

Habitat for Humanity of Mesa County
Board of Directors
August 13th, 2020 Minutes

Location: Restore Conference Room

Board Members Present: Micah Adams, Minde Harper, Jason Hensel, Lisa Martin, Justin Menge, Troy Reynolds

Board Members Absent: Erin Doebele (Lisa Martin); Jill Ruckman (Minde Harper); Isaiah Quigley (Justin Menge)

Guests: None

The following members of management staff were present: Janet Brink

Lisa called the Board of Directors meeting to order at 7:30 a.m. and welcomed Troy Reynolds as the newest board member. Everyone also wished Micah a Happy Birthday. Justin offered the opening reflection – Elephant Rope.

Board Minutes (Tab 1) - Lisa asked for the Board of Directors to take a few minutes to review the July 9th, 2020 Board meeting minutes. Lisa asked if there were any additions or corrections with Micah noting that the minutes reflected Scott as presenting the Construction Committee comments when it was Micah who is now the new chair of the committee. Justin made a motion to approve the minutes with corrections and Jason seconded the motion. The Board of Directors “approved” July 9th, 2020 Board meeting minutes.

July 2020 Benchmarks & Financials (Tab 2) – Justin reported on the July benchmarks noting that the ReStore Revenue did not cover expenses this month. We believe we have a payroll error in the form of the June year end accrual not being reversed. Janet will have Theresa correct this since there wasn’t a three payroll period for June. Sales were a little less than the benchmark. Expenses were up with the truck as well as the annual fire inspection building maintenance. The cash position is strong even with Phase III payouts. Justin asked if there were any questions on the Balance Sheet, Statement of Activities, and/or Income Statement reports and hearing none, Lisa requested a motion to “accept” the July 2020 Benchmarks and Financials as presented. A motion was made by Jason and seconded by Minde. The Board of Directors “accepted” the July 2020 Benchmarks and Financials as presented.

July 2020 Delinquencies – None

HFHMC Pandemic Plan (Revised 7/28/20) (Tab 3) – Reviewed the newly revised plan and discussed moving 1 volunteer per area to the allowed number of volunteers per area.

PPP Loan Discussion – Justin stated the SBA portal is open with manual input. However, Alpine Bank is not using it right now and that it makes sense to wait until the system is working correctly before submitting.

Lockton Affinity Volunteer Guidelines (Tab 4) – Discussed the update from Lockton Affinity and calling attention to “General Liability and Biological Agents Exclusion and “Volunteer Medial and Disability” with its exclusions. They recommend not using volunteers at this time or create a waiver which Kirk has researched HFHI’s new volunteer waiver. We will be implementing the waiver with our volunteers.

Previous Business

Williams, Turner and Holmes Letter – Pending. Isaiah will report at the September board meeting.

3049 / 3047 Arna Drive – Property Line Dispute Pending. We need to get information from Isaiah to record an agreement between homeowners (Coleman/HFHMC) to amend the 18 inches of concrete that is on 3047 Arna property.

COMMITTEE REPORTS

Executive Committee –Lisa stated the committee met on August 5th, 2020 and discussed the following:

1. There is a full build schedule this month as long as Mesa County states the air quality is ok.
2. CDOH funds for Coleman arrived this week (\$15,500)
3. Safety inspection by Lockton Affinity went well. Will address their recommendations by September 12th.
4. Audit was last week and Erin and Janet will meet with the auditors next week to finalize for presentation in September's Board of Directors meeting.
5. Tax exempt for Condo A & B has been accepted going back to January 11, 2019.

Construction Committee – Micah reported the committee met on August 4th, 2020. The Marez house is in the framing stage. The group builds have been a big help. The Danner family is in non-compliance and will not go into permitting process until they are. The Rohde family will possibly site assign in September or October. The storm water issues have been addressed on D Road by the City of Grand Junction and therefore we will not be requiring Sorter Construction to do the extra work. There is no Phase III pay out request this month and contractor will lump into the next request. Sorter Construction will not make the August 14th finish deadline and will re-submit a new plan with Austin Civil. It isn't affecting our build schedule since we don't need those lots yet. Still have a fence in non-compliance with a homeowner. Donna with Total Property Management is working with the homeowner. We have another homeowner that has a broken window and is waiting for a repair quote from an outside company. **(Map –Tab 6)**

Family Selection Committee – Justin reported the committee met on August 4, 2020 and discussed one family. The “AK” family is a single mother with 1 child (Age 9) and was reviewed last month with the committee tabling the application due some debt that needed to be cleaned up. She still has steady work in the retail profession. The DTI ratio is good now that she cleaned up the debt (within 30 days). Kirk and Janet did a site visit and safety is a concern. A motion was made to approve the “AK” family by Minde and seconded by Micah. The Board of Directors approved the “AK” family. Janet will inform Kirk of the decision. Kirk is continuing to speak with interested families but won't be accepting new applications until November 1st, 2020.

Family Support Committee – Minde reported the committee met on August 5, 2020. Liz Evans dedication was on July 24th 2020. The Marez and Rohde families completed their sweat equity hours. The Danner family did not complete their required sweat equity hours and will receive a third letter on non-compliance (four letters is an automatic disqualification from the program). Kostas was ready to submit plans for approval but will now hold off until the Danner family is back in compliance.

ReStore Advisory Committee – Lisa reported the committee met on August 5th, 2020. The Restore sales in July were down compared to last year but monetary donations are up. Fewer discounts were given. Sales for August are trending to be up. Transactions are down due to COVID and Barb is still not doing color sticker sales. The staff is working well together and one part time cashier resigned in July. The Anniversary sale has been changed to “Customer Appreciation Sale” which will be held in October. Barb is working on a security system and where the cameras will be needed. Barb is also having the front doors alarmed. There is a new donation which might help cover the cost.

Public Relations Committee – Janet reported the committee met on August 5th, 2020. She reported there is an ad in the Beacon. We are still receiving free ads in the GJ Chamber section every week which is paid for by an anonymous donor. Kirk is trying to figure out a date for the design of the door by the BOD for World Habitat Day is Monday, October 5th, 2020.

Volunteer Advisory Committee – Minde reported that the Volunteer Advisory Committee met by conference call on August 5th, 2020. Minde noted the volunteer hours are down. Michele is still having the volunteers sign up and scheduling them in areas with limited numbers. Minde noted the current Pandemic plan does not match what Michele is doing. Janet will have Kirk (Safety Officer) work with Michele. Michele is also struggling with what was done in the past for volunteers for their birthday and anniversary date. Janet will check with Heirlooms to see what they do for their volunteers. Cody has returned as a Re-employability volunteer and should be at the ReStore for about seven weeks.

Department Reports (Tab 7) – Janet stated that most topics were covered during the meeting but feel free to take the July reports with you.

Upcoming Event Schedule- Noted Lisa asked if there was any other new business before adjournment. Justin made a motion to adjourn the meeting and Jason seconded the motion. The August 13th, 2020 Board of Directors meeting adjourned at 9:15 a.m.