



Board of Directors Meeting Minutes

August 21, 2025

1:00 PM

Meeting called to order by ~ Robin Haidle, President at 1:02 p.m.

In Attendance – P (resent), A (bsent)

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

Minutes Recorded by: Becky Sago

Take Roll/Call to Order

Board President Robin Haidle called meeting to order at 1:02 p.m. Board Members present in person / by teleconference and absent as noted above.

{A}* Approve May 2, 2025 Meeting Minutes

Meeting minutes approved.

Motion was made by Laura Burrowes, seconded by Donna Martin, to approve the May 2, 2025 meeting minutes; motion carried by unanimous vote.

{A}* Approve Agenda

Agenda is approved.

Motion was made by Jamie Quinn, seconded by John Holland, to approve the agenda; motion carried by unanimous vote.

{A}* Potential New Board Member

Question was asked about voting and conflict of interest with Ryan being on the city council. He said he could recuse himself from voting whenever necessary. Board introduced themselves to Ryan.

Motion was made by Jamie Quinn, seconded by Brent Rogers, to approve Ryan Hunter as a new board member, representing Flathead County Public Sector, motioned carried unanimous vote.

{A}* Audit Report

Keegan with Carver Florek & James, CPA's spoke to the board via phone regarding the audit they most recently finished for CAPNM.

He spoke of their schedule of findings:

Financial Statement, there were no material weaknesses identified. No significant deficiencies identified, and no non-compliance material to the financial statements.

Federal Awards, the one finding; CAPNM out of compliance with CSBG grant requirements.

Recommendation to fulfill the tripartite requirement, finding resolved with the welcoming of Ryan Hunter to the Board of Directors.

Keegan also mentioned that CAPNM Financials are always clean and CAPNM considered low risk auditee.

Motion was made by John Holland, seconded by Jamie Quinn, to approve the audit report; motion carried by unanimous vote.

{A} Finance Committee Recommendation

Comment was made regarding how clean the audit always is and kudos were given to Carrie for always doing a great job.

{A}* Updated Financial Status

Carrie talked about the CSBG grant. New contract showing underspent because we are still working on the old CSBG contract. She is confident will be able to spend down old grant, to be able to start spending new one.

Because the Learning Tree only has between 2-5 students, we are using the Stockman Bank startup funds to plug holes between student income received and expenses.

LISC grant was cut off, then given back and extended. We shifted the scope from the original modular units, to work on the RV park.

Funding for LIHEAP looks good.

Doe grant came in underspent because of state directive to spend down NWE & BPA because they are privately funded

Weatherization lower than budgeted.

Program grants Contingency Revolving Fund (CRF), is lower than budgeted.

Budget under what actual cost is for this building, because of lack of information, creating greater cost in repairs than expected.

Motion was made by Donna Martin, seconded by Jessica Kyser, to approve financial statements; motion carried by unanimous vote.

{A} Reaffirm Board Officers for 2025-2026

Jesse Haag stepped up to be new President

Steve Stanley chose to remain Vice President

Laura Burrowes chose to stay Secretary/Treasurer

Motion was made by Jamie Quinn, seconded by Alicia Davis, to approve board positions; motion carried by unanimous vote.

{B} Additional Property Information

Cassidy spoke about the Cabinet Mountain project, it has 24 units and could have people moving in by December, will become Cabinet Mountain Apartments.

Also, CAPNM looking at being involved with the proposed "Outpost" a 24-unit, 9% tax credit property in Kalispell. The Outpost would rent to residents under the median income, with 10% of the units being reserved for Veterans, DV victims & Youth aging out of foster care.

Tracy mentioned that the Monfric properties have been hard to sell, she also mentioned she would like Monfric property dividends to be designate to a building management account.

Motion was made by Robin Haidle, seconded by Donna Martin, to approve Monfric dividends to a building management account; motion carried by unanimous vote.

{B}* Agency Personnel Status

Wendy announced there are several open positions. Re-opening the teen solutions positions. Restructure Fiscal Department and reopen Fiscal position. Re-open the Community Coordinator position. Not hiring for preschool at moment while enrollment is so low, we have 8 staff who are certified and can step in and help out.

{B}* Questions on Program Reports

No questions

{D} Preschool Report

Enrollment struggling, did all kind of advertising. Not sure why struggling as the Community Needs Assessment has identified childcare to be the #5 most needed service in the valley. Having to delay the opening a couple times could have affected enrollment. We had to terminate 3 children because we are not licensed for diapers changing and they were not potty trained. We could do additional work to get licensed for pullups so we could lower enrollment age to 2.

Private pay is \$50 per day, Best Beginnings allows \$68, however Best Beginnings doesn't pay for afterschool care. Tracy plans on working with the Dept of Agriculture for food reimbursement. Mya is rated high enough that she could hold the license for the Preschool when Tracy leaves.

{B} Personnel Committee Report

Tracy announced her resignation, she has given a year, tentatively leaving September 15, 2026. She will be putting her house up for sale as she plans to relocate, so that date may vary.

After the January 1, 2026 the hiring committee will be working with Wendy to open the Executive Director position and being recruitment. They want to have a candidate identified by July 1, 2026 so there will be ample time for Tracy to train new ED. Will post on national websites for recruitment. Need to have hiring committee.

Tracy will start planning to move the Strategic Planning from October 2027 to October 2026 as she feels attending was a great help for her when she first started and she would like the new ED to have that advantage as well.

{A}* Approve Consent Agenda

Unspent HSS funds returned. Amend existing LIHEAP contract with a \$50k reduction. Attorney Retainer Agreement is 33% of any funds recovered for building. JG Research completed the Community Needs Assessment reports.

*Motion was made by Laura Burrowes, seconded by Donna Martin, to approve the Consent Agenda **with amendment**; motion carried by unanimous vote.*

{A}* CSBG Work Plan

Cassidy told board outlined no huge deviation from past goals.

Know #'s are attainable from what we have done in the past for what we intend to do.

Motion was made by Robin Haidle, seconded by John Holland, to approve the work plan; motion carried by unanimous vote.

{D}* Strategic Plan Updates

Tracy report tells what has been successful and what areas we are struggling.

{D}* 2025 Risk Assessment

Tracy does a risk assessment every 2 year and just complete risk assessment for next 2 years. Board supposed to do a yearly self-assessment.

{B} Status of Pending Legal Issues

Sidewalk issue - have been told by the city CAPNM has to put in a sidewalk on the North end of the property. One individual Tracy spoke with said we had to put in the sidewalk to get our occupancy certificate but that there was a bond they could give us. When Tracy went back to inquire why CAPNM hasn't seen the bond she was told we could **not** get one. CAPNM has spent thousands of dollars to constantly get different stories.

Person Tracy spoke with said we can't get occupancy certificate without putting in the sidewalk. Insurance does not require us to have an occupancy certificate, but it was thought that anything needing to be done outside should not be tied to an occupancy certificate. Brent said that we should continue to pursue that because CAPNM could be shut down on the spot without an occupancy certificate.

Attorney filed lawsuit about a month ago, at this date the Elks have not been served. He filed in **Lake county** so CAPNM does not bombarded with press. The suit filed is regarding HVAC, Roof, & Sewer.

{C} Approval of ED time

ED time approved by new President Jesse Haag.

{A} Adjournment

The meeting officially adjourns at 3:12 pm.

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

Jesse Haag, President

Laura Burrowes, Secretary/Treasurer

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated