



**Minutes**  
**United Community Action Network Board of Directors**  
**Wednesday, May 25, 2022 4:00pm**  
**Zoom Conference / In Person**

**Board Members Present:** Mike Durbin (2023); Brianna Rahmlow (2023); Tom Kress (2023); Steve Loosley (2024); Patricia Attaway (2023);

**Board Members Excused:** Sharon Brown (2023); Lily Morgan (2023)

**Staff Members/Guests Present:** Shaun Pritchard; Rachel Anglin; Maureen Short; Andrea Johnson; Willow Phillips

I. With five voting members present, a quorum was established. The Board Chair called the meeting to order at 4:05 pm.

II. Approval of April 27, 2022 board meeting minutes

**Brianna Rahmlow made a motion to approve the April 27, 2022 board minutes as presented. Tom Kress seconded. Motion passed.**

III. Treasurer's Report – **Tom Kress**

Tom presented the documents provided in the board packet.

IV. Business

A. Adjustments to Agenda

B. Consent Agenda

1. HS/EHS CLASS Monitoring Report 2021-22 **Maureen Short**

Maureen presented the agenda item.

**Tom Kress made a motion to approve the Consent Agenda. Brianna Rahmlow seconded. Motion passed.**

C. New Business

1. HS/EHS COLA **Maureen Short**

Maureen presented the agenda item. She explained the reasoning behind staff wage increases. Tom asked for clarification behind the agenda item. Maureen explained that it is part of the funding requirements for Board approval with how funds are used.

2. HS/EHS QI Grant **Maureen Short**

Maureen presented the agenda item. She explained that the HS/EHS COLA and the QI Grant go hand in hand.

**Brianna Rahmlow made a motion to approve both HS/EHS COLA and the HS/EHS QI Grant as presented. Mike Durbin seconded. Motion passed.**

**3. Umpqua Bank Account Signer updates Rachel Anglin**

Rachel presented the agenda item. She asked the former COO to be removed as a signer and the current Board Chairperson to be added.

**Tom Kress made a motion to approve the Umpqua Bank Account Signer updates as presented. Patricia Attaway seconded. Motion passed. Mike Durbin abstained from voting.**

**4. Close Wells Fargo checking account Rachel Anglin**

Rachel presented the agenda item. She explained the reason behind the checking account and that it will need to be closed due to no longer having credit cards through that bank.

**5. Money Management bank accounts signer updates Rachel Anglin**

Rachel presented the agenda item. She explained that Phillip Hensyel is the new program manager for Money Management and will need to be added to the accounts as a signer.

**Brianna Rahmlow made a motion to approve both the Closing of Wells Fargo checking account and the Money Management bank account signer updates as presented. Tom Kress seconded. Motion passed.**

**D. Head Start Policy Council Report Brianna Rahmlow**

Brianna Rahmlow talked about the Oregon Head Start State Conference, there some updates about WIC and Healthy Families helping with formula shortages. She also went over the Federal Review from early May. She also explained that they are working with the FISH pantry to expand with getting food boxes out to the community. Mike Durbin also commented on the Federal Review and thanked staff for their participation.

**E. Board Training - None**

**F. Previous Business Items - None**

**G. Board Chair Report Mike Durbin - None**

**H. Executive Director's Report Shaun Pritchard**

Shaun explained that we are refinancing our current properties and moving forward with the purchase of the Riverside building. The Gary Leif Navigation Center is in the process of getting staffed, there will be a neighborhood meeting for the Navigation Center on June 9<sup>th</sup>. There will also be a community wide meeting on June 20<sup>th</sup>, both meetings will give similar information on the up and coming of the navigation center. He also gave an update for the Grants Pass warming center, which will be converting to a cooling center and a place to go to escape the smoke during wildfire season. The Mobile Food Pantry will resuming their outreach, possibility of connecting with Aviva to have the same outreach schedule. He also explained that those who have food stamps will be eligible for Head Start, Brianna Rahmlow commented that those who are no longer eligible for food stamps will not affect enrollment in Head Start.

**I. Other Business Items**

**1. Nominations and elections of Board Vice Chairperson**

**Tom Kress made a motion to nominate Steve Loosley for Board Vice Chairperson. Brianna Rahmlow seconded. Mike Durbin abstained from voting. Motion passed**

**J. Election of Josephine County Community Representative**

Due to applicant absence, deferred to the next board meeting.

**V. Adjournment - The Board Chair adjourned the meeting at 4:53 pm.**

**VI. Next Meeting – June 29, 2022**

**UCAN Mission Statement**

Creating solutions to poverty  
Improving lives in our community

Core Values: Respect, Dignity, Compassion, and Equity/ Accountability/ Making a Positive Difference/  
Quality and Excellence/ Partnering/ Courage/ Honesty and Integrity

The Promise of Community Action: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.