DAKOTA PRAIRIE COMMUNITY ACTION AGENCY, INC.
BOARD OF DIRECTOR’S MEETING MINUTES
AUGUST 22, 2018

MEMBERS PRESENT: Dawn Roppel (Cavalier), Judy Allmaras (Eddy), David Benson (Towner), Doris Griffin (Benson), Gail Pearson (Cavalier), Jacqueline Selburg (Rolette), Judy Geske (Benson)

MEMBERS ABSENT: Kenneth Teubner (Towner), Phil Langerud (Ramsey), Reverend Scott Ramey (Rolette), Lucas Wakefield (Ramsey), Jill Weber (Eddy)

STAFF PRESENT: Perry Lundon, Executive Director Janet Hannesson, Assistant Director Ellen McKinnon, SSVF Case Manager Norris Elshaug, Weatherization/Housing Coordinator Danielle Bartlett, Office Support Assistant Scott Sandy, Sub-Contracted Accountant

CALL TO ORDER: Perry Lundon, Board Chair, called the meeting to order with eight (7) members present, constituting a quorum.

APPROVAL OF MINUTES: Judy Allmaras made a motion to approve the JUNE 28, 2018, board meeting minutes as presented. Dawn Roppel seconded the motion. Motion carried.

Lake Region Community Shelter Report: Nancy Lundon gave a brief report on what services the LRCS offers and provided some statistics about usage over the past year or so. A grant was obtained to pay for the oversight staff and extensive shelter rehabilitation. LRCS went to the city and the county for additional funds to pay for overnight staff, both the city and the county agreed to $5,000 for the rest of 2018 and $10,000 for 2019.

WEATHERIZATION REPORT: Norris Elshaug, Weatherization Coordinator (W.C.), discussed the challenges in hiring more crew members because of the cost of training and inability to find the right candidates. Use of Summer time part time workers has worked well for the past three years and will be continued.

There are 2 HOME Rehab projects under way that will be completed in early September, one budgeted for $50,000 in Devils Lake and the other for $40,000 in Rolette county. These two projects will utilize most, if not all, of available HOME rehabilitation funds.

The Helping Hands funds from ND Housing Finance Agency (NDHFA) has been involved with three projects this year so far. NDHFA utilizes some of their profits for the year to fund various organizations throughout the state.

Norris mentioned new program requirements that create added burdens on the program, particularly relating to health and safety issues. Hopefully, upcoming crew member training will help answer any questions related to new program requirements. Norris mentioned that
Weatherization is currently low on applications for homes and multifamily units, so board members should make any referrals that they can.

**Fiscal Report:** Scott Sandy gave a summary on the cash flow of DPCAA. The LIHEAP Furnace program has excess funds to use up as the current grant was significantly larger than the last. The Helping Hands and ND Homeless grants just started. Nothing has been spent so far for the EFS grant for Rolette county and the rest of Northern ND (reflective of July expenditures). Scott is working with SSVF Case Manager Ellen McKinnon to wind down the SSVF expenses.

There is $318,000 in operating funds and some money in savings from the CD's that were cashed out last year. Discussed auditor recommendations from last year and what to do going forward as far as journal entries, Wx-Pro and the accruals. Noted the 2018 audit is coming up September 10th-14th and with the many capabilities of the new system, it will be a much simpler process this time around.

**EXECUTIVE DIRECTOR TRANSITION:** The Executive Committee (Rev. Scott Ramey – President, Gail Pearson – Vice President and Judy Allmaras – Sec./Treasurer) decided it would be best to have Executive Director (E.D.), Perry Lundo, continue to work part time for less than 20 hours per week. This change may allow the addition of a new CSBG position for 2019, but that will be discussed further. A few upcoming issues were discussed that the committee thought were important to have the current ED still working for the agency. **Dawn Roppel made the motion to follow the executive committee’s recommendation for the executive director’s transition plan.** David Benson seconded the motion. **Motion passed.** This change will take affect December 1st, 2018.

**STRATEGIC PLAN:** Andrea from the state’s association is working with DPCAA on creating a strategic plan and that it meets the ROMA (Results Orientated Management Assessment) requirements. Will present the Strategic Plan at the November 3, 2018 board meeting.

**DPCAA CHECKING ACCOUNT SIGNERS:** Board Member, Phil Langerud, is the current back-up checking account signer, but a new member needs to take on this roll as Phil is leaving the board. Perry mentioned the option to have board member Lucas Wakefield as one of the checking account signors. **Dawn Roppel made the motion to assign board member, Lucas Wakefield, as the DPCAA checking account signer.** Gale Pearson seconded the motion. **Motion passed.**

**DPCAA PERSONNEL POLICIES REVISION:** Discussed the proposed personnel policy revision that will affect all regular part time employees working less than 20 hours per week. Perry stated that he would be the only regular part time employee working less than 20 hours per week when his new work schedule begins in December. Board recommended to have revision ran by someone, to make sure policy does not conflict with any labor laws, etc.. Perry
mentioned the lawyer that previously worked on the DPCAA Personnel Policies could take a look at what is being proposed.

MEETING ADJOURNED.

Respectfully Submitted,

Perry Lundon
Executive Director

Respectfully Submitted,

Judy Allmaras
Secretary/Treasurer