

**DAKOTA PRAIRIE COMMUNITY ACTION AGENCY
BOARD OF DIRECTOR'S
BOARD MEETING MINUTES
SEPTEMBER 15, 2007**

MEMBERS PRESENT: Lois Jacoboson (Eddy), Gloria Vetsch (Benson), Verna Martz (Towner), Jolene LaVallie (Rolette), Dawn Roppel (Cavalier), Sharon Duval (Eddy), Sharon Hendrickson (Towner), Dwain Brown (Benson), Bill Mertens (Ramsey), Gail Pearson (Cavalier)

MEMBERS ABSENT: Phil Langerud (Ramsey)

STAFF PRESENT: Perry Lundon, Executive Director; Lanny Duhamel, Deputy Director; Marlene Young, Secretary/Fiscal Aide

GUESTS: Ann Pollert, NDCAA Executive Director; Carol Griffin-Eckart, Program Manager, DCS

CALL TO ORDER: Perry Lundon, Board Chairperson, called the meeting to order with ten (10) board members present, constituting a quorum.

APPROVAL OF BOARD MEETING MINUTES: A copy of the May 23, 2007, board meeting minutes was mailed to all board members. Dawn Roppel made a motion to accept the minutes as presented. Dwain Brown seconded the motion. Motion passed unanimously.

BOARD ISSUES: Perry stated that the only board issue at this time is the vacancy for a private sector board member for Rolette County. Gemma Haberstroh, DPCAA Rolla staff member, thinks she should have someone to fill this position by the November board meeting.

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

BOARD TRAINING/HISTORY OF COMMUNITY ACTION: Ann Pollert, Executive Director North Dakota Community Action Association, explained her main duties she does. NDCAA is a collective membership of all North Dakota community action agencies. Ann Pollert coordinates all state wide projects and to coordinate the executive director's meetings. Ann's report was very informational.

Ann provided an overview of nonprofit board responsibilities providing some board hand-outs for members to use in their involvement on the DPCAA Board of Directors.

Carol Griffin-Eckart, Program Manager DCS: Carol Griffin-Eckart gave a general overview of what she does as the Program Manager for the DCS. Carol provided information and training for board members on Results Oriented Management & Accountability (ROMA) and its relationship to CSBG funding. ROMA is the primary reporting process used on a national basis to articulate what assistance, services and programs are offered lower income individuals and families using CSBG and related funding.

NCAP CONFERENCE REPORT: Perry reported on the NCAP Conference. It was fairly well attended. There was some very interesting sessions as well as the last session attended being very thought provoking and depressing. Perry also attended OMB circular training presented by Howard Gesback, a well known CAA fiscal trainer.

WEATHERIZATION REPORT: Lanny gave an update of the weatherization program. The DOE WX grant ended on June 30, 2007. The DOE grant required 85 completions in the 6 county service area, 101 homes were completed. The average spent per home was very good this year. Lanny reported on the monitoring visit by the state. The written report has not been received from Howard Sage as yet.

AGENCY OPERATIONAL DOCUMENT REVIEW: PERSONNEL POLICIES, OPERATIONS MANUAL & BY-LAW: The board was provided a listing of a few minor changes to the agency Operations Manual. **Sharon Hendrickson made a motion to approve the changes presented for the DPCAA Operations Manual. Dawn Roppel seconded the motion. Motion carried unanimously.**

FY08-09 CSBG APPLICATION: Documents and prerequisite forms were provided to the board for review and comment. **Gloria Vetsch made a motion to approve the CSBG Application as presented to the board members. Gail Pearson seconded the motion. Motion carried unanimously.**

REGION 8 CONFERENCE DETAILS: Perry handed out information to Jolene, Sharon and Gloria for the Region 8 Conference in Steamboats Springs, Colorado.

CSBG, WX & FISCAL MONITORING: The only specific reports we have received back relate to the CSBG and fiscal monitoring. The weatherization monitoring report has not been received as yet. **Gloria Vetsch made a motion to accept the CSBG and fiscal monitoring reports. Verna Martz seconded the motion. Motion carried unanimously.**

OUT OF STATE TRAVEL REQUESTS: NONE

ADDITIONAL BUSINESS:

1. **REPLACEMENT OF GARAGE DOOR:** The board was provided information about replacing an old garage door in the rear of the main office building with an insulated garage door. **Dwain Brown made a motion to approve the installation of a 10 x 10 installed garage door in the rear of the main office building at a cost not to exceed \$1328.50. Lois Jacobson seconded the motion. Motion carried unanimously.**
2. **U.S. BANK GRANT:** The board was provided information about the submission of a grant application to US Bank for the computer distribution program. **Bill Mertens made a motion to approve the submission of a \$3,500.00 grant application to US Bank for the distribution of computers to eligible low-income individuals. Gail Pearson seconded the motion. Motion carried.**

Meeting adjourned at 12:00 Noon.

Respectfully Submitted,

Respectfully Submitted,

Gail Pearson
Secretary/Treasurer

Perry Lundon
Executive Director