



Board of Directors Meeting Minutes

February 17, 2023

10:08 AM

Meeting called to order by ~ Chance Barrett, Board President at 10:08 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			
Alicia Davis	x				

Minutes Recorded by: Brooke Mason

Take Roll/Call to Order

Chance called meeting to order at 10:08 a.m. Board Members present/absent by teleconference and in person as noted above.

Introduction of new board members

Introductions follow. We welcome Jim Hammons and Alicia Davis and thank Josh Letcher for his service.

Motion was made by Donna to approve new board members; seconded by Jamie; motion carried by unanimous vote.

{A} Approval December 16, 2022 Meeting Minutes

Motion was made by Robin to approve the December meeting minutes with changes, seconded by Wendy. The Meeting Minutes from December 16, 2022 are approved by unanimous vote.

{A} Approve Agenda

We will remove the CHDO and replace with Rocky Mountain Bank account closing and the Stockman's Bank transfer.

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

{A} Updated Financial Status

Our HUD funding is underspent. ESG grant funds are being returned and we are working on subcontracting to the Samaritan House, Abbie Shelter and Warming Center. Section 8 is showing a profit and allocable pool is slightly over. Weatherization is waiting for BPA and NWE grants. We just got new allocations for LIHEAP in which our workplans have been approved. Flathead Pathways is under budget and Lincoln County Pathways is over budget mostly due to being a smaller budget. Fundraising is showing a profit. Amazon Smile is going away. Tracy says we are waiting to see if we are getting a Section 8 grant in April. The agency budget to actual for 2022 shows the program grants are under budget which is primarily due to ARPA. We received a healthcare grant for our trailers.

Motion was made by Wendy to approve financial status; seconded by Robin; motion carried by unanimous vote.

{B} Personnel Committee Update

Wendy updates on the committee meeting. We are talking about adding an additional policy about a weapon free work place. This policy was put in place as a deterrent to protect staff.

We want to open to the board about removing the FMLA as it does not apply to businesses with under 50 staff. The discussion is regarding insurance premiums which is around \$700 a month for a 12 month leave. Currently there is only one staff that is using this benefit. We would still bill it to the grants according to Tracy. FMLA requires us to hold a position when staff are out. However, Tracy says while in some departments it is easy to shift people around in some cases training requires 6 to 12 months so if you only have one person to fill that position everything could potentially be put on hold.

If we removed the FMLA the Montana State pregnancy law would still be in effect. Allison said we would need to put that policy in effect and time out would be determined by doctors. Tracy adds that we do have time without pay provisions. Allison and Tracy will work on putting together three separate policies to present to the board.

Motion was made by Jamie to approve weapon free policy; seconded by Donna; motion carried by unanimous vote.

{A} Changes to Personnel Policy Manual

Chance reiterates that the PTO policy will be tabled for the time being.

Motion was made by Donna to revisit PTO policies at the next meeting; seconded by Jamie; motion carried by unanimous vote.

{A} Approve Consent Agenda

Cassidy points out two small adjustments that need to be made on the consent agenda. Some highlights include renewal of HUD grants and some additional activity with the state of Montana.

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

{A} Bank Transfer

Tracy says we've had a Rocky Mountain Bank account to hold restricted funds. All restrictions on the funds have now been lifted, leaving these dollars as unrestricted. We are using this account to purchase the parking lot. We'd like to close the account and move the money to a money market account which has very good interest rates at Stockman.

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

{B} Questions on Program Reports

Tracy shares that Emergency Housing and Section 8 went up significantly but some of the jump may have been due to the comparison with the year that COVID made an effect. Unfortunately, due to lack of housing we are having to return grant funds that can't be implemented. State rental assistance known as MERA was closed and discussion follows.

Tracy says she will start bringing in department directors again for presentations during our lunch hour. Robin wanted to know the outcome of the letter from the County Commissioner at a recent Kalispell City Council meeting and Tracy and Cassidy updated on this. Continuum Of Care wrote a nice rebuttal and Samaritan House got a lot of donations afterwards also. Cassidy and Jamie point out that people were displaced after two long-term stay motels closed and that we have seen an increase in need from the mentally ill population.

{B} Agency Personnel Status

Allison shares we were able to hire one person who ended up getting another position. Our client advocate position is still open. Charleen Burgess is ending her seasonal work. Melissa Rice left her position the end of January. Tracy has taken over that role for the time being and Melissa is coming in on a PRN basis. We did hire Shawna Simons as our new Weatherization Director; she has property management and construction experience. Jana McCaslin has been promoted to the department director of LIHEAP and will be reporting to Tracy. We have several open positions now. We just lost an employee in Libby. We are starting to get more applications and are expanding the locations of where we post our positions.

{A} Update on parking lot and Fidelity Title Resolution

Tracy updates that the parking lot purchase will close today. She states that there were some negotiated terms, such as credit towards spring pothole fixes and the removal of the snow currently accumulated on the property prior to CAPNM taking ownership. Agency procured a loan for portion of the parking lot purchase. Initially the title company requested a board resolution authorizing the purchase. However, upon the guidance of the agency attorney, CANPM created a firewall entity (214 Holdings, LLC) to hold ownership of the property which made the resolution for the title company unnecessary. However, now the bank wants it.

Cassidy and Tracy update on the trailer property search.

Tracy shares that Western Montana Mental Health reached out regarding the sale of a group home they have. Property has adjoining land. Discussion ensued and directive was given for staff to research this possibility, move forward in process if it would work for both trailers and as an Oxford House.

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

{A} Resolution 1-23

Cassidy gives a WNC update regarding our syndicator investment group, operating agreements and salient business details regarding Cabinet Affordable Housing. We need approval on Resolution 1-23 from the board.

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

{B} Strategic Plan Review

Tracy would like the board to review the selections that are in red.

{B} Board membership and requirements

Tracy wants to table this.

{C} Board Consensus and ED Timesheets

Chance says ED timesheets look good.

{A} Approval for ED travel/CAPLAW conference

Tracy is presenting this year which will be covered by CAPLAW. Carrie is going this year also. Cassidy will be going to national in Atlanta.

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

{B} Status of Pending Legal Issues

Discussed by Cassidy and Tracy.

Adjournment for lunch at 12:05 p.m.

Motion was made by Steve; seconded by Jamie; 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