



COG Meeting Minutes
July 23, 2021

Members present: Commissioner Richard Mahar,
Members present by phone/Zoom: Commissioner Dave Sauter, Commissioner Joe Gardner,
Commissioner Dan Cothren, Councilor Temple Lentz

Members absent: none
Alternates present: none

Staff present: Mike Reardon, Monty Hansen, Karen Wolfe
Advisory Council member present: Pearl Blackburn
Visitors present: staff members Lacey Tomberlin, Amy Guffey, Tom Rothengass

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

The Pledge of Allegiance was recited

1. Agenda Review: Mike proposed an agenda addition of SOPPADA #2021-6, to hire a 1.0 FTE Communications Manager. Mike thanked Commissioner Mahar for helping crystallize his thinking. Commissioner Sauter moved to approve the agenda addition of SOPPADA #2021-6, to hire a 1.0 FTE Communications Manager. Councilor Lentz seconded. Motion carried.

2. Public Comment: none

3. Review of Minutes: Commissioner Gardner moved to approve the May 21, 2021 minutes. Commissioner Sauter seconded the motion. Motion carried.

4. Anniversary Recognition. Mike recognized Amy Guffey, Lacey Tomberlin, and Kathryn Cleland on their five-year AAADSW anniversaries. Mike recognized Tom Rothengass for his ten-year AAADSW anniversary. Mike introduced Lacey – she noted it's been a great five years, loves working in CCO, with her team, and for the Agency. Mike next introduced Amy Guffey who reported she enjoys watching the changes and the impact we make in the community, and it's a great place to work, so supportive and collaborative. She couldn't be prouder. Kathryn Cleland had some technical problems and was unable to join the meeting today. She thanked Mike and the COG for the anniversary recognition. Mike next introduced, Tom Rothengass. Mike noted it's been a speedy ten years with Tom at the helm of IT and HR. He's been instrumental in our growth and tripling in size. Tom notes he has a few more gray hairs but it has been a pleasure and a privilege and continues to be so. He thanked the COG for the recognition.

5. Review of Past Months' Admin Activities: Contracts – highlighting 4 amendments to existing contracts. Because of the COVID relief funding we've received, has had an impact on

spending our 2020 budgetary items. Contractors that couldn't spend all the money had it moved forward to 2021.

Monitoring is ramping up significantly as COVID restrictions come down. Commissioner Gardner asked about the new Cowlitz County contracts on the report – Mike explained they are both for A2Z Cleaning – one for housework and errands, and the other is for transitional care for clients after coming out of nursing homes. Mike reported some notable dates on the Management Calendar – June 8th we had a virtual 2 hour All Staff meeting. Each program manager reported their team accomplishments and highlights of 2020; Mike summarized (1) how we got through 2020, (2) where we are at currently, and (3) our goals for 2021. One major announcement at the meeting was the return to in-home visits with clients in September, and full implementation of Telework policy requiring min 3 days per week in the office. Mike reported the management team followed up with two listening sessions for staff, related to the Safe Start, Return to the Office, and the Telework Policy. September 13th is our targeted return to the office. June 24th meeting with WSU-Vancouver and Spokane; working with our GWEC Program Coordinator and someone from The Vancouver Clinic – Humana clients will be screened for adverse Social Determinants of Health (SDoH) with referrals going to AAADSW. It's a one year study, which the research team will then follow up with one year to evaluate the results. Mike is confident that the study will bear out that our services reduce adverse SDoH. June and July w4a monthly meetings – mainly focusing on legislative priorities – budget and policy. Also working with CDE WA – trying to assimilate all 40k Individual Providers (IPs) throughout the State – the transition is not going well. AAAs are working through the issues with CDE WA. Long Term Care Trust act is also taking w4a's time right now – their lobbyist reports there's a lot of pushback from the insurance industry who is trying to get rid of it altogether or at least delay it out a few years. W4a talks a lot about how to spend their time advocating for LTCTA. 7/14 Clark County Senior Heroes – Dave Kelly received the Pat Jalotta Leadership Award. N4a annual conference this week. AAADSW received the runner-up award for the John Hartford Business Innovations. We were recognized for our Community Paramedicine program in Cowlitz where our nurse works with EMTs to keep clients out of the ER. Communications Log - a nice article about Hope Dementia including some nice quotes from AAADSW management.

6. Advisory Council: At our June Meeting Jon Dieter resigned as chair. Vice Chair Pearl Blackburn is now the presiding Chair for the remainder of the year. In June the Council voted on a new member for Cowlitz County, Colleen Bennett, and we are seeking the COG's approval, with her term to begin August 1st. The Council does not meet in July, next meeting is August 18th. In June we had a presentation by Samantha Waldbauer on the Care Coordination program. AC members are planning on farmers markets with outreach, A&O is working on plans for Feb Senior Lobby Day

Commissioner Gardner moved to approve Colleen Bennett to join the Advisory Council representing Cowlitz County effective August 1, 2021. Commissioner Sauter seconded the motion. Motion carried.

7. Review of Financials. Monty Hansen reviewed the May and June 2021 expenditures of \$1,895,428.33 and \$1,763,520.05 respectively. May was a very normal month; June was a bit

lower than usual. Had some one-time payments that made the number not quite as low – for computer supplies, annual consultant fee for HH, one time payment to CPA in prep of Audit.

Councilor Lentz moved to approve the May and June 2021 expenditures of \$1,895,428.33 and \$1,763,520.05 respectively. Commissioner Gardner seconded the motion. Motion carried.

Monty reviewed the April and May 2021 Financial statements and the May 2021 dashboard. April saw \$154K in surplus – a bit higher than we like. We like to get the money out into the community. May surplus ballooned to \$287k+. The State temporarily increased the TXIX rate retroactively for 2 months. We had been holding back on hiring but that will turn around for June. The Funding Opportunity will kick in next month or so and that will help get more money out to the community. Commissioner Gardner asked if the Agency received any ARPA money? Yes, but we haven't gotten the contract yet. It will be about \$2.4M, which will be good through 2024. Monty's not sure yet if it's coming in installments every year or in one lump sum. Commissioner Gardner asked if we've been getting any guidance on spending rules. Monty reports limited info has come out. We know it will generally be for OAA services, similar to last year's stimulus money. Mahar asked Monty to keep the COG updated. Mike noted the State will often issue a Management Bulletin along with the contract. He added we've been waiting since mid-June for the money.

Dashboard report – actual to budget is running true, close to right on with revenues, a few points below budget on expenditures. Fund Balance continues to grow. Case loads – TXIX and CCO stay flatter while Community Services fluctuates a lot more due to ADRC calls. Wonders if we should remove that data? Will leave it as is if no objection. Consensus is to leave it on there.

8. Resolution #2021-3 - Appointment of Agent to Receive Claims for Damages. Mike introduced the resolution and explained the purpose of the resolution. Our insurance carrier pointed out to us that we need to have an agent to receive claims for damages appointment on file with each county auditor's office. The Executive Director will be the Agent to receive claims and the Clerk of the COG will file the resolutions with each County Auditor.

Commissioner Sauter moved to approve Resolution #2021-3, Appointment of Agent to Receive Claims for Damages. Commissioner Cothren seconded the motion. Motion carried.

9. SOPPADA #2021-5 for Updates to the Fiscal Policies and Procedures. Monty explained that with staff returning to the office and attending offsite meetings we need to update our rental car and travel policies. IRS rules don't allow to use WFH employees' homes as their starting point for travel. Monty talked to other AAA Fiscal directors. Proposes that on days they WFH, the starting point for their travel is their assigned AAADSW office. Monty studied the issue and worked out some various formulas to analyze the overall impact. Generally speaking employees will get about the same as they were getting before, possibly a little less.

Commissioner Cothren moved to approve SOPPADA #2021-5 for the proposed updates to the Fiscal Policies and Procedures. Commissioner Gardner seconded the motion. Motion carried.

10. SOPPADA #2021-6. To hire a 1.0 FTE Communications Manager. Mike thanked the COG for allowing the time at the last minute to bring this matter before them for consideration. Mike explained our current communications efforts are done by a variety of staff members and there is a lack of consistency. Mike would like a Communications Manager to be responsible for all the media materials that are sent out to the community. Advisory Council has previously suggested that we professionalize our public relations. Mike defined the responsibilities of the position and outlined the advantages and disadvantages to hiring a Communications Manager. Will not add to current approved FTE. Commissioner Gardner asked if we will come back to rehire the previous admin position that we are replacing? No, this will permanently replace that Data Manager position. Will they supervise anyone? No. Mike made the position a Manager so they report to him. Councilor Lentz commented that she is a big proponent that agencies, as they get to a certain size, need a communications manager. Believes that more information out there is always better. Also feels the expenditure is worth it since others are currently doing the work and it would free them up for higher purpose of their jobs.

Councilor Lentz moved to approve SOPPADA #2021-6 for the proposed updates to hire a 1.0 FTE Communications Manager. Commissioner Gardner seconded the motion. Motion carried.

11. Good of the Order: none

12. Adjourn. There being no further business, Commissioner Sauter moved to adjourn the meeting. Commissioner Gardner seconded. Motion carried. The meeting was adjourned at 2:00 p.m.