



GOVERNING BOARD MEETING MINUTES
956 South Main Street, Colville, WA 99114
January 23, 2019

ATTENDANCE

Regular Member

- Fran Bessermin
- Don Dashiell
- Nathan Davis
Dana DePaulo
- Mike Hanson
- Pax Howes
- Steve Kiss
- Dorothy Knauss
- Janet Koeppen
- Nicole Miller
- Joanie Matter
- David Nielsen
Russell Pelleberg
- Matt Schanz
John Smith
- Mark Stedman

Alternate Member

- Alyssa Arrell
- Keren Crum
- Mike Frizzell
- Lynne Guhlke
- Scott Hutsell
- Judy Hutton
- Gary Kohler
- Mike Manus
- Steve Parker
- Shirley Sands
- Ken Smith
- Amy Trenkle
- Robert Willford

Staff

- Dayna Brown
- Carolyn Campato
- Kelly Charlton
- Lori Fogle
- Buck Jennings
- Connie Mahugh
- Sandy Siegrist
- Terry Titmus

Guests

- Hal Balzer
- Kathy Dugan

Indicates attendance

**Indicates attendance by an alternate member in place of a regular member*

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- Governing Board Chairperson Matt Schanz called the meeting to order at 4:07 PM and all in attendance introduced themselves.
- Agenda Additions/Corrections:
 - Program Overview was removed from Agenda due to meeting time restraints.
 - Public Comments was added to the Agenda following New Business.
- November 28, 2018 Meeting Minutes: Janet Koeppen motioned to approve the minutes, Mark Stedman seconded and the motion carried.

COMMITTEE REPORTS

Executive Committee

Governing Board Chairperson, Matt Schanz reported the Executive Committee discussed items to be addressed in the Executive Session.

Finance Committee

Nathan Davis reported for the Finance Committee

- **November and December 2018 Finance Reports**
Nathan reviewed and discussed the November and December 2018 Finance Reports. Nathan motioned to approve the reports, Mike Hansen seconded and the motion carried.
- **November and December 2018 Credit Card Reports**
Nathan reviewed and discussed the November and December 2018 Credit Card reports. Nathan motioned to approve the reports, Janet Koeppen seconded and the motion carried.
- **PY17 Form 990 Report**
Nathan reported the committee did not have the correct copy of the report; therefore, the committee was unable to discuss.

Administrative Committee

- **Membership**
Administrative Chairperson Steve Kiss reported the committee reviewed and discussed the current Governing Board membership list and the need for another low-income representative on the Governing Board. The committee suggested the Hunger Coalition be invited to fill this position. Steve motioned for approval, Janet Koeppen seconded, Mark Stedman abstained and the motion carried.
- **ByLaws**
Steve reported the committee tabled the discussion on reviewing the ByLaws for the next meeting and asked all the Governing Board members to give input on needed changes and to present them to the Administrative Committee for discussion.

Planning Committee

- **Benefits Enrollment Center Grant**
Planning Committee Chairperson, David Nielsen, reported the committee met and reviewed the Benefits Enrollment Center Grant. This grant is a continuation of an ongoing grant funded by Aging and Long Term Care of Eastern Washington. The grant will continue to be funded for \$56,269, which is a 25% increase from the previous funded amount. This grant provides Medicare enrollment assistance for those aging out of the Medicaid system. Janet Koeppen motioned to approve the grant, Dorothy Knauss seconded and the motioned carried.
- **Lincoln County Grant**
David Nielsen reported the committee reviewed the Lincoln County Grant. This grant will provide emergency rental assistance, assistance with utility deposits, hotel stays and assistance with client travel to shelters. The funding will also cover program operation expenses. Dorothy Knauss motioned to approve the grant, Janet Koeppen seconded and the motioned carried.

COMMITTEE REPORTS (cont.)

Head Start Committee

Head Start Committee Chairperson, Mark Steadman reported the committee reviewed and discussed the November and December 2018 Monthly Program report and the November and December 2018 WINS/CACFP report. Mark provided an overview of the information within the reports.

INTRA-AGENCY COUNCIL/PROGRAM REPORT

Head Start Policy Council

Nicole Miller, Head Start Policy Council Representative, reported the following: At the December 2018 meeting, the Council reviewed the progress on their 5-year program goals. Good progress was noted on all goals. Approved the Executive Committee's approval of the Head start supplemental application to increase class time for one Newport class. They will hear if this grant is approved in March. At the January meeting, they provided input into the 2019-2020 Head Start grant application for Year 1 of their next 5-year grant. They looked at program data and community data and made suggestions about possible goals for the next 5 years. There was a presentation from Leslie Hines on the energy Assistance program from Rural Resources. Policy Council members learned about the program and thought the presentation was interesting.

EXECUTIVE DIRECTOR'S REPORT

Interim Executive Director Rod Van Alyne reported on the state of the current Federal Government shutdown. Rod reported the majority of programs were funded prior to the shut down and, for those programs potentially effected, they should continue to do business as usual, as all programs should be covered when the Government reopens. The SNAP program issued food stamps early for the month of February to avoid funding problems. The overall status is to do business as usual and the situation will continue to be monitored for any potential issues concerning the Agency.

Rod discussed the completed Community Needs Assessment Report, which had been discussed at the July 2018 Governing Board meeting and needed Governing Board approval. Janet Koeppen motioned to approve the report, David Nielsen seconded and the motioned carried.

GOVERNING BOARD CHAIRPERSON'S REPORT

Governing Board Chairperson Matt Schanz opened nominations for the office of Finance Committee Chairperson. Don Dashiell was nominated and unanimously voted into the position by all in attendance. Matt assigned new Governing Board member Fran Bessermin to the Administrative Committee and Russel Pelleberg to the Planning Committee.

NEW BUSINESS

No new business

PUBLIC COMMENT

Governing Board Chairperson Matt Schanz opened the meeting to public comment. Rural Resources CLC Division Director, Terry Titmus, made a brief comment thanking the Governing Board members for their dedication to the Agency.

EXECUTIVE SESSION

Governing Board Chairperson, Matt Schanz, called for an Executive Session at 4:30 PM in relation to RCW42.30.110((l)(g)). The session was called for 1 hour. All non-Board members were excused from the meeting.

At 5:30 PM Governing Board member Mark Stedman announced the Executive Session was continued to 6:00 PM.

At 6:00 pm Governing Board member Mark Stedman announced the Executive Session was continued to 6:15 PM

At 6:15 PM Governing Board member Mark Stedman announced the Executive Session was continued to 6:30 PM

At 6:30 PM Governing Board member Mark Stedman announced the Executive Session was completed.

At 6:33 PM Governing Board Chairperson Matt Schanz called the general meeting back into session announcing there would be several motions brought before the Governing Board for a vote. The motions were as follows:

Janet Koeppen motioned to approve the Governing Board decision to separate employee Greg Knight from his employment with Rural Resources Community Action. Mark Stedman seconded. A vote was taken with 9 members in favor, 1 opposed and 2 abstentions. The motioned carried

David Nielsen motioned to approve the Governing Board Chairperson meet with the Rural Resources Fiscal Department to discuss the reasonable compensation for Rod Van Alyne as the acting Rural Resources Interim Executive Director and to determine the compensation and limits available. Mark Stedman seconded. A vote was taken with 12 members in favor, no opposed and no abstentions. The motioned carried.

David Nielsen motioned to approve the Executive Committee start the process of searching for a new interim and acting Executive Director giving the Executive Committee the power to obtain and hire a new Interim Executive Director. Mark Stedman seconded. A vote was taken with 12 members in favor, no opposed and no abstentions. The motioned carried.

David Nielsen motioned to approve the Administrative Committee review the previous complaint brought before the committee from employee Lori Fogle. The Committee will conduct a full and complete review of the unresolved complaint. Janet Koeppen seconded. A vote was taken with 12 in favor, no opposed and no abstentions.

ADJOURN

At 6:45 PM Governing Board Chairperson Matt Schanz motioned to adjourn the meeting. Janet Koeppen seconded, the motioned carried and the meeting adjourned.

NEXT MEETING

The next meeting is scheduled for March 27, 2019