



# **Board & Employee Newsletter**

Issue: July 2023

## **Not Just Any Promise**

The Promise of Community Action reads: "Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other." Community Action is a national network of over 1,000 agencies across the country, 24 of which are in the state of Minnesota. Lakes and Pines is part of this network of anti-poverty agencies established in 1964 with the signing of the Economic Opportunity Act by President Lyndon B. Johnson. That act calls on Community Action programs to partner locally to eliminate poverty in the communities they serve.

In 1960 the US poverty rate was 22% and in 1964, when the Economic Opportunity Act was signed, the rate was 19%. Over the years, the rate has fluctuated with the economy. Recessions and economic booms have impacted household incomes and their ability to meet their basic needs. In 2019 the US poverty rate was at its lowest, 10.5%, but has been incrementally rising since. In 2021 the US census listed the poverty rate at 11.6% and data suggests that number is still rising, ever so slightly.

The critics say Community Action has failed, that the vision of a country without poverty is ridiculous, that eliminating poverty isn't possible. When I hear these arguments I cannot help but be reminded of the story of the little boy and the starfish on the beach. Community Action programs have helped thousands of individuals and families, one at a time, meet their goals and escape the effects of poverty on their lives. The opportunities we are fortunate to be able to provide matter to them.

I'll agree that total elimination of poverty in the US, among systems that uphold the wealthiest, at the cost of those surviving on little, isn't an easy challenge to tackle. What I won't agree to is that we should give up, or that the "War on Poverty" isn't worth each one of the individual battles fought by the families who work with us and our community partners. Elimination of poverty is our purpose and - it's the right thing to do.

Community Action agencies are connected by the work we do, the ethics we hold dear and our purpose. Poverty exists. It exists in our community, but it shouldn't. Lakes and Pines envisions a world where we have reached the ultimate goal: where no person has to make the hard choice between dinner on the table or heat. We look towards a future where we are no longer needed.

**Denise Stewart Executive Director** 

Lakes & Pines CAC, Inc.
Partnering to End Poverty

Mission Statement: To build prosperous communities by serving local families and individuals in their pursuit of self-reliance.

## PARENT ENGAGEMENT EVENT

In April 2023 the Minnesota Head Start Association (MHSA) hosted their annual Parent Engagement Conference at Cragun's Resort and Hotel on Gull Lake in Brainerd, MN. This is a two and a half day event for parents to network with other parents from around the state and the opportunity to attend individual workshops to gain a better understanding of child development and what it means to be an advocate for their child. There are no meal or hotel costs for the attending parent, and their family can come with at no additional lodging costs. This year we had five parents who attended the conference. This is what one parent, Policy Council member Jennifer Koehler, had to share: "My experience at the Parent Engagement Event was a great way for me to get away and learn a few things. It was awesome to not have to plan meals or cleanup for three days. There were different classes to choose from to fit different people's needs. My two favorite classes were Challenging Behaviors and Playmakers. Playmakers was a fun way to interact with other adults. It reminded me parenting is hard but not to forget to play and enjoy your kids. The Challenging Behaviors class really touched me because I struggle in that area. She reminded me all kids are different and need different things, same as adults. Tell yourself you have control in a stressful situation. There was also a gardening class that gave me some new tips such as, when transplanting plants, do it on a shady day, don't let your tomato plants touch each other, and the thing I am most excited to try from this class is Microgreens. You can plant them inside in an ice cream bucket and enjoy fresh veggies all year long! It was definitely worth going to and I would do it again."

## PINE CITY IMPROVEMENTS



Pines Lakes and awarded funding through Department the **Employment and Economic** Development in the fall of 2019. These funds were used to assist the city of Pine City to improve commercial buildings blight areas. moderate income home owners were able to make necessary improvements on their homes to make

them more habitable. Many homes in Pine City received new roofs or siding that were in disrepair. There were also commercial buildings that received signage, siding and new windows to spruce up main street. Only six months into receiving funding, the COVID-19 pandemic hit and threw contractors, home owners, business owners and Lakes and Pines CAC, Inc. for a loop. How could these improvements be made in these commercial buildings and homes when people were not to leave their homes? Lakes and Pines' put thinking caps on and got inspections done via Zoom, social distancing took place and a lot of personal protection equipment worn. There have been nine owner occupied homes with rehabilitation finished, and one in the works. There have been eight commercial programs completed and two are in the works. The funding ends September 30, 2023 and has been a huge success for the city of Pine City, homeowners and business owners.

"Most Everything Good And Magical Happens Between The Months Of June And August."

## THRIVE—THE WHOLE FAMILY APPROACH

Several years ago, Lakes and Pines embarked on a journey to transform the way services were made available and provided for the members of our community with low income. We realized that while there were many benefits and services available within our own Agency, there were still barriers to accessing them, one of which was our service model. At that time, we lacked dedicated positions that could represent and provide easier access to the many resources at our fingertips while minimizing the need to "bounce" people around. The role of Agency-Wide Advocate was born through creative, outside-the-box thinking and integrating funding sources. This position provided more of a "one-stop shop" avenue in which customers could work with a single individual to access multiple programs, as well as the ability to inform our community of the many services that Lakes and Pines had to offer. Other positions, such as Family Advocates and Resource Coaches have escaped the departmentalization that often happens over time as well. These were all good plans and ideas and have served many of our community members well. As with any good idea though, we must also shift as times change.

Abraham Lincoln has a quote, "If I had eight hours to chop down a tree, I'd spend six hours sharpening my ax." Over the past couple of years here at Lakes and Pines, that is what we have been doing, sharpening our ax. With help and teamwork from a wide variety of staff members from the frontline, administrative, IT, executive and everything in between, as well as collaboration with state and national partners, we have taken a deep look inwards to identify shortcomings and barriers that we could improve. It has not been an easy process for us, as it is never easy to look at yourself and ask, "where are we falling short in areas we can control?" But as is often said, if it is worth it, it will not be easy.

Welcome to THRIVE where we use The Whole Family Approach. THRIVE, which stands for: Transforming, Honoring and Respecting Individuals by Valuing Empowerment isn't a rebuild; it's a revamp. We are starting with the fact that many families in our community may not be currently in crisis mode but are still either teetering around poverty or have room to increase their ability to reach self-reliance. Through what we have learned during our self-reflection, we are working towards breaking down barriers within our Agency to provide a complete approach to our service model, and access to as many resources as possible. THRIVE includes integrating data systems, specific training of all Lakes and Pines staff on family-centered coaching with additional and more intensive training for particular groups, the creation of a new position in the THRIVE Coach, and the vision that "Families in our service area are able to thrive in their communities. Lakes and Pines believes that families should have the opportunity to reach their full social and economic potential to meet their needs". We will be encouraging and helping our customers to truly develop their personalized path to prosperity through coaching, mobility case management services intentionally designed to help customers more easily navigate through complex systems and processes on their journey and a holistic approach to serving the entire family. Turning this vision into a reality will take our whole community. We invite you to come along on the journey as we work together to truly make positive and lasting changes in the lives of our families, neighbors and friends.

## **HEAD START RECRUITMENT**

Head Start staff have had an eventful summer already and there's even more to come. During the summer, Head Start staff serve less children because most of the 3-5 program options don't run in the summer. Some of the staff who have reduced summer caseloads spend a lot of time planning and participating in community events for recruitment. Some of the community events booked on the calendar this summer are attending the Library Story times in each county served, partnering with a non-profit in North Branch that gives free books to children called Books for Better MN and participating in parades-using the fun, brightly-colored Head Start bus as a float entry. Summer may slow down for some, but for Head Start staff, it is always a busy season for recruitment.

"The summer tans will fade, but the memories will last a lifetime."

## BUTTERFLIES, BOULDERS AND A BUNCH OF KIDS

As a child growing up on a farm in Southern Carlton County, mine and my sister's playground(s) were: the fields that we baled hay in, the forests surrounding our home and the ponds, creeks, streams and Kettle River on and near our property. One of my fondest memories of childhood is when it would rain and our deep ditches would fill with water. My older cousins would come over and we would find limbs and unused pieces of wood from the barn and woods to make rafts out of. We'd then set sail on the high seas of the Knudson ditches. We used loose parts from the machine sheds, barn, woods, wherever we could find them to make contraptions of all sorts. As an adult I have been blessed to have been able to share these same experiences with my own children. My boys are now 23 and 15 and still love the river, in all seasons, more than almost any other place. Now, my granddaughter is even getting to experience all the natural places I played in as a child.

It has been a dream of mine to build a natural playground for some time. There are so many experiences and growth opportunities for children among nature. You can imagine how over the moon I was when I first started at Lakes and Pines Head Start in Cloquet and saw the outdoor playground... a Nature Nut's dream come true. Loose parts, trees, bushes and other vegetation, places for gardens, rocks... the list goes on and on. It has been such an amazing experience this spring and summer watching the kiddos enjoy the playgrounds, seeing the ideas and experiences they come up with and watching them delight in the small animals, birds and bugs that come to see who else is in nature with them. It's also been a learning experience for our assistant teacher who has joined us from the south. The dandelions turned into wishing pods and at the same time the Orange Hawkweed bloomed. She said to me, "I didn't know that dandelions turned orange after they died?!" I then explained to her that it was a completely different "flower" (I know to some they are weeds but they are one of my most favorite "flowers". Did you know that the Orange Hawkweed is a favorite of many gardeners for its coppery, orange-red to yellow flowers with black tips that attract many pollinators? Did you know the ancient Greeks believed that the milky sap of hawkweeds gave hawks their sharp eyesight? This orange wildflower was introduced to Minnesota in the 1800s.)

There are so many benefits to having a nature play area for children to explore, including; enabling children to move freely and creatively around the environment allowing them to explore, run, jump, climb, crawl, touch, smell, etc., helping connect kids with nature, develop gross motor function, fine motor skills, imagination and social skills, all at the same time. Studies have shown that natural playgrounds encourage more active play and lead to extended playtime compared to traditional playground environments. When children go to traditional playgrounds, they can get bored quickly as the structures tend to put limitations on a child's creativity, challenge and flexibility. In contrast, a nature playground may have boulders that can be used in different ways, and logs to balance on, run over, or use as seating.

On the second day of summer and every day before, after and in between, you will most likely find the Head Start and Early Head Start children and staff running amuck amongst the spacious beauty of our natural playground. We are so thankful for each and every moment we get to spend outdoors.

## SOCIAL SECURITY DISABILITY APPLICATION ASSISTANCE

Lakes and Pines offers Social Security Disability Application Assistance to qualified individuals. If you have low income, your housing is at risk, you are homeless or doubled up and/or you have a physical or mental disability that prevents you from gainful employment, contact the Community Services Department at (320)679-1800 option 4. You will be asked to complete an intake and screening to determine whether you meet the program's qualifications. If you do, you will be referred to the Social Security Application Specialist. If you don't, Lakes and Pines offers do-it-yourself application instructions. (continued to bottom of page 7)

#### **SNAP WORK RULE**

Do you get SNAP (Supplemental Nutritional Assistance Program) food benefits?

The federal SNAP time-limited work rules returned in July. The rules limit certain SNAP recipients to three months of SNAP in a 36-month (3-year) period unless they meet work requirements. These rules were suspended since April 2020 in response to the COVID-19 Public Health Emergency. Not all SNAP recipients have to follow these rules.

People typically need to follow the time-limited work rules if they are age 18-49, not mentally or physically disabled, and do not live with a dependent under age 18. If you received a mailed letter, email, text message or call from the Minnesota Department of Human Services about SNAP time-limited work rules, you need to follow the time-limited work rules. If you're not sure if you need to follow the time-limited work rules, contact your County or Tribal Nation eligibility worker.

There are exemptions from the time-limited work rules, some examples include: being pregnant, being homeless, having a physical or mental condition that doesn't allow you to meet the work requirements. If you meet an exemption, tell your County or Tribal Nation eligibility worker, you may not have to follow the SNAP time-limited work rules. More information may be found here <a href="https://mn.gov/dhs/snap-e-and-t/time-limited-work-rules/">https://mn.gov/dhs/snap-e-and-t/time-limited-work-rules/</a>

The time-limited work rules require people to take part in work activities for at least 80 hours per month. If you're already meeting the work requirements, tell your county or Tribal Nation eligibility worker.

If you want help finding a job, education or training to help meet your work requirements, the SNAP Employment and Training (SNAP E&T) program may be able to help.

Lakes and Pines CAC, Inc. provides free/voluntary SNAP Employment and Training services of skills identification, assessment, resume development, interviewing techniques, coaching, financial literacy, how to discuss your background with a potential employer and more. Limited support services funding may be available depending on the activity you are participating in. Call 320-679-1800 Option 4 if you have questions, or to be referred to SNAP Employment & Training for the Program Screening & Assessment process.

## **CALENDAR OF EVENTS**

Lakes and Pines staff and volunteers are at it again! Here are just a few of the upcoming activities where Lakes and Pines will often be live and in-person to help spread the word on services and activities Lakes and Pines offers to our communities. For more details about each event, visit our facebook page as each event gets close or you can also Google them.

August 1st: Kanabec County National Night Out at the Kanabec County Fairgrounds, Mora MN

August 3rd: Mille Lacs County OCC (Operation Community Connect) Milaca Public School gym

August 17th: Community Baby Resources Fair at Pinewood, Cambridge

August 22nd: Mille Lacs County OCC (Operation Community Connect) Onamia Elementary

August 23rd: Pine County OCC (Operation Community Connect) Hinckley/Finlayson High School

September 12th: Books for Better Story and Craft, Cambridge City Park

October 2nd: Lakes and Pines Annual Meeting at the Braham Event Center, Braham, MN

October 19th: Kanabec County OCC (Operation Community Connect) Emmanuel Baptist Church, Mora

## **RESPITE NEWS**

Lakes and Pines welcomed eight exceptionally talented local artists to the Day Break respite sessions. This activity is made possible by the voters of Minnesota through a grant from the East Central Regional Arts Council thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.

The grant allowed Lakes and Pines to provide professionally led art classes at a couple Senior Dining sites as well. The classes included pencil drawing, wool felting, clay sculpting, acrylic painting, mosaic design, song writing, dot painting and drumming. These sessions brought opportunities to the adult community and seniors that Lakes and Pines serves. Multiple new techniques were taught, and many memories were shared of art created in the past along with new talents discovered. Most importantly, friends were made in various communities with 147 people participating.

During the Pine City songwriting session a polka dance erupted. During a dot painting class one participant living with memory issues who sometimes wanders, was so focused that her attention stayed on her art project the entire session. Many participants recalled times in their younger years when art was a priority. The art classes reignited that interest and passion for some.

In May, Lakes and Pines combined its annual volunteer appreciation event in Mora with entertainment led by Charlie Maguire who performed some of his own songs and led a sing-a-long of the songs that were created at the song-writing sessions. At the North Branch session Charlie was so impressed with one of the participant's singing voice that she was invited to join the session in Mora. She and two friends made the drive and joined Charlie in singing the song they had written about North Branch just the day before.



If you're not barefoot
You are overdressed



## **DELIVERY PROGRAM SUSPENDED**

The Lakes and Pines' Delivery Program was suspended as of June 30, 2023.

In the past twelve months the Delivery Program provided over 837 delivery related services. Some participants order their own groceries and some need help placing their online orders. Some ask that their groceries be delivered to their door and some ask for help to put their groceries in the fridge and cabinets.

About 30 volunteers provided the majority of the hands-on services. Staff recruited and trained volunteers, explained the program to participants and connected them to additional services that would be a benefit to them. Staff also made sure everything ran as smoothly as possible and handled the snags when someone got five potatoes instead of the five pounds of potatoes they expected.

We are hoping to hear soon from the Minnesota Department of Human Services if the program will be funded going forward. If funding is awarded the delivery program will return.

Please check the agency's website <a href="https://www.lakesandpines.org/">https://www.facebook.com/</a> <a href="https://www.facebook.com/">lakesandpines.org/</a> and Facebook page <a href="https://www.facebook.com/">https://www.facebook.com/</a> <a href="https://www.facebook.com/">lakesandpines.org/</a> and Facebook page <a href="https://www.facebook.com/">https://www.facebook.com/</a> <a href="https://www.facebook.com/">lakesandpines.org/</a> and Facebook page <a href="https://www.facebook.com/">https://www.facebook.com/</a> <a href="https://www.facebook.com/">https://www.facebook.com

## PLANTING SEEDS OF SELF-SUFFICIENCY

With food prices on the increase, more people are experiencing the satisfaction of growing some of their own food and there are more community gardens than ever before. The Garden Seed Program's free vegetable seeds were distributed by 21 community partners including area food shelves, a few Extension offices and a few community gardens. The intent of the program is to build awareness that SNAP (Supplemental Nutrition Assistance Program) benefits may be used to purchase vegetables seeds and plants with the added outcome of individuals and families growing some of their own food and saving money for other needs.

With six of the 21 distribution sites reporting it's averaging about 30 households per site took home vegetable seeds.

A volunteer at one of the sites shared that their food shelf has had many people new to the food shelf this year over all and new to the Garden Seed Program. She shared that too many people are skipping meals so their children can eat and they were looking forward to raising some of their own food. A few also asked for ideas how to store their vegetables and she connected them with information about canning and freezing. They are asking their community for donations of canning jars for those ready to try canning.

Your help is needed to improve and expand the Garden Seed Program.

- \* If you received seeds this year, please let us know how they grew and suggestions of what seeds you would like offered next year.
- \* Are you a distribution site with ideas to improve the Garden Seed Program? Let us know.
- \* Are you a Master Gardener who will be teaching a class next spring? Connect with us, maybe we can provide free seeds to distribute to your class.
- \* Are you the owner of, or do you know of a community minded garden center? Donations of seeds and money are welcome.
- \* Would you like information about maybe being a Garden Seed Program distribution site?

Help spread the word about the Garden Seed Program. Your ideas and a good word from you may be the difference between a good Garden Seed Program and a great Garden Seed Program.

For more information or to provide your input, please contact Community Services at (800) 832-6082, ext. 115.

## SSDI—CONTINUED FROM PAGE 4

To be eligible for Social Security Disability Insurance (SSDI) you must have a condition that prevents you from working and has, or will be expected to last 12 months or more, and have medical evidence to support the condition. You also had to have paid FICA (a payroll tax) within the five years before your condition began. You must have enough "work credits" to be eligible for Social Security Disability Insurance (SSDI). If you don't have enough work credits, you may be eligible for Supplemental Security Income (SSI) which is also administered through the Social Security Administration. An intake can be scheduled for SSI at <a href="mailto:ssa.gov/benefits/ssi">ssa.gov/benefits/ssi</a>.

It is a good idea for everyone to create their account on <a href="www.ssa.gov">www.ssa.gov</a>, to determine if you are currently insured for disability, at what age you are eligible for full retirement benefits and verify your income is being recorded correctly. You can see an estimate of what your benefits will be if you continue earning your current income. If you need assistance with or information about Medicare or Social Security retirement benefits, please do not contact Lakes and Pines, instead contact the Senior LinkAge Line at (800)333-2433.

## **ENERGY ASSISTANCE UPDATES**

The Energy Assistance Program season officially closed on May 31, 2023. Lakes and Pines CAC, Inc. received 7,134 applications for the 2022-2023 season; the 2021-2022 season we received 6,878 applications. As of the middle of July, 5,340 applications were approved, 130 incomplete, 185 pending and 1,479 were denied. The amount of the Crisis Benefit available for a household this past season increased from \$1,500 to \$3,000. The Energy Assistance staff worked many extra hours to assist families and individuals who applied throughout the season, working overtime and sacrificing Saturdays to process as many applications as possible, as quickly as possible. To the staff, we say: "Thank you for your dedication, commitment and hard work."

Lakes and Pines is committed to providing outstanding service and is always looking for ways to improve. Due to the increase in applications over the last three years, the Agency is preparing to hire additional supportive staff to the Energy Assistance Program and evaluating how we can be more efficient.

The 2024 heating season is right around the corner and staff have already begun planning and preparing for the upcoming program year. Applications will be mailed out from the State of Minnesota to households in early fall and available online by the start of the season in October. Mid-year for the 2023 season, the Department of Commerce introduced the ability to apply for Energy Assistance online and this online application will again be available to applicants in 2024.

East Central Energy (ECE) Caring Members is a program started by East Central Energy in 1993 and administered by Lakes and Pines CAC, Inc. staff. Eligibility for Caring Members is not based on income. Caring Members funds are provided by donations made by ECE customers and matched by ECE. If you are an ECE customer and are interested in donating to the Caring Members Program, you are encouraged to contact ECE at 1-800-254-7944. Since January 1, 2023 Lakes and Pines has helped 42 households who have ECE as their provider. The total amount spent was \$7,849.38. If you have any questions about the Energy Assistance Program, please contact Lakes and Pines at 800-832-6082 option 2.

## MNSURE HEALTH INSURANCE



## Did you get a letter about health insurance?

If you have Medical Assistance or MinnesotaCare, watch your mail for important information from the Minnesota Department of Human Services about how to renew your coverage. Make sure to return the requested materials by the deadline. Our MNsure-certified navigators can help you understand your options and help you with the renewal process.

After you submit your renewal, you may find out you are no longer eligible for Medical Assistance or MinnesotaCare coverage. You may be eligible to buy private health insurance – and get financial help to lower the cost – through MNsure, Minnesota's official health insurance marketplace.

Our MNsure-certified navigators can help you understand your options and find new coverage, so you can keep getting the care you need.

Get in touch with us at 320-679-1800 or 800-832-6082, option 4 or visit <u>mnsure.org/newcoverage</u> to learn more.

## SNAP EMPLOYMENT AND TRAINING

Did you know Lakes and Pines offers Employment and Training services to adults receiving Supplemental Nutrition Assistance Program (SNAP) benefits? Lakes and Pines encourages anyone who is receiving SNAP to utilize the following free and voluntary SNAP Employment and Training services. Please share this information with anyone you may know who are also receiving benefits.

- \* One-to-one conversation to learn your employment skills and goals
- \* Help to match your skills and goals into your job search

#### **COACHING AND MENTORING TO:**

- \* Focus your education or employment path;
- \* Explore new work that might be just what you're looking for;
- \* Build a resume that gets noticed;
- \* Nail the interview;
- \* Consider volunteering. It's a great opportunity to acquire new skills, explore a new type of work, a worthy activity to add to a resume and you get to give back to your community.

## **LOOKING FOR WORK WHEN YOU'RE 50+**

It is not unusual for job seekers 50+ to feel age discrimination. While employers should not intentionally discriminate based on age, the 50+ job seeker may be sending up flags which tell the employer an older worker is applying. An employer could think an older worker has stagnated in their career, or are stuck in older ways of thinking. It's up to you to show the employer you can be part of their team as a skilled and vibrant employee.

Your job seeking tools may need to be updated. Did you know your resume layout should likely be focused on skills vs an employment timeline? While your skills may be excellent, are you able to show recent and updated training or certifications? Have you learned a new skill, or taken a class recently? If you have a lapse in employment, are you volunteering or donating time to show you are active in your community?

We haven't touched on technology. How comfortable are you in this area? Do you have a professional email address with a modern account like Gmail or Outlook, and do you check it regularly? Do you know how to upload your resume to an employer's website, in the correct format? Do you have a digital presence? Are you comfortable using today's common computer software programs? All of these strategies, and more, should be considered.

Any of these resources can get you started in the right direction:

#### www.aarp.org

You don't need to be a member to pick up some helpful tips here.

#### www.careeronestop.org

Check out the 55+ workers section for some excellent guidance.

#### www.workforce50.com

Career resources for boomers and seniors.

If you are 50+, looking for work and receiving SNAP (Supplemental Nutrition Assistance Program) in Pine, Aitkin, Carlton, Kanabec, Chisago, Isanti or Mille Lacs Counties, you have the opportunity to work 1-1 with an employment counselor. Access to these services is free when you voluntarily enroll with SNAP Employment & Training. Pass the word, interested persons can call Sandra C. at 320-679-1800 Ext. 1975 or email: <a href="mailto:sandrac@lakesandpines.org">sandrac@lakesandpines.org</a>.

## **EMPLOYMENT OPPORTUNITIES**

Lakes and Pines CAC, Inc. has several employment opportunities available. Our Mission is to build prosperous communities by serving local families and individuals in their pursuit of self-reliance. Lakes and Pines is a 501(c)3 organization; a charitable, educational, private, non-profit corporation serving the seven county areas of Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs and Pine. We are an Equal Opportunity Employer. Women, minorities, individuals with disabilities and veterans are encouraged to apply. Lakes and Pines does not discriminate on the basis of race, religion, age, gender, sexual orientation, national origin, disability, veteran status or marital status. Reasonable accommodations provided upon request. Full job descriptions and applications are available at <a href="https://www.lakesandpines.org">www.lakesandpines.org</a>.

<u>FISCAL CONTROLLER:</u> The individual will be responsible for preparing and maintaining payroll, accounts payable and receivable, records and reports of all assigned programs and oversee the maintenance and fiscal grant requirements as prescribed by funding regulations, laws and internal operations. Responsible for adherence to the Uniform Administrative Requirements, Cost Principles and Audit Requirements. Evaluates operational progress through regular reporting of expenditures to the Executive Director and funding sources. Supervises all department personnel.

<u>CERTIFIER I and II:</u> The primary responsibility of the Certifier I and II will be to review and process Energy Assistance Program consumer applications for completeness and to process household data on the computer system, to determine eligibility for program assistance. This position holder will also assist with file maintenance, outreach activities and actively refer households to other programs.

**REGIONAL NAVIGATOR:** Due to an internal promotion, we are hiring for the Regional Navigator position to join our team by ensuring efficient and effective enrollment in the coordinated entry systems and subsequent movement of program participants from crisis response to stable housing.

**0-5 HEAD START HOME VISITORS:** As a 0-5 Home Visitor you will make a difference in the lives of others by helping families with goal setting and resource acquisition to support their efforts towards self-reliance as well as assist children and families with school readiness activities co-planned with parents to prepare them for school during weekly home visits and regular socializations.

<u>HEAD START COMBINATION TEACHER:</u> As a Combination Teacher you will make a difference in the lives of children and families by developing and implementing a classroom of up to 10 preschool children; provide classroom supervision for multiple day classroom sessions each week; conduct two parent-teacher conferences for enrolled families; ensure requirements for each enrolled child are met based on the requirements set in the Head Start Program Performance Standards and work cooperatively with school districts to ensure requirements are met.

<u>HEATING SYSTEMS TECHNICIAN:</u> Perform diagnostic tests on household heating systems and other combustion appliances; enter data into computer software and create work orders; interact with clients in a professional manner on the phone and in person and work with the Weatherization and Energy Assistance Programs.

**LEAD CENTER TEACHERS:** responsible for implementing activities and educational opportunities that provide for children's individual achievement. Responsibilities also include the direct supervision of the Co-Teacher and Assistant Classroom Teacher, and for the day to day operation of the site.

<u>SPECIAL SERVICES COORDINATOR:</u> As a Special Services Coordinator you will make a difference in the lives of co-workers by: mentoring staff by conducting classroom observations; ensure that all facets of the Special Services Service Area meet or exceed Head Start Performance Standards; conduct home visits, socialization, and classroom observations for families of children with special needs and provide direct supervision of Early Childhood Resource Coaches.

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## MORE EMPLOYMENT OPPORTUNITIES

## Continued from page 10

**WEATHERIZATION FIELD MANAGER:** Responsible for completing inspections; producing work specifications; supervising work of crews; maintaining warehouse inventories; training associated with the effective operation of the department's Housing and Weatherization Programs; providing assistance in the development, implementation and evaluation of all assigned programs and projects as they relate to the Weatherization and Housing Programs. Major qualifications are three years' experience in residential construction or an associate degree in residential construction.

<u>WEATHERIZATION PROGRAM MANAGER:</u> Assisting Program Director in the development, implementation, monitoring, evaluation and coordination of the Weatherization Program; maintain a thorough working knowledge of all Federal and State regulations and procedures relative to the Weatherization and Housing Rehab Programs; responsible for audits, bid specifications and inspections related to the Housing Rehab Program; develop thorough working knowledge of weatherization assistance software and train supervised staff about its use; perform Lead Risk Assessments for the Housing and Weatherization Programs; interact with clients, contractors and vendors in a professional manner on the phone, through email and in person.

#### EMPLOYEE SPOTLIGHT



Lakes and Pines is proud to announce that one of our talented staff members has recently completed the process for certification through the National Community Action Partnership's (NCAP) Commission in Washington D.C. Joseph (Joe) B. has been employed with Lakes and Pines since April of 2019, within the Community Services Department where he has demonstrated his leadership abilities. He has been instrumental in the planning of the Agency's Whole Family Approach, THRIVE (Transforming, Honoring and Respecting Individuals by Valuing Empowerment) and currently serves as the THRIVE Manager.

The Certified Community Action Professionals Program establishes a national standard of quality and ethics and recognizes leaders in Community Action that demonstrate, through their work, that they are dedicated to that quality and are committed to the highest level of

ethics. The program involves an in-depth review of the applicant's contributions to Community Action and the community as a whole. Applicants must first qualify to apply based on criteria set forth by the NCAP Commission. Once accepted into the program, they go through a rigorous process that includes collecting and submitting work samples and writing essays that determine their eligibility for the final step: a four-hour exam. Joe qualified and took his examination on June 14th.

Joe will be recognized, along with the others from across the state on August 24<sup>th</sup> at the National Community Action Partnership's Annual Convention. Lakes and Pines is proud of his accomplishment and is honored to have him represent the Agency.

Congratulations Joe.





stands for "FOR YOUR INFORMATION." It is a quarterly newsletter provided to the area's officials, partners, Board Members and personnel of Lakes and Pines CAC, Inc.

We hope our Newsletter will present you with timely, interesting, and sometimes lighthearted information. In turn, we hope that you will present us with your thoughts and suggestions.

For further information, please contact:

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