

Minutes
January 15, 2010
Southwest Washington Council of Governments on
Aging and Disabilities

Members present: Commissioners: Axel Swanson, Jamie Tolfree, Rex Johnston, and Marc Boldt

Members absent: Dan Cothren

Alternates present: Nicki Thomas

Advisory Council members present: Pat Culver

Staff members present: David Kelly, Kas Kennedy, Alicia Sampath, Monty Hansen, Samantha Waldbauer, Kathryn Hilman, Mike Reardon

Guests: Bobbie Casanova, HSC

Chairman Axel Swanson called the meeting to order at 1:10.

1. Minutes: The minutes from the December 4, 2009 meeting were reviewed. Marc Boldt moved that the minutes be approved as written. Jamie Tolfree seconded the motion. Motion carried.
2. Administrative Activities: David Kelly, Executive Director, reviewed the information that was in the Commissioners' packets. The majority of the correspondence was in regard to completing monitoring visits, contracts and TCARE. David discussed a letter he had written to Tuality Healthcare on behalf of Don Unruh regarding admission requirements for Geriatric Psychiatric Care.
3. Monty Hansen reviewed the financials. The agency is continuing to perform well within our budgets. We have a surplus at the end of November, and are under budget in revenue and expenses. Marc Boldt moved to approve the November and December expenditures. Rex Johnston seconded the motion. Motion carried.
4. Samantha Waldbauer introduced Bobbi Casanova from Human Services Council and Kathryn Hilman, SWAAD Case Manager to talk about the gift bags that were distributed to some of our clients. As Seniors sometimes get left out at the holiday season, Bobbie had asked Kathryn what types of gifts would be appreciated. Donations were received from Vancouver City employees, SHIBA volunteers, and even Bobbi's bunko club. Volunteers organized and tagged the gift bags which were brought to our office for distribution. Kathryn said that the case managers looked at their clients who have very little and who have no family in the area. David Kelly said that this was a good partnership with HSC and expressed appreciation to all the case managers.

5. Due to last minute schedule problems, representatives from ADSA were unable to attend the meeting to discuss case management ratios. They have requested to attend our March 19 board meeting. David said that we had met our December ratio, thanks to Samantha's work on projecting client growth. We were charged with approximately \$30k in penalties in 2009 for missing the ADSA established ratios. To avoid such charges and to best serve our clients the Board approved hiring case managers in November.
6. Pat Culver gave an update on the Advisory Council. They are focusing on advocacy this year and have two new council members who are interested in Senior Issues. Rex Johnston moved to approved Michael Teefy and Marc Bollinger as Advisory Council members. Jamie Tolfree seconded the motion. Motion carried.
7. Alicia Sampath presented contracts to Axel Swanson (for amounts \$10k and over) and David Kelly (less than \$10k).
8. David Kelly presented the agency 2009 accomplishments and the 2010 objectives. Primary 2010 objectives include preparing for our initial state audit, starting all employees on Leaderstream, increasing accountability and community outreach, strategic planning for all departments, and governance.
9. Mike Reardon discussed the possible 2010 – 2011 state budget cuts. The original Governor's budget cut funds to SCSA and FCSP which would have impacted I&A and Senior Transportation. The Governor's Book 2 budget adds those funds back in if a revenue increase package is adopted. We are currently proceeding as if this won't happen. We have met with staff that could be affected by the budget cuts. At this point we need people to advocate to their legislators for keeping these important funds available.
10. Kas Kennedy, Human Resources, discussed the Powerful Tools for Caregivers Trainers. We have converted them from Independent Contractors to Casual Employees. We are also in the process of hiring casual employees to teach EnhanceFitness classes to seniors. Marc moved that we approved the hiring of casual employees. Rex Johnston seconded the motion. Motion carried.
11. Kas Kennedy presented changes to policies. We are taking away the paper check out form at the front desk and asking employees to utilize their Outlook calendars to document all meetings, trainings, home visits, and time away from the office, including lunch periods. Our inclement weather policy still contained the words "inclement weather leave" which we no longer have, so we have taken out that reference. Jamie Tolfree moved to approve the policy changes. Rex Johnston seconded the motion. Motion carried.
12. The meeting was adjourned to Executive Session at 2:30

13. The meeting was reconvened at 2:35.
14. Marc Boldt moved to make a salary adjustment of 1% and to accept the MOU which identifies working hours as 7:00 a.m. to 6:00 p.m. Jamie Tolfree seconded the motion. Motion carried.
15. Nicki Thomas, Alternate, expressed concern regarding her request for help for a friend and has sent a memo to Axel Swanson and Dan Cothren.
16. The meeting was adjourned at 2:40
17. The next meeting is March 19, 2010 in Vancouver.