



COG Meeting Minutes
September 25, 2020

Members present

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

Members absent: Councilor John Blom

Alternates present by phone:

Staff present: David Kelly, Karen Wolfe, Monty Hansen, Samantha Waldbauer, Mike Reardon

Advisory Council member present: Jon Dieter

Visitors present: Markie Oomittuk, Jeri Kelly

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

The Pledge of Allegiance was recited

1. Agenda Review: The agenda was approved.

2. Review of Minutes: Commissioner Johnston moved to approve the July 24 2020 minutes. Commissioner Gardner seconded the motion. Motion carried.

3. Public Comment: none

4. Anniversary Recognition - Dave recognized the five-year anniversaries of Mona Robinson, Luciana Henson-Anguilla, and Markie Oomittuk. Dave recognized Jeri Kelly on her ten year anniversary. Mona was unable to attend but shared her gratitude to the COG via email. Markie shared her experience starting out as a case aide right after graduation from college. She is now a Case Manager and feels she has grown up with the Agency in a way. She appreciates the benefits, especially after just returning from maternity leave. Jeri thanked Dave for the acknowledgement. She stated it's an honor to play a key role in keeping seniors in their homes. Jeri also appreciates her work family. She relocated back to this area in 2010 so her son, who is on the autism spectrum, could be closer to friends and family. Jeri feels good being able to help vulnerable people like her son. She also congratulated Dave on his upcoming retirement.

5. Review of Past Months' Admin Activities: Nothing to highlight in specific for contracts. There have been some productive meetings with Humana. Monty has worked well with the

landlords and vendors on getting our office spaces safe from COVID. Dave reported that the meetings with Bloom Communications are going well. Dave highlighted the article from the Skamania Pioneer in regard to Kim Michaels's client. Dave also reminded everyone that our November 20, 2020 COG meeting will be in person in Vancouver, beginning at 9 a.m. for interviews with potential Executive Director candidates, led by HR manager Tom Rothengass. We will conduct our regular meeting from 1-3 p.m and ask for approval of the 2021 budget. We will provide lunch at noon. Anyone unable to attend in person can connect to the meeting via Zoom.

6. Advisory Council: John reported on the August and September meetings via Zoom. Starting in September we allowed a small group to attend in person. We will rotate through the various committee memberships for in-person attendance each month.

John reported that the council voted at the September meeting to approve the membership of John Miller of Goldendale. Jon noted that John is a longtime Goldendale resident, before and after 30 years active duty in the Army

Commissioner Johnston moved to approve John Miller's membership to the Advisory council, effective October 1, 2020. Commissioner Mahar seconded. Motion carried.

7. Review of Financials. Monty Hansen reviewed the July and August 2020 expenditures of \$1,974,919.18 and \$2,016,830.94 respectively. July expenditures were high related to COVID, quarterly taxes and a media buy previously approved by the COG. August was higher due to one-time dues, payment for the audit, and our annual insurance premium.

Commissioner Mahar moved to approve the July and August 2020 expenditures of \$1,974,919.18 and \$2,016,830.94 respectively. Commissioner Gardner seconded the motion. Motion carried.

Monty reviewed the June and July 2020 Financial statements and the July dashboard. We generated surplus in June of \$287,000+, and July surplus of \$227k+. These were purposeful surpluses. Dave explained we are highly aware of budget cuts coming in the 2021 State budget, which may affect Title XIX staffing. Revenue has been stable. Samantha has six open positions that we have not filled and has been very mindful of planning for the future, while continuing to provide excellent service to our clients. Monty noted the upward arc of Fund Balance. We temporarily stopped reporting of Community Services on the dashboard due to bad data from the State.

8. Monty Hansen reported on the State Auditor's Office report of their recent audit of our 2019 financials. Unmodified, no findings. Audit is different than our internal report. Dave noted that Commissioner Mahar attended the exit interview. The auditors emailed all the material to the COG separately. Commissioner Mahar commented that he was impressed with the auditors who were very fair. He was also impressed with our team and encouraged us to keep up the good work.

Commissioner Mahar moved to approve and accept the State Auditor's Office report of their recent audit of AAADSW's 2019 financials. Commissioner Mahar seconded. Motion carried.

9. Budget Amendment

Monty presented an amendment to the 2020 Budget. An increase of \$499,575 is due to increase in TXIX and CCO rate in July. We're also growing clients in MAC/TSOA. Not asking for any additional FTE. Lowering Fund Balance by \$340,233 due to some programs on hold during COVID.

Commissioner Johnston moved to approve the 2020 Internal Operating Budget of \$24,564,868 including up to 190 FTE and \$408,699 in Fund Balance. Commissioner Joe seconded the motion. Motion carried.

10. Reallocation of COVID funds

Dave presented a SOPPADA to reallocate up to \$100,000 in CARES Act funding to meet emergent needs. Klickitat and Skamania have reported cuts to transportation funding because of COVID and lack of ridership. Mike Reardon did the research and found out that Clark and Cowlitz Counties were not using all of their CARES Act funding and that those funds of \$100k can be transferred to Skamania and Klickitat. Commissioner Mahar asked if he should recuse himself from voting. Dave said no, as he is acting as a COG member and acting in the COG's best interest.

Commissioner Mahar moved to approve AAADSW to reallocate up to \$100,000 in CARES Act funding to meet emergent needs. Commissioner Gardner seconded. Motion carried.

11. Humana Update Dave gave some background on the topic. AAADSW was contacted by Humana several months ago to use our service expertise to serve their dually eligible clients. The entire management team has worked on the response and the project overall. Many providers in the area suggested to Humana to work with AAADSW. Mike noted that much of the great work was done by Samantha's shop. Back in 2018, Medicare Advantage providers were able to provide transportation and other services to Humana members. Healthy and Happy at Home is the name of the new program – which combines community services and care coordination services. Clients will also be eligible for 6 one-way transportation rides and up to 20 home delivered meals. We're in the midst of contracting with Humana. Sam reported that Humana reaching out to us was a good fit with our target client. The Care Coordination services will look similar to our Health Home program – Health Action Plans, evidence based assessment, collaborating with members and health care providers. Right now we're doing that work by phone with CCO clients. We're adding some other components like a satisfaction survey to present to the Health Care Authority. Dave mentioned we are also envisioning the scalability of this program. Humana is doing a similar program in Snohomish County with Homage. Sam reported they have been considering the potential volume, how much lead time will be needed to ramp up staff, etc. We expect about 500 referrals from Humana. At a projected 30% engagement rate, there would be about 150-200 engaged clients throughout the calendar year. Mike noted a small percentage of those will qualify for the meals and transportation. The timeline for the services provided is in four month segments. Monty added that while we have had some upfront costs, there will be no additional expenditures because we will use existing staff. Dave remarked this is a great opportunity to share our Best Practices to

new partnerships within the private sector. This is a great way to improve health outcomes and lower costs.

12. Work From Home Updates Dave reported on the efforts of the Work From Home committee and the Management Team to develop a Work From Home policy for the long term, post-COVID. Dave noted that sometimes the Governor's messages to State employees are confusing to our staff since the COG is AAADSW's governing body. We've been analyzing how to expand the work from home protocols during the pandemic to a post-COVID work environment. The Work From Home committee comprised 8-9 staff including supervisors, to identify the best practices to ensure that employees are staying productive while working from home. Dave noted the committee took on the extra task of delivering best practices for all working environments. They developed documents to establish a consistent core work schedule for all staff, that still allows for flexibility. Another document is related to Work Outcomes. Sam noted that the work from home team members is staying productive and the best practices and guidelines are universal, regardless of work setting. Mike added that the supervisors were exemplary in joining in the process in a collaborative effort.

13. Good of the Order: none

14. Adjourn. There being no further business, Commissioner Gardner moved to adjourn the meeting. Commissioner Mahar seconded. Motion carried. The meeting was adjourned at 2:12 p.m.