



# Board of Directors Meeting Minutes

February 25, 2022

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	
Josh Letcher		X	Brooke Mason	X	
Steve Stanley	X				
Vince Rubino	X				
Glen Magera	X				
Robin Haidle	X				
Jamie Quinn	X				
Tony Brockman	X				
Donna Martin	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.

{A} Approval December 2021 Meeting Minutes

*Motion was made by Jamie to approve the Meeting Minutes from December 17, 2021; seconded by Steve; motion carried by unanimous vote.*

{A} Approve Agenda

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

{A} Updated Financial Status

Carrie shares that with ESG CV it appears 80% will be spent by March so we are hitting our benchmark. Allocable pool went over due to elevator repair costs. She is also helping the new manager of the weatherization department to transition into that role. Carrie is also working with the manager of the LIEAP

program to process budgets and workplans for several new and reoccurring yearly grants. Currently Housing is showing a profit, especially in Section 8 due to a grant from late last year.

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

---

#### {B} Asset Management Committee Report/discussion

---

We are currently developing an RFP for property management vendors. Asset management committee discussed and approved draft with minor changes, including possibly adding performance benchmarks. Vince shares that we are also looking at the purchase of three modular trailers to be used for low income/homeless housing. The payment could possibly come from unrestricted housing funds for the first round of purchased trailer units. Alternatively we can see about getting state funded approval to use CSBG funds. The total cost would be \$270,000 for the three trailers which include six studio units in two of the modular and five studio units, one of which is ADA compliant, in a third modular. We may purchase more units in the future.

*Motion was made by Jamie to approve purchase of three units@\$270,000; seconded by Steve; motion carried by unanimous vote.*

---

#### {A} Approve Consent Agenda

---

Cassidy presents the Consent Agenda. Updates include letters of engagement for taxes which went out, the new water program and a new housing stability services program.

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

---

#### {A} CHDO Application Approval

---

Cassidy explains that the state has informed us that we do not have to continue to do the CHDO application but we will continue to do so moving forward on an annual basis to keep our credentials active and to have the ability to pursue future funding. Small adjustments were noted on the application specific to location of properties. Board approved submitting the application with changes.

*Motion was made by Robin to approve the CHDO application; seconded by Jamie; motion carried by unanimous vote.*

---

#### {B} Questions on Program Reports

---

Tracy shares updates on Fairbridge. Prior to the selling we were trying to figure out how to postpone the eviction of long-term residents. There was no real solution to the problem. A lot of local hotels do not offer extended stay and there was a housing shortage. The Samaritan House opened up their annex to accommodate the residents. We had a meeting at the Elks Club with the residents prior to the eviction; 75 residents attended. A private donation of \$480,000 good for up to 30 days was made to help the residents with the hopes that this money will cover three months of rent per individual. Tracy will do follow up calls to track usage of the funds.

The forthcoming concern is eviction of the Blue and White Hotel.

---

#### {B} Agency Personnel Status

---

Tracy shares we received two applications and that these applicants were interviewed but not hired. We currently have seven positions open. Cassidy and Bob are working on social media to get the word out. The housing department has the most need to fill positions.

We took an ET staff and split his time between the new HSS program. He may go to full time in that position in the future.

---

{B} Stockman Bank Resolution

---

Tracy explains the bank resolution was emailed and we are just waiting for signatures. By March we should be over at Stockman.

---

{C} Board Consensus on ED Timesheets

---

Chance reports that they look in order.

---

{A} Approval for ED Travel/CAPLAW Conference

---

Tracy shares four forthcoming dates for ED Travel. In May Carrie and Tracy want to go to the HR Benefit Conference. June is CAPLAW in Chicago. Region 8 is in July where Tracy and Cassidy will be conducting three workshops and will be speakers on topics including the institutional release program. August is the national community action partnership event in New York and Carrie will go. Tracy asks for approval of travel reimbursements for the above events.

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

---

{B} Status of Pending Legal Issues

---

Discussed by Tracy.

---

Chance Barrett, President

---

Laura Burrowes, Secretary/Treasurer

Adjourned at p.m.

*Motion was made by Wendy to adjourn; seconded by Jamie; motion carried by unanimous vote.*

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated