zoom).

Call to Order: Laurie Drewlow called the Governing Board meeting to order at 6:03 pm at 891 Belsly Blvd in Moorhead and via Zoom Video Conference due to the COVID-19 Pandemic. One item was added to the agenda, item 7.I to seat a new Board Liaison to the Head Start Policy Council. Roll Call was conducted and there was a quorum.

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

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: Fiduciary Training - Brenda Montplaisir, Finance Director provided fiduciary training to the board. Training covered how to report suspected fraud; purchase thresholds; as well as board duties of care, loyalty and obedience.

Consent Agenda: Lyle Hovland made a motion to approve the consent agenda including the December 2021 Board Meeting Minutes, and December 2021 Treasurer's Report. Second by Loren Ingebretsen. Motion carried.

Finance Committee Report: Brenda Montplaisir provided the Finance Committee Report. We are 83% thru the fiscal year and the finance committee reviewed year to date expenses within each division. Salary line items are underspent across the agency due to staff turnover and difficulty recruiting new employees. CAPLP leadership recently completed a wage comparability study and salaries within our entry-level positions at the assistant, support and case management levels will be increased to be competitive and attract new employees. This will be reflected as an increased expense in our annual budget. Lyle Hovland made a motion to approve the finance committee report. Second by Renee Backlund. Motion carried.

Requests for Approval:

- A. 12/01/2020 – 11/30/2021 Annual Affirmative Action Report – Kim Trautman provided an overview of the 2021 Affirmative Action Report. CAPLP is no underutilized in any areas. Jonathan Green made a motion to approve the Affirmative Action Report. Second by Eloisa Pigeon. Discussion took place regarding the categories included on the report. Motion carried.
- B. IRS Mileage Reimbursement Rate - The IRS has increased the business Rate from 56 cents per mile in 2021 to 58.5 cents per mile in 2022 for business miles driven. CAPLP is recommending an increase in mileage to 58.5 cents per mile. James Hamer made a motion to approve the mileage rate. Second by Jenny Mongeau. Motion carried.
- C. MinnCAP State Policy Priorities - The CAPLP Board of Directors reviewed the MinnCAP State Policy Priorities for 2022 which include expansion of FAIM and Weatherization, funding for older adults and child care services as well as supporting the Homes for All Coalition. These priorities are set by the Community Action Executive Directors across the state of Minnesota. Lyle Hovland made a motion to support the 2022 policy priorities of the Minnesota Community Action Partnership (MinnCAP), as approved by the MinnCAP Board in December 2021. Second by Eloisa Pigeon. Motion carried.
- D. Sale of Agency Vehicles - Agency vehicles have historically been a source of unrestricted income. The agency has purchased vehicles and charged programs per mile to use them. Due to reduced travel agency wide, leadership would like board approval to reduce the agency fleet to meet the current travel demand. Lyle Hovland made a motion to grant the agency the discretion to sell agency vehicles as needed to meet the current travel needs. Second by James Hamer. Discussion took place about the plan to replace vehicles when travel becomes necessary, given the current cost to replace vehicles as well as exploring the possibility of finding a heated

garage to store vehicles. Motion carried.

- E. Board Self-Assessment Results - The CAPLP Board of Directors completes a Self-Assessment of their performance annually. Laurie Drewlow reviewed the results from the 2021 Self-Assessment with the board and requested feedback from the entire board on the assessment and how each member can contribute their areas of expertise to the board. Laurie also encouraged all members to be thinking of new representative to the board and assisting with board member recruitment. Eloisa Pigeon made a motion to approve the Board Self-Assessment. Second by Loren Ingebretsen. Motion carried.
- F. 2022 Bylaws Review - The CAPLP Board of Directors reviewed the Board Bylaws. Renee Backlund made a motion to approve the CAPLP Board Bylaws with no changes. Second by Tiffany Ross. Motion carried.
- G. United Way Funding Application - Head Start is seeking approval for an application submission to The United Way. If awarded this grant will provide summer school for 20 children that are not yet meeting kindergarten benchmarks and for 10 children with families participating in the CAPLP Whole Family Program. This application is for \$54,000 for each of the next 3 years 2023, 2024 and 2025. Sarah King made a motion to approve the United Way Funding Application for Head Start Summer School. Second by Eloisa Pigeon. Motion carried.
- H. Head Start Policies – There are 3 New Head Start Policies to be considered for approval including a Lead Policy, Mask Mandate Policy, and a Vaccine Policy for Volunteers and Community Partners. Sarah King made a motion to approve the new Head Start Policies. Second by Tiffany Ross. Motion carried.
- I. Board Liaison to the Head Start Policy Council – Tiffany Ross and Nicole Flick volunteered to serve in this capacity pending further information about the schedule and time commitment. Item tabled for approval in February.

Report Backs:

Head Start Policy Council – Renee Backlund & Helan Khalil – No Report.

Housing Advisory Board Liaison – Shawna Korinek – No report.

Public Official Check-In: No report.

Conflict of Interest and Standards of Conduct Annual Signatures: Laurie Drewlow reminded the board that it is time for board members to sign off on the annual Conflict of Interest and Standards of Conduct forms. They will be sent out to board members via DocuSign.

Review Board Committee Assignments: Laurie Drewlow asked board members to review the committee assignments and requested that if you are interested in serving on a committee, please contact Lori Schwartz. Tiffany Ross volunteered to join the Governance Committee.

Review Mission, Vision, and Core Values: Laurie Drewlow reviewed the CAPLP Mission Statement, Vision Statement, Core Values as well as strategic plan goals with the board. She reminded board members that the mission makes a great talking point when discussing CAPLP in the community. We strive to live by our Core Values in our work every day. We will begin a new strategic planning process this spring.

Executive Director's Report: Lori Schwartz reported that on the board grid the date was incorrect listed as 3/22, however the date should be 3/24. CAPLP has been hit very hard with COVID in recent months, with many employees, clients, and family members falling ill or needing to isolate. Community spread has been very high in January. We have had to close Head Start classrooms due to exposures both from children, staff as well as support staff from community partners. We continue to maintain as much remote working and distancing as possible within our teams. The Leadership Team has been working on updating our Salary Schedule by conducting a Wage Comparability Study by utilizing the MN Council of Nonprofit salary survey as well as local data on comparable wages. The “Great Resignation” is occurring across the country, and it has become incredibly difficult to recruit new team members without increasing salaries. CAPLP is awaiting notice on a Cost of Living Increase from the Office of Head Start, which traditionally goes into effect July 1st. Due to the immediacy of the need to increase salaries to offer a competitive wage, agency leadership would like the board to consider putting the COLA in place as soon as it is announced. The Diversity, Equity and Inclusion Workgroups are continuing to meet with Malcom Ratchford to work on establishing agency-wide D, E, I goals and analyzing the results of the agency-wide survey that was completed last spring. The MinnCAP board is working on a new Statewide Strategic Plan. This fall our team met with Senator Smith and Congresswoman Fischbach’s staff and focused on reauthorization of CSBG, as well as serving those at 200% of Poverty. MN Council of Nonprofits board is working on their legislative agenda which includes statewide non-profit advocacy issues and the importance of non-profits statewide. Lori requested that they are recruiting new board members for the MN Council of Non Profits, if know someone that works for a non-profit in MN and may be interested please reach out to Lori. Lori and Colleen have been working with the Office of Economic Opportunity on statewide ROMA training and recertification. We have been updating our emergency procedures and evacuations as well as safety training for all of CAPLP. Group Workcamp will be held in Moorhead in June of 2022 and we are currently seeking MN homeowners within 30 miles of Moorhead that are in need of minor home repairs for this project.

Next Board Meeting: February 24th, 2022 - Belsly CAPLP & Zoom option. Please RSVP with Christina by emailing

christinap@caplp.org or texting 218.791.9741. If you do not that you will be absent, you will be marked as unexcused.

Adjournment: Laurie Drewlow encouraged all board members to bring back to the board next month how they can contribute their expertise to the board. Loren Ingebretsen reminded the board that Paul Marquart is retiring from his office as a State Representative and encouraged us to educate candidates on the work of Community Action. Loren also expressed thanks to CAPLP leadership and team members on their hard work especially during this difficult time. Lyle Hovland made a motion to adjourn. Meeting adjourned at 8:14 pm.

Eloisa Pigeon, Secretary

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