

**Meeting of the Board of Directors of
Lakes & Prairies Community Action Partnership, Inc. - CAPLP
On March 24, 2022**

Members Present: Sarah King, Renee Backlund, Cyndee Thormodson, Tiffany Ross, Michelle Werner, Loren Ingebretsen & Eloisa Pigeon

Members Present via Zoom Video Conference: Jenna Kahly, Shawna Korinek, Renee Charon, Jonathan Green, Rochelle Palubicki, LaRae Kuhfal, Jenny Mongeau, Lyle Hovland & Nicole Flick

Members Absent Excused:

Members Absent Unexcused: Heather Keeler

Employees and Others Present: Lori Schwartz, Executive Director; Brenda Montplaisir, Finance Director; Colleen Murray, Operations Director; and Kim Trautman, Human Resources Director.

Call to Order: Sarah King called the Governing Board meeting to order at 6:01 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.

Code of Ethic Review: The board reviewed and discussed the selected Code of Ethic: Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.

Spotlight: Kim Trautman, HR Director provided a report on CAPLP staffing including new hires, medical leaves, turnover rate and new projects that we have ramped up with new team members. There have also been a lot of promotions and position changes internally.

Consent Agenda: Michelle Werner made a motion to approve the consent agenda including the February 2022 Board Meeting Minutes, February 2022 Treasurer's Report, and the MNSure Grant Application. Second by Shawna Korinek. Motion carried.

Finance Committee Report: Brenda Montplaisir provided the Finance Committee Report. The Finance Committee reviewed the 2021 Year End Report. We were able secure additional funding from the MN Department of Education to administer the Early Learning Scholarships program. We received notice of the Head Start Cola which is 2.33%. Loren Ingebretsen made a motion to approve the finance committee report. Second by Renee Backlund. Motion carried.

Requests for Approval:

- A. Annual Executive Director Performance Review & Compensation Review - Members of the CAPLP Board and the Leadership team completed the annual Executive Director Performance Review Survey, which finalized 3/3/2022. Members of the Board HR committee, Colleen Murray, and Kim Trautman met 3/9/2022 to review the Performance review results as well as comparable wages for organizations of similar size and purpose. The Board reviewed of the results of the Performance Review, comparable compensation and discussed a merit increase recommendation in a closed session. Tiffany Ross made a motion to approve the Executive Director Performance Review. Second by Jenny Mongeau. Motion Carried. Jonathan Green made a motion to give a 5.5% Merit Increase to the Executive Director. Second by Jenny Mongeau. Motion carried.
- B. Board Member re-election Jonathan Green - Jonathan Green was seated as a public official representative for Wilkin County in March 2019 and has completed his first 3-year term. Lyle Hovland made a motion to re-elect Jonathan Green for a 2nd term on the CAPLP Board. Second by Jenna Kahly. Motion carried.
- C. Head Start Policies - Vaccine Policy for Volunteers and Community Partners- per the new Performance Standard Head Starts are now required to have any community partners or REGULAR volunteers be fully vaccinated for COVID-19 before they are able to be in Head Start Classrooms. This policy was edited based on Frequently Asked Questions documentation from OHS clarifying the Performance Standard around Regular Volunteers. Tiffany Ross made a motion to approve the Vaccine Policy. Second by Michelle Werner. Discussion took place regarding consultation from CAPLAW and OHS and vaccination policies. Motion carried.
- D. Head Start State funding - Head Start is re-applying for our State grant. The amount is estimated, but we did indicate that we could take additional funds should other programs not take their full allocation. Michelle Werner made a motion to approve the Head Start State Grant. Second by Loren Ingebretsen. Motion carried.

- E. Affinity Plus Federal Credit Union Foundation Grant - The Affinity Plus Federal Credit Union Foundation is open for grant making opportunities for non-profit agencies who have a focus on helping individuals access education and career pathways. CAPLP would like to apply for this grant opportunity to support our Career Connect program. Funds from this grant would be utilized to pay for training expenses for 12-15 individuals to go through a certification training at M State. Cyndee Thormodson made a motion to approve the Affinity Plus Credit Union Foundation Grant Application. Second by Eloisa Pigeon. Motion carried.
- F. Otto Bremer Trust Grant Application – Whole Family Program - CAPLP is requesting \$100,000 per year to support the implementation of the Whole Family Program over the next 2 years. Funding will be utilized to support the administration and oversight of the program, training and staff development for program staff, operational costs for the program, and direct assistance to clients. Michelle Werner made a motion to approve the Otto Bremer Trust Grant Application. Second by Tiffany Ross. Motion carried.
- G. 2022 Community Assessment - CAPLP is required to conduct a full assessment of the communities we serve at least once every three years. The completed assessment is attached for your review. The top 3 areas of need identified in this year's assessment were: Affordable, High Quality Child Care, Living Wage Employment and Affordable Housing. This report will be used to inform our new 5-Year Strategic Plan moving forward. Renee Backlund made a motion to approve the 2022 Community Assessment Report. Second by Michelle Werner. Motion carried.
- H. COLA Increase 4/1/22 - Lakes and Prairies was notified of the Head Start Cost of Living Increase of 2.33% effective December 1, 2021. Head Start Staff will be paid 2.33% retroactively for hours worked from December 1, 2021 to March 31, 2022 as required by the Office of Head Start. The leadership team is recommending a COLA agency wide of 2.33% effective April 1, 2022. Normally COLA increases are done as of July 1, but we are recommending the COLA go into effect immediately to provide relief to employees with increased costs. Michelle Werner made a motion to approve the 2.33% COLA effective April 1st, 2022. Second by Cyndee Thormodson. Discussion took place regarding the COLA, Wage Comparability, and the Salary Schedule. Motion carried.

Report Backs:

Head Start Policy Council – Helan Khalil & Nicole Flick – No report.

Housing Advisory Board Liaison – Shawna Korinek reported that Rent Help MN has been extended through June and will be assisting with one month of rent. Program is running smoother now with faster application processing.

Public Official Check-In: Jenny Mongeau thanked the team for the continued good work we do in the community. Jonathan Green reported that Wilkin County is negotiating with the police department regarding space. Jenna Kahly reported that Clay County was awarded a \$5 Million grant for a new Detox facility and plans are in place to update plans for this facility and finalizing the location for the facility North of 15th Avenue North in Moorhead. This facility may also assist with mental health concerns as well. Loren Ingebretsen reported that the township is looking to replace the Town Hall which is in dire need of repair.

Management and Leadership Conference Update – Sarah King reported that she was able to attend the National Community Action Partnership Management & Leadership Training Conference in February via a virtual platform. Sarah was able to attend the Racial Healing Circles which were highly transformational. David Bradley's political updates were positive for community action and weatherization. CSBG (Community Services Block Grant) is up for re-authorization and NCAF is working toward this. Sarah shared a quote that David Bradley shared from Bobby Kennedy in 1966 "It is from numberless diverse acts of courage and belief that human history is shaped. Each time a man stands up for an ideal, or acts to improve the lot of others, or strikes out against injustice, he sends forth a tiny ripple of hope, and crossing each other from a million different centers of energy and daring, those ripples build a current that can sweep down the mightiest walls of oppression and resistance."

Executive Director's Report: Lori Schwartz reported that we have updated our COVID preparedness plan and no longer require masks at the office in accordance with the current CDC guideline with community spread being low in our community. The MinnCAP board met in early March and are working on a new Strategic Plan in person in the beginning of May. There are a lot of new Executive Directors across the state, and it will be important to be at the meetings in person whenever possible. Statewide members of MinnCAP are working toward achieving the Legislative Agenda and testifying on behalf of the programs and people that we serve. We have met with Senator Eken and Representative Keeler regarding housing and community action issues. April is our Annual Board Meeting and we would traditionally invite all of CAPLP and a guest to meet in person and recognize staff for years of service, and recognize accomplishments. This year the CAPLP Board and the Leadership Team will be meeting in person this year and the remainder of our team will be invited to join via Zoom. Malcolm Ratchford our DEI consultant will present to the board on our DEI workplan and action items that have resulted from the work done over the past year at both the Annual Meeting as well as an All Staff presentation at the Boy Scouts in Fargo on April 29th. All Board members are also invited to attend. We will continue to work with Malcolm as a consultant in this work over the next year as we work on the DEI Workplan in close collaboration with our new Learning & Development Director. We will be hosting Race Safe Place Sessions for our team, our board and our community over the next year. At the Annual Board Meeting we will be providing a final report on our 5-year Strategic Plan which we are wrapping up as we

begin our new strategic planning process. Part of this process will be a Board Retreat this spring and will be working with the board to plan a time when this will work within as many schedules as possible. Thank you for your engagement and attendance tonight with only one member absent! We continue to work on re-structuring within divisions as we have had a lot of internal transition with promotions. We are so glad to have 3 new board members – Renee Charon, LaRae Kuhfal, and Rochelle Palubicki. We still have a Private Sector slot open in Wilkin County and are requesting that all board members help us recruit a new member. They must live or work in Wilkin County and can represent the business, faith, education or community at large.

Next Board Meeting: April 28, 2022 – Annual Meeting - Belsly CAPLP & Zoom option. 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: Loren Ingebretsen shared a story and a poem with the board. Michelle Werner made a motion to adjourn. Meeting adjourned at 8:03 pm.

Eloisa Pigeon, Secretary

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