



Board of Directors Meeting Minutes

August 20, 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	
Wendy Nissen, Vice President	X		Carrie Gable, CFO	X	
Laura Burrowes, Secretary/Treasurer	X		Cassidy Kipp, Deputy Director	X	
Josh Letcher		X	Kathleen Donohue	X	
Steve Stanley	X		Lenore McGarry	X	
Vince Rubino	X				
Glen Magera	X				
Robin Haidle		X			
Jamie Quinn		X			
Donna Martin	X				

Minutes Recorded by: Kathleen Donohue & Lenore McGarry

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. Chance also introduced Steve Stanley, the Interim Commissioner of Lake County.

{A} Approval June 25, 2021 Meeting Minutes

Motion was made by Laura to approve the Meeting Minutes from June 25, 2021; seconded by Wendy; motion carried by unanimous vote.

{A} Approve Agenda

Motion was made by Glen to approve today's Agenda; seconded by Donna; motion carried by unanimous vote.

{B} Introduce State Monitor: Theresa Willard (via Zoom)

Tracy introduced Theresa Willard, State Monitor, who is present via Zoom. She and her partner, Mike, monitor the CSBG, ESG, LIEAP, and Weatherization programs. LIEAP and WX Monitoring reviews were great, Theresa said, and she complimented CAP's employees.

{A} Updated Financial Status

Carrie reviewed the updated financial statements, and asked if there were any questions. She stated she is confident the CSBG funds will be spent down, also the COVID funds. The Housing fund is currently underspent. Tracy stated we received approval from the state to purchase three vehicles, up from two, and that we may have to buy them right from the lot, as our RFP's have not been responded to. There was discussion about the long wait for RFP vehicles.

Motion was made by Donna to approve increasing the vehicle purchase from two to three; seconded by Wendy; motion carried by unanimous vote. Motion was also made by Donna to approve the updated financial status; seconded by Wendy; motion carried by unanimous vote.

Cassidy discussed funds available for ESG. Chance asked about using funds for appliances; this will have to be tied back to a COVID trigger. Cassidy explained that these funds need to go primarily through shelters. She asked that if any counties other than Flathead are in need, please let her know, as we may be able to help. There was some discussion regarding the limitations of spending the ESG funds, and the possibility that CAP may be able to supplement the shelters so they can use the funds as needed.

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

{A} Personnel Committee Report with recommended changes - Laura

Laura presented the Personnel Committee Report. Some changes have been made to several of the personnel policies, one of which is that Juneteenth has been added as a paid holiday. A yearly bonus of up to \$1,000 is now available for those who have scored a 3.0 or higher on their evaluations, but have reached the top of their pay scale.

Motion was made by Laura to recommend the changes. Tracy said she will cap the salary for the higher level positions when they reach a certain point. (Managers start at step 17, capped at step 35.) Employees can move up to 3 steps per year (evaluations are yearly). The salary cap does not affect COLA.

Motion was made by Wendy to approve the changes to CAP's Personnel Policies and salary steps as presented; seconded by Donna; motion carried by unanimous vote.

{D} Program & Planning Committee Report - Wendy

Wendy presented the Program & Strategic Planning for 2022 Committee Report. Tracy stated lodging is provided by CAP to get together for this meeting, which will be followed by a Board meeting, in October of 2022. Cassidy and Tracy will begin the planning process.

Tracy explained that there is a lot of preparation needed for strategic planning, hence the early arrangements.

{A} Approve Consent Agenda

Cassidy presented the Consent Agenda, and noted that CAP has entered into a contract for janitorial services. She also noted that there are a few amendments to some of our grants.

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

{B} Agency Personnel Status - Tracy

Tracy shared information on CAP's personnel status. No one has left during the past two months. A Senior Staff Accountant was hired about a week ago, and Austin has been re-hired in the Weatherization Department. Patricia Grant, who formerly worked in E & T, has been re-hired to work as a mental health and substance abuse counselor. She will also work with Sean on outreach for the homeless. Patricia has a doctorate and master's degree in counseling. Donna asked if there will be travel to other counties for outreach, and Tracy said Patricia may be able to do this either in person or remotely. CAP already has 5 people lined up to meet

with Patricia. In addition, there is one crew worker position still open. There was an interview Monday for the IT Tech position.

{D} Update of potential building & building rehab - Tracy

Tracy led a discussion on the potential of this building and the building rehab. The rehab is 96% done; J2 still needs to come in and fix a few things. There was some flooding from upstairs to downstairs through the ceiling. CAP can use some CSBG funds to replace the carpet where the flooding occurred with linoleum. Board approval for new flooring was requested and approved by the board. We have asked for bids. There is no update on CAP's lawsuit against the contractor who walked away from the job. Tracy said that a 54-room, 5 story hotel is going to be built where the parking lot is now, so we will lose our parking spaces. We will also lose the handicap space, and there is concern about how the construction will be staged. This will have an impact on our ability to serve our clients. CAP's building is in high demand due to its location; Chance estimates that it is worth \$2.1 to \$2.2 million. The old K-Mart is being sold for \$3.48 million, buyer unknown.

{B} Questions on Program Reports/new format - Tracy

Tracy discussed the recent changes to the various program reports. Chance asked that the people who prepare the report put their names on them. Vince asked if the people preparing the reports like the new format; Tracy responds that they do. Cassidy suggested that the process become more stream-lined. Tracy discussed the weatherization reporting and explained that the changes made to the amount we can spend on each house has caused us to have to reduce the number of homes we work on.

{D} Update on Libby Project & Courtyard - Cassidy

Cassidy provided an update on the Libby Project, as well as Courtyard. Cassidy referred the members to the Libby Project handout. We will hear on 10/18/21 whether or not it is approved, following the 10/17/21 meeting in Helena, which CAP will not be able to attend. Regarding Courtyard, Cassidy said that there is massive spreadsheet and timeline completed that outlines the damage, which will be submitted to the other entity per our attorney. The insurance company has now stated twice that the damage done is a construction issue. Cassidy discussed being better prepared in the future with our contracts. There was discussion about the project in Libby. The land was donated by Tom Warner to CAP. There will be a public hearing on Monday regarding the project's tax-exempt status. There was additional discussion about the need for the property to be mowed down, and treated with something to kill the knapweed. Glen discussed a few ways to kill this weed and suggested contacting the County Extension Office.

{A} Bank Resolutions - Tracy/Cassidy

Cassidy reviewed the two bank resolutions that need to be signed, one for Treasure Manor LLC, to change the name to Treasure Manor Holdings; this will need to be filed with Secretary of State. The other one is Cabinet Mountain Holdings. A voice vote was called.

All approved by saying, "Aye". There were no "nays".

{A} CSBG Work Plan & Annual Report Power Point - Cassidy

Cassidy presented a Power Point presentation on the CSBG Work Plan and Annual Report. This year, two different reports were needed. Cassidy went into how CAP focuses on results and outcomes, also the need to "quantify" our results.

Tracy explained that clients can only have their homes weatherized every ten years, while people can receive LIEAP every year. Cassidy pointed out that CAP truly does serve the working poor, also that CAP is very fiscally responsible. Lincoln County has started to track how many people they are referring to CAP.

Motion was made by Laura to approve the Work Plan and Annual Report; seconded by Donna; motion carried by unanimous vote.

{D} Four County Reports - Cassidy

Cassidy asked if there are any questions about the county reports. Some numbers did change in 2020 in some communities and we are trying to increase our outreach for them. Donna commented on the increase in Section 8 Housing. Cassidy stated many of our clients are moving outside of Flathead County due to the inability to find housing here. Tracy explained that some of our Section 8 clients roll over every year. There was some discussion about VASH.

B) Status of Pending Legal Issues - Tracy

Tracy reports there are only two legal issues, the carpeting contractor and Courtyard. There were no questions.

{C} ED time sheets - Chance

Chance reported on the time sheets, which he reviewed.

{D} Rearview Mirror

Vince mentioned that Missoula is getting money through the American Rescue Plan, and Missoula is an entitlement community. Great Falls is also, so these two cities received quite a bit of money. Discussion ensued about the difficulty of finding housing where you are able to find work. Our educated workforce is leaving due to inability to find housing. There was also discussion about people who are not working because they are being helped by various programs, such as the eviction moratorium. The ERAP program was also discussed. Tracy talked about advocating with the state for fewer restrictions on spending funds, as there are many limitations.

{A} Adjourn

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

Chance Barrett, President

Laura Burrowes, Secretary/Treasurer

Adjourned at 11:55 a.m.

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated