



GOVERNING BOARD MEETING MINUTES
956 South Main Street, Colville, WA 99114
March 28, 2018

ATTENDANCE

Regular Member

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

Alternate Member

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

Staff

- Carolyn Campato
- Kelly Charlton
- Kathy Dugan
- Greg Knight
- Nancy Williams
- Alex Panagotacos

Guests

- Andrew Engell
- Congresswoman Cathy McMorris-Rodgers

Indicates attendance

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

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- Governing Board Chairperson Ken Smith called the meeting to order at 4:05 PM and all in attendance introduced themselves.

- **Guest Speaker Congresswoman Cathy McMorris-Rodgers**

Congresswoman Cathy McMorris-Rodgers was present for the beginning of the meeting and reported on the important issues being focused on and the positive impact they will have on our 5th District. The following issues were presented:

- SRS (Secure Rural Schools) funding being extended for two years
- Forest Management reforms and issues concerning forest fire funding
- ECAP/Worksource development needs
- Medical Residencies in Rural Areas
- Rural Broadband
- Able To Work provisions and 529 Accounts for children with disabilities.
- Stop School Violence Act, which would provide additional funds for school safety resources.

A question and answer session followed the Congresswoman's report.

- Agenda Additions/Corrections:
 - The Community Needs Assessment Report was removed from the Agenda as the data is still in the process of being compiled.
 - New Business – Governing Board Chairperson, Ken Smith, added an Executive Session under New Business
- January 24, 2018 Meeting Minutes: Janet Koeppen motioned to approve the minutes, Steve Kiss seconded and the motion carried.

Victim Services Program Overview

Alex Panagotacos, Division Director and Allison Price, Community Engagement Program Manager, provided an overview of the Victim Services' programs including a detailed description of the services, service area, number of employees, number of clients served, funding and a sample of their client satisfaction survey tool and the most recent compiled results. A question and answer session followed Alex's presentation.

COMMITTEE REPORTS

Due to time restraints, the Finance Committee, and Planning Committee did not meet separately, instead presenting directly to the Governing Board.

Executive Committee

- **Discussion**
Governing Board Chairperson, Ken Smith reported the Executive Committee report would be addressed in the Executive Session.

Finance Committee

- **January and February 2018 Finance Reports**
Finance Committee Chairperson, Mike Hanson, reviewed and discussed the January and February 2018 Finance Reports. Nathan Davis motioned to approve them, Janet Koeppen seconded, and the motion carried
- **January and February 2018 P-Card Reports**
Finance Committee Chairperson Mike Hanson, reviewed and discussed the January and February 2018 P-Card Reports. Nathan Davis motioned to approve them, Janet Koeppen seconded, and the motion carried.

Administrative Committee

No Report

Planning Committee

- **Career Connected Learning Grant**

Kelly Charlton, Director of Administration/Director of Employment and Training, presented the Career Connected Learning Grant in the amount of \$194,150.00. The Grant provides services to 60 youth (30 per year) who will participate in a 90 hour paid work experience during the summer months in Ferry, Pend Oreille and Stevens Counties. Rural Resources will collaborate with local natural resource based employers to provide the work sites and who will provide STEM learning opportunities in natural resource areas including forestry, water, soil, etc. In addition, these youth will also participate in an 80 hour Field STEM investigation workshop. In addition, Eastern Washington Partnership will be exploring partnerships with local natural resource based employers to create registered apprenticeship opportunities in our areas; this grant will fund the placement of 20 participants into these created/expanded apprenticeship slots. David Nielson motioned to approve the Grant, Dorothy Knauss seconded, and the motion carried.

- **Benefits Enrollment Center Grant**

Terry Titmus, Director of Community Living Connection, presented the Benefits Enrollment Center Grant in the amount of \$33,269.00. The Grant will assist Medicare beneficiaries, both seniors and younger people with disabilities, in completing applications for all the need-based public benefits for which they may be eligible. Dorothy Knauss motioned to approve the Grant and David Nielson seconded and the motion carried.

- **Victim Services OVW FY 2018 Grant**

Alex Panagotacos, Director of Victim Services, presented the Victim Services OVW FY 2018 Grant in the amount of \$499,523. This is a collaborative project between Stevens County Sheriff's office and Rural Resources Victim Services. This collaboration will improve investigation and prosecution of domestic violence, sexual assault, dating violence and stalking. It will create a Sexual Assault Response Team (SART) to improve coordination between disciplines and enhance safety of individual and community the community at large. Ray King motioned to approve the Grant and Janet Koeppen seconded and the motion carried.

Head Start Committee

Matt Schanz reported the Committee reviewed and discussed the January/February 2018 Monthly Program Reports, December 2017/January 2018 WINS Reports, Health Data report and the Terminations Reasons Report.

- **Nonfederal Share 2017/2018 Program Year Inkind Waiver Request**

Matt reported the Committee reviewed and discussed the request for an additional nonfederal share (inkind) waiver in the amount of \$120,500.00 for the current 2017/2018 program year. Head Start Act 640(b)(1) identifies the lack of resources available in the community as an allowable reason for granting an inkind waiver. Mark Stedman motioned to approve the request and David Nielson seconded and the motion carried.

INTRA-AGENCY ADVISORY BOARD / COUNCIL REPORTS

Head Start Policy Council

Lindsey Lawson, Head Start Policy Council representative, reported the Policy Council took the following actions at their two previous Policy Council meetings:

INTRA-AGENCY ADVISORY BOARD / COUNCIL REPORTS (continued)

- Provided input to the 2018-2019 Head Start Continuation Grant and approved the Grant
- Approved an inkind waiver for the 2018-2019 year and an additional inkind waiver for the current grant year. Policy Council received training to better understand inkind and also discussed possible ways to maximize inkind accrual.
- Approved ECEAP expansion grant to include 3 additional slots at Mary Walker School District, converting some of the part day slots at Valley School district to full day and adding 8 slots to Kettle Falls School District. Kettle Falls School district is going to open a child care and preschool for private pay in the District Office building. If the expansion grant is successful, they will add 8 ECEAP slots in their child care through a subcontract. The district will staff the classroom and Head Start will provide family services.
- Discussed the ECEAP on-site monitoring review happening April 10 & 11. The Review Team will visit two subcontractors, Mary Walker School District and the Camas Early Learning Center
- Viewed a TEDD talk video about “How to have a better political conversation”.
- Christy Smith from Rural Resources Victim Services provided a presentation on Child Sexual Abuse and the Grooming Process.

GOVERNING BOARD CHAIRPERSON’S REPORT

- **Head Start Continuation Grant (FY 2018 Head Start Year 5) and Waiver Request**
Governing Board Chairperson, Ken Smith, reported between meetings the Executive Committee approved the fifth year application for the FY 2018 Head Start Five Year Grant. Included is the waiver request for \$188,430.00 in inkind match. David Nielson motioned to approve and ratify the Executive Committee’s approval, Ray King seconded and the motion carried.
- **Appoint new Administrative Chairperson and assign new members to committees**
Ken Smith appointed Steve Kiss as the Administrative Committee Chairperson. Town of Marcus representative Dana DePaula to the Planning Committee and Stevens County Board of Commissioners representative Don Dashiell to the Finance Committee. Janet Koeppen motioned to approve the assignments, Mike Hansen seconded and the motion carried.

EXECUTIVE DIRECTOR’S REPORT

- **LIHEAP Grant Update**
Greg updated the Board on the LIHEAP Gant program. The program has been running efficiently
- **Housing Department Pool Car Update**
Greg reported the vehicle was purchased in Colville for the same price offered in Spokane.
- **Lincoln County Family Resource Center Contract Transfers**
Greg requested approval for Rural Resources to assume the DSHS funded Domestic Violence program, starting April 24, 2018 thru June 30, 2018, with full contractual obligation by Rural Resources to be fully implemented by July 1, 2018. David Nielson motioned to approve the request, Mike Hansen seconded and the motion carried.

EXECUTIVE DIRECTOR'S REPORT (continued)

- **Health Homes Expansion to the Tri Cities**

Greg requested approval for Rural Resources to expand the Health Homes program to the Tri Cities area. There are more clients needing services in the Tri Cities than all current service areas combined. Governing Board approval is needed for services in a new geographic area or services outside of the current scope of the original contract. David Nielson motioned to approve the expansion, Mike Hansen seconded, and the motion carried.

- **Employee Bonus Increase**

Currently the Rural Resources bonus policy allows for a \$600 annual maximum per employee. Greg requested approval for the policy to be changed so an employee bonus can be based on a specific percentage of the employee's annual salary. After discussion and debate the bonus policy remained at the \$600 annual maximum.

NEW BUSINESS

Executive Session

Governing Board Chairperson Ken Smith called for an Executive Session at 5:30 PM. All Non-Board Members were excused from the meeting.

At approximately 6:05 PM the Executive Session was completed and the meeting was opened to Non-Board Members.

Governing Board Chairperson Ken Smith reported the following:

- The Governing Board recommended Rural Resources' Executive Director, Greg Knight, be placed on Administrative Leave, with benefits, from April 1, 2018 to April 30th, 2018
- A third-party, Clear Risk Solutions, will be called to investigate the conduct resulting in the Governing Boards decision to place the Executive Director on Administrative Leave.

Mark Steadman motioned to place Greg Knight on Administrative Leave, Ray King seconded and the motion carried.

Governing Board Chairperson Ken Smith officially closed the meeting. Dorothy Knauss motioned to approve the meeting completed, Mark Stedman seconded and the motion carried.

Next Meeting

The next meeting is scheduled for Wednesday, May 23, 2018.

The meeting adjourned at 6:10 PM