



Board of Directors Meeting Minutes

October 14, 2022

AM

Meeting called to order by ~ Chance Barrett, Board President at 1:06p.m.

In Attendance – P (resent), A (bsent)

Board Members:	P	A	Staff Members:	P	A
Chance Barrett, Board President	x		Tracy Diaz, Executive Director	x	
Wendy Nissen, Vice President	x		Carrie Gable, CFO	x	
Laura Burrowes, Secretary/Treasurer	x		Cassidy Kipp, Deputy Director	x	
Josh Letcher		x	Brooke Mason		x
Steve Stanley	x				
Glen Magera		x			
Robin Haidle	x				
Jamie Quinn	x				
Tony Brockman	x				
Donna Martin	x				

Minutes Recorded by: Cassidy Kipp

Take Roll/Call to Order

Chance called meeting to order at 1:06 p.m. Board Members present/absent by teleconference and in person as noted above.

{A} Approval August 2022 Meeting Minutes

Motion was made by Tony to approve the August meeting minutes, seconded by Robin. The Meeting Minutes from August 26, 2022 are approved by unanimous vote.

{A} Updated Financial Status

Carrie discusses report findings with utilization. Allocable pool is a bit high due to repairs. Under spent with some housing programs due to funder requesting COVID-19 funds be utilized first. Fundraising account composition discussed. Outreach & Education in LIHEAP is under spent.

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

{A} Approval of 990

Carrie discusses how 990 is based upon the audit numbers and worksheets completed. Discussed that on line 20 there was a variance from year prior. This is due to accountant recording the net costs for building/ debts at Sunny Slope and Teakettle Vista II on the 990. Suggestion was made to have the audit team review the 990 in the future.

Motion was made by Tony to approve 990; seconded by Laura; motion carried by unanimous vote.

{A} Approval for Agency vehicle purchase

Tracy discusses that agency vehicles are having wear-and-tear due to age/ use. A request to purchase an agency vehicle has been approved by the State of Montana. All Weatherization vehicles have been updated. Discussion regarding sourcing of vehicle ensued.

Motion was made by Tony to approve vehicle purchase up to \$50,000; seconded by Jamie; motion carried by unanimous vote.

{B} Agency Personnel Status

Allison shares that since last meeting 5 new or re-hires have occurred. Currently two positions have been offered but not accepted. Allison has resumed listing openings with Job Service. Allison has also utilized a free online job posting data base for recent college graduates. Jamie shares of recent successes using Indeed, which has a fee of approximately \$38 but has been helpful in her hiring pursuits. Allison reports that 20 applications were handed out at the job fair and four resumes were received.

{A} Approve Consent Agenda

Cassidy presents the Consent Agenda. Many renewals. New grant from Montana Healthcare Foundation. Tony asks why CredCo is under Admin. Cassidy explains that Housing Counseling is supervised by Admin staff. Discussion regarding cost for strategic planning ensued; Robin asked that we evaluate the efficacy of their product once it is received to see if cost is appropriate for deliverables.

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

{A} Approval of the 2022 CNA

Cassidy explains many of the same themes from 2020 CNA come through with new report. Town Hall meetings in Thompson Falls, Hot Springs and Libby, in addition to key-informant surveys across all 4-counties took place. Chance asked about county level information; Cassidy indicated that analysis at County level took place and can be shared to supplement report. Board discusses rapid pace and changes with growth at community level; Tony asks if there are additional data sources beyond census. Tony suggests voter registration as it is updated more regularly. Discussion about statewide effort to standardize data sources/ survey took place.

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

{B} Questions on Program Reports

Tracy opens floor for questions. She reports that LIHEAP has had a very high volume of applications with approximately 1,800 already this season. There is a tight 45-day turn-around rule at the State level. This may become difficult to achieve given sheer volume of applications and hiring additional staff for the program is not feasible due to being a seasonal program (training to get a new employee up to speed while in the midst of processing applications is beyond agency staffing capacity).

{D} Property Update

Tracy provides update of possible land for the modular units. Further inspection of property to take place on 10/18/2022. A donor has agreed to purchase the land for the project.

Tracy updates that the Elks Lodge is committing to sell to another entity; CAPNM will not be moving forward with this purchase. It is unclear if a buy-sell has been signed on the property but intentions of the sellers have been made clear.

{A} Potential parking lot purchase

Tracy re-visits previous board discussion regarding parking at the main building. Discussion regarding parking lot for sale on Main Street across from CAPNM takes place. Charles Hotel project is moving forward, which will be in the current parking lot used by CAPNM. The lot across from the agency is for sale, but with only 19 spots. Six of these spots would be for agency cars and the remainder would be for staff to purchase permits. Board members expressed reservations regarding the asking price of the parking lot. Jamie states she is not comfortable. Chance also voices concern over cost. Discussion about having the 214 Main building plus a parking lot for re-sale value ensued. Price discussion took place; \$500,000 was articulated with contingencies of appraisal and due diligence.

Jamie suggests adding the parking lot price onto the previous CAPNM offer of \$1.5 million (discussed and approved in August 2022 board meeting), for an updated total offer at the Elks of \$2.2 million.

Motion was made to amend previous Elk's purchase motion by increasing total dollar amount to \$2.2 million by Jamie; seconded by Steve; motion carried by unanimous vote.

Motion was made to approve staff negotiation up to \$700,000 for the purchase of the Main Street parking lot pending inspection and use contingencies, only if the Elk's purchase does not move forward by Robin; seconded by Donna; motion carried by unanimous vote.

{B} Status of Pending Legal Issues

Discussed by Cassidy. Update on arbitration at Courtyard over construction defect.

{C} Board Consensus on ED Timesheet

Chance approves.

{C} ED yearly evaluation

Board approves evaluation with 40 hours vacation added in lieu of pay increase. A performance incentive was also approved by the board.

(Motion was made by Laura; seconded by Tony; motion carried by unanimous vote.)

Adjourned at 3:24

(Motion was made by Wendy; seconded by Steve; motion carried by unanimous vote.)

Chance Barrett, President

Laura Burrowes, Secretary/Treasurer

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated