



COG Meeting Minutes
September 22, 2023

Members present: Commissioner Arne Mortensen, COG Chair Commissioner Richard Mahar
Members present by phone/Zoom: Commissioner Dan Cothren, Commissioner Lori Zoller

Members absent: Councilor Sue Marshall
Alternates present:

Staff present: Mike Reardon, Claire Steiner, Karen Wolfe, Shari Moore
Advisory Council member present: Gavin Carmichael, Vice Chair (via zoom)
Visitors present:

The meeting was called to order at 1:02 p.m. by COG Chair Mahar.

The Pledge of Allegiance was recited.

1. Agenda Review: no changes

2. Review of Minutes: Commissioner Cothren moved to approve the July 28, 2023 minutes. Commissioner Mortensen seconded the motion. Motion carried.

3. Public Comment (3-minute limit): none

4. Anniversary Recognition: Mike reported on the anniversary celebrant this month.

- Raina Rivas, 5 years, Contract Data and Support Specialist, Whitney Oswald's team (Raina is on vacation today). Mike reported that she does a great job. She will receive a 5-year pin and letter of congratulations signed by Mike and the COG Chair.

5. Director's report: Mike explained that we moved up the policies item in the agenda so we can continue the discussion.

- Mike reported he continues to reach out to school superintendents and district administrators regarding the high school caregiver training.
- W4A has started working on legislative priorities, and budget priorities. It's a short upcoming session and the legislators don't look kindly on new requests in the short sessions. Priority #1. Asking for additional funding for senior nutrition/hunger issues. Priority #2. Asking for increased funding for lower caseloads in our Medicaid program. Targeting two specific client groups – GOSH clients, and former state hospital patients transitioning back to the community. Both groups will require high-touch case management. The ask will be for 1:55 caseload for those clients. Personal Needs Allowance went from \$1100 to \$2400 two years ago, which has resulted in decrease in enrollments of some other programs, i.e. MAC and TSOA.
- 4-Year Area Plan Public Meetings - Mike reviewed the Area Plan public meeting schedule for next month. Karen emailed the meeting schedule to the COG members.

- Potential government shutdown – impact to AAADSW should be minimal. Two previous shutdowns were of minor impact. No plans for reductions in workforce, pay and benefits, contractors and services to clients. Mike will send out an email to staff next week if no resolution this weekend. Commissioner Mortensen asked if we get reimbursed for any losses. Mike noted that most of our contracts with the State and the federal government are long term or payments don't stop. The bigger impact might be at the State if some staff is furloughed. We have six months in our rainy-day fund.
- Contracts – Mike highlighted the contracts summary page; nothing unusual, four amendments. Business as usual. Contracts is very busy especially with monitoring of our contractors.
- Communications Report – Mike shared the photos of the Senior Prom co-hosted by AAADSW and Wahkiakum HHS.

6. Advisory Council: Vice Chair Gavin Carmichael introduced himself. He reported on the August and September 2023 Advisory Council meetings. Maggie Campbell presented in August on the Dead and Hard of Hearing resources. In September Margaret Westervelt presented on Community Services case management. Gavin also reported at this week's Advisory Council meeting the Council elected Joe Bosch to join the Advisory Council, representing Clark County, effective October 1, 2023. Joe is a former middle school teacher. Joe advocates for Social inclusion, age friendly communities, and aging in place. We are still short on Advisory Council members in Klickitat and Skamania counties. Mike elaborated on the age friendly advocacy – it's a training/ informational mainly for service industries on how to work with and make services age friendly. Commissioner Mortensen asked if this applies to 55+ communities, and perceived exclusiveness of all ages. No, according to Mike. Gavin elaborated on the attempts to make an assisted living community in Klickitat; part of that was making an age-friendly walking path and bike path.

Commissioner Cothren moved to approve Joe Bosch to join the Advisory Council representing Clark County, effective October 1, 2023. Commissioner Zoller seconded the motion. Motion carried. Commissioner Mortensen abstained.

7. SOPPADA #2023-5, Personnel Policy Updates, Section 5.0, Leave and Holidays. HR Manager Shari Moore presented SOPPADA #2023-5, Personnel Policy Updates to Section 5.0. She reviewed the Shared Leave and Leave Without Pay language. It also takes into account the Pregnancy Fairness Act, which Shari explained as being similar to ADA but specifically for pregnant people. Commissioner Mortensen asked if it will change any ways the agency operates. Mike and Shari said no, we've been ahead of the curve. Shari noted that the laws especially are inclined toward smaller business.

Shari noted the purpose of this SOPPADA is to make our policies more clear and more equitable, mainly in how we apply the policies and how we communicate them.

Section 5.05 is now titled Emergency Leave Bank (ELB), administered by AAADSW management, and geared toward FMLA criteria. Defines what leave must be used first before utilizing the ELB. The ELB will be funded by 25% of unused sick leave of departing employees. The updated policy defines to whom the leave is applicable. We have removed the option for employees to donate time. Employees can use up to 480 (12 weeks) hours from the ELB either concurrently with FMLA and Washington Paid Family Leave (WPFL) or consecutively. AAADSW sick leave benefit is not recorded on our books, under the current GAAP standards, since it doesn't meet the current recognition criteria. Upon employee termination, 25% of employee sick time balance is transferred

to a VIBA account. This estimate is properly accrued for at year end. The ELB value is un-estimable and is only recorded when an employee uses time as an expense. Employee vacation time is not included in the ELB because AAADSW pays out accrued vacation when an employee leaves. Shari elaborated that there is no longer the ability for staff to donate sick leave. Commissioner Mortensen asked what we will do if the ELB is exhausted. Shari responded that right now, we would have to decline the request. The ELB will be initially funded from anyone that departed during 2023. Commissioner Mortensen asked if employees can cash in vacation time. Shari responded, no, it is only paid out when they leave or they take vacation at the end of their time at the agency. Commissioner Mortensen stated he likes the overall change in approach this time. He asked how we will limit abuse of the ELB. Shari noted when they apply for FMLA we designate if they qualify and we work very hard to eliminate abuse. Shari reiterated that the ELB is the leave of last resort. Shari also explained that employees have to use vacation and sick leave first before they apply for FMLA or WPFL. Shari noted we want people to manage their time judiciously, and we also don't want people taking 52 weeks of leave, by gaming the system. Shari explained that the ELB is funded by hours, not dollars. There is no cap on the amount of hours that can go into the ELB. Right now Shari and Claire do not have a handle on how many hours will initially fund the ELB. Mike added that he and COG Chair Mahar discussed if we should add an option for staff to donate to specific co-workers. Shari pointed out that they could still not use more than 480 hours. Shari is also concerned about people donating and then running out of their own time when they need it. Commissioner Mortensen stated he would like to see a possibility of cashing out vacation and donating to another employee.

Commissioner Mortensen moved to approve the emergency leave request policy 5.05 as described in SOPPADA #2023-5, Personnel Policy Updates, Section 5.0, Leave and Holidays. Commissioner Zoller seconded the motion. Discussion: Commissioner Zoller asked how we see this in the future if people want to donate to a staff member and now no longer can under the new policy and they feel unable to donate time to a coworker. Shari noted that staff are generous in other ways and could even establish a GoFundMe for a specific employee. Mike noted that some staff are not as well known or as social with their coworkers and may not receive as much time in the way of donations. Commissioner Zoller noted that this new way will seem more equitable. She asked if there is a way that staff will be educated on this policy change. Shari reports that after the COG approves it will then be put into the Union Contract and approved by the Union. Gavin Carmichael shared his thoughts about communicating with Staff about their preferences. Mike noted we have not polled the staff as to their preferences. Commissioner Cothren noted that Wahkiakum County has been dealing with this issue all year long. Staff comes to management individually to donate time. He asked if we have negotiated this with the union already. Not yet. COG Chair Mahar complimented Commissioner Zoller for bringing up the word "benevolent". The word "fairness" gives him pause. He appreciates the simplicity of this revision. Commissioner Zoller likes that this will give everyone a more equitable chance. **Motion carried.**

Mike appreciates the rich discussion and the points of view.

Shari next addressed section 5.10 on page 45. Where staff have depleted their vacation time, the definition is for unpaid leave. Examples are medical leave that is not job-protected, educational leave, government service, volunteer or community service, union activities, etc. The main change is that all LWOP requests must go through Mike. This will now require approval by supervisor and manager. Commissioner Mortensen noted a terminology change and Shari will change it to "LWP".

Commissioner Mortensen moved to approve the Leave Without Pay policy 5.10 as described in SOPPADA #2023-5, Personnel Policy Updates, Section 5.0, Leave and Holidays. Commissioner Zoller seconded the motion. Motion carried.

Mike proposed reviewing the remaining sections 5.02, 5.03, 5.04, 5.07, 5.08, 5.11, 5.12, 5.14 and 5.15, at the December 1, 2023 meeting with a new SOPPADA #. Shari will note which revisions are required by RCW as opposed to management -defined changes to the policy. She and Karen will work on updating the SOPPADA request, with a new SOPPADA # and send the COG members the new revisions still to be approved in December. COG Chair Mahar thanked Shari for her work on this.

Review of Financials. Fiscal Manager Claire Steiner reviewed the July and August 2023 expenditures of \$2,338,196 and \$2,510,798 respectively. Claire asked if everyone was okay with the Excel file to review this time ahead of the meeting. Karen noted she inadvertently neglected to send the Excel file along with the meeting packet and will make a note to send the Excel file with the December meeting packet. Claire noted the August increase was due to Enduris premium payment of approximately \$250k. Commissioner Mortensen asked about the website agreement line item on page 70. Claire reported that was the final payment for creation of the new website.

Commissioner Cothren moved to approve July and August 2023 expenditures of \$2,338,196 and \$2,510,798 respectively. Commissioner Mortensen seconded the motion. Motion carried.

Claire reviewed the June 2023 financial statement. Claire noted we were over budget for revenues, and under budget for expenditures. Strong balance sheet, asset position is more than double our liabilities.

Claire reviewed the July 2023 financial statement. Revenue was above budget and expenditures were under budget. Commissioner Mortensen noted that total liabilities went down from 2022. Claire noted that our leasehold obligations are reduced as we go further into the leases.

Claire reviewed the July 2023 Fiscal dashboards. We did not receive our Case Management caseload for July so it was left out of this dashboard.

9. Claire presented the State Auditor's Office report of their recent audit of AAADSW's 2022 financials. For 2022 we received an unmodified (clean) opinion, there were no material misstatements or uncorrected misstatements identified, no findings or best practices recommendations. The main key differences between our audited financial statements and the internal financial statements reviewed at COG meetings relate to our PERS pension plan (pension liabilities, pension assets, deferred outflows of resources and deferred inflow of resources), vacation liability and 25% of accumulated sick leave for staff who leave the agency. COG Chair Mahar congratulated Claire on her great work on the audit, and her first time.

Commissioner Cothren moved to approve and accept the State Auditor's Office report of their recent audit of AAADSW's 2022 financials. Commissioner Mortensen seconded the motion. Motion carried.

10. Good of the order. None

11. Adjourn. There being no further business, the meeting was adjourned at 2:49 p.m.
