



# Board of Directors Meeting Minutes

December 15, 2023

10:11 AM

*Meeting called to order by ~ Steve Stanley, Vice President at 10:11 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				
Jim Hammons		x			

Minutes Recorded by: Brooke Mason

Take Roll/Call to Order

Vice President Steve Stanley fills in for Board President Wendy Nissen called meeting to order at 10:11 a.m. Board Members present/absent by teleconference and in person as noted above.

{A} Approval October 18, 2023 Meeting Minutes

*Motion was made by Robin to approve the October meeting minutes, seconded by Jamie. The Meeting Minutes from October 18, 2023 are approved by unanimous vote.*

{A} Approve Agenda

Steve discusses the agenda.

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

{A} Updated Financial Status

Carrie shares that CSBG was underspent and ends at the end of next year. We are waiting on a lot of contracts including HUD. ESG is underspent because we are transitioning out of our COVID-19 grant. Allocable pool is

on target. We did get our LIHEAP contract but are waiting on the BPA contract; we haven't started spending it down yet as we prioritize the grants that end first. Fuel assistance grants for Client Ed and Outreach overlap by 12-18 months so we are using last years funds until we get our new contracts. E&T with Snap and Pathways are underspent and there is uncertainty surrounding the future of the program due to going out for RFP with a statewide contract in early 2024. Easterseals selected us as a subcontractor for those programs within their written proposal to the state to offer statewide E&T services. If Easterseals is selected as the vendor, CAPNM would cover Sanders and Lake county. We anticipate a formal decision by the State on this in January.

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

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{B} 2024 Allocable Budget

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Carrie discusses.

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{B} 2024 Agency Annual Budget

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Carrie provides an update on the 2024 Agency Annual Budget.

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{A} Finance Committee Recommendation

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Jamie proposes to approve what Carrie has presented.

*Motion was made by Jamie to approve finance committee recommendation; seconded by Robin; motion carried by unanimous vote.*

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{B} Project Management Report

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Cassidy updates that Cabinet Affordable Housing is getting closer to closing on constructions loan. At the recent LISC conference there was discussion about widespread increases in development expenses, including liability insurance increasing by 200-300% at some properties, which makes it hard for performance indicators such as debt service coverage. The project was not selected as an AHP recipient; however, it has received the Montana Housing Trust Fund grant. Chance recommends looking into self-insuring for properties. Cassidy suggests possible eventual self-management of properties as a method to decrease expenses and allow for performance.

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{A} Asset Management Committee Report & Recommendation

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Robin says we have two pieces of good news. We have an interested party for 214 Main. Their objective is to be in the building by August of 2024. We are hoping to get into the new CAP South and the Admin team shares that Camas Creek Construction won the bid process after references were checked. Board supports selection of contractor. After construction selection, construction loan procurement taking place. Chance makes a motion to approve the construction loan and sale of 214 Main.

*Motion was made by Chance to approve asset management committee recommendations; seconded by Jamie; motion carried by unanimous vote.*

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{A} Approve Consent Agenda

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Tracy discusses.

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

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{B} Agency Personnel Status

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Allison shares that we've had a few people leave but we've opted not to backfill positions. Holly Jones has replaced Jonathan Steine. We have not filled her Admin position. We said goodbye to Kristina Potter in our Libby office and again are not filling that position due to funding sources. We said goodbye to Deb Palmer our fiscal manager and are looking to fill that position. We are also looking to fill crew member 1, a weatherization intern and accounting level 3.

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{C} Staff Recruitment & Retention

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Allison explains that CAPNM is committed to non-discrimination in its recruitment and retention practices and decisions; and that we strive to fill newly open management positions with existing staff, before beginning external recruitment measures. Allison asks for a consensus from the Board regarding the Recruitment and Retention Plan which is a goal within the current Strategic Plan. The board is in agreement.

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{B} Questions on Program Reports

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Tracy discusses.

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{B} Strategic Plan Updates

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Tracy discusses.

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{C} Board Consensus on ED Timesheets

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Steve asks for consensus.

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{B} Status of Pending Legal Issues

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Tracy updates.

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{C} Changes to board seats and new board member

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Tracy says we will move into the new year without Tony and Jim. Donna has a name of a Troy city council member and will see if Jim will appoint her. Laura Burrowes has been talking with Tom Forman in Big Arm and he has expressed an interest in joining the board. The public sector will be open for Flathead County.

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{C} 2024 Board Meeting Dates

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Tracy discusses next year's meeting dates.

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{A} Adjournment

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The meeting officially adjourns at noon. Presentation by Sara Briggs on Financial Literacy follows. The board judges the agency's Christmas wreaths after this presentation and decides to award all the participants with a pizza lunch!

*Motion was made by Robin; seconded by Chance; 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*