



# Board of Directors Meeting Minutes

October 19, 2018

10:00 AM

*Meeting called to order by ~ Robin Haidle, Board President at ~ 10:06 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	Lura Stubbert, Personnel Officer	x	
Al McCurry	x		Patrick Maloney, Deputy Director	x	
Wendy Nissen	x		Melissa Rice	x	
Karen Disney		x			
Vince Rubino	x				
Holly Wagner	x				
Debbie Phillips		x			
Glen Magera	x				
Dave Stipe	x				

Minutes Recorded By: Melissa Rice

## Approval of Minutes

Robin discussed the format of the meeting minutes with regard to reducing the scope of record to fact-based information.

*Motion was made by Holly to approve the Meeting Minutes from August 17, 2018; seconded by Glen; motion carried by unanimous vote.*

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## Approve Agenda

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Tracy referenced striking the stand-alone agenda item for recommendation on Self Help Rehab, it will be presented as a part of the Fiscal Training agenda item.

*Motion was made by David to approve the Agenda; seconded by Vince; motion carried by unanimous vote.*

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## Program and Planning Committee Update/Recommendation on Self-Help Rehab

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Vince presented for the Program and Planning Committee update. There is no resolution on the CLT and CAPNM relationship, the following are potential resolutions: 1) It could continue with CAPNM 2) The city could take over our role 3) NeighborWorks may also have potentially have interest in taking on the CAPNM role. The MOU for the CLT and CAPNM relationship that was sent to the state has expired without being signed. Trust Montana has withdrawn their interest in working with the CLT. There was an offer made to purchase the Fernwell; it was not accepted and the Whites are looking for another buyer. The property will be required to remain affordable, regardless of the buyer. There are no recommendations for Self-Help Rehab from the Committee at this time.

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## Agency Personnel Status-Lura

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Tracy noted an additional amendment to the agenda to include summary and recommendation by personnel committee regarding 2019 employee benefits.

*Motion was made by Holly to approve the amended agenda seconded by Vince; motion carried by unanimous vote.*

Personnel status includes seven rehired, or new hire, staff for the LIEAP heating season this year. Filled the Housing Navigator Position II, in Community Services.

Benefit recommendations are based on no anticipated changes in premiums or plans in health insurance, our insurance agent reports rates coming back flat, or with decreases. The change in the ID Guard plan is to offer only the employer paid value plan for the employee only. The 403(b) plan changes proposed are to add a hardship loan, to replace the hardship distribution, feature, and to add a ROTH IRA contribution option, at no cost to the Agency; adding Christmas Eve as a paid day off for all staff, only when it falls on a weekday when the Agency would normally be open.

*Motion was made by Wendy to approve the Agency Personnel Status and seconded by Holly; motion carried by unanimous vote.*

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## Consent Agenda-Patrick

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Three of the contracts that ended, are being reconciled. We have the new contract for LIEAP and Weatherization for 2018-2019 season. A contract has been extended the financial scanning software and Associated Employer to compile our Affirmative Action Plan

*Motion was made by David to approve the Consent Agenda and seconded by Al; motion carried by unanimous vote.*

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## Program Reports-Tracy

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Tracy passed around the color photos included in Anthony's Weatherization program report. Pilot project scheduled to start in January, funding is carved out of monies from CSBG to **start an institutional housing program** that should be able to serve up to 10 households a year using a graduated subsidy model. Tracy researched details at an Institute at HUD for a Master Lease or Housing Purchase set up for the program.

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## Approval 990 Annual Tax Return -Carrie

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There will be small changes to the return formatting and some small rate amount corrections that will not affect the return totals. The numbers come directly from our financial statement also show program outcomes. Also requires answers to questions, these reflect no changes to the board members, upper management staff, notes board holds meetings, policies are followed, current lobbying activity, and rental income from Glacier Bank for basement space for the reporting year. The CPA creates the return and reports, and Carrie reviews the information and researches variances. The final 990 Tax Return will be published on the Agency website.

*Motion was made by Holly to approve the 990 Tax Return with minimal changes in formatting and seconded by Wendy; motion carried by unanimous vote.*

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## Financial Report-Carrie

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Allocable Pool on target, CSBG finished spending down 08/31/2018 period ending grant funds, and we have started spending down new grant period funds. Permanent supportive housing shows underspent, but there is a funding change occurring in the 2019-2020 and we will not be able to afford permanent housing costs if we take a cut in funding in future periods. Weatherization BPA contract ended on 9/30/18, met house numbers, but returned \$20,000 in funding, the issue that caused the need to return funds has been resolved. Additionally, if the funds are given back early enough it can be used by other Weatherization programs in the state; N.W.E. shows underspent due to pay calculation application, despite meeting completions. Fuel Assistance is still waiting on contracts, but they have started processing program applications already, there is typically a 30 - 45 day wait for contracts after the season start date. The Employment and Training budget is very tight due to a reduction in funding this year, with a possible budget cut again next year. The Flathead County budget is running slightly underspent and Lincoln County is over budget, but we are monitoring the program closely and looking for alternative solutions. The NSP housing program has bought back two of the homes in the past 30 days, with three additional coming up to buy back due to the land already being in trust and the homeowner choosing to sell. Section 8 is showing a loss of slightly over \$4,000 for the grant period due to clients having difficulty finding available housing, we have 350 vouchers to fill, and we have filled around 300 currently. We have also been selected to fill VASH vouchers.

*Motion was made by Wendy to approve the Financial Report and seconded by Glen; motion carried by unanimous vote.*

Carrie's presentation was done with a power point, contains information on three topics: history and status of SHOP Funds, ReCap6+1, and SHR. SHOP Funds came from HUD, and are comprised of restricted and unrestricted funds, which have different spending criteria, the current balances are \$1.24 million unrestricted and \$350,000 in restricted funds. We plan to make a recommendation to use unrestricted funds to pay off higher interest loans supporting ReCap 6+1. Original structure and plan for ReCap 6+1; original properties included were Westgate, Tea Kettle 1, Big Sky, Green Meadow, Columbia Villa, Sun Ridge comprising the 6, and Courtyard was the plus 1. The units were bundled into ReCap 6+1 to have enough units to qualify for some of the multiple funding sources. We currently own 100% of Westgate and Tea Kettle, no agreement could be reached with the investors in Big Sky, and so we no longer have interest in that property and expect the same to occur with Green Meadow, Columbia Villa and Sun Ridge. We are in negotiations to purchase the remaining interest in Tea Kettle 2 and Sunny Slope. We will bring the purchase options to the board once the negotiations are complete. The CAPNM property portfolio is expected to include the following properties: Tea Kettle 1 & 2, Westgate, Sunny Slope, Treasure Manor and Courtyard. Our goal is to keep good affordable housing. There are no health and safety issues at this time with the properties he did note that roof by 2020 would need to be redone and to start preparing for this. Courtyard we will be taking a small loss on that. The best option is to use reserves, do all minor repairs that Infinity recommends to us, we would have to repay all of the outstanding loan balances using whatever funds we decide, SHOP or CAP unrestrictive funds, we would not recoup any of the upfront costs. This would be us time to come up with a plan moving forward. Tracy is recommending that CAP uses SHOP funds to move forward with paying off all the loans and come up with a plan. There needs to be a plan and policy in place for future boards and for this board moving forward so that this does not continue. Tracy and Patrick will come up with a plan and policy for the future. What Carrie and I are asking is to pay off the loan of \$240,000 and to renew it in April it cost \$4,000, pay that off using the SHOP reserves, and pay off the two small loans for the properties that we have purchased. Not continue the applications for the NPR's, they are very labor intensive and we are paying a lot of staff time, maintain the properties to what Infinity says, put a plan in place for the future is what we are asking for. Total requesting at this time is \$360,000 to pay off three loans, then ReCap 6+1 is done.

There is fund setup for Courtyard for repairs in the future. Need a plan to take care of what we got. Consensus to move forward write a policy and put a plan together for the properties, payoff the loans.

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## National Conference Summary and Board Resources-Tracy

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Tracy spoke how Wendy and Laura went to National Conference, how they brought back good information. Tracy put it all in her report, she also summarized it by the workshops they attended. Opioid education, Laura did not realize that Patrick had gotten a small grant to do Opioid Education here at our CAP office, in the back of the packet I summarized all of the programs as well as the classes that we do here at CAP.

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## Update on Strategic Plan

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Tracy met with all of the departments and got feedback from all of them, typed in red is where we made our successes. Tracy updated the strategic plan.

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## Building Update-Tracy

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HVAC completed, phones completed, Libby was done first as they had some major phone issues, the downtown architectural committee decided they did not like our plan wanted windows all the way to the top which added \$15,000 to our cost, we had to go back for a redesign, wanted to go out for bid again, however, alumna glass had already bought the windows so now we own them, LIEAP had started and we were not about to start this type of project with a lot of clients coming and going, so everything has been placed on hold until spring. The new awning is up, men's restroom downstairs needs to be redone we have had it out for bid, the lighting also needs to be done.

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## Upcoming Events and Agency Needs-Patrick

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Here are the following events: 10/23: Columbia Falls- Back-Slope Brewery 12/2-DownTown walk hot coco 12/14-CAPNM Holiday Party at Hampton Inn.

Patrick and Jackson to attend city council meetings in the board members area if they would like. Tracy asked the board to help with silent action items for the holiday party. Board to provide ice, water and soda for holiday party.

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## Board Consensus of ED Timesheets/Travel

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Board approved Tracy timesheets and travel. 2019 travel NCAF-March, National- August-Robin

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## Status on Pending Legal Issues-Tracy

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No Legal Issues.

Adjourn at 1:16pm

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Robin Haidle, President

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Laura Burrowes, Secretary/Treasurer