

1201 Grand Avenue, Suite 1
Billings, Montana 59102
www.lifft.org

Living Independently For Today & Tomorrow



Office 406.259.5181
Fax 406.259.5259

Minutes of the September 8, 2020 Regular Meeting of the Board of LIFTT
Living Independently for Today and Tomorrow

Date: September 8, 2020

Location: The meeting was held electronically via ZOOM and called to order at 4:13pm by Chad Hooker, Chairman.

Those present: Chad Hooker, Chairman
Dan McDonald, Vice Chairman
Ian Elliot, Secretary
Andy Fox, Director
Paula McMahon, Treasurer present @ 4:16pm
Carlos Ramalho, Executive Director
IL Specialists Sandy Taylor, Brooke Brandt and Gary Parkins
Dianne Booth, Finance Director
Captioner

Absent: LaVonne Kautzmann, Director and Bob Maffit, Director

Gary Parkins, Sandy Taylor and Brooke Brandt introduced themselves to the Board of Directors.

Approval of the June 29, 2020 minutes was made by Ian Elliot and seconded by Paula McMahon.
Unanimous approval.

Motion to approve the September 8, 2020 agenda as submitted made by Ian Elliot and seconded by Andy Fox. Unanimous approval.

Old Business – None

Executive Director Report – see attached

A decision has been made that LIFTT doors will be closed to the public until the end of 2020. Carlos Ramalho informed the Board that even though it states in the ED report that peers have been allowed to come back to LIFTT for work that decision has been rescinded as of 9/8/2020. Due to COVID-19 circumstances, peers will not be allowed in the office until further notice. After hearing this, Ian Elliot asked if his group should cancel their upcoming meetings that are held in the community room. Carlos Ramalho left that decision up to the group. Ian Elliot assumes the meetings will be cancelled until further notice.

Installation of LIFTT's new phone system - Dan MacDonald made a motion to approve the new system. Ian Elliot seconded the motion. Unanimous approval.

LED overhead office lights – Dan MacDonald made a motion to approve the installation. Ian Elliot seconded the motion. Unanimous approval.

Dan MacDonald made a motion and Ian Elliot seconded to accept the Billings Community Foundation grant – see attached ED report. Unanimous approval.

Ian Elliot made a motion to amend personnel policy, page 11 to read “PTO must be taken in increments of at least four (4) hours with the exception of scheduling medical related appointments which can then be requested in one (1) hour increments or more as needed.” Paula McMahon seconded the motion. Unanimous approval.

#10 of ED Report – After discussion it was decided to table the decision on closing the Stockman Bank Savings account.

#11 of ED Report – The Board discussed in length the option of utilizing Associated Employers instead of Weststaff going forward for LIFTT’s HR consulting. It was decided to table the decision until the end of the 2020 year to give time for an agreement plan to be put in place with Associated Employers.

Finance Report – see attached

A motion was made to approve the 2020-2021 General Fund budget as presented. Motion made by Dan MacDonald and seconded by Andy Fox. Unanimous approval.

Payment Protection Program – Motion was made by Paula McMahon and seconded by Ian Elliot to approve the expenditures made with this fund as presented. Unanimous approval.

Next regular meeting scheduled for October 13, 2020 at 4:00pm via ZOOM.

Agenda:

1. Election of officers
2. Approve LIFTT budget

Meeting Adjourned at 6:45pm. Motion by Andy Fox and seconded by Paula McMahon. Unanimous approval.

Submitted by: Dianne Booth

Chad Hooker, Chairman