



GOVERNING BOARD MEETING MINUTES

956 South Main Street, Colville, WA 99114

December 7, 2010

Attendance

Regular Members

Clancy Bauman
 Joanie Christian*
 Malcolm Friedman
 Rachel Haley*
 Sue Harnasch
 Teresa Hill
 Carolyn McKern
 Carlin Morrow
 Alison Price
 Suzanne Richards*
 Paul Schaffner
 Al Six

Alternate Members

Lois Whysong

Staff

Nancy Ahlquist
 Kathy Dugan
 Greg Knight
 Barry Lamont

Guest

**Alternate Representative attending for Regular Representative*

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Convene, Introductions, Agenda Review, Approval of Minutes.....

Lincoln County Update, Committee Reports.....

Committee Reports, Inter-Agency Advisory Board / Council Reports, Governing Board Chair Report

Executive Director's Report, New Business, Adjourn

- Governing Board Chairperson Al Six called the meeting to order at 6:20 PM, and all in attendance introduced themselves.
- The July 27, 2010 meeting minutes were reviewed. Clancy Bauman made a motion to approve the minutes, Sue Harnasch seconded and the motion carried.

COMMITTEE REPORTS

Executive Committee

- No meeting

Finance Committee

- **July, August, September, and October 2010 Finance Reports**

As Finance Committee Chairperson Mike Hansen was absent, Sue Harnasch reported that Fiscal Director Kathy Dugan provided an overview of program budgets status. Kathy reported that staff are doing a better job at getting their budgets in on time, but there is still room for improvement. Sue Harnasch then made a motion to approve the July, August, September and October 2010 Finance Reports, Malcolm Friedman seconded and the motion carried.

Administrative Committee

- **Personnel Policies and Procedures**

As Administrative Committee Chairperson Laura Merrill was absent, Malcolm Friedman reported that the committee reviewed the proposed changes to the personnel policies and procedures and then made a motion to approve the updates. Alison Price then seconded and the motion carried.

- **Governing Board Membership**

A discussion was held regarding the lack of attendance from the Town of Cusick's representative and it was decided that Barry will research another entity to replace the Town of Cusick. Additional representation from Ferry County is also desired. Carolyn McKern made a motion for Barry to contact Robert Riley regarding an appropriate Ferry County representative, Clancy Bauman seconded and the motion carried.

Planning Committee

- No meeting

Head Start Committee

Head Start Committee Chairperson Teresa Hill reported that the committee reviewed

- September and October 2010 Program Reports
- HHS Memorandums regarding Child Welfare / Foster Children/ Child Protective Services, 2011 Monitoring Tool, and Domestic Violence
- Fall Child Outcomes
- WSA Letter on Head Start Re-Competition Proposed Rule
- Head Start Impact Study

Two additional items were added to the agenda and reviewed by the Head Start Committee

- CACFP Claim for Reimbursement
- Fall 2010 Head Start Program Wide Outcome Results

COMMITTEE REPORTS (continued)

Nominating Committee

Nominating Committee Chairperson Clancy Bauman set forth the following slate of officers

- Governing Board Chairperson – Sue Harnasch
- Governing Board Secretary – Malcolm Friedman
- Administrative Committee / Vice Chairperson – Laura Merrill
- Finance Committee Chairperson – Mike Hansen
- Planning Committee Chairperson – Clancy Bauman
- Head Start Committee Chairperson – Teresa Hill

Clancy then made a motion to accept the slate of officers as presented, Carolyn McKern seconded and the motion carried.

INTER-AGENCY ADVISORY BOARD / COUNCIL REPORTS

Family Support Center and Kids First Advisory Board

As Family Support Center and Kids First representative John Prietto was absent, there was no report.

Head Start Policy Council

Head Start Policy Council alternative representative Rachel Haley reported that the new Policy Council has been elected for this year and attended a policy Council orientation on November 5th. Attendance was very good, with eighteen representatives and seven staff attending. Representatives learned about Rural Resources and the Head Start and ECEAP Programs. They also learned about their role in overseeing the programs and working in cooperation with the Governing Board. The newly elected Policy Council had a short meeting and learned how to make a motion and vote on items. They approved the Executive Committee actions from August, approved new hires and approved a new policy.

GOVERNING BOARD CHAIRPERSON'S REPORT

- Between regularly scheduled Governing Board meetings, the Executive Committee approved the following items requiring full Governing Board approval.
 - Malcolm Friedman made a motion to approve the purchase of the InfraRed Camera and XRF Analyzer, Alison Price seconded and the motion carried.
 - Sue Harnasch moved to approve the 2011 Low Income Home Energy Assistance Program (LIHEAP) application, Alison Price seconded and the motion carried.
 - Alison Price moved to approve the Head Start One Time Funding Application, Clancy Bauman seconded and the motion carried.
 - Carolyn McKern made a motion to approve the Head Start Program Improvement Carry Forward Application, Teresa Hill seconded and the motion carried.
- Governing Board Chairperson Al Six appointed Chase Bank representative Carlin Morrow to the Finance Committee.

EXECUTIVE DIRECTOR'S REPORT

- **Energy Assistance Program**

Barry reported that 6500 pre-applications were mailed out however, to date the program has received 8400 requests for assistance. Fifty percent of the appointments and income verification are being conducted in phone interviews saving clients a trip to their local Rural Resources office and staff travel expenses.

- **State Budget**

Due to the state budget crisis we are expecting cuts in senior services and our domestic violence advocacy programs.

- **Community Needs Assessment**

CSBG requires that we regularly conduct a Community Needs Assessment. To meet this requirement, we mailed out approximately 11,000 surveys in Ferry, Lincoln, Pend Oreille and Stevens Counties to residents making less than \$40,000 per year, and/or over 60 years old, and/or disabled. The surveys asked residents to indicate their highest service needs and then rank those needs. We received an overall fourteen percent return that identified Energy Assistance, Weatherization and Healthcare / Prescription Assistance as the highest needs.

- **Lincoln County Economic Development Council**

We received an invitation to become a member of the Lincoln County Economic Development Council. After discussion, it was decided that we should join at the \$250 level.

- **Next Governing Board Meeting**

The next Governing Board meeting will be changed from it's regularly scheduled date and held on Tuesday, January 18, 2011.

The meeting was adjourned at 7:23 PM.