

DAKOTA PRAIRIE COMMUNITY ACTION AGENCY, INC.
BOARD OF DIRECTOR'S MEETING MINUTES
November 3, 2018

MEMBERS PRESENT: Lucas Wakefield (Ramsey), David Benson (Towner), Jaqueline Selburg (Rolette), Judy Geske (Benson), Dawn Roppel (Cavalier), Doris Griffin (Benson)

MEMBERS ABSENT: Judy Allmaras (Eddy), Gail Pearson (Cavalier), Reverend Scott Ramey (Rolette), Kenneth Teubner (Towner), Jill Weber (Eddy)

STAFF PRESENT: Perry London, Executive Director Janet Hannesson, Assistant Executive Director Ellen McKinnon, SSVF Case Manager Scott Sandy, Sub Contracted Accountant Danielle Bartlett, Office Support Assistant

CALL TO ORDER: Perry London, Board Chair, called the meeting to order with six (6) members present, constituting a quorum. Phil Langerud no longer lives in ND and therefore is no long a board member.

APPROVAL OF MINUTES: Dawn Roppel made a motion to approve the August 22, 2018, board meeting minutes as presented. Doris Griffin seconded the motion. Motion carried.

CSBG REPORT: Janet Hannesson, Assistant Executive Director (A.E.D.), discussed the new data tracking program, CAP60. DPCAA staff has been working as part of a statewide committee to get CAA staff up to pace on all things CAP60. The end goal is to have every ND CAA be consistent in their CSBG reporting.

Janet presented examples of service count reports from the first three quarters of 2018. The 2017-18 Bremer Grant of \$35,000 for regional emergency assistance was discussed. An application for a 2018-19 \$35,000 Bremer grant has been submitted. Additional funding (\$15,000) was requested upon the suggestion from Bremer to be used for improved agency security. The HOME TBRA grant, used for security deposits, increased to \$10,000. DPCAA easily spent the increased funding allocation to assist 45 households. ND Homeless grant was discussed, 22 households were assisted so far with \$2,000 remaining to be spent. Rolette County received \$9,617 in EFSP (Emergency Food & Shelter Program) funding in July 2018 that will be spent out by January 2019. EFSP funding for Northern ND, the balance of DPCAA's service area, was submitted and funding has not yet been awarded.

Discussed the 2018 Ramsey County Holiday Project that Danielle Bartlett, Office Support Assistant (A.S.A) will oversee. Gemma Haberstroh, Rolette County's Case Manager, will oversee the 2018 holiday baskets in Rolette County.

EXECUTIVE DIRECTOR'S PROPOSED TRAVEL VOUCHER: E.D. Perry London presented the second and final travel voucher for 2018 to the board for approval. Lucas Wakefield made the motion to approve the executive director's travel expense voucher as presented. Dawn Roppel seconded the motion. Motion passed.

DPCAA 2019 ANNUAL BUDGET PROJECTION: Discussed the 2019 proposed annual budget. E.D. Perry London noted that the presented budget is only an estimate because all 2019 funding is unknown at this time. **Jaqueline Selburg made the motion to approve the 2019 DPCAA annual budget. David Benson seconded the motion. Motion passed.**

2019 STRATEGIC PLAN: E.D. Perry London presented the 2019 Strategic Plan to the board. The plan was drafted by Andrea from the state association and is in accordance with all ROMA requirements. The DPCAA staff and some board members were involved in the development of this plan. **Lucas made the motion to adopt the DPCAA Strategic Plan. Doris Griffin seconded the motion. Motion passed.**

2018 AUDIT AND 990: Auditors Jeremy Almer, Christine Club and Steve Wood were conferenced in to present the 2018 Financial Audit and 990. Auditor Jeremy Almer reviewed the management letter. The auditors suggested a code of conduct and anti-fraud policy be established to help deter fraud within the agency. Auditor Steve Wood gave a brief report on the financials of the audit. There has been much improvement from prior years and the overall audit was satisfactory. New software, better internal controls and help from the agency's Sub-Contracted Accountant, Scott Sandy has done a good job to make improvements.

Christine Club presented a summary of the findings respect to government compliance. She discussed material weaknesses identified in both internal controls over financial statements and federal awards. There was also a finding regarding non-compliance of federal grant dollars, specifically dealing with the LIHEAP program. She mentioned once more that the overall audit had improved since last year and the agency is on the right track to avoid and possibly eliminate findings for the next fiscal year.

Jeremy Almer presented the 990 to the board. The 990 is an IRS reporting document that can be viewed by the public to determine the financial status of an organization. The auditors will follow up with E.D. Perry London next week to check on the status of the approval.

Dawn Roppel commended Sub-Contracted Accountant Scott Sandy on all his hard work in helping to improve the overall financials and year end audit. **Dawn Roppel made the motion to approve the 2018 DPCAA audit and 990 as presented. Jaqueline Selburg seconded the motion. Motion passed.**

PERSONNEL POLICIES REVISION: E.D Perry London presented a revision of the personnel policies dealing with fringe benefits for regular part time employees for board consideration. Prorating fringe benefits for regular part time employees, particularly cafeteria fringe benefits, would be highly problematic and administratively burdensome. Legal counsel indicated how prorating fringe benefits could be accomplished but also recommended consideration of providing all regular part time employees 50% of all employee fringe benefits. **Dawn Roppel made the motion to approve the DPCAA Personnel Policy revision that provides all regular part time employees with 50% of employee fringe benefits as presented. Doris Griffin seconded the motion. Motion passed.**

CSBG BUDGET: E.D. Perry London presented the 2019 CSBG budget and budget narrative to the board for approval. The final budget will be presented in March or April 2019. **Lucas Wakefield made the motion to approve the 2019 CSBG budget and budget narrative as presented. David Benson seconded the motion. Motion passed.**

2018 SPACE ALLOCATION PLAN: It was noted that the \$27,000 roof repair expense was incorporated in to the 2019 space allocation plan as a 10 year pay back to the corporate account. This additional cost increased rent amounts that are reflected in the plan. **Jaqueline Selburg made the motion to approve the 2019 Space Allocation Plan as presented. Dawn Roppel seconded the motion. Motion passed.**

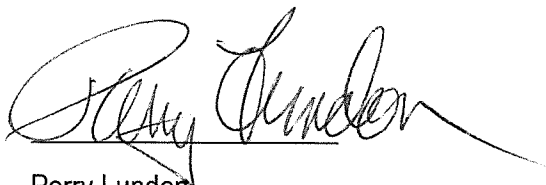
NCAF DONATION: E.D. Perry Lunden made a request to continue with the usual \$750 yearly corporate donation to NCAF. **Jaqueline Selburg made the motion to approve the \$750 donation to NCAF from the DPCAA corporate account. David Benson seconded the motion. Motion passed.**

CHRISTMAS STAFF/BOARD GIFT: E.D. Perry Lunden asked the board for approval of the Christmas staff and board gift, requesting the same dollar amounts as last year. Last year each staff member was given a \$200 gift card and each board member a \$75 gift card. The total would amount to be \$3425 plus a small processing fee for each gift card. **Dawn Roppel made the motion to approve the \$200 gift card to each staff member and \$75 gift card to each board member. Judy Geske seconded the motion. Motion passed.**

ELECTION OF OFFICERS: E.D. Perry Lunden asked board member Lucas Wakefield if he would consider being vice president. Lucas resides in Devils Lake providing easier access for signing official documents for DPCAA. Lucas indicated he would agree to be board president **Dawn Roppel made the motion to elect Lucas Wakefield as board president, Gail Pearson as vice president and Judy Allmaras as Secretary/Treasurer. Jaqueline Selburg seconded the motion. Motion passed.**

MEETING ADJOURNED.

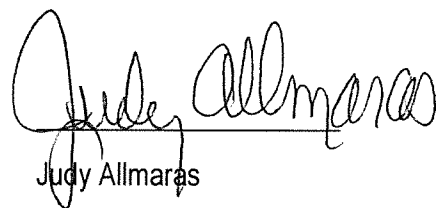
Respectfully Submitted,



Perry Lunden

Executive Director

Respectfully Submitted,



Judy Allmaras

Secretary/Treasurer

