



COG Meeting Minutes
July 24, 2020

Members present

Members present by phone: Commissioner Cothren, Commissioner Mahar, Councilor Blom

Members absent: Commissioner Johnston

Alternates present by phone: Commissioner Mortenson, Cowlitz County

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

Advisory Council member present: Sandy DeMent

Visitors present:

The meeting was called to order at 1:01p.m. by Commissioner Cothren.

The Pledge of Allegiance was recited

1. Agenda Review: The agenda was approved.

2. Review of Minutes: Commissioner Mahar moved to approve the May 22, 2020 minutes. Councilor Blom seconded the motion. Motion carried.

3. Public Comment: none

4. Anniversary Recognition - Dave announced the five-year anniversary of TXIX Case Manager Erik Young. Commissioner Cothren congratulated Erik on his five-year anniversary.

5. Review of Past Months' Admin Activities: Nothing specific to highlight on the Contracts report. Dave reported he has had good one-on-ones with Commissioner Mahar and Councilor Blom. We held All Staff meetings in June in four sessions (approximately 40 staff for each session). The meetings went well and were informative. The Communications Log highlight is Michelle Nam and Cyndi Doolin working to resolve a client's house being stolen from her by her individual provider. Michelle and Cyndi are exemplary of the work that we do and the clients we serve. We will send a copy of the letter Dave sent to Michelle and Cyndi to the COG members.

6. Advisory Council: Sandy DeMent reported that meetings have been held by Zoom and/or conference calls. Members feel a bit disconnected. They are hearing from community members about the loss of congregate meals during the pandemic; we're not serving near the number of meals we were when we had the congregate meal sites open. The council is

encouraging the agency to find some assistance in public relations, like the story of the stolen house Dave related in his report. They are also encouraging the agency in finding additional community contracting partners and hosting meetings between contractors.

7. Review of Financials. Monty Hansen reviewed the May and June 2020 expenditures of \$1,765,922.32 and \$1,577,195.23 respectively. May was a bit higher than usual – bonus payouts to CCO partners, EVV payments and some extra COVID relief funding was paid out. June was lower than normal which is rare for June, even with a couple of one time payments. June is the end of the contracting period which attributes to that since contractors will hold their invoicing 'til July so that everything is include and paid for.

Commissioner Mortenson asked about the expenditure for Home delivered CARES meals – how many meals is that? Do we get some of that back from the State? Dave estimated 40,000 meals. Monty explained the money came from the CARES Act. Dave elaborated that the meal delivery cost (driver, transportation and mileage) is included in that spending.

Councilor Blom moved to approve the May and June 2020 expenditures of \$1,765,922.32 and \$1,577,195.23 respectively. Commissioner Mahar seconded the motion. Motion carried.

Monty reviewed the April and May 2020 Financial statements and the May dashboard. Surplus of \$89, 519.89 in April. Running below our normal use of Fund Balance. May had \$75,614.74 in surplus. Commissioner Mortenson asked about the client fees listed on the statements. Monty explained we haven't had any fees this year due to the pandemic. Dave gave some examples of trainings and Senior fairs where we charge a nominal fee to attend. Commissioner Mortenson asked about donations that may still be coming – Monty said that will show up later in the year. Monty reported the dashboard shows we are doing well.

8. Budget Amendment

Monty reported we have received quite a bit of money from the COVID funding and we would like authorization to increase our budget \$24,065,293 due to FFCRA, CARES and some state money. Commissioner Mahar noted a math error and Monty recalculated that the budget increase should be \$24,075,293. Question: Are these monies delivered to us or via reimbursements? Dave said they are delivered to us but we will have to report the disbursements to the State. He also noted that cashflow is slow from the State and we have billed for well over \$100k so far. Dave clarified that ALISA notified us that it was a good idea to include the 2021 dollars we will receive that we will spend in 2020.

Commissioner Mahar moved to approve the Budget Amendment as with the correction of the new budget amount to \$24,075,293. Councilor Blom seconded the motion. Motion carried.

9. Partnership with Humana/Vancouver Clinic Update – Dave explained our efforts to work with clients under the Care Coordination program. The Vancouver Clinic approached us that our work is helping our mutual clients improve their health outcomes (i.e fewer hospital visits by our clients). They've proposed we do similar work with Humana clients in conjunction with the

Vancouver Clinic. This partnership will be very unique in the Pacific Northwest and one of a handful like it across the country.

10. SWACH Partnership Samantha Waldbauer reported on a proposed partnership with SWACH to utilize data from our Care Coordination program. We are moving forward with a pilot program to test the system for accuracy of the data migration. The Health Care Authority is working with Health Home leads to find a solution to use one universal data system instead of multiple systems, eliminating multiple entries into our four different databases. We're also looking into being able to share Community Services information as well.

11. Work From Home Planning and Documentation

Dave reported on our efforts to accommodate our changed working environment during the pandemic. We are now working on a more long-term definitive policy and process for allowing staff to work from home in the future.

12. State Budget Shortfall

Dave reported on the 2021-2023 State Budget shortfall projections. Dave reminded the COG that several years ago when we had a federal budget shortfall that we asked the COG to allow us to use one month of Fund Balance rainy day fund to cover our budget shortfall. We don't want to cut off our clients and we would rather use those monies to selectively cut in certain places to minimize impact to our clients.

13. SOPPADA to Professionalize AAADSW's Communications and public relations

Dave reported on our efforts in communications and public relations. We have been meeting with Bloom Communications to discuss those efforts. We would like to move some unspent Dental Program money to pay for this. We believe we have the authority to move forward, but we wanted the COG to be aware of this expenditure. Councilor Blom asked if this intent is short term or to bring Bloom in for longer term? Dave reported that they assessed what we have been doing, and our skills/capacity to do what want to achieve both in the short and long term. Commissioner Cothren polled the board and there was no objection to approve this spending alteration.

14. Executive Session. Commissioner Cothren announced at 2:09 p.m. that the COG would go into Executive Session to discuss a personnel matter. The COG members adjourned at 2:09 p.m. for the executive session.

The COG adjourned the Executive Session and resumed the regular meeting at 2:25 p.m.

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 2:29 p.m.