

GOVERNING BOARD MEETING MINUTES

956 South Main Street, Colville, WA 99114

September 27, 2011

Attendance

Regular Members

Clancy Bauman
Dennis Bly
Fran Bolt
Kelsey Fortier
Malcolm Friedman
Rachel Haley
Sue Harnasch
Bob Heath
Teresa Hill
Ray King*
Carolyn McKern
Laura Merrill
Carlin Morrow
Alison Price
Lois Whysong
David Windom
Sue Wilson*

Alternate Members

Staff

Kelly Charlton
Kathy Dugan
Greg Knight
Barry Lamont

**Alternate Representative attending for Regular Representative*

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- Governing Board Chairperson Sue Harnasch called meeting to order at 6:01 PM and all in attendance introduced themselves.
- The agenda was revised to show Carolyn McKern reporting for the Finance Committee as Chairperson Mike Hansen was absent, and Sue Wilson reporting for the Family Support Center and Kids First Children's Advocacy Center Advisory Board representative John Prietto was absent.
- The July 19, 2011 minutes were reviewed. Dennis Bly motioned to approve the minutes, Dave Windom seconded and the motion carried.

HEAD START GOVERNANCE TRAINING

Head Start Director Nancy Williams provided an overview of the ECEAP and Head Start program including number of children served, locations and services. As required by federal Head Start, she then provided the program governance training to all in attendance.

COMMITTEE REPORTS

Executive Committee

- Governing Board Chairperson Sue Harnasch reported that the Executive Committee reviewed and discussed correspondence received by them and that the Executive Committee decided to continue moving forward with the succession plan as initially developed by them. Therefore, in accordance with the succession plan, Clancy Bauman motioned that Greg Knight be hired as the future Executive Director, Laura Merrill seconded and the motion carried.

Finance Committee

• July and August 2011 Finance Reports

Finance Committee Acting Chairperson Carolyn McKern reported that Finance Committee reviewed the July and August 2011 Finance Reports. She then motioned to approve the reports, Laura Merrill seconded and the motion carried.

• 990 Federal Tax Return

Carolyn reported the committee reviewed the agency's 990 Federal Tax Return. Carolyn motioned to approve the tax return, Dennis Bly seconded and the motion carried.

• Annual Audit

Carolyn reported the committee also reviewed the annual audit and that the audit was "clean" with no findings. She then motioned to accept the annual audit; Clancy Bauman seconded and the motion carried.

Administrative Committee

• Personnel Policies and Procedures

Administrative Committee Chairperson Laura Merrill reported that the committee reviewed the revised personnel policies and procedures. She then motioned to approve the revised personnel policies and procedures, Bob Heath seconded and the motion carried.

• Head Start Salary Schedule

Laura reported the committee also reviewed the Head Start Salary Schedule which was implemented when many of the Head Start staff were moved to salary rather than an hourly wage earlier this year. Laura motioned to approve the salary schedule, Bob Heath seconded and the motion carried.

Planning Committee

• LIHEAP Application

Planning Committee Chairperson Clancy Bauman reported the committee reviewed the application for the Low Income Heating Energy Assistance Program (LIHEAP) for the timeframe of October 1, 2011 to September 30, 2012 in the amount of \$809,199. Clancy motioned to approve the grant application, Rachel Haley seconded and the motion carried.

• ABCD Application

Clancy reported the committee also reviewed the application to Washington Dental Service Foundation's Access to Baby and Child Dentistry (ABCD) Program. If funded, this program will provide referrals to Medicaid eligible children age birth to six in Stevens, Ferry and Pend Oreille Counties in the amount of \$35,000 for the first year and declining amounts for a second and third year. Clancy motioned to approve the grant application, Fran Bolt seconded and the motion carried.

COMMITTEE REPORTS (continued)

Head Start Committee

Head Start Committee Chairperson Teresa Hill reported that the committee reviewed the monthly data reports, 2010-2011 Outcomes from Child Readiness Goals, 2011-2012 School Readiness Goals & Plan and the ACF Information Memorandums on Staff Qualifications. In addition the committee reviewed the policy council bylaws; Teresa Hill motioned to approve the bylaws, Clancy Bauman seconded and the motion carried.

INTER-AGENCY ADVISORY BOARD / COUNCIL REPORTS

Family Support Center and Kids First Advisory Board

Sue Wilson, alternate representative for Family Support Center and Kids First Advocacy Center Advisory Board reported that the fall session of the volunteer training begins on October 17th and the annual fundraising event, Women Making A Difference, is on October 14th.

Head Start Policy Council

Head Start Policy Council representative Rachel Haley reported the policy council has not met since May although new member orientation is scheduled for October 4th when new officers will be elected.

Youth.Com

Youth.Com representative Kelsey Fortier reported that the current grant is ending September 30th and we have not yet heard if we received funding for an additional three years. If the funding request is not successful, the program will cease to exist and services no longer provided.

GOVERNING BOARD CHAIRPERSON'S REPORT

Head Start Funds Carry Over Request

Between meetings Governing Board Chairperson Sue Harnasch signed an application for federal assistance that would allow the Head Start program to carry over \$25,825.33 to the next school year. Clancy Bauman motioned to approve the application, Fran Bolt seconded and the motion carried.

EXECUTIVE DIRECTOR'S REPORT

- **Annual All Staff**

Executive Director Barry Lamont reported the Annual All Staff is scheduled for Friday, October 21st. This year, due to budget constraints we have not hired an outside speaker but instead all programs and divisions will be providing updates. All Governing Board members are invited.

- **Youth.Com**

We submitted our grant application several months ago but have not yet heard if we received funding. The grant parameters changed to focus on urban areas that place a high number of children in host homes. As our small, rural program places fewer children we are concerned about competing with larger, urban agencies.

- **Energy Assistance Funding**

We do not yet know the exact amount of our federal funding for the upcoming heating season but should have a better idea at the November meeting.

EXECUTIVE DIRECTOR'S REPORT (continued)

- **Sprindale Head Start**

As we did not have enough children enrolled in the Springdale Head Start program we closed the center and put the property and building up for sale. We have since received an offer which would cash us out and leave us with money in hand. Our attorney is currently drawing up the closing documents.

- **Governing Board Conflict of Interest**

Carlin Morrow, Chase Bank representative is the daughter of a Head Start (Rural Resources) employee. Unfortunately, the Head Start regulations not allow Carlin to remain on the Governing Board so this is Carlin's last meeting. Chase Bank will appoint a new representative.

- **Governing Board Member Accomplishment**

Alison Price ran 70 miles over 23 hours and then additional 30 miles two days later for her senior project which to raised money and awareness for Family Support Center.

- **Next Governing Board Meeting**

The next Governing Board meeting is rescheduled to Tuesday, November 29, 2011 from the regularly scheduled date of November 22nd due to the Thanksgiving Holiday.

NEW BUSINESS

- Nothing to discuss

The meeting was adjourned at 6:53 PM.