

Bi-County CAP, Inc.

2016



Annual Report

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“Community Action: Helping People. Changing Lives.”



Head Start



YouthBuild



Head Start

Message from the Board Chair

Another year of wonderful programs serving the needs of our families in this great community!

Bi-County Community Action Programs, Inc. had an Open House in August, 2016 commemorating “50 Years” of service in Beltrami and Cass Counties. We celebrated in both our Bemidji and Walker Offices. Many thanks to the staff for putting together a day with great food, fun and prizes for all who attended.

I want to thank all the hardworking staff that go above and beyond each day to help serve the many needs our families faced this past year.

Also, I want to take this opportunity to thank the members of Bi-County Community Action Programs, Inc. Board of Directors. There has been much accomplished this year making decisions that positively impact the lives of our families in our community now and in the future. Your many hours of service do not go unnoticed.

We will continue to strive toward our mission in helping low income people obtain self-sufficiency.

Scotty Allison

Board Chair

OPEN HOUSE





BI-CAP HEAD START AND EARLY HEAD START

BI-CAP HEAD START MISSION STATEMENT: “BI-CAP Head Start is committed to offering diverse groups of children and families individualized opportunities to continue their growth and development through comprehensive services such as health, education and community connections.”

HEAD START

Head Start is a child development program that promotes school readiness and provides comprehensive health, nutritional and social services to eligible three, four and five year old preschoolers and their families. Nationwide, the program has enrolled more than 25 million children since its beginning in 1965.

Head Start programs apply for state and federal grant funding to provide services to income-qualified children and families. The program focus is on helping preschoolers develop the early reading and math skills they need to be successful in school.

BI-CAP Head Start programs promote school readiness by enhancing the social and cognitive development of children. Programs encourage parents to be involved in their children's learning and help them in working toward their educational, literacy and employment goals. Head Start stresses the importance of parent involvement in all areas of the program.

EARLY HEAD START

The Early Head Start program was created in 1994 for children from birth to three years old and pregnant women. The idea for Early Head Start came out of scientific evidence that shows a child's first three years of life are very important to healthy development. Relationships formed with adults during these years set the course for all future development.

Early Head Start promotes healthy prenatal outcomes, enhances the development of infants and toddlers, and promotes healthy family functioning. Services are designed to meet the unique needs of each community.

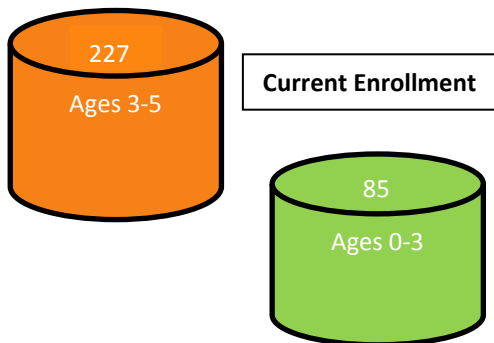




HEAD START/EARLY HEAD START RECORDS AND STATISTICS

During the current (2015-2016) BI-CAP Head Start Program Year:

- 345 infants and children completed medical and dental exams
- 90 percent of infants and 100 percent of children are up-to-date on immunizations
- 16 percent of the Head Start enrollment and 12 percent of the Early Head Start enrollment consists of children with disabilities, including health, visual, and hearing impairments, social-emotional disturbance, speech and language impairments, orthopedic handicaps and learning disabilities.
- 100 percent of Head Start and 83 percent of Early Head Start classroom teachers have at least an AA degree, and 70 percent have an AA degree in Early Childhood Education.
- 13 percent of Head Start program staff members are parents of current or former Head Start children.
- Overall parent satisfaction with program options is rated at 98 percent for Head Start and 100 percent for Early Head Start.
- 65 percent of Head Start parents and 95 percent of Early Head Start parents agree that BI-CAP Head Start is father-friendly.



RACIAL COMPOSITION	HS	EHS
American Indian/Alaska Native	28%	24%
Black/African American	3%	4%
White	58%	55%
Asian	1%	0%
Bi-Racial/Multi-Racial	8%	17%
Other/Unspecified	0%	0%
ETHNIC COMPOSITION	HS	EHS
Hispanic	3%	2%

NUMBER OF CLASSROOMS	HS	EHS
	16	3
NUMBER OF CENTERS		
Bemidji – 1	6	3
Blackduck – 1	2	Home-base
Kelliher – 1	1	
Walker – 1	2	
Remer – 1	1	
Backus – 1	3	Home-base
Pillager – 1	1	



PAID STAFF	68	
Teachers, Teacher Assistants and Home Visitors—Teacher/Teacher Assistant Floater	37	
Nutrition and Health Coordinators and Education Assistants	6	
Family Support	13	
Cooks	5	
Janitorial/Maintenance	2	
Managers	3	
ERSEA Director	1	
Head Start / Early Head Start Director	1	
VOLUNTEERS (2014-15 Data)	HS 316	EHS 175
VOLUNTEER HOURS (2014-15 Data)	31,060	

HEAD START AND EARLY HEAD START PROGRAM SERVICES

Early Childhood Development and Health

Family and Community Partnerships

EARLY CHILDHOOD DEVELOPMENT AND HEALTH

The objective of Child Health and Development Services is to ensure that all child health and developmental concerns (including social-emotional and mental health concerns) are identified, and children and families are linked to an ongoing source of continuous, accessible care to meet their basic health needs.

The objective of Education and Early Childhood Development is to provide all children with a safe, nurturing, engaging, enjoyable, and secure learning environment, in order to help them gain the awareness, skills, and confidence necessary to succeed in their present environment, and to deal with later responsibilities in school and in life. Each child is treated as an individual in a program that values diversity. The many experiences provided by the program support children's growth and development, and include the physical, social, emotional, and cognitive development of each child.

FAMILY AND COMMUNITY PARTNERSHIPS

The objective of Family Partnerships is to support parents as they identify their own strengths, meet their own goals, support the development of their children, and advocate for community support. Staff and parents work together to build trusting relationships that allow them to share with and learn from each other.

Head Start serves families in their own communities with the help of many other community agencies and groups. The objective of Community Partnerships is to ensure that the Head Start program collaborates with partners in the community to provide the highest level of services to children and families.

SCHOOL READINESS

Head Start continues to make progress toward aligning BI-CAP's School Readiness Goals within the Head Start Framework, the Parent and Family Engagement Framework, and the bi-county wide local school districts' school readiness goals. This year our School Readiness Goals expanded to include children 0-5. Please see our Head Start Annual Report published on our website.

BI-CAP works diligently to enhance its use of child assessments to develop individual learning goals and to implement curriculum and activities that allow children to reach their full potential. Head Start uses TS GOLD Online to track the development of three and four year old children. Early Head Start has implemented the use of OUNCE Online, to track child development for children, zero to three.



CLASSROOM ASSESSMENTS

The Classroom Assessment Scoring System (CLASS[®]) is an observation instrument that assesses the quality of teacher-child interactions in center-based preschool and toddler classrooms. CLASS[®] includes domains or categories of teacher-child interactions that support children's learning and development. There are three domains for preschool: Emotional Support, Classroom Organization, and Instructional Support, and two domains for toddlers: Emotional & Behavioral Support and Engaged Support for Learning. Within each domain are dimensions which capture more specific details about teachers' interactions with children. CLASS provides a snapshot of observational information that will indicate areas of strength as well as professional development needs, for intentional and effective teaching practices.

Home Based Staff are supported with the implementation of Home Visit Rating Scale (HOVRS). Similar to CLASS, HOVRS is a relationship-based tool that supports effective home visiting practices. HOVRS also measures parent and child engagement during the home visit, and will provide information for areas of strength for the family coach, or areas where more professional development is needed.





Since 1989 YouthBuild has been a comprehensive development program with five components: Education, Construction, Leadership Development, Personal Support, and Graduate Services. Orientation for entry into the program is announced yearly to the community. Low income qualifying young adults ages 16-24 who have dropped out of traditional High School are eligible for consideration into the YouthBuild Program. YouthBuilders average approximately 29 hours/week and earn minimum wage while participating in all components of the 6 month minimum program.

In partnership with Cass Lake Bena ALC, YouthBuild has an onsite teacher to instruct participants in core classes and soft skills while they work toward a Diploma. Special education students with an IEP are met with once a week for help and to assess progress. Additionally, an Adult Basic Education teacher is available to older participants, with fewer school credits, who may be better suited earning their GED or Adult Diploma. While employment in the YouthBuild Program enhances their work history, in the classroom, participants perform skill assessments, explore career and post-secondary options, write a resume, and learn other life skills such as, budgeting, cooking, cleaning, vehicle maintenance, gardening, preserving food, nutrition, and other skills. Along with completing components to assure job readiness, YouthBuild participants are encouraged and receive assistance attaining their driving permit or license.

BI-CAP YouthBuild strives to build a new single family house every year. Construction is a method by which the YouthBuilders can give back to their communities and the experience also teaches them valuable work readiness skills, such as: safety on the job site, team work, the importance of being on-time, working for different supervisors, developing leadership skills, the proper handling and care of someone else's equipment and tools, and how to plan a project. Once finished, YouthBuild homes are sold to a low income buyer and a new single family home will be started. Several BI-CAP transitional homes are also maintained by the YouthBuild Program.

Service Learning and Community Volunteering are also built into the program. YouthBuild volunteers connect during the year with Habitat for Humanity ReStore, Adult Day Services, the Community Food Shelf, The Salvation Army Red Kettle Campaign, Adopt a Highway and Park Service Department clean-up. Students also learn the meaning of giving back to the community and job responsibility through gardening and plant sales, Fourth of July Parade, Beltrami County Fair Booth, and Foster Placement duffle bags. Leadership Development opportunities are woven throughout all of the components in YouthBuild. The "Policy Committee" is a council of participants elected by the group to address and vote on issues within the group and discuss activities such as fundraising and field trips. Policy members also display leadership by helping to better the attendance of those that are struggling and encourage them to strive for perfect attendance awards.

YouthBuild guest speakers cover community resources and outreach community programs that our low income students can utilize. These include but are not limited to: Txt4life, Support Within Reach, Children/teen Check-up, Head Start, Evergreen Parenting, Legal service, Taking Shape, Housing Programs, Energy Assistance, NWTC, NW Indian OIC and many others. The student activity/interaction helps them access these services to assure suitable living standards in our community. YouthBuild participants tour Bemidji State University, Northwest Technical College and Bemidji Local Carpenter's Union for career possibilities.

Participants are also able to gain nationally recognized certifications in: NCCER (National Center for Construction Education and Research), MEC Renovator (Lead Safety), CPR/First Aid and CNA (Certified Nursing Assistant), as well as other certifications. As participants approach the end of the program year, their accomplishments are compiled for reference on an online portfolio and in PowerPoint presentation form.

Knowledgeable YouthBuild staff use the resources of the program and partner with other essential BI-CAP agency departments and local community partners, Evergreen Youth, Rural MN CEP, Boys and Girls Club, Beltrami County Probation & Beltrami Family Service Agency in a collaborative effort. YouthBuild promotes these services as stepping stones to break through barriers on the path to self-sufficiency.



In 2015-2016:

(47 – Participants)

24 – Students are on target to graduate with a High School Diploma.

3 – Students are on target to receive their GED (General Education Development).

9 – Student are enrolled to obtain the Adult Diploma.

38 – Students finished NCCER (National Center for Construction Education and Research).

34 – Students completed CPR (Cardiopulmonary Resuscitation) certificate.

11 – Students obtained MEC Renovators, certificate (Lead Safety for Renovation, Repair, and Painting).

1 – OSHA 10 Certification



SUCCESS STORY

Before YouthBuild I had left my family in Texas in hopes of becoming more independent and finishing my high school education. When I heard about YouthBuild I was couch hopping, jobless, carless and struggling to enroll in school. During the program I had the opportunity to earn my high school diploma, my NCCER certification, and my First Aid/CPR certificate. The staff helped me find a stable place to live, helped me figure out what I wanted to do with my future and what my interests were. Now I'm working at an electro-magnetic products manufacturing facility and enrolled in the US Marine Corps. When I'm not working, I'm exercising to prepare for when I leave for boot camp. Looking back I never thought I could accomplish all of my original goals and more.

-Abigail Harmon





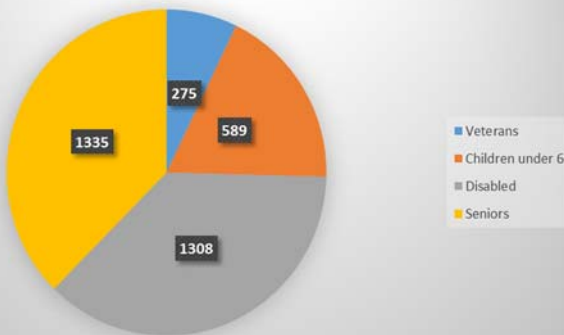
Disability & Mental Health Awareness Event

ENERGY ASSISTANCE PROGRAM (EAP)

The Energy Assistance Program (EAP) provides financial assistance to eligible households by paying a portion of their home heating costs. Payments are made directly to the household's energy vendors. In addition, the program offers emergency assistance for utility disconnection, fuel delivery, educates consumers to use home heating energy efficiently and safely, and provides emergency heating system repair or replacement for homeowners.

- ◆ \$2,292,077 Energy Assistance Primary Heat payments to 3,327 households with an average benefit of \$688.
- ◆ 968 Households received \$514,446 Crisis funds to assist with energy emergencies.
- ◆ 132 Households were assisted with furnace repairs/replacements for a total of \$95,316

Households Served in Fiscal year 2016



"Dear BI-CAP Energy Assistance Program, I just want to let you know how very grateful I've been for your assistance with my energy bills for the last few years. I'm a senior citizen and the social security check just doesn't stretch far enough. I really don't know how I would survive the winter without your help. I'm sure I would have to go in a home because I couldn't afford to live by myself. Thank you and God bless!"

"I cannot thank you enough for all of your help. I got a job! I just started and it will be on the road, but I will be able to get my feet back on the ground. You have all been amazing to work with!"

EFFICIENCY MATTERS

Twenty-five Energy Assistance participants attended two sessions to learn about reducing their energy burden and increasing energy security.



EFFICIENCY MATTERS CLIENT SUCCESS STORY

During a follow-up goal session, one of the class participants shared that with the information she learned from attending the Efficiency Matters classes, she created a budget savings board for her family in an effort to save money towards a family mini-vacation. The

family not only saved enough money for their trip, but were inspired to continue using this tool to save annually for a family vacation. The budget savings board concept was shared by one of the Efficiency Matters guest speakers during the first class session: Learning New Ways to Stretch Your Dollars.



43rd Annual Council of Indian Students Pow Wow



SUPPORTIVE HOUSING

BI-CAP's Supportive Housing Program consists of over 15 different programs utilizing a variety of funding sources including HUD, MN Housing and DHS. Services include homeless prevention, transitional housing, rental assistance, and permanent supportive housing, as well as homeownership and mortgage foreclosure prevention counseling and mitigation. Supportive Housing services range from one-time assistance to on-going case management and rental subsidies. BI-CAP places emphasis on homeless prevention, which is a more effective and efficient resolution to stabilizing households. When prevention is not possible, BI-CAP utilizes the "housing first" strategy of rapidly re-housing participants to mitigate crisis situations and then provides support services to assist participants as they work on housing stability and self-sufficiency goals.

A challenge the Supportive Housing department is facing this year is implementing the mandated 'Coordinated Entry' system. Coordinated Entry is how all people experiencing homelessness will enter the system to be served in the entire State of Minnesota. The Coordinated Entry system is broken out by Continuum of Care regions. The idea is for a client to enter the system and only have to provide their information and tell their 'story' one time and it can be shared by other agencies within the Continuum. The system includes an assessment tool called a 'SPDAT' that measures acuity or seriousness of their situation. The client will be put on a prioritization list within their region and will be picked off the list according to what housing options may be available and what their score is on the assessment. The system is designed to serve the right clients with the right level of services at the right time. It is intended to assure those that need the services the most are served rather than just being at the right place at the right time. BI-CAP has been working with the Central Continuum of Care and Northwest Continuum of Care to implement the system in Cass and Beltrami Counties.

Prevention	Emergency Shelter	Transitional Housing	Rental Assistance	Supportive Services	Supportive Housing	Home Ownership	Mortgage Foreclosure Assistance
FHPAP Cass and Beltrami Families and Individuals EFGS (FEMA) Cass & Beltrami	Provide housing location services to Village of Hope Resident Families	MN OEO Cass and Beltrami Families Conifer Estates Beltrami Families	RAP Cass & Beltrami Rent Burdened Families LTH Cass & Beltrami Families & Individuals	FHPAP Cass & Beltrami Families/and Individuals DHS – LTH Services Grant Cass & Beltrami Families & Individuals	HUD PSH Beltrami & Cass Families and Individuals Conifer Estates Beltrami Families & Individuals ESG-RR Cass & Beltrami HUD Rapid Rehousing Cass Families and Individuals	MURL Contract for Deed	FHPAP Foreclosure Prevention Counseling Cass & Beltrami FPAP Foreclosure Prevention Counseling Cass & Beltrami

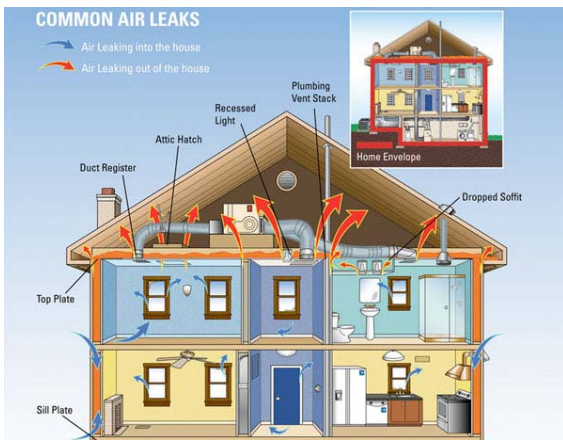
SUPPORTIVE HOUSING (Continued)

Supportive Housing Success Story

BI-CAP worked collaboratively with veteran's services to successfully prevent a mortgage foreclosure. The client is a teacher and had not been paid a wage in a few months and her husband got laid off unexpectedly. Consequently, they fell behind on their mortgage payments. The mortgage company refused to take any money unless all arrears could be paid in full, which was impossible for the household to do on their own. A sheriff's sale was scheduled. The client scheduled a triage with BI-CAP's Mortgage Foreclosure Specialist. During the triage it was learned that the client had a portfolio loan with a bank that does not work with the nation-wide Making Home Affordable programs so no resolution could be found other than paying off all outstanding mortgage debt. It was also learned that the husband was a veteran. A release of information was signed and the couple was immediately referred to their county's veteran's service officer as a first step in applying for a 'Special Needs Grant' through the veteran's office. Within six weeks of calling for assistance, BI-CAP was able to assist the family in postponing the sheriff's sale and provide the necessary information to the Veteran's Affairs Office to secure the Special Needs Grant. Meanwhile the family, very wisely, was putting aside the funds that they would normally be paying for a house payment. The successful collaboration of the Special Needs Grant combined with FHPAP Prevention direct client assistance and funds from the homeowner allowed for the delinquency to be paid and for the reinstatement of the mortgage. The family, which included two children, remained in their home. This would have not been possible without the funds from all three sources, FHPAP funds, Veteran's services funds and client funds.



"I want to take this time to expound out huge amount of gratitude for the out-pouring of help with our home. That particular time in our lives was a true test of spirit for our family. BI-CAP's Mortgage Foreclosure Specialist was more than a reassuring voice when all hope had been lost. I will never forget the first phone call I took from her while at work in the parking lot. I was defeated and so tired of hearing 'there is no hope.' The specialist calmed me and allowed me to cry and actually listened to my story. I did exactly what was recommended and in the end, with hard work from the V.A. rep in Cass County, BI-CAP's Mortgage Foreclosure Specialist, as well as countless hours my husband and I worked....we came to a resolution. We have not regretted nor let anyone down since that dreadful time. Please extend our words of thanks to the BI-CAP Board....and know that just as your worked helped us....we continue to do the same for others!" Sincerely, MDC



DEPARTMENT OF ENERGY (DOE) WEATHERIZATION

BI-CAP's Weatherization Department works with clients to improve upon the energy efficiency, consumption, and health and safety of their home. High energy consumption homeowners who apply for and meet the eligibility criteria for Energy Assistance are eligible for the DOE program. Priority for services is given to eligible households that contain elderly or handicapped individuals, and single head of households with children.

Agency Energy Auditors perform pre-and post-inspections on homes with the use of blower doors. This test checks the air tightness of the home, allowing the energy auditor and contractor to identify air leaks, central air quality, and to prevent over tightness. All measures performed must be determined to ensure cost effectiveness utilizing the Weatherization Assistant Software.

Depending upon the results of the energy audit, which is completed by BI-CAP Weatherization Auditors, a household may be eligible for any or all of the following energy saving measures: air sealing, upgrading furnace efficiency, insulation for the homes shell, health and safety measures, and most generally in mobile homes, door and/or window replacement (and then only in certain situations).

BI-CAP was awarded \$223,757.00, in DOE funds, for the contract period 7/1/15 through 6/30/16. The Weatherization Team has completed 19 units for the program year and expended 100% of our funding allocation.



EAP WX CARRY OVER & EAP WX

BI-CAP was awarded \$187,343.00, in EAP WX Carry Over funds, for the contract period 7/1/15 through 6/30/16. Program objectives are to improve energy efficiency, consumption, and health and safety issues in their home. Standalone furnace repairs and replacements are eligible measures utilizing EAP WX funds. The Weatherization Team has completed 26 units, of which 3 units were done as standalones. We exceeded the program goal, and expended all program funds. We also have 6 units that have been audited, but are on hold until new funding is received for PY 16. These funds will be weatherized with the new program year EAP WX Carry Over allocation.

CONSERVATION IMPROVEMENT PROGRAMS (CIP)



BI-CAP has the ability to determine eligibility and complete CIP work for Otter Tail Power, Clearwater Polk Electric, Lake Country Power and Beltrami Electric. All of the CIP Programs help income qualified customers save money on their energy bills and BI-CAP Energy Auditors perform electrical consumption analysis of the homes being served with CIP Funds. The chart, below, provides information on the number of households served, funds expended in 2015, and a listing of some of the items that may be considered by the various CIP Programs.

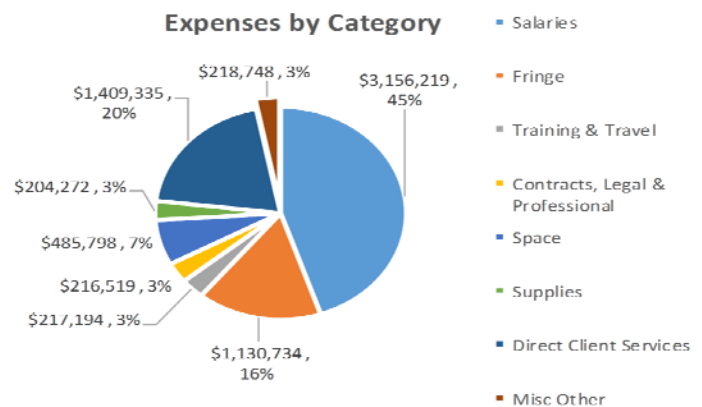
While BI-CAP does not administer the CIP Program for Crow Wing Power and Minnesota Power, BI-CAP does make direct referrals for their CIP services.

CIP PROGRAMS	Otter Tail	MN Power	Lake Country	Beltrami Electric	Clearwater Polk Electric
Total CIP \$ Expended in 2015	\$14,249.00	\$0.00	\$0.00	\$26,932.25	\$0.00
# of households served in calendar Yr 2015	17	0	0	29	0
Grant Award for 2016	\$17,000.00	Pre-approval	Pre-approval	\$28,105.78	Pre-approval
ITEMS THAT MAY BE CONSIDERED:					
Compact fluorescent bulbs	X	X	X	X	X
Aerators	X	X		X	X
Refrigerator replacement	X	X	X	X	X
Freezer replacement	X	X	X		
Water heater replacement	X	X	X		
Window air conditioner replacement			X		
Washing machine replacement			X		
Attic and wall insulation	X			X	X
Air sealing	X				
Engine block heaters	X				
Shower heads	X	X		X	X

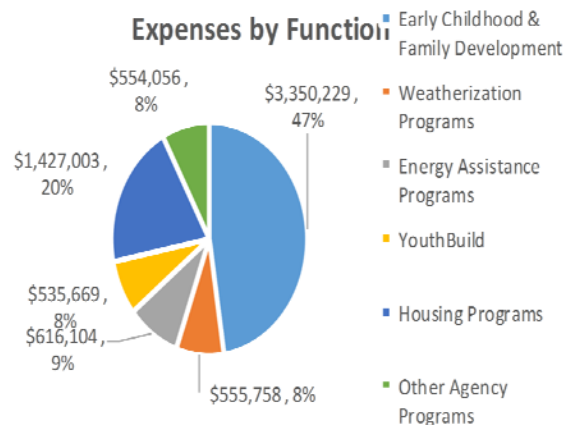


Funding Agencies & Programs	
U.S. Department of Agriculture	Minnesota Department of Commerce
Child Care Food Program	MN Weatherization Program
U.S. Department of Energy	Propane Program
DOE Weatherization	Minnesota Department of Education
U.S. Department of Health and Human Services	State Head Start
Federal Head Start	Minnesota Department of Employment and Economic Development
Energy Assistance Programs	State YouthBuild
Community Services Block Grant	Minnesota Department of Human Services
U.S. Department of Homeland Security	MN Community Action Grant
Emergency Food & Shelter Program	Supplemental Nutrition Assistance Program
U.S. Department of Housing and Urban Development	Transitional Housing Programs
Emergency Solutions Grant	Minnesota Housing Finance Agency
Supportive Housing Grants	Rental Assistance Program
Transitional Housing Grants	Long Term Housing Program
U.S. Department of Labor	Local Grants & Program Support
Federal YouthBuild	

Expenses by Category	
Salaries	\$ 3,156,219
Fringe	\$ 1,130,734
Training & Travel	\$ 217,194
Contracts, Legal & Professional	\$ 216,519
Space	\$ 485,798
Supplies	\$ 204,272
Direct Client Services	\$ 1,409,335
Misc Other	\$ 218,748
Total Expenses by Category	\$ 7,038,819



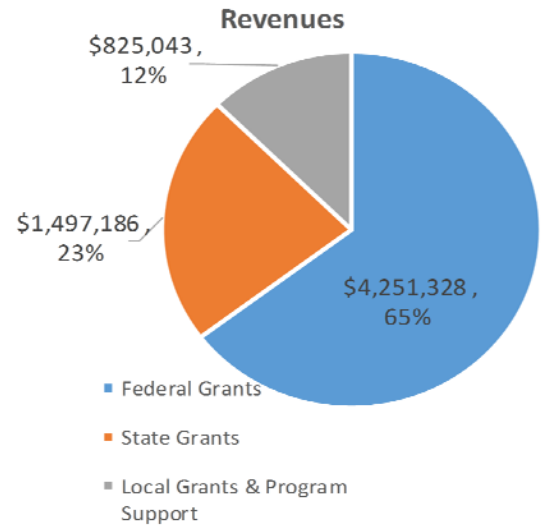
Expenses by Function	
Early Childhood & Family Development	\$ 3,350,229
Weatherization Programs	\$ 555,758
Energy Assistance Programs	\$ 616,104
YouthBuild	\$ 535,669
Housing Programs	\$ 1,427,003
Other Agency Programs	\$ 554,056
Total Expenses by Function	\$ 7,038,819



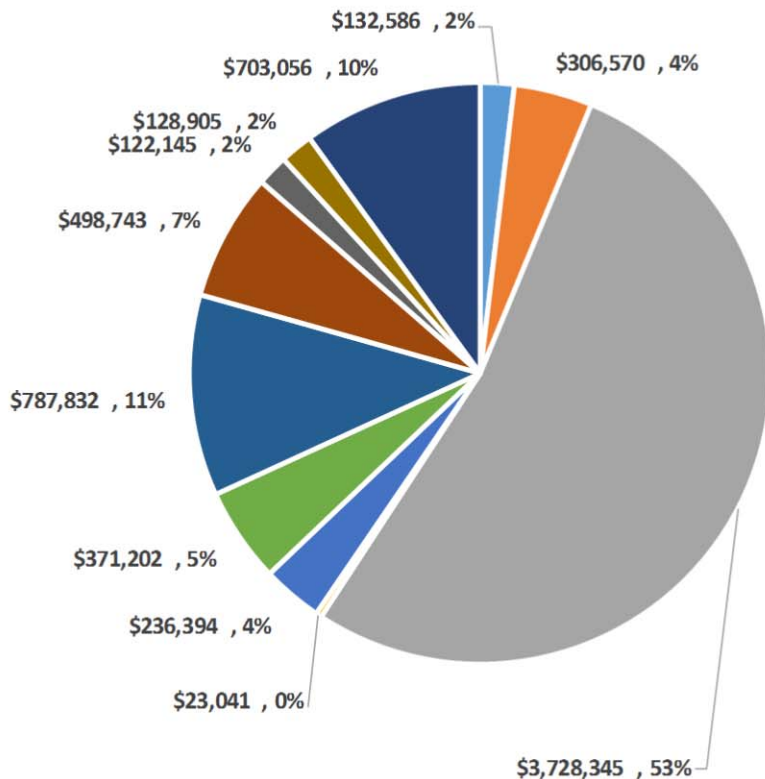
FINANCIAL STATEMENT

Bi-County Community Action Programs, Inc. is audited each fiscal year by independent Certified Public Accountants. The audit is conducted in accordance with U.S. Generally Accepted Auditing Principles (GAAP). The summarized data that appears on these pages are from the audit.

Sources of Revenue	
U.S. Department of Agriculture	\$ 132,586
U.S. Department of Energy	\$ 306,570
U.S. Department of Health and Human Services	\$ 3,728,345
U.S. Department of Homeland Security	\$ 23,041
U.S. Department of Housing and Urban Development	\$ 236,394
U.S. Department of Labor	\$ 371,202
Minnesota Department of Commerce	\$ 787,832
Minnesota Department of Education	\$ 498,743
Minnesota Department of Employment and Economic Development	\$ 122,145
Minnesota Department of Human Services	\$ 128,905
Local Grants & Program Support	\$ 703,056
Total Sources of Revenue	\$ 7,038,819

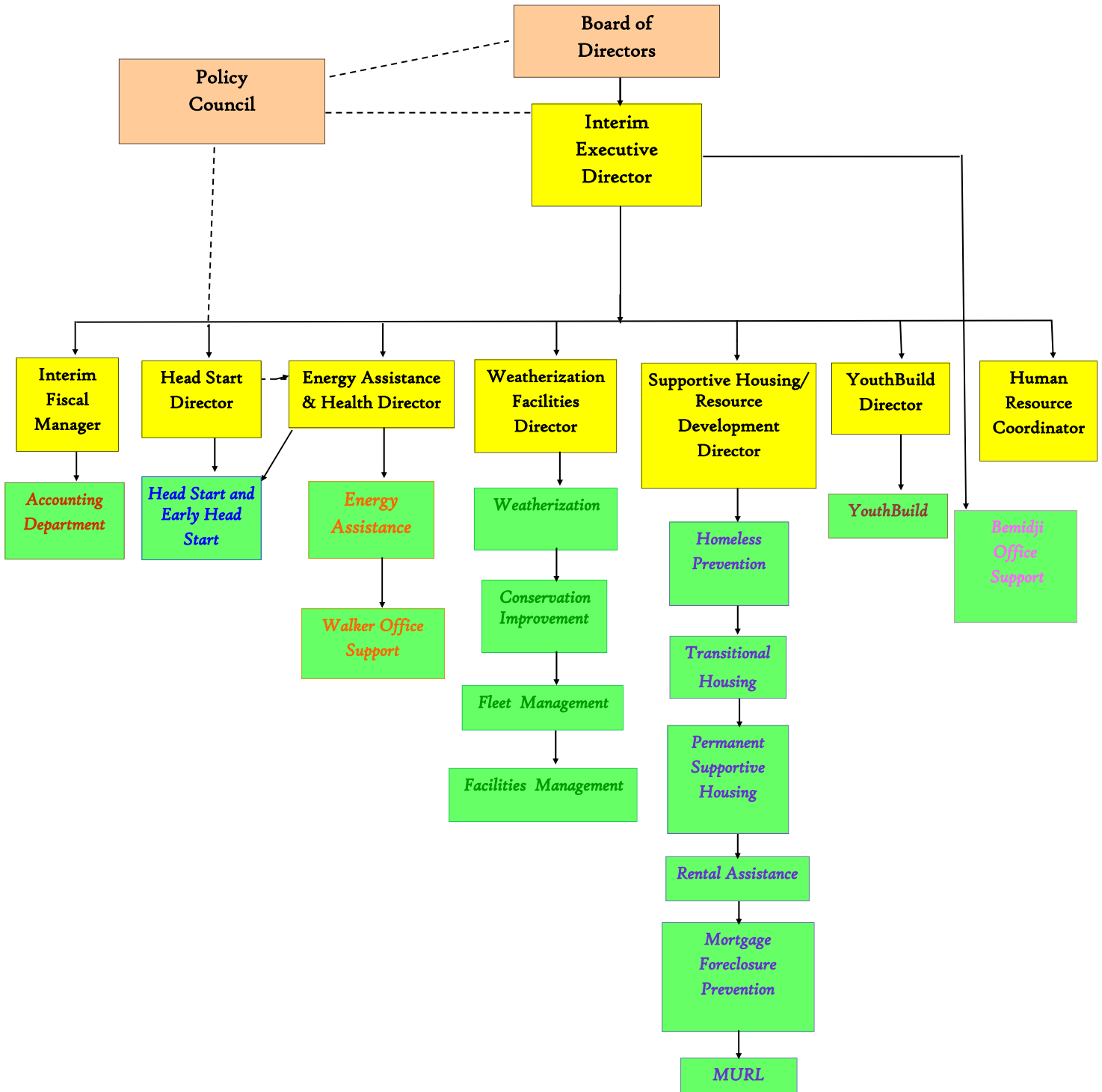


Sources of Revenue



- U.S. Department of Agriculture
- U.S. Department of Energy
- U.S. Department of Health and Human Services
- U.S. Department of Homeland Security
- U.S. Department of Housing and Urban Development
- U.S. Department of Labor
- Minnesota Department of Commerce
- Minnesota Department of Education
- Minnesota Department of Employment and Economic Development
- Minnesota Department of Human Services
- Local Grants & Program Support

BI-CAP ORGANIZATIONAL CHART





YEARS OF SERVICE

STAFF – OVER 30 YEARS OF SERVICE

Linda L.—Energy Assistance & Health Director	38 years
Pam E.—Office Mgr/Executive Assistant	35 years
Keith B.—Family Support Manager	31 years
Dixie W.—Teacher Assistant II	31 years

STAFF – 20 TO 24 YEARS OF SERVICE

Hyacinth S.—Supportive Housing/ Resource Development Director	24 years 22 years
Paula H.—Administrative Assistant	21 years
Luanne S.—Teacher	20 years

STAFF – 15 TO 19 YEARS OF SERVICE

Britta S.—Family & Classroom Support Coordinator/TA	18 years
Mary D.—Teacher	17 years
Jennifer N.—Supportive Housing Specialist	17 years
Becky A.—Energy Assistance Specialist	17 years
Rita H.— Classroom Coordinator	17 years
Jill K.—Teacher	17 years
Betsy S.—YouthBuild Records Technician	16 years
Clare B.—Cook	16 years
Beth S.—Health Support Manager	15 years
Kenny B.—YouthBuild Construction Trainer/Job Readiness Specialist	15 years

STAFF – 10 TO 14 YEARS OF SERVICE

Laina H.—Teacher	14 years
Debbie J.—Energy Assistance Lead Specialist	14 years
Cathy S.—Supportive Housing Records Technician	14 years

STAFF – 10 TO 14 YEARS OF SERVICE (Cont.)

Jody B.—Teacher	13 years
Tracey C.— Classroom Coordinator	13 years
Jennifer A.— Classroom Coordinator	12 years
Caryn J.—Teacher	11 years
Linda B.—Family Support Coordinator	11 years
Dawn G.—Family & Classroom Support Coordinator/TA	11 years
Sandy W.—Supportive Housing Specialist	10 years
Barb M.—Supportive Housing Specialist	10 years
Anna H.—Teacher	10 years
Barb M.—Head Start Director	10 years

STAFF – 5 TO 9 YEARS OF SERVICE

Kirk K.—Supportive Housing Specialist	9 years
Jeff F.—Housing Energy Auditor	9 years
Chris M.—YouthBuild Program Specialist	9 years
Jacqui C.—Teacher	9 years
Jerry R.—Facilities Maintenance I	9 years
Lauri C.—Family Support Coordinator	7 years
Danette H.—Energy Assistance Specialist	7 years
Alicia J.—Health Coordinator	7 years
Heather P.—Teacher	7 years
Harry E.—Weatherization Facilities Director	6 years
Rina N.—Teacher	5 years
Megan E.—Teacher	5 years
Heidi H.—Teacher	5 years
Deb B.—Supportive Housing Specialist	5 years
Jak K.—Facilities Maintenance II	5 years

Vision Statement:

To Eliminate Poverty in Beltrami and Cass Counties

Mission Statement:

"BI-CAP helps low income people obtain self-sufficiency"

BI-COUNTY COMMUNITY ACTION PROGRAMS, INC.

Beltrami County Office

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P.O. Box 579
Bemidji, MN 56619
Phone: 218-751-4631
1-800-332-7161

Cass County Office

8245 Industrial Park Rd NW
P.O. Box 995
Walker, MN 56484
Phone: 218-547-3438
1-800-332-7135

**Additional BI-CAP Offices and
Head Start/Early Head Start Centers are located in:**

Bemidji • Blackduck • Kelliher • Walker • Backus • Remer • Pillager

Website: bicap.org

