



Mission Statement: Living Independently for Today & Tomorrow, Inc. is committed to empowering persons with disabilities to live freely and equally in Southeastern Montana through the provision of independent living services which reduce societal barriers.

**Board Meeting - Minutes
1201 Grand Avenue #1
Billings, MT 59102**

**October 13, 2020
4:00pm -6:00pm
(406) 259-5181**

**Living Independently for Today and Tomorrow
10-13-2020 Board Meeting Minutes
This meeting was held via ZOOM.**

The meeting was called to order on Tuesday, October 13, 2020, at 4:51 pm by Chad Hooker, Chair of the Board of Directors. Participants checked in and according to the Chair there was quorum to proceed.

Those present: Chad Hooker, Chair
Dan MacDonald, Vice-Chair
Paula McMahan, Treasurer present @ 5:50pm
Andy Fox, Director
Bob Maffit, Director
Lee Hoblitzell, Board of Directors Applicant
Sandra Meehan, Board of Directors Applicant
Carlos Ramalho, Executive Director
Dianne Booth, Finance Director

Absent: LaVonne Miller-Kautzmann, Director
Ian Elliot, Director

Deliberations:

Motion was made by Dan MacDonald and seconded by Andy Fox to approve the September 8, 2020 board minutes as submitted. Unanimous approval. Abstained: Bob Maffit because he did not attend the meeting.

Motion was made by Bob Maffit and seconded by Dan MacDonald to approve the agenda as submitted. Unanimous approval.

Chad Hooker asked each board applicant to introduce themselves to the Board. After introductions, a motion was made by Bob Maffit and seconded by Dan MacDonald to approve the new board member applications submitted by Lee Hotblizell and Sandra Meehan. The applications were unanimously approved. Chad Hooker, as Chair of the Board of Directors, welcomed the new members to LIFTT.

Old Business

1. Carlos Ramalho asked for board approval to extend SkinnerBenoit consulting contract for another six-month period and described in detail all the successful projects LIFTT and SkinnerBenoit have been working on and how much has been accomplished. A motion to



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extend the contract was made by Bob Maffit and seconded by Sandra Meehan. Unanimous Approval

New Business

1. Carlos Ramalho informed the Board that LIFTT staff, excluding essential staff, are again working from home due to Covid-19. The Board asked that Carlos Ramalho continues to keep them informed on the open/closed status of the LIFTT office and supported his decision to keep staff working from home until further notice.
2. Carlos Ramalho introduced the new Independent Living Specialist that will be hired to serve the Glendive area whose name is Jennifer Hawkinson. Her first day of employment is October 13, 2020. An office space is being rented to serve as the LIFTT office for that area. The address is 100 ½ South Merrill Street, Glendive, Montana, Unit 12, ZIP Code 59330, and the telephone number (406) 606-1766. The monthly rent will be \$250.00 a month. Dan MacDonald made the motion to hire the additional staff and lease the office space as a LIFTT satellite office. Lee Hoblitzell seconded the motion. Unanimous approval.
3. Independent Living Program – Policy & Procedure Manual. Dan MacDonald made the motion and Andy Fox seconded to approve the policy as submitted. Unanimous approval.
4. Carlos Ramalho informed the Board that two Independent Living Specialists (Brent Morris & Sandy Taylor) submitted their resignations. Last date of employment will be Friday, October 16, 2020. A job advertisement has been posted on Indeed.
5. Investments – After lengthy Board discussion a motion was made to do the following:
 - a. Close the savings account at Western Security Bank - WSB and include the balance of this account in the investment strategy offered to LIFTT by the WSB.
 - b. Approve the well-conceived and modern investment strategy submitted by the WSB through Vice-President Janet Kline, for consideration of the Board of Directors.
 - c. Require two signatures for all investments to be made by LIFTT through WSB, as follows: The Chair of the Board of Directors and the Executive Director.

The motion to approve the investment strategy offered to LIFTT by the WSB Vice President was made by Dan MacDonald and seconded by Lee Hoblitzell. Unanimous approval.

The motion included the update of account signors for all LIFTT accounts for both WSB and Stockman Bank. LIFTT will also seek more profitable investment options with Stokman Bank,

Finance Report

After Board discussion of the submitted financial reports Paula McMahon made a motion and Lee Hoblitzell seconded to approve all finance reports listed in the Agenda as submitted by Dianne Booth. Unanimous approval. Paula McMahon states that her and Dianne will meet before the next regularly scheduled board meeting to discuss LIFTT's finances in detail.



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Election of officers:

Bob Maffit made a motion which was seconded by Lee Hoblitzell to elect officers to serve LIFTT for five consecutive years according to its bylaws. Motion carries with unanimous approval and the following officers were elected:

Chair – Andy Fox
Vice Chair – Sandra Mehaan
Treasurer – Paula McMahan
Secretary – Lee Hoblitzell

After the election, the composition of LIFTT’s new Board of Directors, effective immediately, is as follows:

Andy Fox, Chair
Sandra Meehan, Vice Chair
Paula McMahan, Treasurer
Lee Hoblitzell, Secretary
Chad Hooker, Director
Dan MacDonald, Director
Bob Maffit, Director
Ian Elliot, Director
LaVonne Miller-Kautzmann, Director

As a consequence of the election of new officers for LIFTT’s Board of Directors, the bank signatures of the former Chair and Vice-Chair Chad Hooker and Dan MacDonald will be replaced by the signatures of the new Chair and Vice-Chair Andy Fox and Sandi Megan with both the Western Security Bank – WSB and Stockman Bank. Considering that the Treasurer was re-elected, Paula McMahan’s signature will not be replaced. Also considering that LIFTT’s Executive and Finance Directors are the same, their signatures will not be replaced and they will remain signors of all bank accounts.

Meeting Adjourned by Chad Hooker at 7:15pm.

Submitted by: Dianne Booth

Carlos Ramalho, Executive Director



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