



GOVERNING BOARD MEETING MINUTES
956 South Main Street, Colville, WA 99114
January 24, 2018

ATTENDANCE

Regular Member

- Fran Bolt
- Nathan Davis
- Mike Hansen
- Ray King
- Steve Kiss
- Dorothy Knauss
- Janet Koeppen
- Lindsey Lawson
- Joanie Matter
- David Nielsen
- Eppie Nielson
- Steve Parker
- Sue Poe
- Matt Schanz
- Randy Scott
- John Smith
- Ken Smith
- Mark Stedman

Alternate Member

- Alyssa Arrell
- Susan Banks-Joseph*
- Don Dashiell
- Kristin Elser
- Mike Frizzell
- Lynne Guhlke
- Richard Henry
- Scott Hutsell
- Judy Hutton
- Gary Kohler
- Mike Manus
- Shirley Sands
- Amy Trenkle
- Rob Willford

Staff

- Carolyn Campato
- Kathy Dugan
- Greg Knight
- Anita Sailor

Guests

- Andrew Engell
- Lynn Midland

Indicates attendance

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

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- Acting Governing Board Chairperson Steve Parker called the meeting to order at 4:07 PM and all in attendance introduced themselves.
- Agenda Additions/Corrections:
 - As Ken Smith was absent, Steve Parker was the Acting Governing Board Chairperson.
 - As Mike Hansen was absent, John Smith reported for the Finance Committee.
 - As Mark Stedman was absent, Eppie Nielson reported for the Head Start Committee.
 - As Ray King was absent, David Nielsen reported for the Planning Committee.
 - Transportation Alternative Program Contract was removed from the Agenda due to the restrictions on the contracts funding cycle.
- November 15, 2017 Meeting Minutes: Janet Koeppen motioned to approve the minutes, David Nielson seconded and the motion carried.

Senior Nutrition/Food Distribution Program Overview

Anita Sailor, Senior Nutrition/Food Distribution Program Manager provided an overview of the Senior Nutrition programs, which include the Congregate Senior Meals (Diners Choice, Republic & Hunters Meal Sites, Hot, Frozen and Shelf Stable Meals), Commodity Supplemental Food Program (CSFP), Farmers Market Food Vouchers (Summer Program), and the Emergency Food Assistance Program (TEFAP). The overview included the service areas, number of employees, number of clients served a description of the services provided and results from the program survey distributed to the community. A questions and answer session followed Anita's presentation.

COMMITTEE REPORTS

Executive Committee

- **Discussion**

Acting Governing Board Chairperson Steve Parker reported the Committee discussed issues concerning governmental regulatory structure and its current impact and impacts on the future for Rural Resources.

Finance Committee

Acting Finance Committee Chairperson John Smith reported the committee met with Fiscal Director Kathy Dugan and reviewed and discussed items as follows:

- **November and December 2017 Finance Reports**

- **November and December 2017 P-Card Reports**

John motioned to approve all the Finance Reports and P-Card Reports, Janet Koeppen seconded and the motion carried.

Administrative Committee

- **No meeting**

Planning Committee

- **Ferry County Document Recording Fees Contract**

Acting Planning Committee Chairperson, David Nielsen, reported the committee met and reviewed the Ferry County Document Recording Fees Contract. The recording fees will be used to assist individuals in Ferry County only who are at risk of becoming homeless or are already homeless. These funds will assist those individuals with emergency rent, shelter and energy assistance. David motioned to approve the application, Sue Poe seconded and the motion carried.

Head Start Committee

- **Head Start Program Governance Training**

Acting Head Start Committee Chairperson, Eppie Nielson, reported the committee reviewed and discussed the November and December 2017 Program Reports, October and November 2017 WINS Report, and the Love & Logic Program Data Eppie then provided an overview of the information within the reports. Eppie also informed the Governing Board that Head Start has several staff openings and has currently placed advertisements for these positions.

INTRA-AGENCY ADVISORY BOARD / COUNCIL REPORTS

Head Start Policy Council

Lindsey Lawson, introduced herself to the Governing Board as the new Head Start Policy Council representative. Lindsey reported:

- Parent Representatives reported about things happening in their child's classroom, such as activities the children are doing and parent events at their centers.
- The Council provided input into the Head Start and ECEAP grants. Parent representatives took home a form to get input from their local parents on ways to strengthen the child and family services. They will bring this back to the next meeting on February 16th.
- The Council had a panel of Rural Resources Directors and Managers who shared information about their programs and then answered questions from the Council. Good information was provided by panelists.
- Nancy Williams reported about a letter from the Office of Head Start that went out to all Head Start grantees. The letter tried to define what kind of incidents are reportable to the Region 10 Head Start office. Regional offices were getting reports from grantees every time children had any kind of injury in the classroom and this is not what the reporting is for. The reporting should be things that are big safety issues, such as a child getting out the door and staff not realizing they were gone for 15 minutes, or a child being left on a bus and not discovered for an hour. Minor incidents that happen from time to time, should not be reported. The program has never had anything that was reportable.

GOVERNING BOARD CHAIRPERSON'S REPORT

Acting Governing Board Chairperson Steve had no report.

EXECUTIVE DIRECTOR'S REPORT

- **Governing Board Orientation and Board Member Duties and Responsibilities**
Executive Director Greg Knight provided a Governing Board member orientation for our new members and a reminder of current Governing Board member duties and responsibilities for present members. The Governing Board Orientation packet was available to all members at the meeting.
- **2016-2017 CSBG IS Survey Report**
Greg provided an overview of the CSBG IS Survey and provided the Governing Board with copies of the report. As the report is lengthy, Greg encouraged the Board members to review the documents for further specific details and contact him with any additional questions.
- **2016 Strategic Plan Update**
Greg provided the Board with copies of the 2016 Strategic Plan Update and gave a brief overview.
- **Arden Food Warehouse Ownership Transfer**
The Arden Food Warehouse, which is occupied by the Senior Nutrition Program and the Weatherization Program, is currently owned by Rural Resources. Greg proposed to the Board the ownership transfer of the Warehouse to the Rural Resource Holding Company. John Smith motioned to approve the transfer, additionally giving Greg signing authorization to complete the transfer. Janet Koeppen seconded and the motion carried.

EXECUTIVE DIRECTOR'S REPORT

- **Governing Board Secretary**

The Governing Board Secretary position is now vacant. Greg proposed Janet Koeppen be appointed Board Secretary. Janet Koeppen accepted the position. Matt Schanz motioned to approve the appointment, Sue Poe seconded and the motion carried.

- **Housing Department Vehicle Purchase**

The Housing Department has reserves to purchase a new agency vehicle. Greg proposed the Board approve the purchase for up to \$25,000. Matt Schanz motioned to approve the purchase, Janet Koeppen seconded and the motion carried.

- **Lincoln County Family Resource Center operation**

Lincoln County has requested Rural Resources assume the operations of the Family Resource center in Davenport. They currently run most of the services provided by our Victim Services Division and our Homeless and TBRA departments. The goal would be for Rural Resources to begin operating those contracts by July 1, 2018. Greg requested approval for Rural Resources to start the negotiations and preliminary process. Sue Poe motioned to approve the proposal, Matt Schanz seconded and the motion carried.

- **LIHEAP Grant Update**

Greg updated the Board on the LIHEAP Grant program. To date, Energy Assistance has been provided to approximately 873 clients and the program has been running efficiently.

New Business

There was no New Business to discuss.

Next Meeting

The next meeting is scheduled for Wednesday, March 28, 2018.

The meeting adjourned 5:20 PM.