



Board of Directors Meeting Minutes

June 23, 2023

10:05 AM

Meeting called to order by ~ Wendy Nissen, Vice President at 10:05 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, Deputy Director	x	
Robin Haidle	x		Brooke Mason	x	
Alicia Davis	x		Allison Deaver, HR Director	x	
Jamie Quinn	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 10:05 a.m. Board Members present/absent by teleconference and in person as noted above.

{A} Approval April 21, 2023 Meeting Minutes

Motion was made by Jamie to approve the April meeting minutes with changes, seconded by Robin. The Meeting Minutes from April 21, 2023 are approved by unanimous vote.

{A} Approve Agenda

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

{A} Audit Report (Emailed)

Keegan Witt reports it was a clean audit with no findings and we are in good financial shape. He further points out that page 74 of the audit report is the most important section because it is a summary of findings. Page 28 gives a rundown on Treasure Manor which Robin asks about.

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

{A} Updated Financial Status

Carrie updates that CSBG COVID is underspent but we have received state funding approval for a new phone system, a new roof, a weatherization trailer, community subgrants, among other items. We have until the end of September to spend down these funds. We have been distributing these funds as grants to local food banks and domestic violence shelters. Donna recommends we do personal outreach with those who did not respond.

Rural LISC grants are underspent as anticipated but will spend out as modular project progresses. We sent some funds back for ESG. We were awarded the Section 8 grant. We are getting ready to end DOE in weatherization and we are underspent. SNAP E&T and Rapid Retraining are underspent. The program is referral based and voluntary. Easter Seals may discontinue this program. Pathways is slightly overspent in Lincoln and Flathead is underbudget; both of these circumstances were anticipated. Fundraising shows a profit. Fuel assistance shows overbudget which is due to the season. Review and discussion of the Statement of Financial Position and Statements of Activities for quarter 1 2023.

On a side note there is discussion about the Yield Foundation grant that was applied for.

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

{A} Approve Consent Agenda

Cassidy shares some highlights including renewal of HUD grants and some additional activity with the State of Montana. We are going to have a class in Libby, and the LOR foundation will sponsor by paying for the class and providing a catered lunch.

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

{B} Agency Personnel Status

Allison shares that Melissa Rice returned as the WX Department Director. We rehired Anthony Smith as our auditor. The ESG department is now fully staffed. We hired a new accounting assistant in Kalispell and a new Housing Navigator for the Libby office. We have two retirements forthcoming. We may be hiring some seasonal LIHEAP employees.

{B} Questions on Program Reports

Tracy shares that the new E&T system will require uploading 8 years' worth of program records. We are also getting rid of CRFs as these are now going to be processed by the state. DOE is coming to do a monitoring.

{A} Update on properties (Courtyard, Libby, Elks) Approval for expenses

Tracy & Cassidy give updates on our properties starting with the Elks. We are under a 1.8 million contract for Elks. We had our second inspection which was better than anticipated. There is black mold in the men's locker room but that is the only place where that was identified. We are going to gut that space for future bathrooms. The roof does not need to be replaced, only repaired. Electrical was also flagged as well as the shed in the back but we would address both of these things. We will remodel for additional offices. We have until the 14th to decide if we want to move forward with the purchase. The city wants us to put in sidewalks and pave the back. We may float the loan because we cannot bill it to any grants. We are considering selling the Kalispell Main Street property and parking lot for 2.2 million. We have received a few responses from Glacier Bank (received after deadline for RFP) Stockman's and First Interstate Bank for a loan. Cassidy shares summary of loan terms with board members for review. We are considering getting federal interest involved in ownership and how that would be reported.

Courtyard legal update follows. Cabinet Affordable Housing selected a builder now and we are pursuing additional funding to meet our budgetary needs. We are hoping to do the groundbreaking by September. We are considering getting the state involved in ownership and how that would be reported.

Motion was made to move forward with Stockman's loan by Steve; seconded by Donna; motion carried by unanimous vote.

Motion to move forward with additional costs with a \$200k limit by Steve; seconded by Donna; motion carried by unanimous vote.

{A} Election of officers

Jamie nominates Wendy to be President and Steve to be Vice President and Laura to be Treasurer.

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

{A} Resolution for Banking

Carrie says we are replacing Chance with Wendy.

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

{D} Board Committees

Tracy asks the Board to let her know if they want to be on new committees.

{D} Vendor List

Carrie asks Board to indicate if there is any conflict of interest.

There is a pause for lunch at noon where Cassidy presents the four county reports power point presentation.

{A} Four County Reports and Annual Report

Cassidy gives a power point presentation. Robin wants to know why numbers are down. Cassidy says this is due to COVID related funding opportunities outside of the agency and natural program fluctuations, which will skew the figures. Cassidy notices a shift in age on the demographics. Employment & Training is providing more services. 50% of our clients are home owners and only 12 households had no income, so we are mostly serving the working class. Often single member households, female head and over 65 years old.

{B} Status of Pending Legal Issues

Discussed by Cassidy and Tracy.

{C} Approval of ED time

Wendy approves ED time.

The meeting officially adjourns at 12:30 p.m. Presentation by Sean O'Neill, Community Services Director, follows.

Motion was made by Laura; seconded by Jamie; 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