



Board of Directors Meeting Minutes

April 22, 2022

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				
Tony Brockman	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 February 2022 Meeting Minutes

Motion was made by Jamie to approve the Meeting Minutes from February, 2022; seconded by Tony; motion carried by unanimous vote.

{A} Approve Agenda

Motion was made by Tony to approve the agenda to add parking discussion and updates on properties; seconded by Jamie; motion carried by unanimous vote.

{A} Updated Financial Status

Carrie shares ESG is almost to 80% which was a requirement of the state so we subcontracted to meet that goal; contract was extended. CSBG COVID-19 Funds are underspent. Tracy submitted a waiver to purchase the mobile houses and we may not hear back for 4-6 months as it has to go through both the state and federal level. The Youth Homelessness grant is underspent but it is earmarked for four clients. Rapid Rehousing, LIHWAP and E&T were also underspent. We are looking into adding a SNAP work requirement program to E&T possibly in September. Allocable Pool is overbudget due to repair and maintenance. Weatherization is slightly under budget. Section 8 is showing a profit. Our waitlist for Section 8 has come down to a year versus five years.

Draft Statement of Financial Position and Statement of Activities through 12/31/21 reviewed.

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

{A} Personnel Committee Report and Approval of COLA (Emailed)

Laura explains we are going to talk about COLA first, deferring to Carrie. Overall, we looked at three different options: an 8.63%, 5% or 7% COLA increase. A 5% COLA increase should keep us in budget with an additional allowance for merit increases. The Personnel Committee recommends a COLA increase to allow for cost of living and the additional possibility of offering a ROTH IRA to staff. Chance interjects that the proposed COLA increase would be effective in July. Also, the board agreed that a 4/10 work week could be offered based on the ability to cover the agency.

Motion was made by Jamie to approve the COLA increase; seconded by Donna; motion carried by unanimous vote.

{A} Approval of Personnel Policy Updates (Emailed)

Laura passes the conversation on to Tracy about recent legal counsel review of updated fiscal policies. Tracy's update indicates we are going to be striking an item from the employee manual based on legal counsel recommendation.

Motion was made by Laura; seconded by Wendy; motion carried by unanimous vote.

{D} Mutual of America Update

We have a new contact with Mutual of America and are considering offering a Roth IRA option to staff.

Motion was made by Donna to add the ROTH IRA to the 403B; seconded by Tony; motion carried by unanimous vote.

{A} Approve Consent Agenda

Tracy presents the Consent Agenda. The strategic planning and holiday parties have been planned. Our audit letters were processed. We increased our subcontract with Samaritan House. We probably won't extend our subcontract with the Warming Center. We cancelled our contract with Sunburst.

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

{B} Questions on Program Reports

Tracy shares updates. We are currently receiving 1.5 times more rental assistance applications than the average over the last three years. Our new HSS program is tied directly to MERA, and we have a staff in E&T that is running that for us. The funding for HSS will be extended through 2025. You have to qualify for MERA before you can get HSS.

{D} Update on trailers and land

Tracy facilitates discussion. We looked at a couple of opportunities to partner on a property with Western Mental Health. Our concern was the cost of infrastructure and moving the trailers. We are leaning towards not leasing property but purchasing outright. \$450/mo is our break even for tenant rents on the three trailers we have purchased. We are also looking into two plus acres in the Columbia Falls and Evergreen area so we have the ability to expand if we choose to. We are also wanting to open an RFP for the financing. We may have a donor that can help too. Per Glen we will add this topic to the next Consent Agenda.

Chance receives consent that the board is comfortable with approaching our potential donor about funding for the land purchase in Helena Flats to place the three trailers and moving forward with an RFP for infrastructure for this project.

Tracy continues with the topic of Teletech which is moving out of the Gateway. We did a walk-through and it has a full kitchen/dining area and a warehouse/loading dock. It also has an outdoor enclosed patio that would work for a potential child care expansion area. It would be a lease situation, however we also asked for a purchase price and to date we have not heard back. It would take very little build out but we would have to contribute to CAM costs. There would be plenty of parking availability which leads to the next topic.

In terms of the current parking situation the free lot by the VFW will be going to permit only which will be distributed as a lottery. Additionally, as of this time the two-hour parking signs on the streets have not been removed. Parking at the mall is allowable but there is concern about walking two blocks during the winter months and there not being any handicap accessibility within reasonable proximity to the office.

We are trying to take every possible new property opportunity seriously.

{B} Agency Personnel Status

Tracy shares we had seven vacancies, but we have made one new hire. We had two resignations in WX.

{C} Board Consensus on ED Timesheets

Time sheets were unavailable. Tracy will add to the next board meeting.

{A} Board Term Expirations

Tony, Vince, Jamie and Donna's terms are set to expire on June of 2022. Chance asks each of them if they are accepting of a three-year renewal and they all are with the exception of Vince.

{D} Nomination Committee

The Nomination Committee includes Jamie (Chair), Chance, Josh and Robin. Vince informed us that he will not renew his board term. Vince has served for eight years and is thanked by the board for his service. A seat is now open so we are looking for a Lake county nominee.

{B} Status of Pending Legal Issues

Discussed by Tracy.

{D} Rear View Mirror

Reminder about the 2022 Community Needs Assessment survey. Once initial data is collected from the survey, there will be focus groups to complete an in-depth analysis of the top needs identified.

Chance Barrett, President

Laura Burrowes, Secretary/Treasurer

Adjourned at 11:47 a.m.

Motion was made by Vince to adjourn; seconded by Tony; motion carried by unanimous vote.

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated