

**DAKOTA PRAIRIE COMMUNITY ACTION AGENCY
BOARD OF DIRECTOR'S
BOARD MEETING MINUTES
NOVEMBER 17, 2007**

MEMBERS PRESENT: Dawn Roppel (Cavalier), Gloria Vetsch (Benson), Lois Jacobson (Eddy), Dwain Brown (Benson), Gail Pearson (Cavalier), Sharon Duval (Eddy)

MEMBERS ABSENT: Phil Langerud (Ramsey), Bill Mertens (Ramsey), Jolene LaVallie (Rolette), Sharon Hendrickson (Towner), Verna Martz (Towner)

STAFF PRESENT: Perry Lundon, Executive Director, Lanny Duhamel, Deputy Director, Dorothy Weigel, Business Manager, Marlene Young, Secretary/Fiscal Aide, Bruce Hagen Weatherization Specialist

CALL TO ORDER: Perry Lundon, Board Chair, called the meeting to order with six (6) board members present, constituting a quorum.

APPROVAL OF BOARD MEETING MINUTES: A copy of the September 15, 2007, board meeting minutes was mailed to all board members. Dawn Roppel made a motion to accept the minutes as presented. Gloria Vetsch seconded the motion. Motion passed unanimously.

BOARD ISSUES/SEATING OF NEW BOARD MEMBER: The board was informed of a private sector representative being appointed from Rolette County. Gail Pearson made a motion to seat Rev. Scott Ramey as the Rolette County private sector representative. Gloria Vetsch seconded the motion. Motion carried unanimously.

REGION 8/10 CONFERENCE REPORT: Perry stated it was a very good conference with very good trainings sessions and presenters. The conference was not well attended even though it was a very picturesque location.

WEATHERIZATION REPORT: Lanny gave an update on the weatherization program. The LIHEAP program ended on September 30, 2007. The time line to work on the grant was a little over three (3) months. A total of \$33,000.00 was sent back to the state. A total of 50 homes were completed using LIHEAP funding. Lanny informed the board that he still hasn't heard from the State as to whether or not we will be receiving any furnace repair/replacement funds. Information was handed out regarding historical LIHEAP carryover funds and the cost of adding crew members respective to utilizing LIHEAP carryover funding.

WEATHERIZATION DEMONSTRATION: Bruce Hagen, Weatherization Specialist, gave a demonstration on utilizing the blower door technology to determine air infiltration problems on homes being weatherized. The board members stated that the presentation was very interesting and informative.

WEATHERIZATION MONITORING REPORT: Lanny gave a brief report on the weatherization audit, including a discussion about the DPCAA response to the issues raised in the monitoring report.

CSBG MONITORING RESPONSE LETTER: All board members received a copy of the CSBG monitoring response letter Perry wrote to Carol Griffin-Eckart, Program Manager DCS. The carryover for CSBG will be significantly less than in previous years. FY07 CSBG carryover will likely be much less than \$100,000, perhaps even easily falling under the 20% carryover mark allowed without question within CSBG legislation.

AUDIT REPORT: Steve Wonnenberg, Auditor, gave a report on the June 30, 2007 audit, via telephone, to the board members. Steve stated that the audit went very well and provided a brief overview of the audit findings. **Dwain Brown made a motion to approve the audit as presented. Gloria Vetsch seconded the motion. Motion carried unanimously.**

Dawn Roppel made a motion for the board to give Dorothy Weigel, Business Manager, special recognition for a job well done overseeing the fiscal operations of DPCAA. Gail Pearson seconded the motion. Motion carried unanimously.

SPACE ALLOCATION PLAN 2008: A copy of the 2008 space allocation plan was mailed out for board review. **Dawn Roppel made a motion to accept the space allocation as presented. Lois Jacobson seconded the motion. Motion carried unanimously.**

HOLIDAY STAFF/BOARD GIFT: **Gail Pearson made a motion to give all staff and board members \$100.00 in Chamber Bonus Bucks from the DPCAA corporate account. Dawn Roppel seconded the motion. Motion carried unanimously.**

EXECUTIVE DIRECTOR SALARY ADJUSTMENT: A written request of a cost of living salary adjustment for the Executive Director was presented for board consideration. **Gail Pearson made a motion to approve an increase of \$110.00 per month (2.23%) cost of living adjustment for the Executive Director effective January 1, 2008. Dawn Roppel seconded the motion. Motion carried unanimously.**

OUT OF STATE TRAVEL REQUESTS:

1. NCAF LEGISLATIVE CONFERENCE-March 4-7-Washington, DC: Gloria Vetsch made a motion to approve the travel request for Perry Landon to attend the NCAF Legislative Conference in Washington, DC on March 4-7, 2008. Lois Jacobson seconded the motion. Motion carried unanimously.

ADDITIONAL BUSINESS: A proposal by Vocational Rehab to work with DPCAA to implement a project that provides work clothing for lower income individuals starting new or different jobs. Often when someone gets a job they are not able to afford the needed clothing required for their place of employment. **Dawn Roppel made a motion to authorize the submission of a grant application to Devils Lake Area Foundation for approximately \$500 to purchase clothing racks and storage containers for this project. Gail Pearson seconded the motion. Motion passed unanimously.**

ELECTION OF OFFICERS: **Dwain Brown made a motion to have all current officers remain in their existing positions (Sharon Duval, President, Phil Langerud, Vice President and Gail Pearson, Secretary/Treasurer). Dawn Roppel seconded the motion. Motion carried unanimously.**

Meeting adjourned.

Respectfully Submitted

Respectfully Submitted,

Gail Pearson
Secretary/Treasurer

Perry Landon
Executive Director