



Board of Directors Meeting Minutes

February 21, 2020

10:07 AM

Meeting called to order by ~ Robin Haidle, Board President at 10:07 a.m.

In Attendance – P (resent), A (bsent)

Board Members:	P	A	Staff Members:	P	A
Robin Haidle, Board President	x		Tracy Diaz, Executive Director	x	
Chance Barrett, Vice President	x		Carrie Gable, CFO	x	
Laura Burrowes, Secretary/Treasurer	x		Cassidy Kipp, Deputy Director		x
Josh Letcher		x	Brooke Mason	x	
Wendy Nissen	x				
Vince Rubino	x				
Glen Magera	x				
Dave Stipe	x				
Jaimie Quinn	x				
Patrick Malone	x				
Donna Martin	x				

Minutes Recorded by: Brooke Mason

Take Roll/Call to Order

Robin called meeting to order at 10:07 a.m. Board Members present/absent as noted above. Laura Burrowes present by conference call.

{A}* Approval December 13, 2019 Meeting Minutes

Robin recommended for approval. Motion was made by Jaimie to approve the Meeting Minutes from December 13, 2019; seconded by Dave; motion carried by unanimous vote.

{A}* Approve Agenda

Motion was made by Patrick to approve the Agenda; seconded by Wendy; motion carried by unanimous vote.

{A} Introduce New Board Members

Robin introduces Donna and Patrick; all board members introduce themselves.

{A} Updated Financial Status

Carrie discusses. We are waiting on state guidance on the CSBG dollars returned to us due to the final payment on the Self Help program from USDA that we did not anticipate receiving. We are currently working on audit prep including fixed asset cleanups.

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

{A} Personnel Committee Report

Personnel committee report discussed by Wendy including Mutual of America 403B retirement savings update. Currently employees are not invested until they reach a three year time frame. Employees don't get matched savings until a one year time period. Request to change vesting to begin on first year.

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

{A} Approval of updated salary scale

Approval of updated salary scale discussed by Wendy. The intent of the updated salary scale is to give supervisors more flexibility with a one to three percent possibility of merit increases. This changes the scale from a 12 step to a 36 step scale. Will not increase any cost to CAPNM. Managers support the change.

Motion was made by Chance to approve; seconded by Dave; motion carried by unanimous vote.

{B} Status on Pending Legal Issues

Reviewed by Wendy.

{B} Agency Personnel Status

Discussed by Tracy. The LIEAP department has begun to lay off staff for the season, final staff to be laid off at the end of April. We also have a new janitor as our current janitor resigned for a full time position, our peer advocate in E&T resigned to return to school, and Kathleen Donohue has moved from Weatherization to E&T to take over some of the peer advocate duties and work on a "kinship program design."

{A} Asset Management Committee Report

Asset Management committee report discussed by Chance. Discussion on the Treasure Manor property audit and its presentation. Discussions between USDA, CAPNM auditors and CAPNM staff to make sure the audit of the property is done and presented correctly. All are on the same page and in agreement.

Chance also discussed an update on the donated property in Libby. We got an appraisal. We also worked with a surveyor on the easement. The owner now has some possible restrictions on the property. We will have an attorney draft to review for clear and defined rules. Donna may act as a liaison.

Robin reminds the board that Dave is now the new chair of the asset committee.

{A} Approve Consent Agenda

Tracy discusses. Primarily about audits. There were a number of amendments. There were reductions to NWE and we have allocated for that.

Robin initiates a discussion on a contingency plan for providing education on funding cuts to the public in the future to hopefully affect positive political changes.

Motion was made by Chance to approve Consent Agenda; seconded by Jaimie; motion carried by unanimous vote.

{A} CHDO application approval

Approval of CHDO application (stands for Community Housing Development Organization) discussed by Tracy. We are the only one in the four counties. Correction of Chance's address.

Motion was made by Patrick to approve; seconded by Wendy; motion carried by unanimous vote.

{B} Questions on Program Reports

Discussed by Tracy. The question of what constitutes a heating emergency versus a heating inconvenience is answered.

{A} Bank Resolution

Tea Kettle Holdings entity will be opening a new holding account at a different bank, possibly Three Rivers or Valley Bank. Discussed by Tracy and Carrie.

Motion was made by Vince to approve; seconded by Dave; motion carried by unanimous vote.

{D} Board Vacancy and changes to committees

There is currently a Sanders County vacancy. Discussed by Robin; asked the board if there were any questions about the new committee assignments. Board development and by-law committee combined; explained by Tracy.

{C} Board Consensus on ED Timesheets

Discussed by Robin.

{B} Board Training Video

Screening of brief educational video provided by CAPLAW to the board mostly regarding the selection of new board members. Mentorship of new board members recommended. Discussion following.

Robin Haidle, President

Laura Burrowes, Secretary/Treasurer

Adjourned for lunch 11:39 a.m.

Motion was made by Vince to approve; seconded by Chance; motion carried by unanimous vote.

{A} - Action is Required

{B} - Board Information Only

{C} - Consensus is Needed

{D} - Discussion is Anticipated