



Board of Directors Meeting Minutes

October 22, 2021

10:03 AM

Meeting called to order by ~ Chance Barrett, Board President at 10:03 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				
Donna Martin	x				

Minutes Recorded by: Brooke Mason

Take Roll/Call to Order

Chance called meeting to order at 10:03 a.m. Board Members present/absent by teleconference and in person as noted above.

{A} Approval August 2021 Meeting Minutes

Motion was made by Laura to approve the Meeting Minutes from August 20, 2021; seconded by Donna; motion carried by unanimous vote.

{A} Approve Agenda

Motion was made by Jamie to approve the Agenda with the exclusion of the closed executive ED session which will be moved to a future date; seconded by Vince; motion carried by unanimous vote.

{D} Presentation by Infinity Property Management

Presentation by Infinity representative on properties including Courtyard, Sunny Slope Vista, Teakettle Vista 1 and 2, Treasure Manor and Westgate Senior. There was some discussion about wanting to be sure that we are giving our Section 8-11 clients in our service area a priority for housing placement before utilizing the tenants on waitlists outside of Kalispell. There were some circumstances, like construction and lease-up requirements

for Section 8-11, that resulted in a slight deduction of income and occupancy for some of the properties, however all properties performed well with over 95% occupancy rates. Donna recommends some handicap access improvements for Treasure Manor occupants; Infinity and CAPNM will follow-up on this request to establish need/feasibility. Cassidy proposes a future RFP to explore other property management companies. Tracy suggests doing this at the beginning of next year.

{A} Updated Financial Status

Carrie discusses current issues with spending down the HUD funding due to lack of availability of units. Our allocable pool is on budget and Section 8 is showing a profit. We acquired needed capital assets due to increased availability of grant funds.

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

{A} Approval of 990

Emailed by Carrie.

Motion to approve 990 as issued was made by Steve; seconded by Wendy; motion carried by unanimous vote.

{A} Purchasing Policy

Carrie explains that the major change was an increase in limits, as is allowed by OMB for micropurchases. This document is part of the procurement policy.

Motion to approve draft purchasing policy was made by Jamie; seconded by Laura; motion carried by unanimous vote.

{A} Additional Truck Purchase

Tracy says we used LIEAP money to acquire three vehicles which was previously approved by the board and state. We also have acquired new trailers. Discussion ensued regarding agency needs and current repair records of vehicles; it was determined that additional vehicles will be needed. Further, it was noted that computer and equipment purchases for Weatherization will need to be completed.

Motion was made by Steve to purchase remaining eligible items needed for agency including vehicles and equipment; seconded by Donna; motion carried by unanimous vote.

{A} Approve Consent Agenda

Cassidy presents the Consent Agenda.

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

{A} Personnel Committee Report 2022

2022 benefit adjustments are discussed by Wendy. Health insurance premiums will be going up next year by 5% with Pacific Source but it is still considered to be the best value so we are sticking with them. Steve suggests paid health insurance for part time employees to encourage staff retention. Wendy recommends to increase the salary scale by one dollar on step 10 and decreasing by .05 cents as you move down the salary scale which will affect staff across the board at varying levels. Tracy indicated that this will be helpful for recruitment of new staff for open positions.

Motion was made to approve Wendy's proposed recommendations by Steve; seconded by Donna; motion carried by unanimous vote.

{B} Agency Personnel Status

Bob is our new IT person and is working part time. We hired a crew worker for the weatherization department. All of the LIEAP team returned for the season. Becky Sago took over the front desk, and Brooke Mason is doing administrative now. We're also trying to move one of our Section 8 navigators to a permanent financial literacy position. Last but not least we are trying to be pro-active about finding a new client advocate for E&T as a staff member is soon to be retiring.

{D} Updates on COVID 19 and holiday activities

Tracy announces that our agency is at 45% vaccinated. Due to that the administration has decided to not have a holiday party this year. Instead we will be doing something similar to last year which was a fun Zoom meeting with interactive activities. Additionally a budget will be given for the door decorating contest to level this extremely competitive playing field.

{D} Building Update

Tracy gives a brief update that the upstairs is almost done with J2 set to fine tune some of the loose ends. Currently the downstairs flooring is being done. The only thing left on the building is roof repair; repair and maintenance are not considered to be a permanent improvement to the building so we can use specific grant funding for that. We do want to move forward with an RFP for roof repair and possibly insulation replacement.

There is additional discussion on becoming involved in an American Covenant ten-acre property by Fred's Appliance as part of a five-year plan. Chance will be signing a letter of interest.

Motion was made to approve roof and insulation repairs by Donna; seconded by Steve; motion carried by unanimous vote.

{D} Libby Update

Cassidy states we were not approved; we did not get tax credits.

{B} Questions on Program Reports

ESG has an extra million in funding and we have 60% of that to spend down so we are considering subcontracting out to some local shelters and the prospect of expanding to include other areas such as a domestic violence center in Eureka and Libby. Tracy notes that the subcontracts have specific database requirements to qualify.

{D} Board Dates and Workshop Schedule

Tracy and Carrie would like to move our board meetings to the last Friday of the month for next year to accommodate for the fiscal department schedule. October 20th and 21st are set for next year for strategic planning. We will do an RFP for that.

{B} Status of Pending Legal Issues

Discussed.

{C} ED Time Sheets

Chance reviewed, no questions.

This was cancelled when we approved the meeting agenda.

Chance Barrett, President

Laura Burrowes, Secretary/Treasurer

Adjourned at 12:15 p.m.

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

Followed with presentation by Jana McCaslin on LIEAP to the board.

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated