

Habitat for Humanity of Mesa County
Board of Directors
April 16th 2020 Minutes

Location: Conference Call

Board Members Present: Micah Adams, Erin Doebele, Minde Harper, Rob Jenkins, Lisa Martin, Justin Menge, Isaiah Quigley, Jill Ruckman, Scott Sorenson, Alice Young

Board Members Absent: None

Guests: None

The following members of management staff were present: Janet Brink

Alice called the Board of Directors meeting to order at 7:30 a.m. Rob offered the opening reflection “Who You Are is More Than What You Do”.

Board Minutes (Tab 1) – Alice asked for the Board of Directors to take a few minutes to review the March 12th, 2020 Board meeting minutes. Alice asked if there were any additions or corrections and having heard none, a motion was made by Justin to approve the minutes and Micah seconded the motion. The Board of Directors “approved” March 12th, 2020 Board meeting minutes.

March 2020 Benchmarks & Financials (Tab 2) –Erin reported on Items 1-7 of the March benchmarks noting that #1 was below due to the ReStore closing March 20th. Sales are down significantly due to COVID-19. The checking account is higher due to total contributions received by the Waldeck Foundation in March. Monthly Restore Expenses and Payroll are comparable to previous months. CHFA funds were deposited in the Development Account which were proceeds of the sale of 2 loans. The Executive Committee decided to stop making double payments on the building loan. Erin reviewed the Income Statement with notations on income from Waldeck and Women’s Build. She discussed accounts 5331-00 (Fees), 4204-00 (Income) and 5755-00 (Volunteer Expense) was up due to the annual subscription for software. Erin stated what the 12 month average of the net income for the Restore. Board members may need to start thinking about ways to move forward in light of the loss of income. Staff is using vacation time and will also be able to use the funds from the SBA loan (Thank You Alpine Bank). HFHMC was awarded a \$10,000.00 grant that Janet wrote from the City of Grand Junction (managed by WCCF) to aid homeowners who need help with mortgage “principal” payments. Erin also noted that the Profit & Loss Budget vs Actual report was included since it is the end of 3rd quarter. Erin asked if there were any questions on the Balance Sheet, Statement of Activities, Income Statement and/or Profit & Loss Budget vs Actual report. Hearing none, Alice asked for a motion to “accept” the March 2020 Benchmarks and Financials as presented. A motion was made by Lisa and seconded by Rob. The Board of Directors “accepted” the March 2020 Benchmarks and Financials as presented.

COVID19 Program Update – Justin discussed the SBA loan and that HFHMC received the loan thru Alpine Bank. Janet discussed the ReStore has been well cleaned and that the staff will have the Pandemic Plan reviewed and acknowledged by them before they return. The Pandemic Plan was developed by Kirk using many sources. It will be sent out to the Executive Committee for their review.

March 2020 Delinquencies – None. As of April there were 6 homeowners affected by COVID19 stay at home orders. The month of May could prove to be a bigger issue for homeowners if there is still a mandatory quarantine.

Review Phase III Budget/Payout Requests – Per Scott there aren’t any new bills that have been submitted at this time.

Homeowner Issue – Isaiah discussed a sexual harassment claim between 2 homeowners (currently in the program) that happened during a build/volunteer time. Isaiah has reviewed policies regarding if the perpetrator could be de-selected at this time. He did not find anything in our policy. Isaiah feels that having a conversation with the perpetrator explaining the ramifications of his behavior. If this behavior continues then further action by HFHMC could be taken.

Board Member Terms – Alice and Scott will be leaving the Board of Directors in June 2020. Other Board Members should be thinking of people who could join the HFHMC board.

Williams, Turner and Holmes Letter (Tab 5) – Isaiah spoke to Kirsten Kurath to discuss what the ultimate goal was and Kristin stated that her clients are wanting it “re-piped” and return to only 1 clean out station instead of 2. There is no resolution at this time.

COMMITTEE REPORTS

Executive Committee – Alice stated the committee met by phone on April 8th, 2020 and discussed the following:

1. One part-time employee resigned
2. Janet is submitting an FHLB grant for the Evans family which is a \$5,000 buy down on the mortgage
3. Coleman closing will be on April 24th with a non-public outside dedication the same day.

Construction Committee – Scott reported the committee met by phone on April 7th, 2020. As stated previously the Coleman house is ready to dedicate on April 24th, 2020. The appraisal was \$211,000 with the cost of the home at \$165,000. The Evans house should be ready to close by the end of June, 2020. The Marez family was site assigned to 3047 but Habitat hasn't been able to pull the permit due to no one on staff with a “passed” GC license. We can use Dennis Wiltgen to use his GC license for a fee of \$500 and would be able to start the process on 3047 Arna. There is still concern about the site being left unsecured numerous times by the foreman and leaving the jobsite w/out permission during required times Thursday thru Saturday. Janet is researching with other Habitat affiliates how they handle manager's vs foreman, contract vs employee. Kirk and Janet have been made aware of some safety issues and are doing safety talks on a daily basis when necessary. Scott reported on Phase III moving along and sewer lines have been installed. The boundary line topic from a neighboring homeowner was discussed and Scott is doing more research on Phase IV before the committee decides what to do with his request. Scott will also check to see if Sorter is anticipating any delays or issues due to COVID-19. (**Map – Tab 3**)

Family Selection Committee – No Committee Meeting held due to COVID-19

Family Support Committee – No Committee Meeting held due to COVID-19

ReStore Advisory Committee – No Committee Meeting held due to COVID-19

Public Relations Committee – No Committee Meeting held due to COVID-19

Volunteer Advisory Committee – No Committee Meeting held due to COVID-19

Department Reports (Tab 4) – Janet stated other committee meetings were not held this month. Department reports were emailed to Board Members in your April packet for review.

Upcoming Event Schedule- Noted Alice asked if there was any other new business before adjournment. Alice stated that no events are scheduled at this time. Camp Colorado has been canceled and will be rescheduled in May 2021. Kirk and Janet are working on a re-opening plan once we are allowed to open. Restore hours may be changing upon re-opening to Tuesday thru Saturday from 9:00 a.m. until 6:00 p.m. Lisa made a motion to adjourn the meeting and Minde seconded the motion. The April 16th, 2020 Board of Directors meeting adjourned at 8:32 a.m.