

GOVERNING BOARD MEETING MINUTES
956 South Main Street, Colville, WA 99114
March 23, 2016

ATTENDANCE

Regular Member

- ✓ Nikki Beer
- ✓ Fran Bolt
- ✓ Tom Drake
- Mike Hansen
- ✓ Ray King
- ✓ Steve Kiss
- ✓ Dorothy Knauss
- Janet Koeppen
- Brittney Lyons
- Joanie Matter
- Brad Miller
- ✓ David Nielsen
- Steve Parker
- ✓ Sue Poe
- ✓ John Smith
- ✓ Ken Smith
- ✓ Mark Stedman
- Ruth Vetsch
- ✓ Dave Windom

Alternate Member

- Cyndi Buffan
- ✓ Jackie Bennett*
- Don Dashiell
- Mike Frizzell
- Lynne Guhlke
- Richard Henry
- Scott Hutsell
- Gary Kohler
- Mike Manus
- Becky Marshall
- Christina Oviedo
- Sandra Perkins
- Shirley Sands

Staff

- Kelly Charlton
- Lisa Greene
- Greg Knight
- Alex Mueller

Guests

☑ Indicates attendance

*Indicates an alternate representative attending for a regular representative.

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- Governing Board Chairperson Sue Poe called the meeting to order at 4:04 PM and all in attendance introduced themselves.
- The agenda was reviewed; as Finance Chair Mike Hansen was absent, Mark Stedman reported for the Finance Committee and as Administrative Committee Chair Steve Parker was absent, Sue Poe reported for the Administrative Committee.
- The January 27, 2016 minutes were reviewed; Mark Stedman motioned to approve them, Fran Bolt seconded and the motion carried. Mayor Dorothy Knauss abstained as she was absent from the January meeting.

Victim Services Program Overview

Alex Mueller, Community Engagement Program Manager and Lisa Greene, Community Educator, provided an overview of our Victim Services Program including the type of services provided, numbers served, service area, number of employees, etc. They also lead a short activity they use to help students learn about conflict resolution and the underlying causes of violence through the arts. Victim Services received a grant to provide this instruction in many schools throughout their service area. Lisa reported she is assisting in the coordination of the Child Abuse Prevention Month Kick of Rally being planned for April 7th, 12:00 to 1:00 in front of the Stevens County Courthouse and encouraged all to attend. Alex also noted the program strives to provide quality services and provided an overview of the client satisfaction survey tool and the latest collated results collected from clients.

COMMITTEE REPORTS

Executive Committee

- **Discussion**

Governing Board Chairperson Sue Poe reported the committee meets before every Governing Board to visit with Greg about his activities between meetings in order to gain a better understanding of how he spends his time, provide guidance on his activities and participation in various organizations, boards, etc.

Finance Committee

- **January and February Finance Reports**

As Finance Committee Chairperson Mike Hansen was absent, Mark Stedman reported the January and February Finance Reports were reviewed by the committee and then motioned to approve them; Ken Smith seconded and the motion carried.

- **January and February P-Credit Card Reports**

Mark Stedman reported the January P-Credit Card Reports were reviewed by the committee and then motioned to approve them; Ken Smith seconded and the motion carried.

Administrative Committee

- **Governing Board Bylaws**

As Administrative Committee Chairperson Steve Parker was absent, Sue Poe reported the committee reviewed proposed changes to the bylaws and recommended the Governing Board approve them as drafted. The bylaws will be distributed and reviewed again at the May meeting and voted on at that time.

- **Code of Ethics**

Sue also reported the committee had an additional discussion regarding the Governing Board Code of Ethics document and this will be an ongoing discussion for the committee.

COMMITTEE REPORTS (continued)

Planning Committee

- **Domestic Violence Prevention Grant Application**

Ray King, Planning Committee Chairperson, reported the Victim Services program applied for \$330,000 for Domestic Violence Prevention funding. If we receive this grant, funds will be used for increase public awareness about domestic/dating violence, prevention efforts for underserved and unserved populations and age appropriate prevention/intervention services for children exposed to domestic violence or youth victims of dating violence. Ray then motioned to approve the grant application, Mark Stedman seconded and the motion carried.

- **HOME Tenant Based Rental Assistance Contract Amendment**

Ray King also reported the Housing programs received a HOME Tenant Based Rental Assistance Contract Amendment that increased their continued funding by 25% which requires Governing Board approval. Ray motioned approval of the contract amendment, Mark Stedman and the motion carried.

Head Start Committee

As a Head Start Committee Chairperson has yet to be appointed, Head Start Committee member Nicki Beer reported the committee reviewed and discussed the program's mission statement, Head Start Fiscal/ERSEA Review, Child Outcome Reports and the January and February Program Data Reports. Also, our new Early Childhood representative, Joanie Matter, will begin serving at the May 2016 meeting.

INTRA-AGENCY ADVISORY BOARD / COUNCIL REPORTS

Victim Services and Kids First

Tom Drake, Victim Services and Kids First Representative did not have a report as upcoming events and program reports were provided by Alex and Lisa during their program overview.

Head Start Policy Council

Nicki Beer, Head Start Policy Council representative, reported the Policy Council met in February and reviewed program data, reviewed/approved program planning procedures, gave input for the Head Start Continuation Grant, reviewed/discussed Fall/Winter program goals, and received a report from parents who attended WA State Association of Head Start and ECEAP meeting in Olympia.

In March, the Policy Council reviewed their five year goal progress, received notice they passed Fiscal/ERSEA review, gave input on moving to a six hour class day (which is being recommended by National Head Start) as well as recommending the removal of the Head Start/Governing Board grievance procedure.

GOVERNING BOARD CHAIRPERSON'S REPORT

Head Start Continuation Grant

Sue Poe reported the Executive Committee approved the Head Start Continuation Grant Application between regular Governing Board meetings. Funding in the amount of \$1,475,911 provides the majority of funds for the Head Start program and runs June 1, 2016 through May 31, 2017. Mark Stedman motioned to ratify approval of the grant application, Dave Windom seconded and the motion carried.

EXECUTIVE DIRECTOR'S REPORT

- **National Community Action Foundation Legislative Conference**

Greg attended the National Community Action Legislative Conference in Washington DC last week and had a good meeting with Congresswoman Cathy McMorris-Rodgers and reported our Head Start, Energy, CSBG and Weatherization funding is projected to remaining level or slightly increase. Also, next week the Congresswoman is planning a site visit to our Gold Star Men's Shelter in Colville.

- **Staff Changes**

In April, Tom O'Brien is retiring as the Eastern Washington Partnership Executive Director and Rod Van Alyne, current Director of Employment & Training and Transportation has been hired to replace him. Replacing Rod will be Connie Mahugh as the Transportation Director and Kelly Charlton will assume his Employment and Training Director responsibilities in addition to some of her current duties for Administration.

- **San Poil Apartments - Republic**

We submitted the final loan documents to assume operation and ownership of the San Poil Apartments in Republic and are hoping the transfer will be finalized in may.

- **Newport Office Move**

In April, we are moving to a new location that will accommodate current Community Living Connections and Employment Training staff as well as additional/newly hired Community Living Connections staff and provide a better office setting at the same monthly rent.

- **Strategic Plan**

We are going through the Strategic Planning process with Bridget Rohner as our facilitator; the plan will be presented at a future meeting. The CSBG Organizational Standards require a ROMA certified trainer participate in the process and we are waiting for Kelly Charlton to become certified before finalizing the Strategic Plan.

- **CSBG Program Monitoring**

Our CSBG program will be monitored May 24, 25 and 26 with plans for the monitor to attend the May Governing Board meeting; this program is monitored every three years and was last monitored in 2013.

New Business

There was no New Business to discuss.

The next meeting is Wednesday, May 25, 2016.

The meeting adjourned 5:03 PM