

**DAKOTA PRAIRIE COMMUNITY ACTION AGENCY  
BOARD OF DIRECTOR'S  
BOARD MEETING MINUTES  
MARCH 10, 2007**

MEMBERS PRESENT: Phil Langerud (Ramsey), Lois Jacobson (Eddy), Gloria Vetsch (Benson), Verna Martz (Towner), Jolene LaVallie (Rolette), Sharon Duval (Eddy), Bill Mertens (Ramsey)

MEMBERS ABSENT: Dawn Roppel (Cavalier), Gail Pearson (Cavalier), Sharon Hendrickson (Towner), Dwain Brown (Benson)

STAFF PRESENT: Perry Lundon, Executive Director, Lanny Duhamel, Deputy Director, Marlene Young, Secretary/Fiscal Aide, Janet Hannesson, CSBG Program Coordinator

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

APPROVAL OF BOARD MEETING MINUTES: A copy of the November 18, 2006, board meeting minutes were mailed to all board members. **Gloria Vetsch made a motion to accept the minutes as presented. Lois Jacobson seconded the motion. Motion carried unanimously.**

BOARD ISSUES: There still is a private sector vacancy in Rolette County. Perry did talk to a minister representing Rolette Ministerial Association and sent a follow up letter. He had not responded to date. Efforts will continue seeking a private sector representative from Rolette County.

EXECUTIVE DIRECTOR'S REPORT: There were no questions or comments.

WEATHERIZATION REPORT: Lanny reported at this time of the year, due to weather conditions, things slow down in the weatherization activity. At the end of February there was approximately \$35,000.00 left in the LIHEAP/FURNACE program for replacement/repair. An important concern the weatherization program is facing at this time is the implementation of new software. Weatherization is planning for a July 1, 2007 start date. The consensus of everyone in attendance at recent software training is that there are major areas of concern with the software. There may be other options to explore and it is not completely settled that new software will be implemented or that existing software can be purchased and modified to meet the need of the weatherization program.

NCAF LEGISLATIVE CONFERENCE REPORT: Perry commented that David Bradley, Lobbyist for Community Action, was very upbeat. It was a good conference, well attended. There was a good mix of Democrat and Republican speakers. Perry visited Senator Conrad's office, meeting with staff.

CSBG PROGRAM REPORT: Janet Hannesson, CSBG Program Coordinator, gave a breakdown on the annual report that is submitted to Division of Community Services. She provided statistical information about the number of individuals/households that have been assisted over the past year. She provided some

information about reported agency outcomes. DPCAA received \$12,000.00 from Dakota Medical Foundation for the purchase of diabetic supplies during the past few years. We will not be receiving any more funding for this important activity in the foreseeable future.

SALE OF DUNSEITH HOME: Rolette County Housing Authority has no interest in purchasing the four homes in Dunseith. There has been no additional interest shown in purchasing any of these homes and DPCAA will continue to maintain ownership and Rolette County Housing Authority will continue to manage the properties.

DPCAA OPEN HOUSE DISCUSSION: Discussion was held on what day of the week would be best to have an evening board meeting. The consensus of the majority of the board members was to have it on either May 23<sup>rd</sup> or 24<sup>th</sup>. The board meeting will start at 5:00 p.m. with a supper meeting for all board and staff. With regard to the suggested wall mural, Sharon Duval suggested doing a framed mural on canvas. Everyone thought that was a good idea. All board members wanted to have a map of our region plus what ever else could be incorporated into the mural pertaining to our services, etc.

CSBG WORK PLAN/BUDGET & BUDGET NARRATIVE: The required 2007 CSBG documents were initially reviewed and approved at the November 2006 board meeting and the modified 2007 CSBG documents were sent out with the agenda for board review. Much of what was approved in November 2006 remained the same with some minor modifications including budget adjustments to reflect finalized budget figures. **Gloria Vetsch made a motion to accept the 2007 CSBG Work Plan, Budget and Budget Narrative as presented. Verna Martz seconded the motion. Motion carried unanimously.**

PURCHASE OF TOYOTA PRIUS: The board was asked to consider purchasing the Toyota Prius using DPCAA corporate funds. **Gloria Vetsch made a motion to purchase the Toyota Prius for a purchase price of \$10,260.86, using corporate funds. Lois Jacobson seconded the motion. Motion carried unanimously.**

NCAF CONTRIBUTION: **Bill Mertens made a motion to contribute \$750.00 from corporate funds to NCAF. Phil Langerud seconded the motion. Motion carried unanimously.**

2007 SPACE ALLOCATION PLAN: **Phil Langerud made a motion to accept the 2007 Space Allocation breakdown as presented. Verna Martz seconded the motion. Motion carried unanimously.**

OUT OF STATE TRAVEL REQUESTS:

1. NCAF Legislative Conference: March 6-9, Washington, DC  
Executive Director
2. CAPLAW Conference: June 19-22, Philadelphia, PA  
Executive Director & 1 additional staff
3. NCAP Conference: August 28-31, San Diego, CA  
Executive Director & 1 board member
4. REGION 8 & 10 Conference: September 25-27, Steamboat Springs, CO  
Executive Director & 3 staff/board members

**Jolene LaVallie made a motion to approve all proposed Out-Of-State travel requests. Gloria Vetsch seconded the motion. Motion carried unanimously.**

ADDITIONAL BUSINESS: All board members who have email addresses gave their addresses to the office.

Respectfully Submitted,

Respectfully Submitted,

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Gail Pearson  
Secretary/Treasurer

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Perry Landon  
Executive Director