



# Board of Directors Meeting Minutes

April 21, 2023

10:06 AM

*Meeting called to order by ~ Chance Barrett, Board President at 10:06 a.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	
Steve Stanley	x		Brooke Mason	x	
Robin Haidle	x		Allison Deaver, HR Director	x	
Jamie Quinn	x				
Tony Brockman		x			
Donna Martin	x				
Johnnie Holland	x				
Jim Hammons		x			
Alecia Davis	x				

Minutes Recorded by: Brooke Mason

Take Roll/Call to Order

Chance called meeting to order at 10:06 a.m. Board Members present/absent by teleconference and in person as noted above.

{A} Approval February 17, 2023 Meeting Minutes

*Motion was made by Wendy to approve the February meeting minutes, seconded by Robin. The Meeting Minutes from February 17, 2023 are approved with changes from Wendy by unanimous vote.*

{A} Approve Agenda

Chance proposes that we adjust the property updates to an action item.

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

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### {A} Updated Financial Status

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Carrie says CSBG COVID is underspent and we are looking for innovative ideas to spend that down by September. We have received approval to move our accounting software to web based. We got approval to do paving on the new parking lot. We are looking at replacing the roof and necessary maintenance for our modular homes. We may allocate some money to rental assistance also. We are also considering replacing the phone system or the key fob double authentication system. We returned some funds for ESG due to focusing on spending out our CARES fund. Allocable pool is on target. Section 8 is showing a profit. E&T is going to come in over budget for Lincoln County. We still have \$100k in fundraising. The Rocky Mountain bank was closed per previous discussion.

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

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### {A} Personnel Committee Report and Approval for COLA

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The personnel committee discussed the COLA and have agreed that 5% is the recommendation for this year.

*Motion was made by Laura to approve COLA; seconded by Robin; motion carried by unanimous vote.*

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### {A} Approval of Personnel Policy Updates

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Laura says the personnel committee also discussed the FMLA policy removal and a new leave of absence and maternity leave policy. Allison says we have less than 50 employees which has led to the revision of the FMLA policy. She explains that we want to replace that policy with a maternity leave policy which is consistent with the Montana Maternity Leave Act. The current leave of absence policy has also been updated to align with the new Maternity Leave policy and clarify leave of absence parameters.

*Motion was made by Steve to approve Personnel Policy Updates pending legal review; seconded by Laura; motion carried by unanimous vote.*

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### {A} Agency Risk Assessment

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Tracy summarized risk assessment. Generally, CAPNM scored well with low-risk. Tracy self-identified areas for future focus. We had our active shooter training in April and she would like to see that we have active shooter and fire drills over the next year. She adds we may rethink our evacuation plan. We haven't had self-evaluations for board members so she would like to get back to doing that. In the future we may do a power point on how to read financials. We also want people who are on medications to notify us if they are driving an agency vehicle.

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

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### {A} Approve Consent Agenda

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Cassidy shares that we made an offer on a piece of land for the modular units but the offer was rejected. Chance recommends going back to a previously scoped out property that may have some new promise. No other consent agenda questions.

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

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### {B} Strategic Plan Updates/Outreach Plan

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Tracy says we started this back in February and when the management team meets we update it.

In terms of outreach we are developing partnerships with senior citizens. We are looking to hire seniors for the forthcoming LIHEAP season through the Flathead Elder Hub. There has been some information given to high

schools about weatherization positions. We participated in a City Council meeting in Columbia Falls. We have also been delivering RFQ proposals in person to vendors.

We completed a weatherization training manual. We also have a training manual for Section 8. We are looking at the Mackenzie Scott grant which will be unrestricted funds. Discussion ensues regarding mental health services and how we are addressing the gap in the Flathead Valley.

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

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#### {B} Questions on Program Reports

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Tracy shares about our increase in visibility. We went from 500 to almost 10k contacts on Facebook. Niusha is advertising our open positions and our RFQs.

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#### {A} Property Updates

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Tracy and Cassidy share that we asked for an estimate on repaving the parking lot. However, the quoted total exceeds the Executive Director spending threshold and will require board approval for the agency to proceed. The state has approved that we can repave it. We have to open up an RFQ and complete the job by September.

*Motion was made by Jamie to approve the parking lot funding; seconded by Steve; motion carried by unanimous vote.*

We are looking at the loan closing for the Libby project in late May and groundbreaking quickly thereafter. Contractor bids are due at the end of April.

Gerry at American Covenant asked if we would like to partner on a 4% noncompetitive housing tax credit project with 24 units of existing to be rehabbed and 6 new units to be built. American Covenant is looking for a service heavy apartment complex. We want approval of \$30k for predevelopment on this project.

*Motion was made by Donna to approve \$30K to partner with American Covenant on Cherry Orchard; seconded by Wendy; motion carried by unanimous vote.*

We decided not to make an offer on the property that was presented to us by Western Mental Health due to city fees.

Chance has an update on the Elks property. We have done our due diligence and the board collectively decides not to take any further action on this opportunity.

*Motion was made by Jamie to not move forward with Elks purchase; seconded by Alecia; motion carried by unanimous vote.*

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#### {B} Agency Personnel Status

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Allison shares we were able to bring on three new people. We have a new weatherization director and a section 8 field agent. In a few weeks we are getting a new housing navigator 2. A former weatherization department director will be returning as an auditor. We recently lost one of our long-term employees from our weatherization team.

Allison gave out 30 applications at the job fair and received 10 resumes. She has about a dozen interviews scheduled. We are still looking to fill the following positions:

- Accounting Assistant III
- Crew Worker I
- Crew Worker II / Heating Specialist Technician
- Field Agent I Section 8 – part-time, Libby

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{C} Board Consensus and ED Timesheets

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Chance says ED timesheets look good. He also asks the board if we have a consensus on moving forward with roof replacement so Tracy can work on getting state approval on using COVID funding and there is a general agreement that the previous vote to approve the roof replacement was still valid.

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{A} Board Term Expirations

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Chance discusses the board term expirations of Robin, Steve and himself in June and the appointment of John. *Motion was made by Jamie; seconded by Wendy; motion carried by unanimous vote.*

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{C} Changes to Board Sectors

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Tracy explains that Jamie will be moved to the at large position and Tony will be moved to the elected official position.

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{D} Nomination Committee

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Jamie will email Steve, Robin, Chance and Jim regarding the nomination process. Laura is working on getting us a Lake County Private Sector position filled, possibly Tom Foreman.

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{B} Status of Pending Legal Issues

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Discussed by Tracy.

Adjournment for lunch at 12:05 p.m. Presentation by Sarah Aczas, E&T Department Director, follows.

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

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Chance Barrett, 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