

GOVERNING BOARD MEETING MINUTES
956 South Main Street, Colville, WA 99114
May 22, 2019

ATTENDANCE

Regular Member	Alternate Member	Entity
Fran Besermin	Ken Smith	Aging Long Term Care of Eastern Washington
x Don Dashiell	Steve Parker	Stevens County Commissioners
x Nathan Davis	Mike Blankenship	Ferry County Commissioners
x Dana Depaulo		Town of Marcus
x Mike Hansen	Amy Trenkle	Key Bank
x Haley (Pax) Howes		Youth
Steve Kiss	Mike Manus	Pend Oreille County Commissioners
Dorothy Knauss	Mike Frizzell	City of Chewelah
x Janet Koeppen		Washington Federal Bank
x Joanie Matter		Early Childhood
Nicole Miller	Keren Crum	Head Start Policy Council
x David Nielsen	Lynne Guhlke	N.E.W. Alliance
Russell Pelleburg	Shirley Sands	City of Newport
x Matt Schanz	Judy Hutton	N.E. Tri County Health District
x John Smith	Robert Willford	Tri-County Economic Development District
x Mark Stedman	Scott Hutsell	Lincoln County Commissioners
x Bree West		N.E.W. Hunger Coalition
<i>*Indicates attendance by an alternate member in the absence of the regular member</i>		
Ryan Berendsen		Staff
Kelly Charlton		Staff
Andrew Engell		Guest
Lori Fogle		Staff
Nancy Foll		Staff
Connie Mahugh		Staff
Cruze Thompson		Staff
Rick Thompson		Staff
Terry Titmus		Staff
Nancy Williams		Staff

- Governing Board Chairperson Matt Schanz called the meeting to order at 4:07 PM and all in attendance introduced themselves.
- Agenda Additions/Corrections:
 - An Executive Session was added to the Agenda after New Business.
 - The Personnel Policies will not be an Action Item and will only be a discussion item
 - On the Finance Committee Agenda, the Agency Budget is listed as FYE Feb 29 2019 but should be FYE Feb 29 2020.

David Nielsen moved to approve the agenda, Janet Koeppen seconded and the motion carried.

- March 27, 2019 Meeting Minutes: Nathan Davis moved to approve the March 27, 2019 minutes, David Nielsen seconded, Mark Stedman abstained and the motion carried.

PUBLIC COMMENTS

There were no public comments.

SHELTER AND APARTMENT PROGRAM OVERVIEWS

Ryan Berendsen, Housing Director and Cruze Thompson, Emergency and Transitional Housing Manager provided overviews of our shelters and apartments properties and corresponding programs and services throughout our service area. They also reported the number of staff employed by these programs, funding sources and number of clients served. A question and answer session followed the presentation.

DIVISION DIRECTOR REPORTS

- **CSBG Outcomes Update**

Kelly Charlton, Director of Employment & Training and Administration, provided an overview of the agency's Community Services Block Grant (CSBG) funding, services. She then distributed and provided an overview of the 2017-2018 CSBG Annual Report.

- **Pend Oreille County Transportation Update**

Connie Mahugh, Director of Transportation, provided an update on Transportation services in northern Pend Oreille County due to the discontinuation of services by Kaltran which affects clients within our service area. With Governing Board approval, our Transportation Program will use their surplus funds to provide fixed route services in northern Pend Oreille County to partially replace services previously provided by Kaltran and with hopes WSDOT will allocate additional funds so services can be provided long term. David Nielsen moved to approve the provision of Transportation services in northern Pend Oreille County through June 30, 2019, Mark Stedman seconded and the motion carried. John Smith then moved to empower the Governing Board's Executive Committee to approve new long term funding should the opportunity present itself between regular Governing Board meetings, Mike Hansen seconded and the motion carried.

- **Program Monitoring Results**

Terry Titmus, Director of Community Living Connections, provided a brief update on the division's growth especially in fee for service programs within a large service area. He also reported on the division's recent contract monitoring which resulted in no findings or corrective actions.

EXECUTIVE DIRECTOR REPORT

Interim Executive Director Nancy Foll reported:

- Bed bugs are an issue in our area and becoming more of a problem.
- Davenport Shelters/Apartments: We were operating out of buildings which we did not own, have a lease or could insure so we have ceased providing services in them until the issue is resolved. Nancy is using our attorney to help us navigate this process and ensure we are protected and have distance until the issue is resolved between Washington State Department of Commerce and the former property owner.
- History of Community Action: Governing Board members Matt Schanz and Fran Bessermin attended this one day workshop in April as part of the Washington State Community Action Partnership's Conference. Matt reported he found the seminar insightful and inspiring.
- Thank You: Governing Board member Mike Hansen met a lady who operates a program that distributes beauty products to those in need. That lady then contacted Nancy Foll and as a result 600 pounds of beauty products were donated to our food distribution program which will in turn be distributed to those in need at the food banks.

EXECUTIVE DIRECTOR REPORT (continued)

- Colville Chamber of Commerce After Hours: We will be hosting this event on October 24th at the Rural Resources office in Colville. Hors d'oeuvres and beverages will be served as our community tours our building and learns more about our programs and services.
- Strategic Plan Progress Update: Notes on our progress were inserted in the document and distributed to Governing Board meetings and on which Nancy provided an overview.
- March 2019 Governing Board Evaluation Summary: The summary from the March meeting was distributed to members and a reminder that a new evaluation will be distributed at the end of this meeting. One of the suggestions was to incorporate an end time which would be helpful to Matt to manage time and work towards as the meeting is ongoing.
- Program Monitoring Results: The AmeriCorps and Early Childhood Education and Assistance (ECEAP) programs both had recent, positive program monitoring and site visits.
- Agency Audit: Our auditors are currently on-site and will be back in June to complete the FYE Feb 28 2019 audit.

GOVERNING BOARD CHAIRPERSON'S REPORT

Governing Board Chairperson, Matt Schanz, reported:

- Governing Board Meeting Materials Distribution/Availability: The Rural Resources website is undergoing an update which will include a Governing Member portal (log in) where members can access current/past meeting materials which is an effort to reduce costs through copies and postage. Meeting documents could also be shown on the large screen in the conference room throughout the meeting and/or Governing Board members supplied tablets to view documents throughout the meeting.
- Appoint Bree West, NEW Hunger Coalition representative, to committee: Matt appointed Bree to the Planning Committee.
- Annual Governing Board Dinner: The annual Governing Board dinner and meeting are set for Wednesday, July 24th. In years past, a brief meeting was held at a restaurant with dinner to follow. However, due to the limited number of Governing Board meetings, Matt expressed concern in only holding a brief meeting in July and suggested we have a full/regular Governing Board meeting at the Rural Resources Colville Office, adjourn and then meet at a local restaurant for dinner. All in attendance agreed. Governing Board members and their guests will be invited to dinner and Kelly will send information in early July.

FINANCE COMMITTEE REPORT

Finance Committee Chairperson Don Dashiell reported:

- **FYE Feb 28 2018 Form 990:** The Finance Committee reviewed the FYE Feb 28 2018 Form 990 and then moved to approve, Janet Koeppen seconded and the motion carried.
- **March and April 2019 Finance Reports:** The Finance Committee reviewed and discussed the finance reports; Don moved to accept the Finance Reports, John Smith seconded and the motion carried.
- **March and April 2019 P-Card Reports:** The Finance Committee reviewed and discussed the reports. Don then moved to accept the P-Card reports, John Smith seconded and the motion carried.
- **06-19 Check Disbursement Approval Resolution:** This resolution grants authority for Mike Hansen and Janet Koeppen to approve agency check disbursements; Don then moved to approve the resolution, Joanie Matter seconded and the motion carried.

FINANCE COMMITTEE REPORT (continued)

- **FYE Feb 29 2020 Agency Wide Budget:** The Finance Committee reviewed and discussed the agency budget for FYE Feb 29 2020. A discussion was held regarding the budget and a comparison to the monthly Finance Reports. Don then moved to accept the agency budget, Janet Koeppen seconded and the motion carried.

COMMITTEE REPORTS

Executive Committee Report

Governing Board Chairperson Matt Schanz reported the Executive Committee met and held a discussion which largely centered around the recruitment of a permanent Executive Director. The job description is near finalization and the job posting will go out this week. The Executive Committee also established a pay range and an interview panel which will consist of outside community members, possibly another Community Action Agency Executive Director as well as a subset committee made up of a variety of Rural Resources employees (not just the Leadership Team). The Executive Committee will be the hiring committee and make the final decision based on input from the interview process.

Administrative Committee Report

Janet Koeppen, Governing Board Secretary reported Steve Kiss, Administrative Committee Chairperson attended the Administrative Committee meeting however he was unable to attend the full Governing Board meeting.

- **Personnel Policies:** Janet reported the committee reviewed a draft of the Personnel Policies which were distributed to all in attendance. The changes thus far are as a result of Leadership Team's review and Clear Risk Solutions' review. If any Governing Board members have input on policies they should email Steve Kiss or Janet Koeppen by June 5th so changes can be incorporated by the July meeting when a decision regarding approval will be sought.
- **Bylaws:** Janet reported the committee again reviewed and if any other Governing Board members have recommended changes they should email Steve Kiss or Janet Koeppen.

Planning Committee Report

There was no Planning Committee meeting.

Head Start Committee Report

Mark Stedman, Head Start Committee Chairperson, distributed the most recent Head Start newsletter to all in attendance and then reported the committee reviewed and discussed the March and April Monthly Program Reports, March and April WINS/CACFP Reports and the Governing Board Survey for Self-Assessment.

HEAD START POLICY COUNCIL REPORT

As Head Start Policy Council representative Nicole Miller was absent, Nancy Williams Director of Early Childhood reported that in April the Policy Council approved the Policy Council's Executive Committee's approval of the additional in-kind waiver, reviewed the results of the ECEAP Fiscal Audit, approved the Height and Weight Follow Up Policy and the Transportation Policy and Procedure and also received a presentation of the Supplemental Nutrition Assistance Program (SNAP). And in May, the Policy Council reviewed the data reports and watched a Conscious Discipline video.

OLD BUSINESS

None

NEW BUSINESS

None

EXECUTIVE SESSION

- At 5:35 Governing Board Chairperson Matt Schanz announced the meeting would move into an Executive Session with a return time of 5:50 PM. All Governing Board members and Interim Executive Director Nancy Foll participated in the Executive Session.
- At 5:50 PM Governing Board Chairperson Matt Schanz announced the Executive Session would continue until 6:00 PM.
- At 6:00 PM Governing Board Chairperson Matt Schanz announced the Executive Session would continue until 6:10 PM.
- At 6:10 PM Governing Board Chairperson Matt Schanz announced the Executive Session would continue until 6:15 PM.
- At 6:15 PM the meeting reconvened with no actions as a result of the Executive Session.

GOVERNING BOARD MEMBER COMMENTS/ANNOUNCEMENTS

None

EVALUATION OF MEETING

A new evaluation form was distributed to all Governing Board members who were asked to complete and submit prior to exiting the meeting.

ADJOURN

At 6:18 PM John Smith moved to adjourn the meeting, Janet Koeppen seconded and the motion carried.

NEXT MEETING

The next meeting is scheduled for July 24, 2019