



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

- Ryan Berendsen
- Carolyn Campato
- Kelly Charlton
- Kathy Dugan
- Lori Fogle
- Connie Mahugh
- Terry Titmus
- Rod Van Alyne
- Nancy Williams

Guests

- Lynn Mydland

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.
- Agenda Additions/Corrections:
 - Inter-Agency Advisory Board/Council Report was removed from the Agenda, due to Head Start Policy Council representative Lindsey Lawson not able to attend.

- March 28, 2018 and April 25, 2018 Meeting Minutes: Steve Kiss motioned to approve the minutes, Dorothy Knauss seconded and the motion carried.

COMMITTEE REPORTS

Executive Committee

- **Discussion**

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

Finance Committee

- **March and April 2018 Finance Reports**

Finance Committee Chairperson, Mike Hanson, reviewed and discussed the March and April 2018 Finance Reports. Mike Hanson motioned to approve them, John Smith seconded, and the motion carried

- **March and April 2018 P-Card Reports**

Finance Committee Chairperson Mike Hanson, reviewed and discussed the March and April 2018 P-Card Reports. Mike Hanson motioned to approve them, John Smith seconded, and the motion carried.

Administrative Committee

Administrative Committee Chairperson Steve Kiss reported the Administrative Committee discussed items to be addressed in the executive Session.

Planning Committee

- **Consolidated Homeless Grant CHG**

Ray King, Planning Committee Chairperson, reported the committee met and reviewed the Consolidated Homeless Grant, which is being expanded to Lincoln County. The additional \$20,600 funding is to maintain the operation of emergency shelter and rent assistance programs in Lincoln County between 4/24/2018 and 6/30/2018. Acting Executive Director, Rod Van Alyne, reported Commerce gave Rural Resources the funding to continue the grant through the duration of the existing grant cycle ending on 6/30/2018. Bidding will be opened for the next grant cycle. Dorothy Knauss motioned to approve the grant, Ray King seconded and the motion carried.

- **Head Start COLA Grant**

Ray King reported the committee reviewed the Head Start COLA Grant. The \$46,000 grant will provide funding for a 2.6% COLA to all Head Start Staff, which moves the separate Head Start salary scale up by 2.6%. This does not include the minimum wage staff, who will receive another increase to minimum wage per state law on 1/1/19. COLA will be applied to salary and fringe benefits. The grant will also provide \$4,175 in additional training dollars. John Smith motioned to approve the grant, Ray King seconded and the motion carried.

- **Neighbors In Need Grant**

Ray King reported the committee reviewed the Neighbors in Need Grant. This funding is for Pend Oreille PUD customers Only. The grant will allow up to \$250 to assist clients that are past due on their electric bill. Dorothy Knauss motioned to approve the grant, Mike Hanson seconded and the motion carried.

Planning Committee (Continued)

- **CEEP Grant**

Ray King reported the committee reviewed the CEEP Grant. This grant will provide energy efficiency upgrades to the existing low-income apartments. Avista is offering to pay for heating system upgrades and lighting upgrades in the North Hill apartments and Central Colville Apartments. Mike Hansen motioned to approve the grant, Matt Schanz seconded, John Smith abstained and the motion carried.

- **Medicaid Transformation Project/Management Grants (Stevens and Ferry County)**

Ray King reported the committee reviewed the Medicaid Transformation Project/Management Grants. Terry Titmus, CLC Division Director, explained the grants will provide funding to facilitate the development of collaborative plans for the management of the project. Dorothy Knauss motioned to approve the grants, Mike Hanson seconded and the motion carried.

- **Health Home Services Grant**

Ray King reported the committee reviewed the Health Home Services Grant. This grant increases the funding by \$150,000 to Health Home Services for the expansion of the program to Asotin, Benton, Columbia, Franklin, Garfield and Walla Walla counties. Terry Titmus gave a brief overview and shared the program has been successful and there is a possibility for further expansion outside the areas mentioned above. Dorothy Knauss motioned to approve the grant, Mark Steadman seconded and the motion carried.

Head Start Committee

Head Start Committee Chairperson, Mark Steadman, reported the committee reviewed and discussed the March/April 2018 monthly program reports and the February/March 2018 WINS reports. Mark provided an overview of the information within the reports.

INTRA-AGENCY ADVISORY BOARD / COUNCIL REPORTS

Head Start Policy Council

No Report

GOVERNING BOARD CHAIRPERSON'S REPORT

No Report

EXECUTIVE DIRECTOR'S REPORT

Acting Executive Director, Rod Van Alyne, reported the following: In April of 2018 Rural Resources was contacted by the Department of Commerce to discuss housing programs in Lincoln County. Rural Resources is currently delivering housing services through the Tenant Based Rental Assistance (TBRA) program. Commerce asked if Rural Resources would consider taking over the Willow Ridge Housing project. Willow Ridge is a four-unit complex that also includes space for additional growth. Rural Resources Property Manager, Ryan Berendsen, reviewed the project and considered it a viable option. Rural Resources needs Governing Board approval to proceed with the Department of Commerce and the transfer of the Willow Ridge Property. John Smith motioned to approve Rural Resources proceeding with the Department of Commerce and the transfer, Mike Hansen seconded, Mark Steadman abstained and the motion carried.

NEW BUSINESS

No New Business

Executive Session

Governing Board Chairperson Ken Smith called for an Executive Session at 4:30 PM until 5:00 PM. All Non-Board Members were excused from the meeting.

At 5:00 PM the Executive Session continued to 5:30 PM.

At 5:30 PM the Executive Session was continued to 5:45 PM.

At 5:50 PM the Executive Session was completed. Ken Smith announced the Governing Board meeting would re-convene and was open to Non-Board members.

Matt Schanz motioned Rural Resources needed to review and provide training on their Policies and Procedures with Clear Risk Management providing direction. Mike Hansen seconded and the motion carried.

Governing Board Chairperson, Ken Smith, closed the meeting.

The meeting adjourned at 6:00 PM

Next Meeting

The next meeting is scheduled for Wednesday, July 25, 2018.