



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

ATTENDANCE

Regular Member

- Don Dashiell
- Nathan Davis
Dana DePaulo
- Mike Hanson
Pax Howes
Steve Kiss
- Dorothy Knauss
- Janet Koeppen
- Nicole Miller
- Joanie Matter
- David Nielsen
Russell Pelleberg
- Matt Schanz
John Smith
- Ken Smith
Mark Steadman

Alternate Member

- Alyssa Arrell
- Keren Crum
Mike Frizzell
Lynne Guhlke
Scott Hutsell
Judy Hutton
Gary Kohler
Mike Manus
Steve Parker
Shirley Sands
Amy Trenkle
Robert Willford

Staff

- Carolyn Campato
- Lori Fogle
- Greg Knight
- Connie Mahugh
- Nancy Williams
- Rick Thompson
- Terry Titmus

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 4:00 PM and all in attendance introduced themselves.
- Agenda Additions/Corrections:
 - As Mark Steadman was absent Matt Schanz reported for the Head Start Committee
 - As Steve Kiss was absent Ken Smith reported for the Administrative Committee
 Ken Smith moved to approve the Agenda. David Nielsen motioned to approve, Mike Hansen seconded and the motioned carried.

- September 26, 2018 Meeting Minutes: Janet Koeppen motioned to approve the minutes, Nathan Davis seconded and the motion carried.

SHIBA/Healthcare Navigator Program Overview

LeighAnn Brooks, Basic Food Education Coordinator, provided an overview of the SHIBA/Healthcare Navigator Program. The program provides assistance with insurance, Medicare, Medicaid and prescription drug program enrollment. The program serves Stevens County, Ferry County, Pond Oreille and Lincoln Counties. From July 1 2017 thru June 30, 2018 there were 1,777 clients served. For the third year in a row, Rural Resources was ranked number 1 in the State of Washington for how many clients were served, per capita, throughout the State.

COMMITTEE REPORTS

Executive Committee

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

Finance Committee

Nathan Davis reported for the Finance Committee in lieu of Committee Chairperson, Mike Hanson

- **September and October 2018 Finance Reports**

Nathan Davis reviewed and discussed the September and October 2018 Finance Reports. Nathan Davis motioned to approve them, Mike Hanson seconded, and the motion carried

- **September and October 2018 Credit Card Reports**

Nathan Davis reviewed and discussed the September and October 2018 Credit Card reports. Nathan Davis motioned to approve them, Janet Koeppen seconded, and the motion carried.

Administrative Committee

Ken Smith reported there was a brief discussion regarding a possible cost of living wage adjustment for 2019. The Committee will revisit the topic at the next General Board meeting.

Planning Committee

- **Head Start Supplemental Grant Application/Inkind Waiver request**

David Nielsen reported the Committee reviewed the Head Start Supplemental Grant application. This grant will increase funding to \$480,000. It will increase one Head Start classroom in Newport to full day from part day services. This grant will provide start-up funds to do minor facility repair to meet childcare licensing regulations, purchase a small bus for transportation needs and additional needed materials. It will provide funds for the first 12 months of operation for the 2019-2020 school year. After that, the 12-month operating budget becomes part of the ongoing funding amount. This grant includes the waiver request for \$93,487.00 in inkind match. David Nielsen motioned to approve, Don Dashiell seconded and the motion carried.

Head Start Committee

Matt Schanz reported the committee reviewed and discussed the September and October 2018 Monthly Program report and the September and October 2018 WINS/CACFP report. Matt provided an overview of the information within the reports.

Nominating Committee

- **Election of Officers**

Nominating Committee Chairperson, Don Dashiell, proposed the following list of officers for the term of January 1, 2019 through December 31 of 2020: Governing Board Chairperson, Matt Schanz, Governing Board Secretary, Janet Koeppen, Finance Committee Chairperson, Mike Hansen, Administrative Committee Chairperson, Steve Kiss, Planning Committee Chairperson, David Nielsen, Head Start Committee Chairperson, Mark Stedman.

As there were no nominations from the floor, the elections were closed. Don Dashiell motioned to approve the election of officers as presented, Dorothy Knauss seconded, Nicole Miller abstained and the motion carried.

INTRA-AGENCY COUNCIL/PROGRAM REPORT

Head Start Policy Council

Nicole Miller, the new Head Start Policy Council Representative, reported the following: New members were elected to Policy Council, the new member orientation /training occurred on October 19, and they had their first full meeting with the new members on November 9. At the meeting on the 9th, they elected their new Officers for the 2018-2019 year and members signed up for committees. They elected their Washington State Association Head Start and ECEAP Policy Council Representatives and Alternates to attend Association meetings. The Special Services Policy was revised and data reports were reviewed. There was a presentation from Gale Beegle, the Nutrition Specialist for the Head Start/ECEAP program. Ms. Beegle talked about nutrition requirements for preschoolers and shared some recipes. The next meeting is on December 14th.

GOVERNING BOARD CHAIRPERSON'S REPORT

No Report

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Greg Knight reported on the following:

- Since December 24 falls on a Monday this year, Greg requested December 24 be recognized as a paid holiday for the 2018 year only. David Nielson motioned to approve December 24 2018 as a paid holiday Janet Koeppen seconded and the motion carried.
- The Energy Assistance program has served 540 people with energy assistance and 124 households with emergency funding.
- Rural Resources has been in discussion with SNAP from Spokane on assuming a small 1% ownership in two of their properties, the Woodhaven Apartment located in Kettle Falls and the Republic Gardens Apartments in Republic. SNAP has a long term plan to eventually divest themselves of these properties. If the Governing Board approves, this would put Rural Resources in a position to assume full ownership of these properties when SNAP every chooses to move in that direction. Greg requested approval from the Board for Rural Resources to start the process. David Nielson motioned to approve starting the process with SNAP, Janet Koeppen seconded and the motion carried

NEXT MEETING

The next meeting is scheduled for January 23, 2019

EXECUTIVE SESSION

Governing Board Chairperson, Ken Smith called for an Executive Session at 4:27 PM. All Non- Board Members were excused from the meeting.

At 5:22 PM, the Executive Session was completed. The Governing Board meeting reconvened and was open to Non Board members.

The meeting adjourned at 5:22 PM