



COG Meeting Minutes  
March 26, 2021

**Members present:** Commissioner Dan Cothren, Commissioner Joe Gardner, Commissioner David Sauter, Councilor Temple Lentz, and Commissioner Richard Mahar

**Members present by phone:** none

**Members absent:** none

**Staff present:** Mike Reardon, Monty Hansen, Karen Wolfe, Christina Marnaris

**Advisory Council member present:** Pearl Blackburn

**Visitors present:** Staff member Aona Koski

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

**The Pledge of Allegiance** was recited

**1. Agenda Review:** The agenda was reviewed and no changes were noted.

**2. Public Comment:** none

**3. Review of Minutes:** Commissioner Mahar moved to approve the January 22, 2021 minutes. Commissioner Sauter seconded the motion. Commissioner Mahar noted one typo on paragraph 4, which Karen will correct. Motion carried.

**4. Anniversary Recognition.** Mike introduced Aona Koski and congratulated her on her five year anniversary. Aona says she appreciates working at AAADSW. Mike Also congratulated Kirsty Veruca and Brittney on their five year anniversaries with AAADSW. Neither could attend today but we celebrate their longevity with the agency and their service to our clients and partners.

**5. Review of Past Months' Admin Activities:** Mike highlighted a contracts amendment of around \$100k for media buys and videography for commercials on various local outlets. We got a good response when we ran those last year so we are going to continue working with the vendor again this year. Mike also noted a potential new Home Care agency on the procurement report. Mike reported on his meetings with our State Legislators - 16 of our 18 - along with Advisory Council members. The subject matter was to thank the legislators for past budget funding request approvals, and we've explained how we've spent that money and how lives have been impacted, and we finish with legislative asks for the current session. One bill we are

focusing on this year is around flexibility in training requirements for home care agency workers and individual providers. Mike reported on our Aging & Disability Resources Network (ADRN) quarterly meeting. Dr. Melnick of Clark County Health attended and reported on vaccines and distribution and efforts in ramp up the allocation of doses in our five counties.

Mike called out the 7.01 plan meeting on March 15<sup>th</sup>, which is an effort to make sure there is cooperation and coordination of efforts between AAADSW, the Yakama tribe, Klickitat County Senior Services, Skamania County Senior Services and ALTSA. The focus was on how we communicate programs and available services. Christina is heading up this planning group and doing a great job getting the plan finalized. Mike also called out Councilor Lentz for being featured in the Movers and Shakers column of the latest Vancouver Business Journal.

**6. Advisory Council:** Advisory Council Vice Chair Pearl Blackburn introduced herself. She reported on the 16 personal calls between our legislators and Advisory Council member constituents. She also noted we have vacancies on the Advisory Council in all five counties and would appreciate the COG members consider if there is anyone that they would recommend from their counties to join the council. We can provide tri-fold brochures with information on the Advisory Council. Please contact Karen if you would like some mailed to you.

**7. Review of Financials.** Monty welcomed the new COG members and offered to take any questions they may have at any time. Monty Hansen reviewed the January and February 2021 expenditures of \$1,940,946.12 and \$1,715,379.33 respectively. January was a normal month – quarterly taxes were in there as well. February was short on expenditures, most likely because it is a short month and that we have used up almost all of our COVID funds in previous months.

**Commissioner Mahar moved to approve the January and February 2021 expenditures of \$1,940,946.12 and \$1,715,379.33 respectively. Councilor Lentz seconded the motion. Motion carried.**

Monty reviewed the December 2020 and January 2021 Financial statements and the December 2020 and January 2021 dashboards. Monty noted December financials are unaudited, doesn't expect any changes but won't know until the Auditor sees them later this year. December Surplus of \$36,645.71 was the smallest in nearly a year. Some of that was due to an impact of a GASB change. Net surplus of 2020 was \$1,921,099.16. Monty reviewed the December 2020 dashboard and noted the upward trend of Fund Balance. Title XIX & CCO caseloads stayed mostly flat with a modest increase. Community Services caseloads variances are due to how caseloads were calculated. Commissioner Sauter asked what the donations category is for and how did it get to \$44,000. Monty explained some program income is counted as donation i.e. at a congregate nutrition site or for transportation and our fitness programs. Most came from grants from Foundations like the Price Foundation and the Butler Foundation. Monty then reviewed the January 2021 balance sheet – surpluses went up to \$186,513.54. Best January we've had since Monty has been here. Monty reviewed the January dashboard. Not much special to report. Commissioner Gardner asked if there is information regarding direct allocation in the newest round of stimulus? We don't know how much of the \$7.1B will come to us but Monty estimates \$1.5M to \$2.5M. Based on population, we usually get about 7-8% of any ALTSA allocations that are statewide. Mike noted on a call with ALTSA earlier this week that they will notify us soon about allocations to the Aging Network; perhaps within the next couple of weeks.

**8. SOPPADA to Increase Payroll Account Holding Balance.** Monty explained the meaning of the acronym SOPPADA and how we use it for proposed changes in Agency policy. Commissioner Mahar expressed his appreciation for our use of the SOPPADA format. Monty presented a SOPPADA for increasing the payroll account holding balance. Monty explained our banking requirements and the imprest accounts for payroll. We have a holding fund for payroll that needs to be sufficient to let all payroll checks clear the bank and not incur NSF charges. We expect sometime this year we will exceed the current limit of \$375K. Commissioner Mahar asked how we were able to go over the limit in December – Monty explained we transferred the money over to the payroll account so we didn't overdraw the account. He added that we have a couple days' notice from the bank to see if we are going to be over the limit. **Councilor Lentz moved to approve the SOPPADA to increase the payroll account holding balance from \$375,000 to \$425,000. Commissioner Mahar seconded the motion. Motion carried.**

**9. SOPPADA for FUND BALANCE COMPENSATED ABSENCES.** Monty presented a SOPPADA to increase the limit of the Compensated Absences portion of the Fund Balance. Monty gave some background on compensated absences and the agency's history of the Fund Balance category of compensated absences so we can pay all vacation pay due to employees. In 2019 we developed the new fund balance policy to add a 3<sup>rd</sup> category of program development to the Fund Balance. Since then, the compensated absences have been increasing. In 2020 due to the pandemic, the vacation and sick time utilized dropped dramatically and the compensated absences balance went up quite a bit and exceeded our approved amount of \$550k. We're asking the compensated absences balance increase to \$700k and to drop the replacement reserve category to from \$275k to \$125k – the overall amount of these two categories stays the same at \$825,000. **Commissioner Sauter moved to approve the SOPPADA to increase the limit of the Compensated Absences portion of the Fund Balance to \$700k and lower the replacement portion to \$125K. Commissioner Gardner seconded the motion. Motion carried.**

**10. SOPPADA for Proposed Use of Fund Balance.** Christina Marneris presented a SOPPADA for the proposed use of Fund Balance. 2020-2023 Area Plan Implementation Fund to allocate up to \$1,450,000.00] to advance the implementation of the Area Plan. Christina noted 5 categories of need that would be addressed. Rural areas in all five counties would have priority as well as those with the greatest need. Asking \$290k in 2021 and \$580k in both 2022 and 2023. Would include 1.0 FTE. Monty clarified a couple points – we are not asking for approval of an FTE change, the 1.0 FTE is included in our previously COG-approved FTE of 190. There is no change to the actual fund balance, we just need to develop new programs to use the surplus. Mike added that we talked about this a lot at Budget meetings when he was the Community Services manager. Kudos to Christina, Monty and Tom Rothengass in putting together this plan. Monty noted this will increase our budget and will be reflected in later budget iterations. Commissioner Sauter asked why we can't use the money on existing programs when they could use more money. Monty apologized for misspeaking, we can use this money for existing programs. Christina elaborated that we are reviewing needs in the counties and existing contractors to make sure they have the funding they need. **Commissioner Sauter moved to approve allocating \$1,450,000 in Fund Balance revenues to launch the Area Agency on**

**Aging & Disabilities of Southwest Washington 2020-2023 Area Plan Implementation Fund Initiative, with an increase in the overall 2021 agency budget from \$24,459,023 to \$25,909,023. Commissioner Mahar seconded the motion. Motion carried.**

**11. Election of Officers.** Mike reported on the bylaws requiring election of COG officers in January of every odd numbered year. Mike previously spoke to Commissioners Cothren and Mahar and Gardner. Commissioner Mahar has agreed to take over as chair and Commissioner Gardner has agreed to continue as vice chair.

**Commissioner Gardner nominated Commissioner Mahar for Chair, Commissioner Sauter seconded. Motion carried.**

**Commissioner Cothren nominated Commissioner Gardner for Vice Chair, Councilor Lentz seconded. Motion carried.**

**12. Resolution #2021-2, Banking updates.** Monty presented a new resolution regarding banking updates. **Commissioner Cothren moved to approve Resolution #2021-2, Banking updates, as presented. Commissioner Sauter seconded the motion. Motion carried.**

**13. Good of the Order:**

**14. Adjourn.** There being no further business, **Commissioner Sauter moved to adjourn the meeting. Commissioner Cothren seconded. Motion carried. The meeting was adjourned at 2:08 p.m.**