

GOVERNING BOARD MEETING MINUTES
956 South Main Street, Colville, WA 99114
September 26, 2018

ATTENDANCE

Regular Member

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

Alternate Member

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

Staff

- Carolyn Campato
- Kelly Charlton
- Lori Fogle
- Greg Knight
- Connie Mahugh
- Jeff Michaelson
- Alex Panagotacos
- Rick Thompson
- Nancy Williams

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:
 - Kinship Closet Grant added to Planning Committee Agenda for Board approval.
 - Inter-Agency Advisory Board/Council Report was removed from the Agenda, due to Head Start Policy Council representative Lindsey Lawson not able to attend.
 Ken Smith moved to approve the Agenda. David Nielsen motioned to approve, Janet Koeppen seconded and the motion carried.

- July 25, 2018 Meeting Minutes: Mark Steadman motioned to approve the minutes, Steve Kiss seconded, Steve Parker abstained 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 and their performance standards. Nancy also 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 Executive Committee discussed items to be addressed in the Executive Session.

Finance Committee

As Finance Committee Chairperson, Mike Hanson, was not present for the committee meeting, Nathan Davis reported.

- **July and August 2018 Finance Reports**

Nathan Davis reviewed and discussed the July and August 2018 Finance Reports. Nathan Davis motioned to approve them, John Smith seconded, and the motion carried

- **July and August 2018 P-Card Reports**

Nathan Davis reviewed and discussed the July and August 2018 P-Card Reports. Nathan Davis motioned to approve them, John Smith seconded, and the motion carried.

- **February 2018 Audit**

Nathan Davis reviewed and discussed the Agency February 2018 Audit. Nathan Davis motioned to accept the Audit, John Smith seconded, and the motion carried.

Administrative Committee

- **Discussion**

Administrative Committee Chairperson, Steve Kiss, reported the committee met and had a general committee discussion

Planning Committee

- **LIHEAP Grant Application**

David Nielsen, Planning Committee Chairperson, reported the committee met and reviewed the LIHEAP Grant Application. This is not a contract but an application for the 2019 LIHEAP Energy Assistance and the funding amount has not been released yet. The application process requires Governing Board approval. David Nielson motioned to approve the application, Mark Hansen seconded and the motion carried.

Planning Committee (continued)

- **Basic Food Outreach Program Grant**

David Nielsen reported the committee reviewed the Basic Food Outreach Program Grant. This is continuation funding which was increased to \$221,268.00. The increase in budget is due to Community Living Connections expanding into 13 counties with the Health Home Project. Janet Koeppen motioned to approve the grant, Mark Hansen seconded and the motion carried.

- **Community Choice Pathway HUB Grant**

David Nielsen reported the committee reviewed the Community Choice Pathway HUB Grant. The project provides care coordination services to clients that have had 3 or more visits to the ER that does not result in an inpatient stay. The goal of the project is to reduce the costs associated with inappropriate ER utilization and to connect and educate clients with Primary Care and needed social supports. Mark Stedman motioned to approve the grant, Janet Koeppen seconded and the motion carried.

- **Health Resources Opioid Addiction and Recovery Grant**

David Nielsen reported the committee reviewed the Health Resources Opioid Addiction and Recovery Grant. This grant is from the Providence Northeast Washington Medical Group with the funds being used for procuring health resources from Rural Resources to create a strong treatment and recovery support referral network. It will also assist in increased access to medication assisted treatment. Existing Rural Resource staff will be used to operate the program. Mark Stedman motioned to approve the grant, Mike Hansen seconded and the motion carried.

- **Kinship Closet Grant**

David Nielsen reported the committee reviewed the Kinship Closet Grant. This grant will help the Family Caregiver Support program establish a closet for items for the Kinship program. The closet will either be located within current facilities or an accessible site within the community will be secured. The closet will be stocked with items that are determined most needed by kinship families. This will include clothes, hygiene items, household items and educational items. John Smith motioned to approve the grant, Janet Koeppen seconded and the motion carried.

Head Start Committee

Head Start Committee Chairperson, Mark Steadman, reported the committee reviewed and discussed the May 2018 monthly program report, the May June 2018 WINS/CACFP report the Spring Child Outcome results and the 2018 Program Information Report. Mark provided an overview of the information within the reports.

GOVERNING BOARD CHAIRPERSON'S REPORT

Governing Board Chairperson, Ken Smith, reported the Board needs to nominate a Chairperson for the Nominating Committee for the upcoming Governing Board elections in November. Steve Parker, the alternate board member for Don Dashiell, nominated Don Dashiell. Mark Steadman motioned to approve the nomination, Janet Koeppen seconded and the motion carried.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Greg Knight reported on the following:

- Sue Poe resigned as a Governing Board member. The Governing Board is currently looking for a replacement.
- The transition of the Family Resource Center in Davenport to Rural Resources Community Action is making progress. Rural Resources is in the process of absorbing all contracts and issues are being resolved.

EXECUTIVE DIRECTOR'S REPORT (continued)

- The first weekend for the LIHEAP enrollment program brought in over 500 applications in the first 11 minutes. Though there are large numbers of applicants all who apply have received assistance.
- The maintenance issues with North Hill apartments are being addressed and resolved.

Executive Session

Governing Board Chairperson Ken Smith called for an Executive Session at 5:00 PM until 5:15 PM All Non-Board Members were excused from the meeting.

At 5:05 PM the Executive Session continued to 5:45 PM

At 5:45 PM the Executive Session was continued to 6:00 PM.

At 6:00 PM the Executive Session was completed. Ken Smith announced the Governing Board meeting would re-convene and was open to Non-Board members.

Governing Board Chairperson, Ken Smith, moved to close the meeting. Nathan Davis motioned to close the meeting, Mark Steadman seconded and the motion carried.

Next Meeting

The next meeting is scheduled for Wednesday, November 28, 2018.

The meeting adjourned at 6:05 PM