



Board of Directors Meeting Minutes

December 17, 2021

10:05 AM

Meeting called to order by ~ Chance Barrett, Board President at 10:05 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				
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 10:05 a.m. Board Members present/absent by teleconference and in person as noted above.

{A} Approval October 2021 Meeting Minutes

Motion was made by Laura to approve the Meeting Minutes from October 22, 2021; seconded by Glen; motion carried by unanimous vote.

{A} Approve Agenda

Motion was made by Jamie to approve the agenda with three additions to include a discussion on Tony Brockman, Bank RFP results and a construction update; seconded by Laura; motion carried by unanimous vote.

{A} New Board Member

Tony Brockman is recommended as a new board member in the open 'at large' position. It was noted that he will be running for the Flathead County Commissioner and as a board member for CAP would be representing our four counties.

Motion was made by Jamie to approve Tony being added to the board; seconded by Wendy; motion carried by unanimous vote.

{A} Updated Financial Status

Carrie discusses. ESG is under budget. We're getting a lot of COVID funding for CSBG and are working on getting our funds spent down. Chance recommends a meeting with partners in the community to brainstorm uses for these funds. Tracy suggests we start doing this at the first of 2022. The partner would have to submit a budget and scope of work to apply for a subgrant and would have to follow guidelines and meet our mission statement. Applied materials got an extension. Our HUD projects ended so we are starting a new grant year. Section 8 is showing a profit. We are currently using grant money to run Section 8, which we don't usually get.

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

{B} 2022 Allocable Budget

Carrie discusses. We are on budget. Fuel assistance grants are coming. Fiscal and HR will be budgeted out for the coming year.

{B} 2022 Agency Annual Budget

Carrie states that she has compared next year's budget with historical data and last year's budget. The new budget accounts for a staffing expense accelerator and includes new COVID grants. The new budget also includes sub-grants using ESG funds and capital expenditures from the state for weatherization. We are also projecting the eventual cost of roof repair and toilet replacements for the Kalispell building.

{A} Finance Committee Recommendation

Chance summarizes the recommendation by the finance committee.

Motion was made by Glen to approve the budgets; seconded by Robin; motion carried by unanimous vote.

{A} Bank RFP

Cassidy discussed. After the RFP review the board concurred with staff recommendation of Stockman Bank for bank/cash management services and Valley Bank for loan services. Both of these banks met the requirements as outlined in the RFP.

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

{A} Approve Consent Agenda

Cassidy presents the Consent Agenda. There are a number of new grants that are coming in. We have a few amendments to LIEAP and reoccurring contracts with vendors for Weatherization. We are sub-granting to The Warming Center, Abbie Shelter and Samaritan House covering for six months of operations. Cassidy is doing additional outreach to see who else we can serve with sub-grants. In addition to funds we have also contributed cold weather clothing, computers and washer and dryers. Laura recommends doing a radio PSA on how we are helping our community.

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

{B} Agency Personnel Status

Tracy shares that we may have a candidate for personnel manager. We just filled the housing navigator position with a temporary LIEAP staff. We also filled the crew worker position with a previous staff. Another Weatherization crew worker retired so we're still looking for one more crew worker. One staff person left her position to open a daycare, therefore a housing navigator position is also open.

{B} Questions on Program Reports

The board had no questions.

{C} Board Consensus on ED Timesheets

Chance reviewed and says they looked like they were in order.

{B} Status of Pending Legal Issues

Discussed by Cassidy.

{D} Construction Update

Tracy discusses. CAPNM will be included as stakeholders in weekly updates facilitated by the city/builder on the construction process. We will be losing a parking lot but gaining a new parking structure. The specifics on availability of parking are ever-changing but the main concern right now is that there are no accessible handicap parking options.

{D} Training and Presentation

Tracy offers a CAPLAW training to up to four board members. The event will be held in Chicago from June 28-30th and travel expenses will be covered by the agency. In July ESG staff and Tracy will make a presentation in Colorado regarding the institutional release program.

{D} Closed Executive Session/ED Evaluation

Laura discussed.

{A} Recommendation on ED

Chance discusses the motion for Tracy to receive a merit increase and a bonus.

Motion was made by Stanley to approve the ED recommendation; seconded by Vince; motion carried by unanimous vote.

Chance Barrett, President

Laura Burrowes, Secretary/Treasurer

Adjourned at 11:50 p.m.

Motion was made by Jamie to adjourn for lunch; seconded by Steve; motion carried by unanimous vote.

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated