

**Meeting of the Board of Directors of  
Lakes & Prairies Community Action Partnership, Inc. - CAPLP  
On June 23, 2022**

**Members Present in person:** Lyle Hovland, Cyndee Thormodson, Renee Backlund, Jenna Kahly, Michelle Werner, LeRoy Turner,

**Members Present via Zoom Video Conference:** Jenny Mongeau, Nicole Flick, Rochelle Palubicki, Renee Charon, Jon Green.

**Members Absent Excused:** Sarah King, LaRae Kuhfal, Loren Ingebretsen, Shawna Koriniek, Eloisa Pigeon and Tiffany Ross.

**Members Absent Unexcused:** Heather Keeler

**Employees and Others Present:** Lori Schwartz, Executive Director; Brenda Montplaisir, Finance Director; Colleen Murray, Operations Director; Kristin Phillips, Head Start Director, Tom Iverson, Sagency Talent; Present Via Zoom: Maria Steen, Child Care Connections Director, Emma Schmit, Housing Director; Becki Johnson, Learning & Development Director, Robin Christianson, Economic Empowerment Director, and Helan Khalil, Policy Council Liasion.

**Elect a Chair Pro Tem In the absence of Chair, Sarah King, and Vice Chair, Tiffany Ross:** Lori requested a nomination to serve as the Chair Pro Tem for the meeting. Lyle made a motion for Michelle Werner to serve as Chair Pro Tem. Second by LeRoy Turner. Motion carried.

**Call to Order:** Michelle Werner called the Governing Board meeting to order at 6:10 pm at 891 Belsly Blvd in 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 to recognize the relationship between Indigenous peoples and the land on which the meeting takes place. 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: Exercise whatever discretionary authority we have under the law to promote the interests of the poor.

**Consent Agenda:** Lyle Hovland made a motion to approve the consent agenda including the May 2022 Board Meeting Minutes and the May 2022 Treasurer's Report. Second by Cyndee Thormodson. Motion carried.

**Finance Committee Report:** Brenda Montplaisir provided the Finance Committee Report. CAPLP is closing out several projects at the end of June. We have expended our CSBG and CAG grants and we will need to utilize some donation funds to cover the end of projects. Brenda provided updates on funding streams by division. Jenna Kahly made a motion to approve the finance committee report. Second by Renee Backlund. Motion carried.

#### **Requests**

- A. Head Start Self-Assessment – Kristin provided an overview of the recent Head Start Self-Assessment. We complete Self-Assessment each year to help us assess the progress we are making on our goals, objectives and to identify staff, parent, child or community needs and consider new innovations. Lyle Hovland made a motion to approve the Head Start Self-Assessment. Second by Jenna Kahly. Motion carried.
- B. Out of State Travel Request: This year we have 3 team members that are working to achieve their Certified Community Action Professional (CCAP) Certification, 2 team members that are re-certifying as CCAP's, and 5 team members that are participating in the Whole Family Communities of Practice Cohort that we would like to send to the NCAP Convention. The estimated cost per person is approximately \$3,000 to attend, however we are receiving \$14,400 in stipends to cover attendance for the Whole Family Cohort and for a staff member who is presenting at the conference. Lyle Hovland made a motion to approve the Out of State Travel Request. Second by Jenna Kahly. Motion carried.
- C. Diversity Analysis - As part of our Diversity, Equity and Inclusion Action Plan one of our goals is to establish a sustainable DEI Culture and increase diversity within all CAPLP positions. The attached report provides a baseline measurement and goals to measure progress towards this goal. Our ultimate goal is for our Board of

Directors and Employees to better reflect the diversity of the customers we serve. Special recruitment efforts are part of our Diversity, Equity and Inclusion plan to increase the diversity of our team, with special efforts to recruit individuals who are Black, Hispanic and American Indian. These goals will be tracked and measured on our quarterly dashboard moving forward. Jenny Mongeau made a motion to approve the Diversity Analysis Report. Second by Renee Backlund. Motion carried.

- D. Dental Insurance Premium Increase - Our August 1, 2022, dental insurance contract renewal reflects an increase. The current rate for single coverage is \$35.14 per month, employee + spouse is \$71.86 per month, employee + children is \$89.61 per month and family coverage is \$131.94 per month. The increase will bring the single rate to \$37.94 per month, employee + spouse to \$72.79 per month, employee + children to \$89.31 per month and the family rate to \$138.73 per month. A difference of \$2.80 for single coverage, \$0.93 for employee + spouse, (\$0.30) for employee + children and \$6.79 for family coverage. The agency is currently paying the full single amount of \$35.14 per month for full time enrolled participants. Lakes & Prairies recommend they continue to pay the full amount of \$37.94 for single dental coverage and \$37.94 per month toward the additional plans. Jenna Kahly made a motion to approve the dental coverage increase. Second by Cyndee Thormodson. Motion carried.
- E. IRS Mileage Reimbursement Rate Effective 7/01/2022 - The IRS has increased the business Rate from 58.5 cents per mile effective 1/1/22 to 62.5 cents per mile effective as of 7/1/2022 for business miles driven. Lyle Hovland made a motion to approve the IRS Mileage Reimbursement Rate increase. Second by Jenna Kahly. Motion carried.

**Executive Director's Report:** Lori Schwartz reported that the Whole Family Team attended the Whole Family Approach Institute in the cities at the beginning of June. The group worked on finalizing the Whole Family Design Plan. Lori provided an overview of the Whole Family Program and the Institute. CAPLP will also be working with The Prosperity Agenda to provide Family Centered Coaching training to our entire team, and Lori provided an overview of this model of providing services and support to families. The Minnesota Legislative session ended abruptly, however they were able to raise the poverty guideline to 200% for SNAP and increased the amount of time that Transitional Housing clients can remain in supportive housing to 36 months from 24 months. CAPLP nominated Paul Marquart for the Friends of Community Action Award at MinnCAP and he won. CAPLP will be hosting an event to thank Senator Eken and Representative Paul Marquart later this summer – watch for more details. MinnCAP is working on pulling together a Poverty Conference on September 22<sup>nd</sup> in St. Cloud. Group Workcamp Home Repair project is currently in progress at Moorhead Middle School, and they have provided repairs to 14 homes in the area, mostly for older adults.

**CAPLP Strategic Planning** -- Tom Iverson, Sagency provided an overview of the Strategic Planning process that CAPLP is undertaking. During the last Strategic Planning process CAPLP identified Core Values, Strategic Anchors, and really did a lot of work around our Mission, Vision and Culture. Our goal with this process will be to build on the work that was completed during the last Strategic Plan and drive continues change for improvements and innovation. The foundation of this process is a high functioning & unified leadership team and ensuring the involvement of the entire organization. The first step is to assess the current reality through a Healthy Growth Scan which includes agency-wide surveys and individual interviews across all levels of the organization. This information will guide the strategic planning process and the development of goals and strategies. These goals and strategies will be developed into action plans and tracked on the dashboard. Lori Schwartz provided an overview of the Mission, Vision, Strategic Anchors, Core Values and broad agency goals that were developed during the last strategic planning process that will serve as a basis for the next Strategic Plan. There will be two Strategic Plan retreat days in July that the board is invited to on July 13<sup>th</sup> and 14<sup>th</sup>.

**Next Board Meeting:** July 28th, 2022 - Breckenridge CAPLP & Zoom Please RSVP with Christina by emailing christinap@caplp.org or texting 218.791.9741. If you do not RSVP you will be marked as unexcused.

**Adjournment:** Cyndee Thormodson made a motion to adjourn. Meeting adjourned at 7:19 pm.

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Eloisa Pigeon, Secretary

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