



Board of Directors Meeting Minutes

February 19, 2021

10:00 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		Kathleen Donohue	x	
Vince Rubino	x				
Glen Magera	x				
Robin Haidle	x				
Jamie Quinn	x				
Patrick Malone	x				
Donna Martin	x				

Minutes Recorded by: Kathleen Donohue

Take Roll/Call to Order

Chance called meeting to order at 10:00 a.m. Board Members present/absent by teleconference and in person as noted above.

{A} Approval December 18, 2020 Meeting Minutes

Motion was made by Jamie to approve the Meeting Minutes from December 18, 2020; seconded by Dave; motion carried by unanimous vote.

{A} Approve Agenda

Cassidy requested an addition to today's agenda regarding an operating deficit loan for the Courtyard Apartments, which was placed under the Asset Management Committee Report.

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

{A} Updated Financial Status

Carrie stated she had just received notification of an additional \$450,000 in COVID related funds. CSBG is underspent; and we have received approval from the state to use the funding for the cubical purchase. ESG is under budget and CAP has received an additional \$1.4 million in funds; 80% of these funds need to be spend by March of 2022. Discussion regarding where to best use the funds, including possible subcontracting for other programs. Chance brought up the possibility of using some funds for an actual homeless report. Discussion regarding how to spend Rental Assistance from Bank of America, which needs to get spent down; CAP has received notice of an extension to 04/01/2021. Montana Innovation Grant was under spent and some funds returned. There are also a few COVID related grant funds that need to be spent down. Allocable pool is under budget. Northwest Energy Fund will most likely not be spent down. We try to notify the state early on in regards to this so the funds can be reallocated. We just got our contract for fuel assistance. E&T is on budget, Section 8 is showing a profit.

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

{B} Bylaw Committee Report

Vince reported that there were no major changes, and there were no questions by the Board. Tracy asked that the Bylaw Committee review the sections on electronic meetings and voting. She will take a look at the CAPLAW recommendation and send out an update.

{B} Asset Management Committee Report/Discussion

Dave reported. Discussion ensued about the Courtyard situation. Tracy said 5 units were affected, and that there is some concern about bathtubs. It will be one to two weeks before tenants will be able to move back in. Infinity conducted an inspection in July of 2020, but no official report was issued. Dave also reported that we decided not to buy the Evergreen property due to the property inspection.

Discussion regarding Main office possibly moving. Chance reports that CAP received two unsolicited offers, also that Glacier Bank would like an opportunity to bid on our building if we decide to move. One Comparative Market Analysis gave a value of \$58.40 per square foot, as is, but Chance believes it may really be closer to \$60 or \$70 per square foot, based on building location. Board members agree that there is no viable option at this time and that it is best to just stay where we are for now.

{A} Approve Operating Loan for Courtyard

Cassidy explained that this would be a \$40,000 operating deficit loan for Courtyard, with a potential for \$20,000 more in March, for a total of \$60,000. This loan would be from Recap to Courtyard.

Motion was made by Dave to approve; seconded by Glen; motion carried by unanimous vote.

{A} Approval for Building Improvements

Tracy explained that CAP is able to use some COVID funds to change cubicle space, which will cost about \$92,000. We would also like to replace the upstairs carpet and paint the interior upstairs. We received a carpet bid of \$38,000 and a painting bid of \$8,000. This would be a 2-week process, and we would like to get them all done at the same. Discussion held.

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

{A} Approve Consent Agenda

Consent Agenda report prepared by Cassidy; some discussion about Letters of Engagement.

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

{A} CHDO Application Approval

There was discussion regarding board member designations, as well as the still-open board member seat in Sanders County. Jamie mentioned that perhaps offering a laptop computer, along with the possibility of attending meetings via Zoom, will make it easier to recruit someone. Tracy agreed to post the opening on the web and in the Sanders County paper.

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

{B} Questions on Program Reports

There was discussion about Energy Assistance. Tracy states there will be a funding increase for weatherization if the new stimulus package passes. There was a decrease in CRF's for heating replacements, primarily due to Weatherization's strict adherence to guidelines. Right now, CAP is doing okay

{B} Agency Personnel Status

Tracy reports that the only layoffs have been in LIEAP, and that CAP is fully staffed at this time. Kathleen has been moved from LIEAP to Admin.

{B} Update on Poor People Campaign

Tracy reports that she attended a virtual meeting of the Poor People Campaign, and that CAP has decided to assist our local group with resources, referrals, etc.

{D} Board Strategic Plan Review

Discussion regarding the Board Strategic Plan, which needs to be reviewed yearly. Tracy asked the board to provide updates via email and she will place the item back on the agenda for the April board meeting.

{D} Board Agenda and Meeting Format

Discussion regarding how the agenda and meeting format are being handled. The members agree that the virtual meetings are helpful, but Vince and others did stress that while using the OWL program, speakers need to remember that only one person should talk at a time, otherwise there is a lot of noise interference and other members are not able to hear what is being said. Chance said that due to the ongoing COVID situation, we will most likely have to conduct some virtual meetings through 2021, while looking forward to in-person meetings in 2022. The board liked the current format for the agenda and stated that if more information is needed, members can ask during the meeting. Chance suggested that we add a time to the end of the meeting for open discussion.

{C} Board Consensus on ED Timesheets

Review and approval by Chance.

{A} Board Approval for ED Travel

Discussion held. Tracy explained that some travel is needed throughout the year if conferences and trainings are held in person.

Motion was made by Jamie to approve travel for Tracy, with notification to the Chairman when opportunities present themselves; motion seconded by Glen; motion carried by unanimous vote.

{B} Status of Pending Legal Issues

Update provided by Tracy, currently no legal actions.

{A} Adjourn

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

Adjourned at 11:25 a.m.

Chance Barrett, President

Laura Burrowes, Secretary/Treasurer

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated