



Board of Directors Meeting Minutes

October 20, 2023

10:04 AM

Meeting called to order by ~ Wendy Nissen, Vice President at 10:04 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	
Tony Brockman		x			
Donna Martin	x				
Johnnie Holland	x				
Jim Hammons		x			
Chance Barrett		x			

Minutes Recorded by: Brooke Mason

Take Roll/Call to Order

Wendy called meeting to order at 10:04 a.m. Board Members present/absent by teleconference and in person as noted above.

{A} Approval August 18, 2023 Meeting Minutes

Motion was made by Laura to approve the August meeting minutes, seconded by Johnnie. The Meeting Minutes from August 18, 2023 are approved by unanimous vote.

{A} Approve Agenda

Wendy discusses the agenda. We will amend to add the health insurance proposal and vote after the financial update from Carrie.

Motion was made by Robin to approve the Agenda with amendment; seconded by Donna; motion carried by unanimous vote.

{A} Updated Financial Status

Carrie updates on the status of the CSBG COVID grant. As of September, our goal was to spend it all and we were about 50K short. Rural LISC grants are underspent. The ESG COVID grant was closed out and fully spent. The allocable pool is on target. Section 8 is showing a loss due to underutilization of vouchers by tenants. The reason has to do with not being fully leased on our vouchers. Tracy explains that we are addressing this by utilizing staff to work in Libby and Polson to minimize program costs and also using our outreach person to work on landlord engagement to increase utilization. We are waiting on our contracts for LIHEAP and Weatherization. Fuel assistance is showing as overspent but that is normal for this time of year. E&T Snap and Rapid Retraining is showing underspent. Fundraising is showing a profit.

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

{A} Health Insurance Proposal

An email was sent out to the board regarding an increase in employee health insurance coverage effective January 2024. It will increase by \$53 per person only; less than a ten percent increase. Our recommendation is to go forward with 100% coverage.

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

{A} Approve Consent Agenda

Tracy shares that we got the DOE contract and some outgoing contracts for Weatherization vendors. We also did some subgrants to The Warming Center and Samaritan House.

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

{B} Agency Personnel Status

Allison says we haven't had any new hires. We had some exits including Kathryn Sampson in Fiscal and we are actively recruiting to fill that position. We are considering making that a part time position if feasible. Courtney Anderson left her administrative assistant position in Libby and we are not going to fill that position again. Richard Smith who was a Crew Worker 1 left his position in Weatherization and we are looking to fill that position. We have closed the Section 8 Field Agent position, making the decision to retain current staff and not hire additional workers. We will be partnering with FVCC to place an intern in Weatherization. Niusha has been attending a lot of local job fairs to promote all of these open positions.

{B} Asset Management Committee Update

Robin shares we didn't get any bids on architecture and went on to open a design bid for general contractors. The GC RFP did not have any responders. This RFP has been re-opened with additional information available to possible vendors and an increased RFP distribution plan. This will close end of November. Our tentative budget for the rehab is about a million and the hope is it comes in under budget.

We have done a lot of work on CAP South. We are spending on two mortgages at the moment. We were hoping to move at the earliest by March and no later than June; current plan and permit review process is at least 12 weeks at City. We had an offer on 214 Main and we countered but they didn't come back. Building is currently listed at \$2.2 million and it is our intent to not accept anything below \$2 million.

{D} Property Update

Cassidy shares that in addition to the RFP process there is a big delay on permitting and plan review for commercial buildings with the city. We are working with ten civil engineers to get our specs for the trailer placement but no vendors have capacity. Carrie recommends possibly hiring someone from out of state and paying for their travel. We received a donation for the expansion. Steve asks Cassidy to follow up with Andy Hyde who has previously assisted with this project to see if he will re-consider taking it on.

Cassidy gives a Cabinet Affordable Housing update. We did get a grant through the Montana Housing Trust Fund for \$745,000. After careful work with the city of Libby, civil engineering drawings have been fine-tuned so we can open up the RFP again. We will be closing our construction loan by the end of the year.

Cassidy gives an update on the Courtyard settlement.

{B} Questions on Program Reports

Tracy gives an update on E&T. The state has decided to open the RFP for the SNAP/Pathways program and there will only be one contract awarded. Tracy wants to pursue the contract and subgrant to the other providers. The current contracts have been extended through the end of the year with a potential extension into June. We may need to shut down the Libby office if we lose the contract and move current staff into other positions within the agency. Donna asks who else might go after the contract and Tracy says maybe Easter Seals or Job Service. Steve wants to sit down with some elected officials to go over these changes to advocate for our programs and local jobs.

{D} Update Holiday Activities

Tracy shares the next board meeting is the same day at the holiday party. Salty Calf is our caterer again. We will be sending out the official invitation.

{C} Discuss Three Board Seats

Wendy and Tracy discuss. Our Lincoln County commissioner has never attended our meetings. Tracy feels Robin should be elected for Lincoln County and no longer be at-large. Robin will reach out to Josh on this matter. Tony hasn't been to a meeting since October of last year so we need to move forward with filling that position. Jamie can take that position but Tracy says we will try to put it out to the local government officials also. We hope to fill the seats by the new year.

{B} Status of Pending Legal Issues

Discussed by Tracy.

{C} Approval of ED time

Wendy approves ED time.

{D} Closed Executive Session/ED Evaluation

Laura reviews.

Wendy explains there will be a merit increase for Tracy and Allison has been advised.

The meeting officially adjourns at 11:58 pm. Power Point presentation of CAP South property follows.

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

Wendy Nissen, President

Laura Burrowes, Secretary/Treasurer

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated