DAKOTA PRAIRIE COMMUNITY ACTION AGENCY BOARD MEETING MINUTES
APRIL 3, 2018

BOARD MEMBER PRESENT: Jacqueline Selburg (Rolette) Lucas Wakefield (Ramsey) Judy Geske (Benson) Phil Langerud (Ramsey) Kenneth Teubner (Towner) Gail Pearson (Cavalier) Jill Weber (Eddy) Dawn Roppel (Via Conference Call) (Cavalier) Doris Griffin (Eddy) David Benson (Towner)

BOARD MEMBERS ABSENT: Rev Scott Ramey (Rolette) Judy Allmaras (Eddy)

STAFF PRESENT: Perry Lundon Board Chairperson/Executive Director) Marlene Young (Secretary/Receptionist) Jennifer Horn/Program Assistant Janet Hannesson/Assistant Director and Ellen McKinnon/SSVF Case Manager

CALL TO ORDER: Perry called the meeting to order with nine (9) members present, constituting a quorum.

APPROVAL OF OCTOBER 2017 BOARD MEETING AND DECEMBER 2017 CONFERENCE CALL/DECEMBER 2017: Dawn Roppel made a motion to approve the October 2017 board meeting and December 2017 Conference call minutes, David Benson seconded the motion. Motion carried.

FISCAL REPORTS: Perry went over all fiscal reports with the board. Perry answered any questions the board had pertaining to various programs. Perry noted that LIHEAP has a lot of money in the pipeline to be used for weatherization activities.

NCAF LEGISLATIVE: An NCAF Legislative Conference report was set out for board review. Perry answered any questions or comments from board members.

HOME PRESENTATION: Jenny Horn, Program Assistant, gave an informative, updated report on the HOME program. There were grants open for 2013, 2014 and 2015 when Jenny started working with the program in the fall of 2016. As of now Jenny has one grant open which is completed before starting another grant. Since the fall of 2015 there has been fifteen (15) completions with a cost of $446,422.00. The county breakdown is: Ramsey 3 homes; Towner 3 homes; Benson 4 homes; Eddy 1 home; Ramsey 3 homes; Cavalier 1 home

Jenny also showed before and after pictures for rehabed homes. Local contractors for each area are used when possible to minimize travel. The program has been around since the early 1990s.

SSVF PRESENTATION: Ellen gave a report on the SSVF Program. The number of women veterans coming in has increased by approximately 70% since the beginning of the fiscal year. Ellen is very pleased to see the huge increase of women participants. The SSVF Food Pantry has been used regularly by the Veterans. Most food comes from the Great Plains Food Bank in Fargo. The Veterans Administration is constantly changing their policies. Affordable housing is the number one problem in our area as well as other areas in the state. There is a lot of paper work for each client with this program more so than probably any other program DPCAA has ever operated.
CSBG ACTIVITY AND DATA REPORT: Janet gave a report on CSBG Work Plan and outcomes. There is a CSBG report that is done each quarter showing totals for all CSBG services rendered. The four quarters are then put together in one report. Janet also provided an overview of the CSBG outcomes that must be reported on each fiscal year. Board members were given the opportunity to ask questions about FY2017 CSBG activity.

DPCAA IRS 990: The IRS 990 was sent out in the board packet for review. Jacqueline Selburg made a motion to approve the IRS 990 as presented. David Benson seconded the motion. Motion carried.

FY18 CSBG APPLICATION: Perry Lundon reviewed the 2018 CSBG Application with the board members and asked if there were any questions. Jacqueline Selburg made a motion to approve the FY2018 CSBG Application as presented with an understanding that any fluctuation in the finalized funding level, positive or negative, from what was presented would be adjusted in the Emergency Assistance line item in the CSBG budget. David Benson seconded the motion. Motion carried.

EXECUTIVE DIRECTOR EVALUATION RESULTS: Janet Hannesson gave a report on the results of the Executive Director evaluation. Board briefly discussed evaluation.

NEW BUSINESS: Perry explained his travel voucher (sent out in board packet) to all board members for his recent travel. Phil Langerud motioned to approve Perry's travel voucher. Lucas Wakefield seconded the motion. Motion carried.

CORPORATE PURCHASE OF AGENCY COPIER: The current copier is an old relic and needs to be replaced. The purchase of a new copier will be taken from the Corporate Funds and paid back monthly. It was suggested to consider leasing as an option. Lucas Wakefield made a motion to approve the purchase of a new copier not to exceed $7,500 from DPCAA corporate account. Dawn Roppel seconded the motion. Motion carried.

Meeting Adjourned.

Respectfully Submitted,

Judy Allmaras
DPCAA SECRETARY/TREASURER

Respectfully Submitted,

Perry Lundon
DPCAA EXECUTIVE DIRECTOR