



Board of Directors Meeting Minutes

April 16, 2021

10:02 AM

Meeting called to order by ~ Chance Barrett, Board President at 10:02 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	
Dave Stipe, Vice President	X		Carrie Gable, CFO		X
Laura Burrowes, Secretary/Treasurer	X		Cassidy Kipp, Deputy Director	X	
Josh Letcher		X	Brooke Mason	X	
Wendy Nissen	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 10:02 a.m. Board Members present/absent by teleconference and in person as noted above.

{A} Approval February 19, 2021 Meeting Minutes

Motion was made by Jamie to approve the Meeting Minutes from February 19, 2021; seconded by Donna; motion carried by unanimous vote.

{A} Approve Agenda

Chance asks the board for input and it is recommended that we add an October board meeting date change.

Motion was made by Jamie to approve the Agenda with the addition; seconded by Robin; motion carried by unanimous vote.

{A} Updated Financial Status

With Carrie on vacation, Tracy updates. Everything is good. CSBG and Housing Programs are all underspent. We're concerned about HUD funding being reduced. We just got 1.5 million in grants that we need to spend creatively or we lose it. The Northwestern Energy contract has not been received at this time.

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

{A} Bylaw Committee Report

Vince shares the bylaw committee report. The major change was that anyone out of state can attend remotely. Other special circumstances include those who are affected by weather and personal health issues.

Motion was made by Donna to approve the bylaw changes; seconded by Glen; motion carried by unanimous vote.

{B} Update on Courtyard

Cassidy relays that there are mold issues in five of the units in the Courtyard Apartments. We notified the contractor and Hammerquist. The rebuild was completed. Hammerquist wants a second inspection, and we would prefer that be done with third party experts. An additional issue was the discovery of no hub coupling on the sewer lines. We have been documenting all communication with Hammerquist on the above issues. CAPNW continues to work with legal counsel on the issue and it is evident that an additional operating deficit loan from ReCap to the property will be needed. The amount is unknown at this time, but a request for board vote is anticipated before the next board meeting.

{B} Update on Libby Property

Cassidy and Tracy share that the board voted to move forward in pursuing a joint venture on a low-income housing tax credit project with American Covenant. They submitted their letter of intent for a tax credit project through the Montana Board of Housing. Currently, the tax credit attorney is working to develop an MOU memorializing the salient business points between American Covenant and CAPNW. The asset management committee will likely be called upon to discuss and review documents as they are generated.

{A} Approve Consent Agenda

Cassidy presents the Consent Agenda.

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

{B} Risk Assessment 2021

Tracy shares that we did very well with little needed to work on. The safety committee will review the risk assessment. The board also needs to do a self-assessment.

{B} Questions on Program Reports

Tracy leads a discussion on the new state ERAP program as well as a possible auto-donation set up in E&T. Also recommended was a management meeting to discuss the standardization of program reports to include possible metrics of how much money is being spent per client.

{B} Agency Personnel Status

Tracy states that we have not had a janitor in a month. We put out an RFP to eight janitorial services. Additionally, we have had three open positions for six weeks. We've had a lot of no-show interviews, but continue to advertise in the newspaper and on our website.

{D} Strategic Plan Review

Tracy says we did well meeting goals. Our numbers were lower in 2020 due to COVID. We will do strategic planning in October of 2022. We've been discussing using a different format, possibly a CAPLAW format, in the future. Cassidy has been working on this for ROMA.

{C} Board Consensus on ED Time Sheets

Chance reviewed, no questions.

{A} Board Term Expirations

Chance asks Wendy and Laura if they want to remain in their positions. Wendy says she will stay on but Laura wants to take a month to consider. The ultimate decision will be tabled until the next meeting.

Motion was made by Vince to approve tabling the discussion; seconded by Jamie; motion carried by unanimous vote.

{A} Board Meeting Date Change

Board meeting date change from 10/15 to 10/22.

Motion was made by Donna to approve; seconded by Wendy; motion carried by unanimous vote.

{D} Nomination Committee

The nomination committee will get back to the board, discussion tabled for the time being.

{B} Status of Pending Legal Issues

Tracy reports.

{D} Rear View Mirror

Our annual meeting in June needs to be attended in person as several items of paperwork need to be resigned. We're also having our audit and annual COLA increase, which will be on the agenda.

Chance Barrett, President

Laura Burrowes, Secretary/Treasurer

Adjourned at 11:13 a.m.

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

{A} - Action is Required

{B} - Board Information Only

C} - Consensus is Needed

{D} - Discussion is Anticipated