

GOVERNING BOARD MEETING MINUTES
956 South Main Street, Colville, WA 99114
September 26, 2017

ATTENDANCE

<u>Regular Member</u>	<u>Alternate Member</u>	<u>Staff</u>
<input checked="" type="checkbox"/> Nikki Beer	Alyssa Arrell	<input checked="" type="checkbox"/> Kelly Charlton
<input checked="" type="checkbox"/> Fran Bolt	Don Dashiell	<input checked="" type="checkbox"/> Kathy Dugan
<input checked="" type="checkbox"/> Nathan Davis	Kristin Elser	<input checked="" type="checkbox"/> Greg Knight
<input checked="" type="checkbox"/> Mike Hansen	Mike Frizzell	<input checked="" type="checkbox"/> Nancy Williams
Ray King	Lynne Guhlke	
Steve Kiss	Richard Henry	
Dorothy Knauss	Scott Hutsell	
<input checked="" type="checkbox"/> Janet Koeppen	Judy Hutton	<u>Guests</u>
Joanie Matter	Gary Kohler	
<input checked="" type="checkbox"/> David Nielsen	Mike Manus	
<input checked="" type="checkbox"/> Eppie Nielsen	Shirley Sands	
Steve Parker	Amy Trenkle	
<input checked="" type="checkbox"/> Sue Poe	Rob Willford	
<input checked="" type="checkbox"/> Matt Schanz		
<input checked="" type="checkbox"/> Randy Scott		
John Smith		
<input checked="" type="checkbox"/> Ken Smith		
Mark Stedman		

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

Table of Contents

Convene, Agenda Review, Minutes Approval
 Allegiance Assisted Living Program Overview, Committee Reports
 Committee Reports, Intra-Agency Council Report
 Governing Board Chair Report, Executive Director's Report, New Business, Adjourn

- Governing Board Chairperson Ken Smith called the meeting to order at 4:05 PM and all in attendance introduced themselves.
- Agenda Additions/Corrections:
 - Cost of Living Allowance was added to the Administrative Committee Agenda.
 - As Ray King, Planning Committee Chair was absent, Randy Scott reported for the Planning Committee.
 - As Mark Stedman, Head Start Committee Chair was absent, Nikki Beer reported for the Head Start Committee.
 - As Steve Parker, Administrative Committee Chair was absent, Ken Smith reported for the Administrative Committee Chair.
- July 26 2017 Meeting Minutes: David Nielsen motioned to approve the minutes, Matt Schanz seconded and the motion carried.

Early Childhood Program Overview & Program Governance Training

Nancy Williams, Early Childhood Director, provided an overview of the Early Childhood Division which is made up of the federal Head Start Program and the state ECEAP program. Nancy presented information on classroom locations, number of classes, number of slots, number served, eligibility, their program review timeline and process, performance standards,

Nancy next provided an overview of the Head Start Governance and Management Responsibilities, including the roles and responsibilities of staff, Policy Council and the Governing Board.

COMMITTEE REPORTS

Executive Committee

- **Discussion**

Governing Board Chairperson Ken Smith 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

Finance Committee Chairperson Mike Hansen reported the committee met with Fiscal Director Kathy Dugan and reviewed and discussed items as follows:

- **July and August 2017 Finance Reports**

Mike motioned to approve the July and August 2017 Finance Reports, Janet Koeppen seconded and the motion carried.

- **July and August 2017 P-Card Reports**

Mike motioned to approve the July and August 2017 P-Card Reports, Janet Koeppen seconded and the motion carried.

- **Accounting Manual**

Mike reported most of the changes to the Accounting Manual were language regarding paper/manual record keeping versus electronic as the manual has not been revised for several years. Mike then motioned to approve the Accounting Manual changes as submitted, Janet Koeppen seconded and the motion carried.

- **February 2017 Audit**

Mike reported the February 2017 Audit was reviewed for the Finance Committee by our auditor via video conference with a discussion following. Mike noted the agency's Administrative rate is approximately 5% which is very low and then commended Kathy and her staff for a "squeaky clean" audit with no findings. Mike then motioned to accept the audit as submitted, Janet Koeppen seconded and the motion carried.

Administrative Committee

- **Cost of Living Allowance**

Acting Administrative Committee Chairperson Ken Smith reported the committee met and discussed a Cost of Living Allowance for all non-Head Start staff. The Management Team supported a Cost of Living Allowance at 5% however the Administrative Committee recommended a 3% COLA effective January 1, 2018 as they felt 3% was more in line with the area's cost of living increase and that our current wages now make us more competitive in the job market. Sue Poe motioned to grant a 3% COLA for all non-Head Start staff effective January 1, 2018; Fran Bolt seconded and the motion carried. It was noted the Head Start staff are on a separate salary schedule due to COLAs and wage increases being mandated by federal Head Start. This 3% COLA approved at this meeting will not affect Head Start employees.

COMMITTEE REPORTS (continued)

Planning Committee

- **2018 LIHEAP Funding Application**

Randy Scott, Acting Planning Committee Chairperson, reported the committee met and reviewed the LIHEAP funding application. As this is only an application, the dollar amount of the grant is not yet known. Mike Hansen motioned to approve the application, Sue Poe seconded and the motion carried.

Head Start Committee

- **Head Start Program Governance Training**

Nikki Beer, Acting Head Start Committee Chairperson, reported the committee reviewed and discussed the 2017 Fall to Spring Growth (Child Outcomes), 2017 Four Year Old SRG (Child Outcomes), 2017 PIR Report and the Class Review Scores.

INTRA-AGENCY ADVISORY BOARD / COUNCIL REPORTS

Head Start Policy Council

Nicki Beer, Head Start Policy Council representative, reported the Policy Council took the following actions at their May and June 2017 meetings:

- Approved new/revised policies and procedures.
- Received a visit from Senator Shelly Short at the Valley ECEAP site.
- The CLASS monitoring review conducted in April was passed with very good scores.
- Maria Wilson, Head Start Regional Program Specialist, visited as part of the five year grant cycle.
- The licensing application for the Colville Center to hold full day classes next year was completed. As classes at this site would be seven hours a day, the State of Washington requires a child care license.
- Newport parent representatives provided a presentation on "square foot gardening".
- Approved the Head Start COLA grant, Head Start Self-Assessment Report, ECEAP Self-Assessment Report, and revised Tuberculosis Screening Policy and Procedure.
- There were no meetings in July, August and September. The next meeting will be on October 27th.

GOVERNING BOARD CHAIRPERSON'S REPORT

- **Transportation Grant**

Our Transportation Department has received funding to purchase new busses. Sue Poe motioned to approve the purchases, Janet Koeppen seconded and the motion carried.

- **STOP Coalition Grant**

We were formerly the fiscal agent for the STOP Coalition Grant but we are now the grantee and have hired the person managing the program as our employee. Fran Bolt motioned to approve the change, Mike Hansen seconded and the motion carried.

- **LIHEAP Weatherization Grant**

We have received LIHEAP Weatherization funding for many years, but we are required to obtain Governing Board approval when the contract varies by 25% change since previous contract. Nathan Davis motion to approve the grant with the 25% change, Janet Koeppen seconded and th motion carried.

EXECUTIVE DIRECTOR'S REPORT

- **Community Needs Assessment**

Executive Director Greg Knight reported we must conduct a CNA every three years as mandated by CSBG. Board members, community partners, service recipients and other stakeholders will be surveyed as part of the process.

- **San Poil Plaza Apartment Transfer**

The application to transfer ownership from Ferry County Housing Authority to Rural Resources will be submitted this week; USDA notified us the transfer should happen within 90 days.

- **Clark House**

The house next to our homeless shelter was sold to us for a very low cost approximately four years ago; since that purchase we have rented it out. Recently, Greg approached the Stevens County Commissioners for funding to convert the house into a two unit transitional housing facility for those leaving the shelter but are not yet ready to live in an apartment on their own without continued case management. The commissioners agreed to use 2163 funds to pay for approximately \$27,000 in remodeling costs. Janet Koeppen motioned to approve the acceptance of the county funds and convert the house into transitional housing, Mike Hansen seconded and the motion carried.

- **Annual All Staff**

Next Friday, October 6th is our Annual All Staff at the community college in Colville. Manley Fienberg will provide our keynote in morning and Barry Lamont will provide the History of Community Action overview in afternoon.

- **Energy Assistance Application Process**

The state mandated we could no longer prioritize service and that we must serve people on a first come first serve basis. We changed our application process from a printing/ mailing process to an application by phone process; this saved a tremendous amount of money which can now be used to provide additional assistance. We were scheduled to get a new phone system prior to this application process however our vendor changed the delivery/ installation date of the new system and we used our old phone system. This resulted in the phone system crashing and many people unable to get through and leave their information which resulted in frustration on their part and upset people within our communities. Our IT Department and Energy Assistance Program staff are working together to improve the process for the next call in date.

New Business

There was no New Business to discuss.

Next Meeting

The next meeting is scheduled for Wednesday, November 22nd; as this is the day before Thanksgiving, the meeting will be rescheduled for Wednesday, November 15th.

The meeting adjourned 5:35 PM.