



COG Meeting Minutes
December 11, 2020

Members present Commissioner Richard Mahar, Commissioner Dan Cothren

Members present by phone: Commissioner Joe Gardner,
Members absent: Councilor Blom, Commissioner Johnston

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

Advisory Council member present: Jon Dieter

Visitors present: Sarah Revord, Stephen Rice, Julian Phan, and Samantha Waldbauer

The meeting was called to order at 9:07 a.m. by Commissioner Cothren.

The Pledge of Allegiance was recited

1. Agenda Review: Dave reviewed the agenda for today, explaining the flow of events. Tom elaborated. Commissioner Gardner moved to approve the agenda. Commissioner Mahar seconded. Motion carried.

2. Public Comment: none

3. Executive Session

The board adjourned at 9:14 a.m. to Executive Session to discuss a personnel matter and the Executive Director's yearly performance evaluation.

The Executive Session was adjourned at 12:42 p.m.

4. Review of Minutes: Commissioner Gardner moved to approve the September 25, 2020 minutes. Commissioner Mahar seconded the motion. Motion carried.

5. Review of Past Months' Admin Activities: Dave reviewed the contracts report. Calendar highlights - staff is working very hard on the Humana contract.

6. Advisory Council: Jon reported on the November meeting via Zoom. Elections for the 2021 Officers were held and the results were: Jon Dieter (Cowlitz County) for Chair, Pearl Blackburn (Wahkiakum County) for Vice Chair, Roberta Doster (Skamania County) for Secretary. Jon invited the COG members to the Reception on the 16th.

7. Review of Financials. Monty Hansen reviewed the September and October 2020 expenditures of \$1,557,189.80 and \$2,031,884.87 respectively. September was a little low, nearly half million dollars less than previous month. October was way high. Most expenses were related to COVID, plus a final payment on a media buy.

Commissioner Mahar moved to approve the September and October 2020 expenditures of \$1,557,189.80 and \$2,031,884.87 respectively. Commissioner Gardner seconded the motion. Motion carried.

Monty reviewed the August and September 2020 Financial statements and the September dashboard.

8. 2021 Fund Balance Policies. Monty presented the revised 2020 Fund Balance Policy for the COG's review and approval. Based on our policy, the limit will be \$8,877,014. Could drop for next year. With concerns about state budget cuts we are trying to keep as much Fund Balance as possible.

Commissioner Mahar moved to approve the final 2020 Fund Balance limit and policy. Commissioner Gardner seconded the motion. Motion carried.

9. Revised 2021 Internal Operating Budget. Dave noted that the internal budget that we work with different fiscal years from state and federal. It took a lot of work this year. Monty presented the revised 2021 Internal Operating Budget from \$24,564,868 to \$24,459,023 for 2021, with a decrease of approximately \$105k from 2020. Dave noted the State has not backed down for potential 2021 cuts in July. The Humana project is budgeted but approval for the program will not come until January of 2021. COLA and benefit costs are included. Asking for 0.5 FTE to be added. \$693,521 Fund Balance ask for program continuity.

Commissioner Mahar moved to approve the revised 2021 Internal Operating Budget of \$24,459,023 including 190.5 FTE and \$693,521 in Fund Balance. Commissioner Gardner seconded the motion. Motion carried.

10. Anniversary Recognition. Dave recognized Mary Cameron, Debbie Radillo, Sarah Revord, Stephen Rice, and Julian Phan for their five-year anniversaries with AAADSW. Dave recognized Samantha Waldbauer for her twenty-year anniversary with AAADSW. Dave congratulated Sarah. She's had 2 different positions with the Agency. Sarah thanked everyone. She loves her Kinship families. Monty added that Sarah keeps all the documentation necessary for the auditors. Dave introduced Julian Phan – it seems like his five years have gone by so fast! Julian is ready any time any place to help the staff. Julian enjoys helping everyone and says people shouldn't be ashamed to ask for help. Dave introduced fiscal specialist Stephen Rice. He's taken on the Health Home billing project and is speedy with finding better ways to do things. Stephen related to his first interview and how he went through the process. It's a great place to work! Monty added that Stephen is indispensable to him. Dave introduced Debbie Radillo – TXIX case manager. Again it seems like the five years have gone by so quickly. Debbie has been so happy at AAADSW – no plans to leave, wants to retire here. Best job she's ever had. Loves her coworkers and clients. She misses doing her home visits with her

clients in person. Dave read Mary Cameron's comments - she is a past Penny Black Award winner. "I'm grateful to AAADSW for my position these past five years as Care Coordination support, and in CCO record-keeping. I've had two excellent supervisors; both of them effective, interactive and good communicators. And both of whom I've thought a lot of. They've each had my respect and both have engendered my wanting to do my best for them. I appreciate the cooperative efforts of my co-workers, in seeing how they tirelessly endeavor to help clients better their lives with guidance and direction. I was told, before applying for this position, that AAADSW had a good reputation, and that it was considered to be a good place to be employed. I have found that to be true in principle and in practice, and it's been gratifying to me, to be part of this agency."

Dave congratulated Samantha on her twenty years. He will miss their working relationship. She has been a phenomenal part of this agency. Sam can't believe it's been 20 years, with all the changes and experiences over the years. Grateful to be able to establish her career in this field.

11. Results of the Executive Session. Mike Reardon is the COG's selection for the Executive Director position. This was a very difficult decision. Shows what caliber of people we have here. Dave noted how much he appreciates the Management Team's support. Monty thanked the COG for conducting the internal search. Tom and Dave will inform the designee.

12. Executive Director's performance evaluation for 2020. Dan noted how great a job Dave has done. Commissioner Mahar moved to: 1) increase the current Executive Director monthly salary by 3% to \$14,614, effective December 1, 2020; 2) Maintain Executive Director's cell phone and tablet expenses for business and personal use through December 31, 2020 (note: this will be accomplished by using the November expenses as the document for November and December); and 3) Executive Director, upon pending retirement, will be authorized to maintain ownership for personal use of all IT equipment that has been assigned to him for at home usage. Commissioner Gardner seconded the motion. Motion carried.

13. Good of the Order: Karen mentioned the COG calendar for 2021. Commissioner Cothren stated we will continue with the 4th Friday of every other month starting in January. Commissioner Gardner thanked Dave for his service and complimented him as a gentleman and for his professionalism. Dave thanked the COG members for their support and service.

14. Adjourn. There being no further business, Commissioner Gardner moved to adjourn the meeting. Commissioner Mahar seconded. Motion carried. The meeting was adjourned at 1:31 p.m.