

**DAKOTA PRAIRIE COMMUNITY ACTION AGENCY
BOARD OF DIRECTOR'S
BOARD MEETING MINUTES
SEPTEMBER 16, 2006**

MEMBERS PRESENT: Phil Langerud (Ramsey), Lois Jacobson (Eddy), Dwain Brown (Benson), Sharon Duval (Eddy), Bill Mertens (Ramsey), Gail Pearson (Cavalier), Verna Martz (Towner)

MEMBERS ABSENT: Sharon Hendrickson (Towner), Dawn Roppel (Cavalier), Gloria Vetsch (Benson), Jolene LaVallie (Rolette)

STAFF PRESENT: Perry Lundon, Executive Director, Lanny Duhamel (Deputy Director), Dorothy Weigel, Business Manager, Marlene Young, Secretary/Fiscal Aid, Darrell Nilep, Home Housing Specialist

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

APPROVAL OF MINUTES: A copy of the April 29, 2006, board meeting minutes was mailed to all board members. **Gail Pearson made a motion to accept the minutes as presented. Verna Martz seconded the motion. Motion carried unanimously.**

BOARD ISSUES: Perry has visited with Tim Shirk and he was going to see if he could get reappointed by the Ministerial Association to serve on the DPCAA board as private sector representative. Dwain Brown's first term is up in November, 2006. He would only need to be reappointed to serve another term if he so chooses. Jolene LaVallie's first term is up in September 2006. Regardless of whether Jolene wishes to serve again there would have to be an election in Rolette County.

EXECUTIVE DIRECTOR'S REPORT: No comments or questions.

WEATHERIZATION/DCS MONITORING REPORT: Lanny gave an update on the weatherization program. Lanny felt the monitoring process went well. The DOE Contract called for the completion of 82 homes and 103 homes were completed. The average cost per weatherized home was under the cost allowed for each home. Lanny handed out a breakdown on Energy Saving Study of homes that were weatherized. The weatherization coordinators will be meeting next week and hope to put together a report on dollars saved for homes that have been weatherized.

NCAP CONFERENCE: Perry attended the NCAP Conference in Florida in September. The conference was interesting, but the attendance was down. The best part was the keynote speaker, who is a vice-president in the Marriott Corporation. David Bradley reported, surprisingly, that CSBG funding is in the best shape it has been for sometime. DOE weatherization funding is also in good shape; however, LIHEAP funding is somewhat problematic.

HELPLING HAND & HOME REPORT: Darrell Nilep, HOME Housing Specialist, gave a report on the HOME Program. The HOME Program is funded through HUD. Our agency receives approximately \$140,000.00 per year, which results in 5-7 homes being rehabilitated to Housing Quality Standards. He also provided a brief overview of the Helping Hand program, funded at around \$25,000, by the North Dakota Housing Finance Agency.

FISCAL MONITORING REPORT: The weatherization monitoring went very well.

A copy of the monitoring report from Denise Faber, ND Department of Commerce was handed out by Dorothy.

FISCAL MANUAL: A copy of the fiscal manual was handed out to all board members at the previous board meeting. Dorothy Weigel, Business Manager, discussed the changes that were in the revised fiscal manual.

Page 9: Only one signature on a check the amount would be raised from \$500.00 to \$750.00.

Page 15: Change the reading to Program department heads could sign the travel vouchers for their staff. Right now Perry signs all travel vouchers.

Page 19: Change wording to read as appropriate.

Bill Mertens made a motion to approve the Fiscal Manual as presented. Dwain Brown seconded the motion. Motion carried unanimously.

SALE OF DUNSEITH HOME: Discussion was held on the possibility of selling one of the DPCAA owned Dunseith homes. **Phil Langerud made a motion to research the possibility of the sale of one home by getting an appraisal on the home and gathering information about income generated from each home for discussion at the November board meeting. Gail Pearson seconded the motion. Motion carried unanimously.**

BY-LAWS REVIEW: A copy of the by-laws was handed out to all board members to look at and bring back any questions or suggestions they have to the next board meeting.

OUT OF STATE TRAVEL:

1. Fiscal Training(Minneapolis, MN) November 14-16/1-2 Staff:

Phil Langerud made a motion to approve for two (2) staff to attend the Henry Gesbeke training in Minneapolis, MN on November 14-16, 2006. Bill Mertens seconded the motion. Motion carried unanimously.

2. ADDITIONAL REQUESTS: None

ADDITIONAL BUSINESS: None

Meeting adjourned.

Respectfully Submitted,

Respectfully Submitted,

Perry Landon,
Executive Director

Gail Pearson
Secretary/Treasurer