

Minutes  
March 19, 2010  
Southwest Washington Council of Governments on  
Aging and Disabilities

Members present: Commissioners: Jamie Tolfree, Marc Boldt. Axel Swanson attended by telephone

Members absent: Dan Cothren, Rex Johnston

Alternates present: Sharon Carter

Alternates absent: Steve Stuart, George Rader, Nicki Thomas, Jim Richardson

Advisory Council members present: Pat Culver

Staff members present: David Kelly, Kas Kennedy, Monty Hansen, Samantha Waldbauer, Klaus Micheel

Guests: Bea Rector, ADSA

Acting Chairman Jamie Tolfree called the meeting to order at 1:05.

1. Minutes: The minutes from the January 15, 2010 meeting were reviewed. Marc Boldt moved that the minutes be approved as written. Axel Swanson seconded the motion. Motion carried.
2. Administrative Activities: David Kelly, Executive Director, reviewed the information that was in the Commissioners' packets. He highlighted that I&A staff outreach measures had a 200% increase in 2009 from 2008.
3. Monty Hansen, Fiscal Manager, reviewed the financials and invited questions at any time. He explained that we will change to a different software system. Marc Boldt moved to approve the January financials and February expenditures. Axel Swanson seconded the motion. Motion carried.
4. Kas Kennedy, Human Resources, introduced two changes to the personnel policies. We have expanded the personal appearance policies and added language to the jury duty policy. Axel Swanson moved to approve the policy changes. Marc Boldt seconded the motion. Motion carried.
5. Pat Culver gave an update on the Advisory Council. The current main focus is on legislation.
6. David highlighted the work that has been done in the past year by committees including Budgeting, Safety, Penny Black Award, Ergonomics, and Calendaring. David then informed the board members about Connie Shearer, a registered nurse, who saved a

client and a neighbor from a duplex before the building exploded. Axel Swanson said he will look at an award that is given on a statewide basis.

7. David introduced Bea Rector from ADSA who gave a presentation on the process used to determine case manager to client ratios, as well as information on client demographics (40% are under the age of 60). The current ratios are 1:68 for client to case handling staff (RNs, Case Managers, and Case Aides), 1:570 for client to RNs, and 1:8 for supervisor to staff. Case loads have been steadily increasing since 2004 when the ratio was 1:60. She then discussed penalties assigned if the ratios are not met. Currently a pilot program is being used in Snohomish which involves four tiers of service.
8. Klaus Micheel, Advocacy and Planning Coordinator, discussed program statistics and demographics using the Service Activity Report which we are required to collect. Most of the data comes from our sub-contractors and is used to plan services and to get advice from the Advisory Council. Pat Culver said that the Advisory Council is pleased with the amount of information that is being shared with them.
9. Marina Nazaretyan, I&A Coordinator, informed the COG that an I&A office was opened in Wahkiakum County on March 3<sup>rd</sup>. Christina Hulings, from the Kelso office, will work in Wahkiakum at the DSHS building in Cathlamet on Wednesdays from 1:15 – 4:15. Recently the I&A Specialists took Gatekeeper Training.
10. David spoke briefly about the State budget. The legislature is still in session and the budget is not yet final.
11. Monty discussed the Fiscal Policy and Procedures manual which is in the process of completion and which will be presented at the May COG meeting. He discussed the internal control portion such as signing authority and informing the COG when operational leases are signed, such as the copier leases which were recently signed.
12. The meeting was adjourned at 3:05.
17. The next meeting is May 21, 2010 in Vancouver at 1:00.