



COG Meeting Minutes  
May 21, 2021

**Members present:** Commissioner Richard Mahar

**Members present by phone/Zoom:** Commissioner David Sauter, Commissioner Dan Cothren, Commissioner Joe Gardner

**Members absent:** Councilor Temple Lentz

**Alternates present:** Councilor Karen Bowerman, for Councilor Temple Lentz.

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

**Advisory Council member present:** Jon Dieter

**Visitors present:** staff members Donna Ganly, Alicia Taylor, Julia Taylor, Colleen Croney

The meeting was called to order at 1:02 p.m. by Commissioner Mahar.

**The Pledge of Allegiance** was recited

**1. Agenda Review:** Mike added a request for approval of a new Advisory Council member Matthew Hines for Clark County.

**2. Public Comment:** none

**3. Review of Minutes: Commissioner Sauter moved to approve the March 26, 2021 minutes. Commissioner Cothren seconded the motion. Motion carried.**

**4. Anniversary Recognition.** Mike introduced Donna Ganly, Care Coordinator, celebrating her 5 years as a Care Coordinator. Donna thanked Mike and the COG; it's the most amazing job she's ever had. Julia Taylor, Title XIX Case Manager, celebrates 10 years with AAADSW. Julia thanked Mike and the COG; she looks forward to ten more years. She shared that it is very rewarding to be there for our elderly clients. She loves working for the Agency and said we are second to none. Alicia Taylor, Care Coordinator, also celebrates ten years with AAADSW. Alicia said her biggest moment was when she won the Penny Black Excellence in Service Award in 2019. Colleen Croney, Title XIX Case Management Supervisor, is celebrating twenty years with the Agency. Mike noted that he remembers hiring her. Colleen shared that she is very proud of the agency, and especially being a part of the growth of the Kelso/Longview office. Tanya Donahue, Case Aide/IP Specialist (5 years), and Jennifer Melin, Community Services Case Manager (10 years), were unable to attend today's meeting; the COG thanks them for their service.

**5. Review of Past Months' Admin Activities:** Mike highlighted new contracts with Clark/Cowlitz Fire and Rescue for senior drug education which allows EMTs to give one-on-one guidance to seniors. Another new contract for environmental modifications contract was signed

with Mobile Home Specialist, LLC to install ramps, grab bars and other safety items for our clients.

Mike also noted Amendments to Klickitat County Senior Services and Skamania County Senior Services to increase FFCRA money for nutrition and transportation, and an amendment for Love Inc. to provide extra funding due to increases in lumber prices.

New Procurement contract with 7<sup>th</sup> Generation Elder Care; they are a new Home Care Agency. The contract was signed this week –we now have about 10 or 11 providers.

**Management Team calendar:** Mike attended an April 15<sup>th</sup> meeting with Klickitat Valley Health, which included Dr. Gardner of the Hospital and Advisory Council member John Miller. They discussed Transitional Care and additional opportunities for Medicare billing. Also on April 15<sup>th</sup> Mike attended the Elder Justice Center quarterly meeting with Adult Protective Services, and Law Enforcement to hear updates on what’s going on in Clark County. AAADSW Fiscal Manager Monty Hansen recently attended a webinar with the State Auditor’s Office. At the end of April several staff and Advisory Council members attended the n4a Aging Policy and Advocacy summit over three days via Zoom. On May 17<sup>th</sup> the Agency conducted the Funding Opportunity informational meeting. Mike reminded the COG members of their approval at the March COG meeting to spend \$1.2 Million to enhance programs in our five counties. 23 organizations expressed interest and 19 organizations attended the call, from all five counties. Mike thanked the COG for approving the initiative. On May 20<sup>th</sup> Mike attended the n4a Boot Camp for new AAA directors; the topic was “politics of navigating local relationships”. Communications tab – Advisory Council member Pearl Blackburn was featured in the Wahkiakum Eagle for her Dress a Girl initiative, and kudos letters from a client and community partner were highlighted for their compliments to Case Managers Kate Kowalski and Janiece Micheal for their exemplary interactions.

**6. Advisory Council:** Jon thanked the COG for their work. N4a Aging Policy and Advocacy conference - six AC members attended 1 or more days. Day 1 focused on Advisory Councils and Advocacy. May AC meeting – had great attendance, just one member was not able to attend. Most members were able to attend in person. In April and May the Council voted on two new members – Kevin Barry of Klickitat County, and Matthew Hines of Clark County and we are seeking the COG’s approval of those new members.

**Commissioner Cothren moved to approve Kevin Barry to join the Advisory Council representing Klickitat County effective May 1, 2021. Commissioner Sauter seconded the motion. Motion carried.**

**Commissioner Gardner moved to approve Matthew Hines to join the Advisory Council representing Clark County effective June 1, 2021. Commissioner Sauter seconded. Motion carried.**

**7. Review of Financials.** Monty Hansen reviewed the March and April 2021 expenditures of \$1,718,181.64 and \$2,030,737.15 respectively. March was a low month due to missing invoices; there were also one-time charges of annual n4a dues, and CAM catch-up charges. April expenditures were high because some February and March expenses were finally caught

up; Health Home Lead payment came in late as well. Starting in June we're making a change to billing process so the expenditures are more consistent month over month

**Commissioner Cothren moved to approve the March and April 2021 expenditures of \$1,718,181.64 and \$2,030,737.15 respectively. Commissioner Sauter seconded the motion. Motion carried.**

Monty reviewed the February and March 2021 Financial statements and the March 2021 dashboard. Surplus amounts were \$148,982.20 for February and \$156,448.88 for March. March dashboard shows continuing surplus and the Fund Balance continues to grow. Title XIX caseloads stayed stable, while there was a huge increase in Community Services caseloads due to growth in ADRC calls – most of those increased calls were due to requests for COVID vaccine appointment assistance. Care Coordination caseloads are stable as well. Expenditures graph most watched is the subcontractors expenditures, goal is to get that number up to 28%; with the Funding Opportunity we will probably get that number up this year.

**8. Preliminary 2020 Financial Report:** Monty reviewed the annual report summary – pre-audit budget surplus of \$1,921,099 which increased Fund Balance to \$7,960,878, which is under the approved amount. What decreased was in-home services due to COVID. Revenue increased by \$2,843,673 and expenditures increased by \$2,130,848.

**9. SOPPADA to Increase Purchasing Limit for Community Services Program Supervisor:** we had a new staff person promoted to a supervisory position replacing Christina Marnieris. The SOPPADA is now written for the position not the person, to increase spending limits from \$500 to \$2000.

**Commissioner Cothren moved to approve the increase in purchasing limit for the Community Services Program Supervisor position from \$500 to \$2,000. Commissioner Gardner seconded the motion. Motion carried.**

**13. Good of the Order:** none

**14. Adjourn.** There being no further business, Commissioner Cothren moved to adjourn the meeting. Commissioner Gardner seconded. Motion carried. The meeting was adjourned at 1:44 p.m.