# Board of Directors Meeting Minutes

February 6, 2026

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 | | **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 | |
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Minutes Recorded by: Becky Sago

## Take Roll/Call to Order

Board President Jesse Haag called meeting to order 10:03 a.m. Board Members present in person / by teleconference and absent as noted above.

## Melissa and Jana - WX and LIHEAP program presentation

Valerie spoke about LIHEAP because Jana was out sick, spoke briefly about CRF's and change to Non-Traditional dwellings being reduced to a flat $150.00

Melissa spoke about Weatherization & that hiring staff is their biggest issue, nobody is applying. She also mentioned that since 7/1/25 throughout all four counties, they have weatherized 56 homes at an average of $6,700.00 per home.

## {A}* Approve November 7, 2025 Meeting Minutes

After mentioning that the agenda read August 21 instead of November 7 the meeting minutes were approved.

*Motion was made by Laura Burrowes, seconded by John Holland to approve the November 7, 2025 meeting minutes; motion carried by unanimous vote.*

## {A}* Approve Agenda

After acknowledging that three action items needed to be added to the agenda it was approved. Action Items being added: Sale of the Trailers, Banking Signature, Head Start discussion.

*Motion was made by Donna Martin, seconded by Robin Haidle, to approve the agenda; motion carried by unanimous vote.*

## {A}* Updated Financial Status

CSBG showing underspent, have nine months to spend it down. January 2026 contract is about $20,000 more.

Have received the BPA & NWE contracts, still waiting on the 2025-2026 DOE contract which started July 1, 2025.

Have receive all HUD COC contracts, they will be backdated.

CAP has received the 2025-2027 contract from the state for LIHEAP which includes; administration, client education and eligibility, and Outreach.

E&T is overspent, requested a $7,500 increase, based on the fact that TANF participants have doubled since the initial budget, and that SNAP was not included in the initial budget. If they don't agree to increase, it will be negotiated for the new contract year.

Have not received full amount of funds from Monfric.

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

## {A}* Finance Committee report and approval of 2026 budget

Allocable Budget

Increase for January – December 2026 for staff increase and fringe benefits, in preparation of property management.

Also includes small amount for Fiscal staff training, there are additional funds in the Weatherization budget which includes training for Fiscal

*Motion was made by John Holland, seconded by Steve Stanley, to approve the Allocable Budget; motioned carried unanimous vote.*

Agency Budget

COC – estimated $22,000 not in budget.

TSS - is included in the budget, billable hours through Medicaid, to subsidize Rental Assistance Programs since those programs have very little funding for staff time.

Preschool's estimated revenue is based on 10 full time children.

MT Healthcare Foundation – received $44K not included in the budget, would like to discuss with funder if we can use as we transition Property Management to in house.

Includes 5% increase in wages for potential merit and COLA increases.

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

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{A}* Risk Assessment Update

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All is good with the Risk Assessment, it is primarily complete with the exception of a few ongoing as needed items.

*Motion was made by Laura Burrowes, seconded by John Holland, to approve Risk Assessment Updates; motion carried by unanimous vote.*

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{B}* Committee selection for 2026

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CAPLAW recommends change up on Finance committee.

Didn't change Program and Planning Committee because of the transition.

Changes on all other committees.

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{A}* Approve Consent Agenda

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Amend / Extend Rural LISC contract.

Consensus on Knife River completing the city required sidewalk.

All HUD grants have been renewed.

Extended the Libby school office lease to March at which time the office will move to the Cabinet Affordable Housing property.

*Motion was made by Robin Haidle, seconded by Donna Martin, to approve the Consent Agenda; motion carried by unanimous vote.*

## {B} Update on Property

Cabinet Affordable Housing project has suffered some setbacks, CAP only owns 49% interest, while American Covenant owns 51%, Jerry & Lindsey both left, current project manager is based in California, completing activities remotely, and there are now no local contacts with this project.

Hoping to have Certificate of Occupancy by the end of February for Cabinet Mountain with tenant's moving into units 6-12 in March, we had 139 people on the waiting list for 24 apartments.

Recently made aware of a lawsuit against infinity, fortunately it was not one of CAP's properties or clients and the case ended up dismissed.

## {B}* Agency Personnel Status

Four hires in the last month: Housing Program Manager, Sec 8 Field Agent, Preschool Teacher and Accounting Assistant V.

Currently working on developing the Impact Manager position.

The Teen Solutions and Community Coordinator positions are currently on hold.

In the last couple months Doug resigned, Holly retired, Dayna resigned and Cassidy will be leaving to take on the Executive Director position at the Samaritan House.

Have two new employees in SEC 8, will be looking for 1 employee for ESG, and restructuring Cassidy's position.

## {B} Budget (Federal) Update

Tracy met with David Bradley to discuss funding, he reported that nationwide funding has increased:

For Sec 8 – by 2 billion;

COC (HUD) 1 billion;

CSBG is up by 5 million;

WX up by 3 million;

LIHEAP had a minimal increase;

WAP stayed the same.

## {D} Update on Property Management

The Home Again Project is now Home Again RV Park LLC. There are 4 spaces specifically designated for low income for us to be able to serve our population. The other 5 spaces are set at a higher rate to serve anyone, so that there are no spaces sitting empty.

The spaces can only be rented for 14 days at a time because we do not have a dump site on property.

We hope to be up and running by Spring.

In talks with Lindsey formerly with American Covenant, hoping to bring her on staff to head up the new property management department. Goal is to have property management in house by 6/1/26.

## {D}* ED Transition Plan

Received 45 applications for the ED position, the committee will start reviewing the application to schedule interviews after the 2/28/26 closing date. Tracy suggested they narrow it down to 10 individuals to interview.

Tracy will be able to be on the CAPLAW Board for an additional one year after she leaves CAPNM, after that there is no one in Montana, an individual from Utah will transition to represent Region 8.

## {B}* Questions on Program Reports

There were no questions on the Program Reports.

## {D} Discussion about Preschool and future plan

Amanda has been working with her connections through her work at the Montessori School to get word out about the Preschool.

The verbiage on flyers has been changed, as well as the age range, lowered prices, discussed a sliding scale fee, looking into an afterschool program, all in an effort to attract parents to enroll children.

In the discussion as to why it has been so difficult to get enrollments, it was brought up that maybe interest is waning because Learning Tree accepts Best Beginnings and places that accept Best Beginnings expect children to be vaccinated and many parents are against vaccinating their children.

Tracy said that it costs 125k per year to maintain the Preschool, she suggested further discussion on the Preschool at the May board meeting, she stated there needs to be a plan in place in the event we don't start getting enrollments. Possible thought is to lease the space to an already established daycare/preschool.

## {A} Added Action Items

Sale of the trailers;

CAP received an offer for the trailers, $75,000 down with $5,000 per month per trailer for the next two years. Tracy recommended CAP accept the offer because even though there will be a financial loss it is the best offer we have received so far.

*Motion was made by Lori Thibodeau, seconded by Laura Burrowes, to accept the offer; motion carried by unanimous vote.*

Banking Signatures;

It was proposed that Wendy become the second check signer with Cassidy's imminent departure.

*Motion was made by Donna Martin, seconded by Steve Stanley, to approve Wendy as the second check signer; motion carried by unanimous vote.*

Head Start;
Tracy stated that she hadn't heard anything further from the Lincoln County Head Start since the November board meeting. She suggested that CAP not move forward with taking over the Head Start. The consensus from the board was to agree with Tracy's suggestion.

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{B}* Board Self Evaluation results

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Received a total of eight surveys. Evals scored high.
Board Strategic Planning Retreat is set for September 24th – 25th.
Fiscal to do a board training toward the end of this year.
Community Needs Assessment will need to be done in 2027.

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{C} Approval of ED Timesheets

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Jesse Haag verified that Tracy was exempt, then reviewed / approved her timesheets.

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{B} Status of Pending Legal Issues

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Tracy met with Darrell Worm, Discovery was provided, shows that the Elks knew about the roof, so Darrell believes it will be a slam dunk and CAP should receive $333k for the roof.

Darrell had concerns about the HVAC, he is not so sure CAP will receive a settlement for it.

The plumbing issue has to be discussed in a deposition with the plumber at a cost of $200.00, Darrell is on the fence as to if we will receive a settlement or not.

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{A} Adjournment

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The meeting officially adjourns at 12:22 pm.

*Motion was made by John Holland, seconded by Steve Stanley to adjourn the meeting; motion carried by unanimous vote.*

REMINDERS: Officer sign necessary documents prior to leaving today.
All Board members please turn in your travel claims.

Jesse Haag, President

Laura Burrowes
Laura Burrowes, Secretary/Treasurer

*{A} - Action is Required* *{B} - Board Information Only*
*{C} - Consensus is Needed* *{D} - Discussion is Anticipated*