



Board of Directors Meeting Minutes

August 26, 2022

10:09 AM

Meeting called to order by ~ Chance Barrett, Board President at 10:09 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			
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 a.m. Board Members present/absent by teleconference and in person as noted above.

{A} Approval July 2022 Meeting Minutes

Wendy says to change July minutes approval section regarding the April meeting minutes to include motion was made by Jamie, seconded by Laura. *Motion was made by Jamie to approve the July meeting minutes with changes, seconded by Glen. The Meeting Minutes from July 1, 2022 are approved by unanimous vote.*

{A} Approve Agenda

Motion was made by Jamie to approve the agenda, seconded by Wendy; approved by unanimous vote.

{A} Updated Financial Status

Carrie shares that we have been prioritizing ESG COVID grant so other housing programs are showing as underspent. CSBG COVID is still underspent. We're looking for ideas on how we're going to spend this fund.

There is a possibility of giving out COVID tests to the public or senior living centers or we could possibly use these funds to address food insecurity concerns. We are returning some LIHEAP and ARPA funds so other agencies can use it. We finished our E&T grant and are underspent. Section 8 ended and we had a profit. Fundraising also had a profit. We spent a little bit over on weatherization CRFs as we use historical data to gauge costs annually.

Motion was made by Tony to approve financial status; seconded by Glen; motion carried by unanimous vote.

{A} Incentive Compensation Policy

Tracy explains that we have a policy now so we don't have to use unrestrictive funds and it has to apply to all staff and can only be given for reduction in costs or exceptional work. We also have an incentive bonus if you recommend a staff for new hire which is also considered a reduction in cost.

Motion was made by Jamie; seconded by Glen; motion carried by unanimous vote.

{D} Personnel Committee Report

We hired new HR and fiscal staff. Wendy says the personnel committee wants to recommend that we approve the fiscal policy. Tracy's evaluation is in September and Wendy indicates that an electronic copy is preferred with a September 9th due date. She will email to the board and back to Laura.

{D} Program and Planning Committee Report

Wendy shares that we spoke about the Strategic Planning. We hired a facilitator, one night for out of town guests at the Hampton Inn and Wendy will need to know who needs a hotel room in advance. Glen would like a reminder email.

{A} Approve Consent Agenda

Tracy presents the Consent Agenda. We extended the Abbie Shelter grant. We will do a rewrite on the E&T Pathways grant next year.

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

{B} Agency Personnel Status

Tracy shares there have been a couple of adjustments including the HR and Fiscal hires. We really need help in the LIHEAP, Housing and WX departments. Our largest concern is LIHEAP because our season is about to begin and our returning staff is only working on limited hours. Jamie encourages us to pay staff more versus going through a temp agency. We will be getting some additional DOE money and hope to create a workforce program through FVCC or potentially seek out 18-year-olds in local high schools to participate.

{A} Update on building, property search and parking lot

Tracy updates that we asked someone to see if we had hail damage and we did not. We will not be getting a new roof for the agency at this time. Chance explains that the Elks Club may be a consideration for a future building. We sent a letter of intent to purchase at 1.5 million but another buyer got involved. The feedback is that the Elks Club already owns another piece of property but they have to deal with a leaseback which might give us an opportunity to purchase due to timing concerns. We have some potential land donors that could help us with this purchase also. Chance recommends we do a leaseback as well and give Elks a deadline. Tracy thinks we are a good match with Elks due to the communities we mutually serve. Tracy updates on the

parking lot across the street. We put in an offer and it was rejected and we did not counter that offer because we currently have parking through October. Discussion on Elks Club building for potential office move.

Motion was made by Jaime to approve moving forward with Elks Club pending financial approval from the board; seconded by Glen; motion carried by unanimous vote. Tony makes a motion to move forward with the parking lot depending on Elks Club purchase, seconded by Wendy; motion carried by unanimous vote.

{B} Questions on Program Reports

Tracy explains that department directors addressed the numbers decreasing. If we underlease we lose vouchers and we're facing this issue due to rising costs of rent because we're only allowed to spend a certain amount of money.

{D} Update on Libby project

Cassidy completed the tax credit application and submitted. We won't get an update until October.

{A} Succession Policy and Backup Plan

Chance checks to make sure that everyone has read this and is on board with it.

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

{A} Review Mission Statement

Tracy doesn't think that our mission statement needs to change.

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

{A} Resolution

We learned that Cassidy was not allowed to be a signer so Tracy put the resolution in so that Cassidy can be a signer in the future. We aren't doing it just for deputy director because Tracy was not comfortable with letting a brand-new staff doing that versus someone who had tenure.

Motion was made by Jamie; seconded by Tony; motion carried by unanimous vote.

{B} Status of Pending Legal Issues

Discussed by Tracy.

{C} Approval of ED Timesheets

Chance approves.

{D} Rear View Mirror

Discussed.

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

---Break for lunch at noon---

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated