



COG Meeting Minutes
March 27, 2020

Members present:

Members present by phone: Councilor John Blom, Commissioner Rex Johnston, Commissioner Joe Gardner, Commissioner Dan Cothren, Commissioner Richard Mahar

Members absent:

Alternates present:

Staff present: David Kelly, Karen Wolfe, Monty Hansen

Advisory Council member present: Jon Dieter

Visitors present: none

The meeting was called to order at 1:00 p.m. by Commissioner Cothren.

1. Agenda Review: no changes

2. Review of Minutes: Commissioner Gardner moved to approve the January 24, 2020 minutes. Councilor Blom seconded the motion. Motion carried.

3. Public Comment:

4. Review of Past Months' Admin Activities: Dave updated the COG on activities the Agency is conducting in regard to COVID 19 and Governor Inslee's March 23rd Stay At Home order. We and all AAAs are designated as an essential business providing essential services so we are still doing our work. It's even more critical now to make sure our clients are being seen and able to stay at home and not end up in the ER, the hospital and/or nursing homes. We're working with our nutrition, transportation and caregiving providers to maintain services to our communities. We are allowing staff to work from home when practical from a HIPAA perspective, however the technology is in some cases a challenge. We are working those issues on a case by case basis. We are providing lots of information to and collaborating with many organizations. The Vancouver Housing Authority and the Longview Housing Authority have been experiencing some issues that we are working with them to resolve. There have been extensive meetings with nutrition providers to find alternatives to congregate meals and increased demand for delivered meals to clients. The federal government is releasing additional funding to effect extra deliveries.

5. Advisory Council: Jon reported on the February meeting and Senior Lobby Day. The meeting involved a lot of preparation for Senior Lobby Day. Twelve Advisory Council members and three staff attended the Lobby day, the weather was great, and the legislator meetings went

very well. The meal sites prepared cookies for the council to give to the legislators and they were very well received.

6. Review of Financials. Monty Hansen reviewed the November and December 2019 expenditures of \$1,753,168.12 and \$1,542,450.98 respectively, and the January and February 2020 expenditures of \$1,689,069.93 and \$1,727,229.20 respectively. November was a bit high due to higher subcontractor activities and outreach. December expenditures were fairly normal. January expenditures were a bit higher due to increased benefit expenses and payroll costs. February expenditures were a bit higher due to accruals and extra payroll costs and maintenance costs.

Commissioner Mahar moved to approve the November and December 2019 expenditures of \$1,753,168.12 and \$1,542,450.98 respectively, and the January and February 2020 expenditures \$1,689,069.93 and \$1,727,229.20 respectively. Commissioner Gardner seconded. Motion carried.

Monty reviewed the December 2019 and January 2020 Financial statements. End of 2019 had a surplus of 1,211,354.70. January looks good too.

Monty presented the SOPPADA with proposed additions/changes to AAADSW Fiscal Policies and Procedures on Travel Reimbursements, Staff Purchasing Limits and Capital Leases. The updates to the leasing procedures will bring us into compliance with GASB requirements. No difference to our bottom line. Updating travel reimbursement allowances by capping reimbursement to 100 miles for use of personal cars for travel. Cleaning up authorized purchasers to make sure they have appropriate approval levels.

Commissioner Johnston moved to approve updated Fiscal Policies and Procedures on Travel Reimbursements, Staff Purchasing Limits and Capital Leases, as presented. Commissioner Gardner seconded. Motion carried.

7. Dave added a new SOPPADA regarding emergency contracting due to COVID-19 situation. Would authorize the Executive Director to suspend the current contract procurement policy for small contracts funded under non-Medicaid programs, and direct that a short-term contracting process be established that would include minimal requirements of potential contractors during the COVID-19 Emergency Declarations of Washington (and Oregon, if applicable). Applies to small contractors for contracts under \$25,000.

Commissioner Mahar moved to approve to authorize the Executive Director to suspend the current contract procurement policy for small contracts funded under non-Medicaid programs, and direct that a short-term contracting process be established that would include minimal requirements of potential contractors during the COVID-19 Emergency Declarations of Washington (and Oregon, if applicable). Commissioner Gardner seconded. Motion carried.

Dave presented the SOPPADA on AAADSW's growing work effort with Humana. Dave gave some background, AAADSW is being contacted by other organizations connected to the Care Coordination program. Humana has approached us to work with dually eligible clients that are

Humana Managed Care clients. Payments will be most likely on a per member/per month basis, directly from Humana. We would be acting outside the Health Home program but doing similar work.

Commissioner Johnston moved to approve pursuing a contract with Humana, Inc. to provide services under its Healthy & Happy at Home program as presented. Commissioner Gardner seconded. Motion carried.

8. Dave presented the SOPPADA for the EVV Survey Funding request. Electronic Visit Verification is mandated nationally to ensure caregivers working in clients' homes are required to record their work hours via a software solution.

Commissioner Mahar moved to authorize the Executive Director to distribute \$106,945 provided by ALTSA to support implementation of EVV among contracted Home Care Agencies in Southwest Washington as stipulated in the Agency's State/Federal funding agreement. Commissioner Gardner seconded. Motion carried

9. Personnel Policy Review

Dave presented the SOPPADA with proposed additions/changes to AAADSW Personnel Policies and Procedures - Updated Dress Code Policy. Cleanup of dress code language to make it more clear to staff while maintaining consistency among supervisors as to enforcement of the policy.

Commissioner Mahar moved to approve Updated Dress Code policy as presented. Commissioner Gardner seconded. Motion carried.

Dave presented the SOPPADA with proposed additions/changes to AAADSW Personnel Policies and Procedures - Updated Gifts and Gratuities Policy. Clarifies the rule that staff cannot give or accept gifts or entertainment to or from any client receiving AAADSW services. Commissioner Mahar asked about the challenge to an employee giving a client a gift. Dave explained that even if an employee gives a gift to a client as personal gifting, it could still be considered a gift from the Agency. This could be a liability concern. The employee would now have to go to their supervisor for approval for the Agency to provide the gift to the client.

Commissioner Mahar moved to approve Updated Gifts and Gratuities Policy as presented. Commissioner Gardner seconded. Motion carried.

10. **Good of the Order:** Dave gave some additional updates about the COVID 19 situation with respect to allowing staff to work from home. There has been some anxiety from some staff. IT is working extra hard to come up with solutions to get everyone that wants to work from home the ability to do so.

11. **Adjourn.** With no further business Commissioner Gardner moved to adjourn the meeting. Commissioner Mahar seconded. The meeting was adjourned at 1:45 p.m.