

COG Meeting
September 16, 2011
Minutes

Members present: Marc Boldt, Jim Misner, Dan Cothren, Rex Johnston

Members absent: Jim Richardson

Alternates present: Nicki Thomas

Employees present: David Kelly, Monty Hansen, Kas Kennedy, Klaus Micheel, Tom Rothengass

The meeting was called to order by Commissioner Boldt at 1:06.

1. Minutes:

Dan Cothren moved to accept the minutes of the July 15, 2011 meeting as presented. Jim Misner seconded the motion. Motion carried

2. Administrative Activities:

Dave discussed community partner opportunities that we are trying to develop through the connecting with Murdock Charitable Trust and the Firstenberg Foundation. He also reviewed another community partner opportunity with two faculty members interested in senior issues from Washington State University.

3. Financials:

Monty Hansen reviewed the expenditures. July expenditures were \$802,263.58 August expenditures, which are typically higher due to the annual risk management insurance premium, are currently at \$719,212.06 but are expected to be \$840,000 when complete. Dan Cothren moved to approve the July and August (to date) expenditures. Jim Misner seconded the motion. Motion carried.

Monty then reviewed the financials for the months of June and July. Both months had a positive variance with June's surplus at \$72,599.56 and July's surplus at \$51,703.08. The YTD positive surplus is \$363,530.41.

The 2011 internal operations budget has changed due to the state changing the method of paying agency worker insurance, increases to Family Caregiver Support Program, and changes to nutrition and other programs. Monty presented the revised internal operational budget which is \$63,062 higher than the original budget.

SWAAD's caseload has increased about 40 cases per month in 2011, which is about double what was estimated by the state. To maintain the required ratios, we need to add 3.2 FTE to our staff (2 case managers and 1 CM Supervisor). The hiring may be later in the year. We also need to add .2 FTE for a new Enhance Fitness instructor in Cowlitz

County. We are reducing a .1 FTE elsewhere. These increases would raise the total FTE SWAAD count to 89.6.

Dan Cothren moved to approve the revised internal operations budget of \$10,390,438 and the 3.2 FTE increase. Jim Misner seconded the motion. Motion carried.

4. Area Plan budget:

The 2012 Area Plan Budget was presented with a total of \$9,849,084 which is lower than the 2011 budget. We are projecting 3811 clients by June 2012. If this happens, we will need to add an additional 3 FTEs to our staff. There has been some restored funding to SCSA, an increase of \$35,000 to the Older Americans Act programs, the Ombudsman program funding is \$95,728. The total FTE would be 92.6

Jim Misner moved to approve the 2012 Area Plan budget. Dan Cothren seconded. Motion carried.

5. Marc Boldt called for an Executive Session at 1:37 to discuss a personnel matter.

At 1:57 the COG meeting resumed with an action item. Dan Cothren moved that the COG acknowledge the findings of the investigative report given to the COG during the Executive Session and determined that the HR Coordinator share the report's findings to the person who made the allegation which necessitated the investigation. The Board also requested that inasmuch as several allegations of wrongdoing from the same source have continued to be made that the Board respectfully requests that future communications need to be substantiated in fact for the board to take action. Jim Misner seconded the motion. Motion carried.

6. Advisory Council:

Pat Culver gave the Advisory Council update. They had two meetings in August to discuss the 2012 – 2015 Area Plan. It was approved as presented by Klaus.

7. Staffing Update:

Dave reviewed that based on employee turnover of two staff and the previously planned expansion within the current budget of 4, we have hired 6 case managers in August and two nurses in September.

8. Cowlitz County Contract:

Dave reported that SWAAD's contract with Cowlitz County has been extended for an additional year. There will be more communication between the entities as we attempt to address the duplicity that Monty experiences in his processes.

9. Area Plan:

Klaus reported that the Area Plan is due October 3rd in Lacey. We have held public forums and made the plan available on our website. The 60+ age group grows faster than the general population. The State requires us to address certain issues in the Area Plan including Family Caregiver Support Program, Senior I&A, In Home Services, Native American Elders and Healthy Aging.

Family Caregiver Support Program: We offer respite, education, and counseling

Senior I&A: Helps to connect people with services. We would like to have an Aging & Disabled Resource Center (ADRC) which would be one resource for everything regarding aging and disability.

ASIS: New state wide data base for which SWAAD is a pilot program.

In Home Services: Clients receive these services through case management. One current challenge is the demographic change from working with the aging to working with multiple chronic illnesses, and behavioral issues/mental health/substance abuse. SWAAD has held training sessions for Case Managers. Chronic Care Management will be rolled out here in the future. We will have a nurse to work with these clients with the objective of preventing hospital and ER visits.

Healthy Aging: We plan to continue to have classes and events to educate public on how to prevent chronic illnesses.

Native American Elders: We meet with Cowlitz Tribe regularly and have included them on Healthy Aging and Enhance Fitness.

The Area Plan is mandated by the Older Americans Act. It must be approved by the Advisory Council and must be reported to the board.

10. Strategic Plan:

The SWAAD management team has met to work on 2012 strategic plan and evaluate our 2011 plan. Klaus distributed the 2011 Summary to update the board on the progress made this year. Discussion on strategic planning spurred a dialogue regarding the possibility of creating a Cowlitz-Wahkiakum combined County Aging Task Force. SWAAD staff will meet with Cowlitz-Wahkiakum personnel and report back to the COG Board about this concept.

11. Affirmative Action Plan:

Kas presented the statistical data and analysis of the Affirmative Action Plan for 2011 - 2012. In 2011 it was determined that the only area in which females or minorities were underutilized was in Job Group 1, Officials and Managers with females being underutilized. The data collected on June 30, 2012 shows that females are again

underutilized in the Officials and Managers Job Group. However, a female was promoted into this category on July 18th which means that we have already met the goal for the plan in this job group. We will continue to monitor the situation and encourage internal applicants should there be a future opening. While last year our utilization of minorities met availability, we have identified and used minority news media in our job advertising and included photos of females and minorities in some print ads. Our utilization of minorities increased in two categories during the last plan year.

We will continue to report to the board on an annual basis; the complete Affirmative Action Plan is available electronically.

12. State Audit: Dave reported that the fiscal audit by the State auditors has been completed and the preliminary reports are very favorable. The exit interview will be September 30th at 1:00. Commissioner Boldt and/or Commissioner Cothren will attend with all COG members invited.

The meeting was adjourned at 2:30.