



# Board of Directors Meeting Minutes

April 19, 2024

10:18 AM

*Meeting called to order by ~ Wendy Nissen, Board President at 10:18 a.m.*

In Attendance – P (resent), A (bsent)

Board Members:	P	A	Staff Members:	P	A
Wendy Nissen, Board President	x		Tracy Diaz, Executive Director	x	
Steve Stanley, Vice President	x		Carrie Gable, CFO	x	
Laura Burrowes, Secretary/Treasurer	x		Cassidy Kipp	x	
Robin Haidle	x		Brooke Mason	x	
Alicia Davis	x		Allison Deaver	x	
Jamie Quinn	x		Sarah Aczas	x	
Donna Martin	x				
Johnnie Holland	x				
Chance Barrett	x				

Minutes Recorded by: Brooke Mason

Take Roll/Call to Order

Board President Wendy Nissen called meeting to order at 10:18 a.m. Board Members present/absent by teleconference and in person as noted above.

{A} Approval February 23, 2023 Meeting Minutes

*Motion was made by Robin to approve the February meeting minutes, seconded by Steve. The Meeting Minutes from February 23, 2023 are approved by unanimous vote.*

{A} Approve Agenda

Wendy discusses the agenda.

*Motion was made by Jamie to approve the agenda; seconded by Chance; motion carried by unanimous vote.*

{A} Update Financial Status

Carrie shares that CSBG and Rural LISC are underspent due to timing. Section 8 is showing a profit due to previous funds being applied to the account. WX DOE is ending in June and we are working on spending that down. Fuel Assistance has new grants but they overlap with old grants. E&T is transitioning down the contracts with the State of Montana in June and we are anticipating a contract with Maximus soon.

*Motion was made by Donna to approve financial status; seconded by Chance; motion carried by unanimous vote.*

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**{A} Personnel Committee Report**

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Laura reports that the Personnel Committee suggested the approval of a paid holiday alternative to Columbus Day with Indigenous People Day.

*Motion was made by Chance to approve Indigenous People Day as a paid holiday; seconded by Johnnie; motion carried by unanimous vote.*

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**{A} Approval of COLA**

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Laura says that the Personnel Committee believes the board should approve a 3.18 percent COLA increase to remain competitive.

*Motion was made by Laura; seconded by Johnnie; motion carried by unanimous vote.*

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**{A} Approval of updated Succession and Emergency Coverage Plan (emailed)**

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Laura continues to share that the Personnel Committee discussed the succession and emergency plan as well as the education requirement for ED. The recommendation from the Personnel Committee is that the board approve the updated succession plan and emergency coverage plan as outlined.

*Motion was made by Donna; seconded by Laura; motion carried by unanimous vote.*

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**{D} Annual and 4-County Reports**

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Cassidy updates that there are slight demographic changes with those who are served by CAPNM; 6697 received services in 2023. Of those served 26% of those have a disabling condition, 57% are female and 35% are retired. More than half of that population are home owners. Some areas, such as homeless services, saw an increase in 2023.

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**{A} Approve Consent Agenda**

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Tracy reviews the Consent Agenda and shares that we just got our NWE and HUD grants. The Montana Sky is in preparation for CAP South for IT.

*Motion was made by Chance to approve the Consent Agenda; seconded by Jamie; motion carried by unanimous vote.*

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**{B} Strategic Plan updates/Outreach Plan**

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Tracy continues that we just completed Year One of the Strategic Plan. We are going to begin reporting on Year Two. There was progress in all of the categories that we wanted to see changes to. Niusha included the 2024 outreach calendar.

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**{B} Questions on Program Reports**

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Tracy shares. No questions.

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**{D} New Programs and Org Chart**

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Tracy updates that some of the programs and positions are forthcoming. CSBG funding may fill the funding gap for some of these positions and programs. We are planning a Teen Solution after school program, which



will be compatible with the pursuit of whole family program options. The Home Again project will have a revamp that will be more of a diverse population so clients can have visiting nurses.

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{D} Property Updates

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Cassidy and Tracy update we are being asked to meet a lot of additional requirements from the city for our building but Cassidy says we should be able to meet those requirements. We are seeing hold-ups in the permitting process and so we are stopped at CAPSOUTH. However, the pool has been filled and they will lay down the concrete so we can put in the playground which was donated by Stockman Bank.

We will move into CAPSOUTH in August.

Libby is doing groundbreaking soon and a contractor has been selected.

Cassidy shares that we are looking into resurrecting the self-help build program.

Tracy shares we did a few walk-throughs on 214 Main and have at least one interested buyer that is promising.

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{B} Agency Personnel Status

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Allison shares that we have filled a few positions including two new crew workers, one fiscal staff and a facilities assistant. Brandon Hudson and Barb Brennan left us. We are still looking to fill the positions of crew worker 1 and fiscal manager. A recent job fair was attended and there are a lot more job opportunities.

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{C} Board Consensus on ED Timesheets

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Wendy reviewed Tracy's time sheet.

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{A} Bank Resolution

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Tracy shares nothing changed but adding Sarah Aczas for signing.

*Motion was made by Johnnie; seconded by Robin; motion carried by unanimous vote.*

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{D} Nomination Committee

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Jamie will start emailing those out.

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{B} Status of Pending Legal Issues

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Tracy updates.

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{A} Adjournment

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The meeting officially adjourns at 12:11 pm. (The June meeting has been cancelled.)

*Motion was made by Robin; seconded by Jamie; motion carried by unanimous vote.*

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Wendy Nissen, President

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Laura Burrowes, Secretary/Treasurer

*{A} - Action is Required*

*{B} - Board Information Only*

*{C} - Consensus is Needed*

*{D} - Discussion is Anticipated*

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