Board of Directors Meeting Minutes

May 1, 2026

10:00 AM

Meeting called to order by ~ Jesse Haag, President *at 10:00 a.m.*

In Attendance – P (resent), A (bsent)

Board Members:	**P**	**A**	**Board Members:**	**P**	**A**
Jesse Haag, President	X		Jessica Kyser		X
Laura Burrowes, Secretary/Treasurer	X		Ryan Hunter	X	
Steve Stanley, Vice President	X				
Alecia Davis	X				
Donna Martin	X		**Staff Members:**	**P**	**A**
John Holland	X		Tracy Diaz, CEO	X	
Brent Rogers	X		Carrie Gable, CFO	X	
Lori Thibodeau	X		Wendy Nissen, HR	X	
Linda Ornowski	X		Lindsey Hale, Housing & Development	X	
			Becky Sago		X

Minutes Recorded by: Wendy Nissen

Take Roll/Call to Order

Board President Jesse Haag called meeting to order 10:07 a.m. Board Members present in person / by teleconference and absent as noted above.

Housing and Community Services Department program presentations – Daniel and Brooke

CS Department Director Brooke Bertelsen explained the TANF / Pathways programs and the Home Again RV Park.

Daniel Neely described the Section 8 program through the Department of Commerce and the five Emergency Supportive Housing programs through Housing and Rural Development.

{A}* Approve February 6, 2026 Meeting Minutes

Agenda was approved.

Motion was made by Laura Burrowes, seconded by John Holland to approve the February 6, 2026 meeting minutes; motion carried by unanimous vote.

{A}* Approve Agenda

Motion was made by John Holland, seconded by Linda Ornowski to approve the agenda; motion carried by unanimous vote.

{B} Introduce Lindsey and update on property

Lindsey Hale is an alumnus of American Covenant who is also directing the Housing Department.

All agency owned properties tax returns were submitted on time.

Cabinet Mountain is getting sidewalks now and asphalt by the end of May. Some funding from the LOR Foundation grant will be used for property improvement.

Monfric property sold, tax returns are getting finalized now.

A potential partnership with Cabinet Mountain may bring a percentage of interest.

Looking to move property management in-house, following the USDA internal guidelines.

{A}* Updated Financial Status

2026 CSBG allocation has been released and increased, the agency is still spending down 2025.

Clients have now been entered in the new Weatherization software program WxPro.

Auditors are due Monday May 4th to perform our agency annual audit with Treasure Manor as our Major Program for the year.

Motion was made by Donna Martin, seconded by John Holland, to approve the Financial Status Report; motion carried by unanimous vote.

{A}* Personnel Committee report and vote on COLA

Laura Burrowes presented the committee's recommendation of a 3% COLA increase. Statistics are gathered from the CPI information from the Bureau of Labor & Statistics for the Western States and nationally, then averaged.

Motion was made by Steve Stanley, seconded by Laura Burrowes to approve Committee Report and COLA increase; motion carried by unanimous vote.

{A}* Approve Consent Agenda

No significant changes. CAPNM used some funds of a $10,000 grant to repair a fence.

Motion was made by Steve Stanley, seconded by Donna Martin, to approve the Consent Agenda; motion carried by unanimous vote.

{B}* Agency Personnel Status

Looking to make an offer for the CFO position by the end of next week. We have someone in mind for the RV manage position.

{B} Program and Planning Committee Report

The retreat for strategic planning will be held at CAPNM to reduce costs and will include the department directors.

With the preschool closing, leasing the space to another entity is likely not an option due to the necessary rent that we would need to cover the costs. Will see if Head Start needs additional classroom space. Tracy will maintain the license until retirement.

{B}* Questions on Program Reports

Discussion was held on whether the CFO position could be hybrid, but they will be expected in the office.

{B}* RV Park Budget

For the reserved, low-income spaces, renter's income will need to be below 30% AMI or less than 26k per year.

It is anticipated that this program will occupy the front desk for 2-4 hours per week. The opening date goal is 5/15/26.

Income is projected at 65% occupancy and after all expenses paid to be roughly 39k.

If sewer is added for about 65k, the license would change to allow permanency.

CAPNM will install three additional cameras.

{A} Approval to open bank account for Stripe (RV payments)

Reservations and credit card payments will be managed through a website called Stripe. All associated fees will be passed on the client.

Motion was made by Steve Stanley seconded by Laura Burrowes, to approve opening bank account for Stripe; motion carried by unanimous vote.

{A} Reconfirm electronic votes (landscaping, preschool and ED)

Cabinet Mountain landscaping, 30k.

Motion was made by Steve Stanley seconded by Donna Martin, to approve electronic vote report; motion carried by unanimous vote.

Preschool closing, with reservations.

Motion was made by John Holland seconded by Steve Stanley, to approve electronic vote report; motion carried by unanimous vote.

Carrie Gable selected as Executive Director.

Motion was made by Steve Stanley seconded by Lori Thibodeau, to approve electronic vote report; motion carried by unanimous vote.

{A} Sidewalk

CAPNM used a capacity building grant to commission an engineer to design a sidewalk on 18th Street. The sidewalk would end into the fence line at the city airport and there is no crosswalk at this junction.

The City of Kalispell denied these plans saying we need a landscaping strip included, with specific trees as well.

Discussion was held regarding the consequences, if any, if we don't proceed with this and it was determined that we'll seek counsel's advice.

Motion was made by Steve Stanley, seconded by John Holland, to seek an attorney's opinion; motion carried by unanimous vote.

{A} Open board seat and 2026 expiring seats (Steve, Jessica, John)

The current Executive Committee will remain as is, until further notice.

Robin Haidle stepped down, John Holland will stay on, Steve Stanley will retire in October. Tracy will contact Jamie Quinn to see if she would consider rejoining.

Motion was made by Steve Stanley, seconded by John Holland, motion carried by unanimous vote.

{B} Status of Pending Legal Issues

An amended scheduling order included in the packet.

Because of the extensive discovery requirements, the deadline has been extended. The roof repair is well documented. Depositions may be required for the plumbing and HVAC systems, if so, Tracy, Carrie and/or Cassidy may be deposed.

{C} Approval of ED Timesheets

Jesse reviewed the timecards as required by CSBG.

{A} Adjournment

The meeting officially adjourned at 12:33pm.

Motion was made by Laura Burrowes, seconded by Steve Stanley to adjourn the meeting; motion carried by unanimous vote.

REMINDERS: Officer sign necessary documents prior to leaving today.

All Board members please turn in your travel claims.

Jesse Haag, President

Laura Burrowes

Laura Burrowes, Secretary/Treasurer

{A} - Action is Required *{B} - Board Information Only*

{C} - Consensus is Needed *{D} - Discussion is Anticipated*

*Related information included in the packet

Next board meeting August 7th and 50th anniversary event.

The board discussed returning to bi-monthly meetings for better continuity and determined an ad hoc meeting was necessary on June 26th at 10:00am virtually. Our 50th anniversary August 7th, 10:00am board meeting followed by celebrations starting at noon. Strategic planning retreat on September 24th 8:30-5pm and September 25th 8:30-12:30pm, 1:00pm board meeting. December 4th, 10:00am board meeting.