



COG Meeting Minutes
May 22, 2020

Members present:

Members present by phone: Commissioner Dan Cothren, Commissioner Joe Gardner, Councilor John Blom

Members absent: Commissioner Richard Mahar, Commissioner Rex Johnston

Alternates present:

Staff present: David Kelly, Karen Wolfe, Monty Hansen

Advisory Council member present: Jon Dieter

Visitors present:

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

1. Agenda Review: no changes

2. Review of Minutes: Councilor Blom moved to approve the March 27, 2020 minutes. Commissioner Gardner seconded the motion. Motion carried.

3. Public Comment: none

4. Anniversary Recognition – Dave expressed his gratitude to Dolcie Niemi, Debbie Whipple, Amy Rosian and Dean Bolen on their five year anniversaries in January. He then congratulated Kate Kowalski, Amanda Ratcliffe, Claire Thackeray, Lori Kincek, and Laura Neuner-Fischer for five year anniversaries in April and May, and Laurie Porter for her 10 year anniversary in April. Dolcie expressed her gratitude for all the hard work of the COG, her team and coworkers. She's happy to be a part of the team at AAADSW. Debbie said it's been the best place she's ever worked, appreciates the support from the COG all the way down, and appreciates the opportunity and the great benefits. Claire said she enjoys working for AAADSW and thanked Dave and the COG members. Lori said she appreciates being part of the agency and is thankful for all the support, in particular the benefits package. Amanda thanked the COG for the environment to grow – she started as an IP Specialist, and is now a Medicaid Case Manager. She added that working for AAADSW has given her a broader picture of supports to seniors and disabled adults. Kate started as a Care Coordinator and now she's a Community Case Manager– she's amazed at being able to grow with this agency, and appreciates all her

coworkers. Dave highlighted some common threads – the opportunity to move up in the organization creates better supervisors because they started as line staff. The agency is better for that as well. The ability to treat each other well with a great benefit & salary package is another highlight, thanks to the COG.

5. Review of Past Months' Admin Activities: No highlights other than Management is participating in many Zoom meetings and conference calls. **It's pretty much 24/7 COVID** at the agency right now. Will give a fuller report a bit later in the meeting.

6. Advisory Council: Jon reported on the April and May meetings. Lots of info shared on COVID. There is limited ability to have committee meetings, but they have been meeting electronically or by conference call. Jon also mentioned that Skamania, Klickitat and Cowlitz Counties all have membership vacancies on the Council. The Membership committee is searching for new members and would appreciate any recommendations from COG members.

Approval of Carol Cole to represent Wahkiakum County on the AAADSW Advisory Council. Jon announced a new member from Wahkiakum County. Commissioner Cothren recommended a motion to approve.

Commissioner Gardner moved to approve Carol Cole to represent Wahkiakum County on the AAADSW Advisory Council for a three year term beginning May 1, 2020. Councilor Blom seconded the motion. Motion carried.

7. Review of Financials. Monty Hansen reviewed the March and April 2020 expenditures of \$1,693,033.21 and \$1,857,800.67 respectively. Nothing out of the ordinary in March, there were some one-time charges in April. We had to make two payments to our HH leads in April.

Councilor Blom moved to approve the March and April 2020 expenditures of \$1,693,033.21 and \$1,857,800.67 respectively. Commissioner Gardner seconded. Motion carried.

Monty reviewed the February and March 2020 Financial statements and the March dashboard. Nothing out of the ordinary on the financial statements. Fund Balance is climbing, caseload by program is dipping. We expect them to increase some, and be pretty steady through the year.

8. Preliminary Year End Fiscal Report

Monty reported we had a fantastic year 2019 with \$1,221,224 surplus for the year. We ran a little below budget which led to the surplus. Monty will be submitting the annual report to the SAO next week along with final Fund Balance limit of \$6,039,739.

Commissioner Gardner moved to approve and accept AAADSW's 2019 Annual Report and Pre-Audit financial statements and the final 2019 Fund Balance limit. Councilor Blom seconded the motion. Motion carried.

9. Establish Fund Balance limits that support the calculated Compensated Absences balance portion of the Fund Balance.

Monty presented and explained the SOPPADA addressing the calculated Compensated Absences balance portion of the Fund Balance. Would be a \$50k swing but no change to policy or limit.

Councilor Blom moved to approve establishing Fund Balance limits that support the calculated Compensated Absences balance portion of the Fund Balance with a shift of \$50k. Commissioner Gardner seconded. Motion carried.

10. 2020 Preliminary Fund Balance limit

Monty presented the 2020 preliminary FB limit of \$8,051,996.

11. AAADSW Response to COVID 19 – Updates

Dave reported on the agency's work connecting clients, caregivers, subcontractors and staff with PPE equipment. Home visits are extremely limited right now but the Case Managers and Care Coordinators are keeping tabs on all their clients. We received cell phones from the Health Care Authority for clients without telephones so they can keep in touch with their health care professionals, caregivers, and their case manager or care coordinator. AAADSW's building lobbies remain closed to walk-ins, but visitors are allowed with appointments. From the two congressional stimulus packages of the FFCRA (nutrition) and CARES Acts (transportation), we have allocated 80% of the extra nutrition dollars to providers in our service area as follows: 64% Clark, 23% to Cowlitz/Wahkiakum, 8% Klickitat, 5% Skamania. With the other 20% we're looking at ways to use some of that money to assist with capital improvements for Senior Nutrition Services like Meals on Wheels. 100% of the transportation funds have been allocated with the same County percentages as the nutrition money. The Ad Council has been contributing suggestions of ways to spend the money. COG members - please let us know if there is anyone else we could partner with.

Dave also reported that the Agency staff has responded to the crisis responsibly and stepped up to meet the challenges. We've done random checks of quality assurance on the work-from-home efforts and we continue to analyze productivity of staff. In many cases the quality of work has improved, i.e improved case notes. The management team is developing new solutions for how to make work-from-home function for the Agency in the long term.

Management team is preparing for significant cutbacks at the State level and funding challenges. Savings from certain AAA programs have been swept into the General Fund.

Dave reported to the COG that he discussed with Commissioner Cothren and they've agreed on a definitive retirement date of December 31st, 2020. Commissioner Cothren thanked Dave for being willing to stay on. Councilor Blom stated much the same and that he is happy to have the funding decisions on solid track. Commissioner Gardner expressed similar thoughts. The announcement and position posting will be on September 15th. After an initial round of interviews by HR and selected managers, the COG will interview the top two candidates at the November 20th COG meeting. Selection of Dave's successor will be made by Dec 1, and the start date will be December 15th, with a two week transition period.

12. Good of the Order:

Adjourn. With no further business Commissioner Gardner moved to adjourn the meeting. Councilor Blom seconded. The meeting was adjourned at 1:53 p.m.