



Board of Directors Meeting Minutes

May 2, 2025

9:30 AM

Meeting called to order by ~ Robin Haidle, President at 9:39 a.m.

In Attendance – P (resent), A (bsent)

Board Members:		A	Staff Members:	P	A
Robin Haidle, President	x		Tracy Diaz, CEO	x	
Laura Burrowes, Secretary/Treasurer	x		Carrie Gable, CFO	x	
Steve Stanley, Vice President	x		Wendy Nissen, HR	x	
Brent Rogers	z		Cassidy Kipp	x	
Alecia Davis	x		Becky Sago	x	
Jamie Quinn	x				
Donna Martin	z				
John Holland	x				
Jesse Haag	z				
Lori Thibodeau	z				
Linda Ornowski	x				
Jessica Kyser	x				

Minutes Recorded by: Becky Sago

Take Roll/Call to Order

Board President Robin Haidle called meeting to order at 9:39 a.m. Board Members present in person / by teleconference and absent as noted above.

{A}* Approve February 21, 2025 Meeting Minutes

Meeting minutes approved.

Motion was made by Steve Stanley, seconded by Laura Burrowes to approve the February 21, 2025 meeting minutes. The Meeting Minutes are approved by unanimous vote.

{A}* Approve Agenda

Agenda is approved.

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

{A}* Updated Financial Status

Specifically mentioned;

CSBG is underspent but they have some ideas to spend it down within the 6-month timeframe.

Housing is Healthcare scope of work is being shifted from the housing units to the RV Park.

State is encouraging CAPNM to spend NWE & BPA

Rural Lisc termed early, that was rescinded, then grant expired.

Motion was made by Laura Burrowes, seconded by Jamie Quinn, to approve financial report; motioned carried unanimous vote.

{A}* Succession Plans and Backup Plan

Tracy gave a brief report about the Succession Plan. Robin questioned wording on page 3, paragraph 3 under **Board Action in the Event of Vacancy in the Executive Director Position**. Last line "*The Acting/Interim Executive Director will not be permitted to hire or terminate key staff without involvement from the Board*".

He feels it should read Approval instead of Involvement, everyone agreed

Motion was made by Donna Martin, seconded by John Holland, to approve the Succession Plan with that change; motion carried by unanimous vote.

{A}* COLA

Personnel Committee met, Tracy recommended a 3% cost of living increase, committee approved and brought to the board for approval.

Motion was made by Jamie Quinn, seconded by Alecia Davis, to approve 3% COLA increase; motion carried by unanimous vote.

{A}* Governance committee Report/Bylaw changes

Jamie discussed the need for clean-up of the Bylaws.

Suggested taking the Board Meeting times out of the Bylaws if it is not required by law to be in there, and put into the Policies and Procedures.

Also, it was brought up that instead of individuals being delegated to a committee, it was thought that it would be nice if they were able to volunteer.

To change the request from 'county commissioners' to 'public official'

Motion was made by Jessica Kyser, seconded by Alicia Davis, to approve clean-up of the Bylaws; motion carried by unanimous vote.

{A}* Approve Consent Agenda

Everything is pretty standard. Tracy mentioned the LOR Foundation gave us money for the Cabinet Mountain project for landscaping.

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

{D}* Annual Report and Four Counties

Cassidy reviewed the Annual Report with the board specifically mentioning an overview of the number of people we are serving and program outcomes, in each county.

How the dynamics in who we are serving has changed. We are helping more and more working people with a higher education level, not just senior, disabled or uneducated clients.

Also mentioned a significant increase in Energy Share.

{B}* Questions on Program Reports

No questions on the Program Reports, Tracy did mention the resignation of the Community Coordinator, but that she will still work on our web page and social media, so the agency will not be hiring a new person for that position at this time.

{B}* Agency Personnel Status

Wendy mentioned the need for Pre-school staff, WX staff and a new staff person in Fiscal.

Tracy responded to inquiries and spoke of the arduous requirement for the Pre-school staff, and about the current staff who took the training to be able to help out when needed.

{D} Property Updates

Libby build is on target, CAPNM fortunately is ahead of a lot of the price increases because we previously purchased materials and have had them in storage. Hoping to be leasing up by 7/1/25, all units are 100% solar power, to alleviate some of the utility burden for the tenants. CAPNM utilized the local workforce for the construction.

CAPNM partnered with FEC for Capital Improvement to Treasure Manor. 32 ductless air source heat pumps were installed. This will be more efficient for both heating and cooling and reduce the energy cost burden for the residents.

There is a company that would like to do a tax credit build in Flathead and Lake counties, and is looking for a non-profit, reached out to CAPNM.

Spoke briefly about the idea of doing inhouse property management for the properties we own

{C} Board Consensus on ED Timesheets

Robin commented that all timesheets are fine.

{A} Nominations for Officers and 2025 Terms

Term ends in June. Laura Burrowes would like to stay in her position as Secretary/Treasurer, Steve Stanley also said he would like to stay in his position as Vice President.

Robin would like somebody to step up for the President position, but said he is willing to stay in the position if no one does.

Jamie Quinn, Linda Ornowski, Lori Thibodeau & Donna Martin voiced their interest in staying on the board for another 3-year term.

It was mentioned that in the Bylaws it does mention that an absence from a Board meeting needs to be reported to Tracy or Robin in order to remain on the board.

{B} Status of Pending Legal Issues

Tracy updates nothing pending against CAPNM.

However, more roof issues were found. CAPNM administration will be meeting with Darrell Worm on Monday 5/5/25, to discuss the issues and how much extra expense we incurred, because of known issues there were not disclosed. He agreed to take the case on contingency.

{A} Adjournment

August Board meeting was rescheduled, moved from 8/1 to 8/22 at 9:30am.

The meeting officially adjourns at 11:55 pm.

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

Robin Hidle, President

Laura Burrowes, Secretary/Treasurer

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated