



Board of Directors Meeting Minutes

November 7, 2025

10:00 AM

Meeting called to order by ~ Jesse Haag, President at 10:00 a.m.

In Attendance – P (resent), A (bsent)

Board Members:	P	A	Board Members:	P	A
Jesse Haag, President	x		Jessica Kyser	x	
Laura Burrowes, Secretary/Treasurer	x		Ryan Hunter	x	
Steve Stanley, Vice President	x				
Robin Haidle	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 Jesse Haag called meeting to order 10:04 a.m. Board Members present in person / by teleconference and absent as noted above.

{A}* Approve August 21, 2025 Meeting Minutes

Meeting minutes approved.

Motion was made by _____, seconded by _____ to approve the August 21, 2025 meeting minutes;

{A}* Approve Agenda

Agenda is approved with addition of a few items;

Request for board to approve cost of sidewalk we are required to put in because it is \$25,769. Which is \$769. over Tracy's approval limit.

Approve Auditor

Tracy request to board to re-enact the merit increases & incentives for 2026

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

{A}* Updated Financial Status

Tracy put out an RFP for an Auditor for our 2025 audit with the ability to extend. The only response was from our current auditor. With only one submission (Carver, Florek & James), Tracy requested a sole source approval from the state which was granted.

Motion was made by Robin Haidle, seconded by Ryan Hunter, to approve Carver, Florek & James to as our Auditor for 2026; motioned carried unanimous vote.

Preschool struggling, have 3 pending students for the Preschool, changed the rate from \$67 per day to \$45 per day in hopes of getting enrollments.

Due to the federal government closure, CRF's are currently being funded by Weatherization LIHEAP vs. LIHEAP. If we continue using Weatherization LIHEAP, this could cause issues available funding in early 2026.

Waiting on several 2025-2026 contracts: DOE which should have started 7/1/25; BPA which starts 10/1/25; and the HUD contract which starts 10/1/25 and 11/1/25.

Also waiting on 2025-2027 LIHEAP contract that started 10/1/25 - Administration / Client Education & Eligibility / Intake & Outreach contract. Don't think we'll see funding for this one until March.

Slightly over budget on Insurance

We didn't get what we had hoped for Monfric, only received 150 K

Motion was made by Steve Stanley, seconded by Robin Haidle, to approve the financial report update; motioned carried unanimous vote.

{A}* Procurement Policy updates

Carrie reported very minimal changes to Procurement Policy, a few changes pertaining to woman owned and minority business, but no major changes.

Motion was made by Robin Haidle, seconded by Laura Burrowes, to approve the Procurement Policy updates; motion carried by unanimous vote.

{A}* Approval of the 990

Carrie reported that most info comes from audit. We have all policy they ask for so we have no red flags.

Motion was made by Laura Burrowes, seconded by John Holland, to approve the 990; motion carried by unanimous vote.

{A}* CNA approval

Community Needs Assessment needs to be done every three years. Tracy put together 38 pages CNA for this year. The results: #1 Housing; #2 Livable wages; #3 Mental Health & Substance Abuse services; {this is the first time this has been in the top five} #5 Affordable Childcare.

Surprisingly Transportation was not in the top five this year.

The top 5 results are what is discussed at the board retreat.

Motion was made by Robin Haidle, seconded by John Holland, to approve Community Needs Assessment; motion carried by unanimous vote.

{C}* Board meeting schedule for 2026

The 2026 Board Meeting Schedule is as follows:

February 6th; May 1st; August 7th; November 6th; with the Strategic Planning Retreat scheduled for 9/24 & 9/25.

{A} Asset Management committee report

Mentioned that we are moving forward on pursuing possibility of creating our own property management department. It could bring in revenue if we bring in other properties not just ones we own. Property management income is 7-10 % of rent charged.

Keeping on down low so infinity doesn't drop us.

Cabinet Mountain Property - Looking at moving offices and tenants into first 12 units mid-December, and the other 6 doors shortly after.

CAP entered MOU w/ MACH as non-profit partner which boosts application acceptability for tax credits for Elms & Outpost.

Received permit for the RV park.

Working on encroachment agreement with MDOT & city for the sidewalk we are required to put in. We received one bid, did all the appropriate checks & balances to secure vendor. Bid was in the amount of \$25,769.00, which is over Tracy's limit and needs board approval.

Motion was made by Steve Stanley, seconded by Robin Haidle to approve the bid for the sidewalk.

Motion was made by John Holland, seconded by Donna Martin, to approve Asset Management report; motion carried by unanimous vote.

{A} Program and Planning committee report

Lori Thibodeau brought up, scheduling Strategic Planning a whole day and ½ day to be followed by board meeting and to have it at the office rather than at hotel in order to save \$.

RFP stated cost for the facilitator had to be under \$10,000. Bid from Charity Adams came in at \$9,900. Tracy mentioned issues with previous facilitators.

She also mentioned in addition to facilitator cost, looking at around \$12,000 in other expenses including meals.

It was questioned and decided that we move forward with the Strategic planning on 9/24/26 and 9/25/26, onsite with Charity Adams as the facilitator, but not to move either the August or November board meetings.

It was proposed that the 8/7/26 board meeting be moved to 8/6/25, so it could coincide with our 50TH Anniversary celebration. It was suggested the celebration be on Thursday 8/6/25 because it was thought to be a better day to bring people to the agency.

After a brief discussion it was decided to keep board meeting on 8/7/26, having the board meeting from 10-12. And moving the Anniversary Celebration to 8/7/26 at 12:00 pm following the board meeting.

CAPNM was approached by Kootenai Valley Head start. They have 80 students in Libby, and 20 students in Troy. They wanted to know if we would be willing to apply to run the Head Start due to findings with previous director / abuse allegation with previous group.

Tracy voiced her concerns with doing that. Their staffing requirements are **much** stricter than we have with the Pre-School. If we are having a hard time finding staff for our Pre-School in Kalispell, what is it going to be like trying to find staff for Head Start in Lincoln County. Also, not being able to closely monitor the activities up there from down here, having to rely solely on reports from the director.

Hard to say no to a 1.2 million contract. But in addition to the previously mentioned concerns, with taking on the extra 20 Head Start employees, we would exceed the threshold for a small business which would make insurance rates go up for whole agency.

Discussion became lengthy, it was decided to table a decision until February board meeting.

Motion was made by Robin Haidle, seconded by John Holland, to approve Program and Planning report; motion carried by unanimous vote.

{A}* Governance committee report and bylaw update

Voted on two changes: Adjusted bylaw to **ask** board what their choices would be for committees; adjusted to reflect scheduling & updated committee definition.

Motion was made by Steve Stanley, seconded by Jessica Kyser, to approve Governance report & bylaw update; motion carried by unanimous vote.

{B}* Committee selection for 2026

Tracy mentioned the need to re-organize the committees for 2026.

She mentioned according to CAPLAW committees should rotate a board member every three to four years to bring a fresh perspective, but not the entire committee because you lose all continuity.

{A}* Approve Consent Agenda

1997 - Outpost project 2.9% tax credit property, 10% developer.

2008 - Elms LLC 4% tax credit property, 5% developer.

1999 - Energy share change in policy, increase \$319,775 to \$467,783 assistance.

Motion was made by Laura Burrowes, seconded by Robin Haidle, to approve the Consent Agenda; motion carried by unanimous vote.

{B}* Agency Personnel Status

Wendy reported that Administration is developing job descriptions for a new Asset Management Department. She is actively pursuing individuals to fill the open positions.

Have 2nd interview with potential employee for the Fiscal, Accounting Assistant V position.

1st Friday of each month, there will be staff at the Polson Job Service from 9-2 to assist clients.

{A}* Benefit Package 2026

Received quotes from Mountain Health Co-op, BlueCross & renewal rates from our current provider Pacific Source.

Based on the quotes submitted, even though Pacific Source increased 2.5% from 2025 to 2026, after receiving a cost analysis from our agent, the committee would like to recommend continuing coverage at 100% through Pacific Source for the bronze plan. Any one choosing the silver or gold plan would be responsible for the additional premiums.

Other recommendations we move forward with Principal for the 2026 Auxiliary Benefits, that have no impact to the agencies budget. Vision & Life remain the same while dental has increased 6.5%.

Also, we continue with coverage at 100% for the Agency provided \$10,000 life insurance benefit.

Was also proposed to reinstate merit increases & incentives for 2026, given funds are available.

Motion was made by Steve Stanley, seconded by Jessica Kyser, to approve the 2026 Benefit Package; motion carried by unanimous vote.

{B} Budget (Federal) Update

Tracy reported that CSBG, LIHEAP, WX DOE, & HUD budgets still in limbo due to the government shut down. Decrease in WX funding by President Trump could lead to lay off's in that department, but hoping not. Burning through Energy Share funds because of LIHEAP & WX funds being in limbo, Energy Share, which is funded through donations is covering CRF's, but can not continue because of the increase in Energy Share applications.

{B}* Questions on Program Reports

None

{B}* Communication Plan 2026

Talk about posting on the various social media platforms, participating in different community events. Implement consistent branding across all four counties, issuing press releases and email communications with stakeholders. Fundraising and Donor Management.

{B} 100% Giving Campaign

100% Giving Campaign is a 2026 campaign to get 100% of the board and staff committed to donating back to the Agency at least a \$1 a month/paycheck.

{B}* Risk Assessment Updates and Self Eval

Completed quite a few risk assessments, safety committee got right on it. Received about 1/2 of the evals.

{C} Approval of ED Timesheets

Jessie did review ED timesheets

{B} Status of Pending Legal Issues

Filed suit against elks, submitted in court. They asked for a couple extensions. Then they sent an email with attachments we could not open. Suit for \$680,000, for HVAC, Sewer & Roof issues they knew about and did not disclose.

{A} Adjournment

The meeting officially adjourns at 12:25 pm.

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

Holiday Party December 12th at VFW-Kalispell at 5:30pm

REMINDERS: Officer sign necessary documents prior to leaving today.

All Board members please turn in your travel claims.

Jesse Haag, President

Laura Burrowes, Secretary/Treasurer

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated

*Related information included in the packet