



Governing Board  
Memorandum GB23-18  
August 4, 2023

Meeting Notice of the Aging & Long Term Care of Eastern Washington (ALTCEW)  
Governing Board  
Meeting notice of Friday, August 11, 2023, at 1:30 P.M.

Notice is hereby given by the **Aging & Long Term Care of Eastern Washington (ALTCEW)** Governing Board that a meeting for the Governing Board on August 11, 2023, will commence at 1:30 P.M. at 1222 N Post St, Spokane, WA 99201.

The meeting will be conducted in-person and open to the public with board members, staff and presenters attending in-person.

Additional remote access will be provided for participants and members of the public who may wish to attend remotely. To attend the Governing Board meeting, dial 346-248-7799 and enter Meeting ID 827 5678 5075 and password 166490 when prompted.

If the Zoom phone number dialed is busy due to increased demand, participants can dial one of the following alternative numbers.

669-900-6833	253-215-8782	929-205-6099
312-626-6799	301-715-8592	

Individuals who wish to submit written comment on any agenda items to be considered for final action by the Governing Board at the meeting may submit their written comments by 10:00 am on August 10, 2023 by emailing at [action@altcew.org](mailto:action@altcew.org) and indicating "Public Comment" in the Subject line.

**NOTICE:** This meeting is open to the public to attend as described above. **AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** ALTCEW is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may contact Khristina Scheideler, ADA Coordinator, at least 5 days before the meeting date, at (509) 458-2509 or at [action@altcew.org](mailto:action@altcew.org). Persons who are deaf or hard of hearing may contact the Washington Relay Service at 7-1-1.

1222 N. Post St. | Spokane, WA 99201 | TEL 509-458-2509 | FAX 509-458-2003

[WWW.ALTCEW.ORG](http://WWW.ALTCEW.ORG)

ADVOCACY. ACTION . ANSWERS.

SERVING: Northern Ferry, Pend Oreille, Spokane, Stevens & Whitman counties

**AGING & LONG TERM CARE OF EASTERN WASHINGTON**

**GOVERNING BOARD MEETING NOTICE**

August 11, 2023

1:30p.m.

Hybrid – 1222 N Post St, Conference Room C, and via Zoom

**I. CALL TO ORDER/INTRODUCTIONS – Art Swannack, Chair**

Action Item

- A. Review/Acceptance of August 11, 2023, Governing Board Meeting Agenda – Art Swannack, Chair
- B. 2022 Audit Exit Conference – State Auditor’s Office
- C. Reports
  - 1. Chair’s Report
  - 2. Executive Director’s Report – Lynn Kimball
  - 3. Planning and Management Council Report – Dan Mortensen, PMC Chair

Action Item

**II. CONSENT AGENDA**

- A. Review/Acceptance of minutes of the May 12, 2023, Governing Board meeting
- B. Acceptance of ALTCEW personnel and accounts payable expenditures of \$6,191,900.99 for the second quarter of 2023.

**III. REGULAR MEETING AGENDA**

Action Item

- A. Review/Acceptance of ALTCEW second quarter financial statements from January 1, 2023, to June 30, 2023 – Erin Williams

Action Item

- B. Ratify Vice Chair and Chair signature on contracts – Lynn Kimball

Action Item

- C. Review/Approval of the 2024-2027 Area Plan on Aging – Bethany Osgood

Action Item

D. Review/Approval of update to agency Fiscal Policies – Erin Williams

Action Item

E. Review/Approval of State Senior Nutrition funding awards for July 1, 2023, to December 31, 2023 – Erin Williams

Action Item

F. Review/Approval of contractor suitability for future funding and special conditions of award – Erin Williams

G. Executive Session, approximate time 2:45 to 3:15 PM – Art Swannack

1. Performance review of Executive Director

a. Self-evaluation/Future goals summary – Lynn Kimball

b. Review results of the performance review recommendation conducted by the PMC Executive Committee – Dan Mortensen

H. Reconvene in Regular Session

1. Report on Executive Session

Action Item

2. Action, if presented resulting from Executive Session

Action Item

I. Motion to Adjourn