



COG Meeting Minutes
December 5, 2019

Members present: Commissioner Dan Cothren, Commissioner Richard Mahar, Commissioner Joe Gardner, Councilor John Blom

Members present by phone:

Members absent: Commissioner Rex Johnston

Alternates present:

Staff present: David Kelly, Monty Hansen, Karen Wolfe, Tom Rothengass

Advisory Council member present: Lanae Johnson

Visitors present: Hannah Allely, Mertie Duncan, Trisha Hilton-Orth, Kelli Sweet, Donna Eastman, Terry Kinsey, Carmen Garcia Allen.

The meeting was called to order by Commissioner Cothren at 1:04 p.m.

The Pledge of Allegiance was recited.

1. Agenda Review: The agenda was reviewed and no changes were made.

2. Review of Minutes: Councilor Blom moved to approve the September 27, 2019 minutes. Commissioner Mahar seconded the motion. Motion carried.

3. Public Comment: none

4. Staff Anniversary Recognition: Dave recognized Hannah Allely, and Mertie Duncan for their five-year anniversaries with AAADSW; recognized Donna Eastman, Carmen Garcia-Allen, and Terry Kinsey for their ten year anniversaries with AAADSW; and honored Trisha Hilton-Orth and Kelli Sweet for their twenty year anniversaries with AAADSW. Carmen said how much she enjoys working and her coworkers and supervisors are great. Trisha joked she started when she was 20. It's been a pleasure and a great place to work. Lots of changes. Met one of her best friends here. Kelli shared being raised by her grandmother and all her grandma's friends had candy. She interned here in the pre agency days and knew this is where she wanted to work. She's passionate about the work. Donna related her early years – her mantra became "everything is fixable". She shares that with new coworkers. Grateful to have a job, utilized FMLA, has had medical challenges, everyone has been so kind and made her feel valued and appreciated. Dave recollected times when each of these staffers made a difference to a client or to the way the Agency runs.

5. Review of Past Months' Admin Activities: Nothing of notoriety of contracts. 18 renewals. Dave noted a meeting with Rep. Paul Harris in October, talking about Long Term Care Trust Act and to consider some other legislative priorities. I.e. mental health got a lot of money, the AAAs asked for CPI increase on the rate we are paid, but we did not get that. So we are going back to the legislators when we go back to ask for our fair share of the MH money for our clients with mental health issues.

6. Personnel Update: Dave presented a SOPPADA for changes in an IT job description. Dave explained the SOPPADA that Tom put together. One of our IT specialists asked for a fair market rate increase. It's a retention issue. Grade 23 to Grade 24 is the ask. Tom elaborated that the employee is very valuable to the Agency, he's been here several years. Tom looked at comparable positions with the State and the County. Question about how many folks we have on the IT team. **Commissioner Mahar moved to approve the SOPPADA for changes in an IT job description to go from Grade 23 to Grade 24. Councilor Blom seconded the motion. Motion carried.**

7. Advisory Council: Lanae announced this is her last meeting as Advisory Council Chair. She's excited for the new leadership of Jon Dieter, and she feels she is leaving the council leadership in new hands. She asked if the COG had any questions about the Advisory Council. They're looking at ways we can get more out of the extracurricular activities. Dave asked how Advisory Councils are most helpful to the county commissions/councils. Commissioner Cothren said they give good explanations of programs, and what's available, they will get agenda time on the county commission meeting calendar to talk about the council. He often gets questions from citizens. Commissioner Mahar added that information could be discerned into what the counties can actually do (vs. feds or state). Councilor Blom says the Advisory Council is the connection to the clients served by the Agency. Lanae said the council has been very creative about bringing ideas to the Agency. Dave related how Lanae has been an effective leader for the Council. He shared a story of three years ago when we were doing the remodel of the Vancouver office lobby. Lanae came in during that time and discovered that the new counter at reception was too high for people in wheelchairs, which she shared with Dave, and ultimately the reception area counter was lowered. Dave thanked Lanae for her service to the Council. Lanae shared some information on the Council's planned activities for Senior Lobby Day in February. They are asking our elected officials for recipes. If you have a recipe or a food story to share please text it to her or email it to Karen who will get it to Lanae.

8. Review of Financials. Monty Hansen reviewed the September and October expenditures of \$1,622,628.12 and \$1,820,083.75 respectively. September was pretty normal. Partial bill for the SAO was \$18k. Total is about \$21k. October was unusual. Lots of one time expenses hit in October – health Home lead expenses, etc. The majority had to do with paying the HH partners twice in October – just the way the calendar fell.

Councilor Blom moved to approve the September and October expenditures of \$1,622,628.12 and \$1,820,083.75 respectively. Commissioner Mahar seconded. Motion carried.

Monty reviewed the August and September Financial statements and the September dashboard.

9. Monty Hansen presented the revised 2019 Fund Balance Policies. Dave mentioned that 11 years ago there was zero fund balance. Over the course of many years and a wise spending

policy, we have developed a fund balance that's kept growing. Monty added it's a good problem to have, to find places to spend the money. Monty explained the SOPPADA; earlier this year we were coming up against the FB limit with not much year left to spend it. We don't want to end the year over the limit – SAO looks for that. FB is broken into two segments- reserves for rent, payroll; part 2 is the 3 month contingency/rainy day fund. Would now like to add a 3rd component to the FB equate to another one month's worth of budget. Adding \$1,582,946 to the FB limit will make the new limit \$7,166,786. Monty doesn't think we will spend all of that. Gives us more flexibility and time to plan and develop new programs or expand existing programs. Councilor Blom clarified the goal is not to get to the upper limit? – Monty stated that's correct. Dave elaborated on how we manage our funds, we tend to stay fairly close to the need when we hire new folks. Many AAAs hire 3-4 months before CMs are needed, and it can take 6 months before the person is at a full caseload. We wait to hire until we have a full caseload to hand off to the new CM. Monty doesn't think we have the highest fund balance of WA AAAs. Dave reiterated that we are continuing to develop the revenues to add to the Fund Balance.

Councilor Blom moved to approve the revised 2019 Fund Balance Policies, adding \$1,582,946 to the FB limit will make the new limit \$7,166,786. Commissioner Mahar seconded. Motion carried.

10. Monty Hansen presented the 2020 Internal Operating Budget. Monty reviewed the narrative and the summary. Asking for increase of \$3,017,979 to current \$19,411,942 to a new total of \$22,429,921 up to 190 FTE and use of FB up to \$748,932. Monty pointed out the \$3M increase is due to not previously including pass-through dollars. Most of that is not new money, just wasn't shown in the budget. A lot of the requested increase is for the new positions. We're currently at 175 FTE. Councilor Blom asked about how a new program would be documented. Dave related that 6 years ago when we started the Care Coordination program we came to the COG to get funding for that program because we knew it would take a while to ramp up revenues. We ended up using about \$300k of FB for that program in the beginning stages. We're now looking at expanding our dental program with FB dollars. Councilor Blom says he has a suggested program he will bring to the board before the January meeting. It may need an amendment to the IOB for 2020. Dave cautioned we'd have to get the blessing of DSHS, as well as doing things that are sustainable.

Councilor Blom moved to approve the 2020 Internal Operating Budget. increase of \$3,017,979 to 2019 budget of \$19,411,942 for a new 2020 budget of \$22,429,921 with up to 190 FTE, and use of FB up to \$748,932. Commissioner Mahar seconded. Motion carried.

11. Monty Hansen presented the SOPPADA for Release of Inventory for Disposal. Monty described the surplus inventory we need to dispose of. We will probably have some surplus inventory to sell next Spring.

Councilor Blom moved to approve the SOPPADA for Release of Inventory for Disposal per the attached inventory items. Commissioner Mahar seconded. Motion carried.

12. Tom Rothengass presented a report on the upcoming Family Leave Act implementation. Tom distributed a current summary. Commissioner Mahar expressed concerns. Dave elaborated that administering it is going to be burdensome. Tom explained that employees will get more benefit time. Employees will file claims to Employment Security plus certification. Must file weekly claims. This law expands the instances of family members that qualify for leave. Leave can be piggybacked with the federal leave act. Could pose problems operationally. Commissioner Cothren says it may force his county to review the leave-sharing policy. We are reviewing the ability to use sick time to subsidize the State benefit. We still have to decide on that. Respect the law and administer it without causing undue burden on the agency. Councilor Blom said most counties (including Clark) are deciding not to allow sick time to subsidize the benefit from the State. Welcomed Tom to reach out to him if he'd like to.

13. Dave presented the proposed 2020 COG meeting calendar. Karen noted the November meeting is the same week as WSAC so please let Dave know if we need to change that meeting date.

Councilor Blom moved to approve the 2020 COG meeting calendar. Commissioner Mahar seconded. Motion carried.

14. Executive Session. The COG members adjourned at 2:40 p.m. for an executive session to discuss the Executive Director's evaluation.

The COG resumed the regular meeting at 2:58 p.m.

15. Executive Director's Annual Performance Appraisal

Councilor Blom moved to approve Executive Director's performance appraisal, with a) Effective December 1, 2019 increase current Executive Director monthly salary by 1% to \$13,842; b) Continue to maintain Executive Director's cell phone and tablet expenses for business and personal use; c) Executive Director will continue on the current Vacation Accrual Schedule, at the top of AAADSW's vacation accrual schedule; d) Connected to the Director's succession planning due to pending 2020 retirement, personal family-related plans, and extended work-related travel, Director will be granted 128 hours of personal leave time; and e) Director's tentative retirement date will be September 15, 2020. Commissioner Mahar seconded. Motion carried.

16. Good of the Order: none

17. Adjourn. There being no further business, Commissioner Mahar moved to adjourn the meeting. Councilor Blom seconded. Motion carried. The meeting was adjourned at 3:05 p.m.