



# Board of Directors Meeting Minutes

August 18, 2023

10:07 AM

*Meeting called to order by ~ Wendy Nissen, Vice President at 10:07 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	Other:		
Donna Martin	x		Nate Titus, Infinity Management	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 10:07 a.m. Board Members present/absent by teleconference and in person as noted above.

{A} Approval June 23, 2023 Meeting Minutes

*Motion was made by Chance to approve the June meeting minutes with changes, seconded by Laura. The Meeting Minutes from June 23, 2023 are approved by unanimous vote.*

{A} Approve Agenda

Wendy discusses agenda.

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

{B} Property Report

Presentation by Nate Titus from Infinity Management. He says we have properties performing within the targeted expectations for age/program type. Nate proceeds to go over financial statements and occupancy

reporting for each property. Nate explains that Infinity Management specializes in rent restricted properties. Cassidy adds that due to the financing model used with the CAPNM owned properties we are required to work with a company that meets these certification requirements.

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#### {A} Updated Financial Status

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Carrie updates that we are spending down the CSBG-COVID grant. Rural LISC is also being spent down on purchases pertaining to the placement of the trailers. Several ESG grants have ended and we will anticipate our new allocation within a month. Our allocable pool is on target and Section 8 showed a profit. DOE with Weatherization ended in June and we were underspent. We already started spending our new allocation but we are still waiting on the official contract from the state; same with LIHEAP. Our Weatherization Auditor should be certified in October. We are waiting on a new contract for Pathways.

We just got a \$400K donation from the Whitefish Foundation for the trailers.

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

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#### {B} Personnel Committee Update

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Laura shares that the travel policy was adjusted. The government rate was updated for Polson. There was also a restructuring of the organization chart. Tracy's evaluation is due on September 15<sup>th</sup>.

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#### {B} Asset Management Committee Update

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Robin shares that the Libby project is in a holding pattern. The proposals were overbudget and we can't go that way so we are redoing the RFQ. A future partnership with American Covenant for the Cherry Orchard project is unlikely. The deal on CAP South is closed and we have put the Main Street location up for sale for 2.2 million. The pool at CAP South will be filled and the roof doesn't need to be replaced. Also, the wiring and plumbing need to be fixed but not replaced. We are still targeting a \$1,000,000 rehabilitation project. We should be okay with our million-dollar budget. No architects have bid at this time, even with our RFP extension. We have put out a general contractor RFQ. Discussion follows on the ATM machine owned by Glacier Bank and what we may do with that space. Clarification of June's board meeting approval for Tracy to have authority up to \$200,000 for any one expense associated with CAP South building. All single expenses of \$200,000 or more for CAP South must be approved by the board.

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#### {B} Agency Personnel Status

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Allison shares that we filled the Admin 2 and Eligibility Examiner positions for LIHEAP. Our counselor Trish Grant retired. Jacob Vierzba exited the weatherization department. We filled the Energy Dept. Manager position internally and are looking to fill the Weatherization Administrative Assistant position that she is leaving.

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#### {B} Questions on Program Reports

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Tracy shares. No questions.

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#### {A} Approve Consent Agenda

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Cassidy asks if there are any questions. No questions.

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

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{D} Update on Courtyard and Libby

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Cassidy give updates on our properties.

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{D} Strategic Plan Updates

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Tracy updates. We are working on training manuals for every department with a goal of the end of December to get this all completed.

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{A} CSBG Workplan

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Cassidy explains the email which is our map for the next two years and that we will be giving this to the county commissioners for a letter of support.

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

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{B} Status of Pending Legal Issues

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Discussed by Tracy.

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{A} Approval of 990

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Carrie explains the 990 tax return.

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

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{C} Approval of ED time

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Wendy approves ED time.

The meeting officially adjourns at noon. Presentation by Fuel Assistance Department Director, Jana McCaslin, follows.

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

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Wendy Nissen, President

Laura Burrowes, Secretary/Treasurer

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated