



Board of Directors Meeting Minutes

July 1, 2022

10:06 AM

Meeting called to order by ~ Chance Barrett, Board President at 10:06 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				
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 10:06 a.m. Board Members present/absent by teleconference and in person as noted above.

{A} Approval April 2022 Meeting Minutes

The Meeting Minutes from April 22, 2022 are approved by unanimous vote.

{A} Approve Agenda

Motion was made by Robin to approve the agenda; seconded by Steve; motion carried by unanimous vote.

{A} Audit Report and Approval

Presented by Keegan Witt of Carver Florek & James. He says that the audit went smoothly with no internal control issues. They audited LIHEAP and Weatherization and there were no deficiencies. Chance mentions that COVID-19 funding made a difference this year. Robin with the finance committee recommends we accept the draft with potential for formatting changes. Chance asks the board to approve the audit report.

Motion was made by Laura to approve audit report; seconded by Steve; motion carried by unanimous vote.

{A} Updated Financial Status

Carrie shares that the DOE contract ended 6/30/22. Weatherization and Fiscal are working on final reports. LIHEAP is using COVID-19 funding on outreach. Our E&T contract ended in June; we were underbudget as projected/budgeted and just received our new contract at the same funding level as previous grant year. Section 8 ended on 6/30/22 and shows a profit. We received our new contract also. We currently have \$70K profit in our fundraising fund.

Motion was made by Jamie to approve financial status; seconded by Robin; motion carried by unanimous vote.

{D} Board Donations

Tracy addresses disbursement questions; suggests moving the building fund into the unrestricted fund.

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

{A} Approve Consent Agenda

Cassidy presents the Consent Agenda. There is a continuation of our subgrants for Abbie Shelter and Samaritan House.

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

{B} Agency Personnel Status

Tracy shares that we hired 4 new staff. Marci Olsen is leaving for school. Karen Taylor in accounting moved out of the area and left her position. We currently have 4-5 vacancies in Housing, E&T, Weatherization and Fiscal. We hired a Housing Navigator for the Libby office.

{D} Update of potential building and land

Tracy, Cassidy and Chance discuss. The Libby property tax credit preliminary application was approved and the agency was invited to prepare a full application due in August. On July 14th Cassidy will be giving a presentation to the city council in Libby as an initial step in pursuing tax-exempt status for the property. Staff continue to work aggressively for land for the modular units. Cassidy has been researching properties on Cadastral. Agency has a pending request for a waiver to use CSBG funds for more modular units. Waiver was submitted to the state and is now at the federal level.

In terms of the Valley Bank parking lot that will become a hotel, Tracy says parking will be available at this location through October. Currently the agency plans to monitor the status of the parking lot for sale on Main Street to determine if it would work for the agency parking needs and if the price will drop with the market slowing down right now. Robin suggested a possible shuttle service as a future option.

Chance says they were looking at possible alternate office locations for the agency. One possible lead was a \$24K/mo lease but it would have required building out for Weatherization. To purchase the building the cost would be \$4.6 million which exceeds our desired debt accrual. The Gateway Mall is now off the table due to possible roof issues that would require new steel beams.

Tracy recommends a motion for land purchase to get on the record that "We have authority to pursue any land" so we can move forward on sales as time is of the essence in the current market and we already have a donor.

Motion was made by Robin to approve potential sales for donor amount; seconded by Wendy; motion carried by unanimous vote.

{B} Questions on Program Reports

Cassidy is doing an analysis of the needs in our communities. She is working on engagement to increase numbers and worked on getting a new Housing Navigator in Libby.

{B} Four County Reports and Annual Report

Chance and Jamie would like us to advocate for change of documentation requirements to ease processing burdens. Cassidy suggests stimulus related programming that increased eligibility and benefit windows affected report outcomes, as well as possible impact with influx of monthly cash flow due to stimulus funds that were disbursed. Cassidy notes decrease of services in some areas, while a large increase in others exists.

{B} Strategic Plan Update

Discussed by Tracy. Reviewed RFP process and that vendor was selected. Tracy indicated that the facilitator has worked with HRDCs in Montana before. Timeline for planning session reviewed.

{D} Vendor List

Carrie presents. We are just bringing to the attention of the board to ensure there are no conflict of interests.

{A} Election of Officers

Tony, Jamie and Donna are accepting of a three-year renewal.

Motion was made by Robin; seconded by Tony; motion carried by unanimous vote.

{B} Status of Pending Legal Issues

Discussed by Tracy.

{C} Approval of ED Timesheets

Chance approves and from last meeting also.

{D} Rear View Mirror and CAPLAW Conference Info

Discussed. Chance says it was good to see how we are doing compared to other CAPs. And Tracy likes how they were thinking outside of the box in terms of recruitment strategies.

Chance Barrett, President

Laura Burrowes, Secretary/Treasurer

Adjourned at 12:24 a.m.

Motion was made by Jamie to adjourn; seconded by Stanley; motion carried by unanimous vote.

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated