



COG Meeting Minutes
December 10, 2021

Members present: Commissioner Richard Mahar, Commissioner Dan Cothren
Members present by phone/Zoom: Commissioner David Sauter, Councilor Temple Lentz, Commissioner Arne Mortensen

Members absent:
Alternates present:

Staff present: Mike Reardon, Monty Hansen, Karen Wolfe, Christina Marneris
Advisory Council member present: Pearl Blackburn
Visitors present: Suzie Lanniece

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

The Pledge of Allegiance was recited

1. **Agenda Review:** no changes
2. **Review of Minutes:** Commissioner Sauter moved to approve the September 24, 2021 minutes. Councilor Lentz seconded the motion. Motion carried. Commissioner Mortensen abstained.
3. **Public Comment (3-minute limit):** none
4. **Anniversary Recognition.** Mike Reardon reported on the five-year AAADSW anniversaries of Suzie Lanniece, Tatyana Loginova, Desi Whitman, Lavonda Spillers, and Shelly Mitchell. Suzie stated she has enjoyed her first five years, works with a great team, and has confidence in the agency's leadership. Tatyana's provided a statement to be read into the minutes: "I'm happy to be a part of a such amazing organization, that provides a high quality of working environment and excellent benefits. Management is very responsive to our needs and concerns, that makes me proud to work with, and willing to do my work as best as I can." The COG congratulated all the employees celebrating their anniversaries this month.
5. **Review of Past Months' Admin Activities:** Mike reviewed the contracts report: There were two new contracts with Klickitat County as a result of the Agency's recent funding opportunity. The Contracts team has performed 24 monitorings since the September COG meeting. Mike reported on the two October strategic planning sessions on the meetings calendar: The management team reviewed this year's goals and concerns, and set goals for 202r. Highlights of those planning sessions and the 2021 accomplishments are included in Mike's annual performance evaluation packet. Mike described the W4a Fall Senior Conference, when Washington AAA advisory councils meet together and participate in learning sessions and review legislative priorities for the coming

year. Mike reported that on November 16th we conducted the final Union bargaining meeting for the TXIX Case Management unit in the Vancouver office. Mike described the November 18th Area Plan Update public meeting: Every 4 years the agency is required to create an area plan, and at the two year midpoint we review the results in a public meeting. At our December 8th Fall All Staff meeting – all 170+ staff attended via Zoom. The departments reported on their results and highlights of the year, and the Penny Black Excellence in Service award is presented. This year 38 employees were nominated for the award by their peers, the Penny Black committee selected three finalists which were presented to the Selection committee (comprised of the COG Chair, the Advisory Council Chair and the Executive Director, who selected the winner – Cyndi Doolin of our Longview office. Commissioner Mortensen asked Karen to resend the meeting packet. Mike reported on the December w4a meetings: They reviewed the legislative priorities: Medicaid case management funding; the Adult Protective Services (APS) issue around no longer accepting referrals for self-neglect if the client already has a case manager in the system. We're in serious discussions around the workload of the case managers. Home Care agencies report to APS regarding self-neglect, APS wants to screen out those referrals and send them back to the AAA. Commissioner Sauter asked about the referrals to APS – how many of those referrals are taking place and what impact will the APS decision have? Mike reported that up to 30% of referrals APS receives are for self-neglect. Commissioner Mortensen asked what is the definition of self-neglect: Mike will find the statute and follow up with the exact definition. W4a has had discussions with Bill Moss, Secretary of DSHS about the APS issue. We can meet with the individual and give resources but we can't force someone to accept assistance. Commissioner Mortensen noted there is a base line where we have to decide if the person is self-neglecting or not. Another issue W4a discussed was the possible delay of the Long Term Care Trust Act – w4a wants it to move forward but with changes to three issues –benefits for those close to retirement who won't get vested; portability; and exemption for military spouses.

6. Advisory Council: Pearl reported on the October Fall Senior Conference. One of our members gave a presentation about his experience accompanying one of our case managers on a home visit to a client. On November 17th the Council members recorded a greeting to the Staff, which was played at the All Staff meeting earlier this month. Pearl also reported on the Election of Officers for 2022: Arnie Dyer will be the 2022 Chair, Pearl Blackburn will be the 2022 Vice Chair, and Pat Cano will be the 2022 Secretary.

7. Review of Financials. Monty Hansen reviewed the September and October 2021 expenditures of \$1,595,931.61 and \$2,423,576.42 respectively. September was quite low, due to only one payroll being reported in the month. There were also fewer invoices from our subcontractors. October expenditures were quite a bit higher – more subcontractor invoices, plus \$200k expenses for new computers. AL TSA requires us to replace our computers every four years. Commissioner Mortensen asked for more detail – Monty affirmed that our contract with AL TSA requires this and our policy is to do it every four years. Commissioner Mortensen noted that in Cowlitz County they have to provide justification for replacing computers. Health Home expenses were higher in October as well. Commissioner Mortensen asked about SAO auditing and Monty noted that in addition we also have audits by DSHS and we pay an independent CPA to do an independent audit. Commissioner Mortensen asked if we verify invoices: Monty noted that we look at those when we do the auditing. Commissioner Mortensen asked if we verify miles from Meals on Wheels: Monty reported that mileage is built into the rate in our contract with MOWP. Monty also reviews the audit for MOWP for any findings and notes it in his monitoring report. Commissioner Mortensen asked what's our cost

per meal. Mike reported we did an analysis in 2017 and the home delivered meal costs ranged from \$5.75 - \$12 per meal, depending on delivery location. Mike also noted there is a separate per meal cost for congregate meals. Mike will follow up with updated information on meal costs.

Commissioner Cothren moved to approve the September and October 2021 expenditures of \$1,595,931.61 and \$2,423,576.42 respectively. Commissioner Sauter seconded the motion. Motion carried. Commissioner Mortensen abstained.

Monty reviewed the August and September 2021 Financial statements and the September 2021 dashboard. August had a surplus of \$241,969.37 – we're spending a lot of our Fund Balance and extra expenditures. September had a loss (first time in 2 or 3 years). This was a planned loss due to the computer purchase. We don't capitalize that expense. Monty reports he is not concerned at all, the Agency is performing very well. YTD we are up on surplus at \$1.5M.

Monty reviewed the September dashboard: Revenue vs. expenses is very good and reflects the revised budget approved in September. We're running below budget, which is what gives us the surplus. Fund Balance continues to climb. Case loads are fairly flat which is not uncommon at this time of year.

8. 2022 Internal Operating Budget. Monty presented the 2022 Internal Operations Budget. We bring this and the Area Plan budget to the COG for approval. The Operating Budget Increased by \$2,108,521 to \$28,142,075. Revenue increased by \$1,574,531 due to rate increases and COVID funding. Expenditures increased by \$1,574,531. The Union contract has a 5.5 % COLA for 2022. We are asking for an increase of 10 FTE from 195.5 to 205.5, all in the Title XIX side. Monty explained that we won't hire these FTEs until cases increase and justify the increased FTE. Fund Balance is used for new programs, and closing funding gaps. Fund Balance in 2022 will increase to \$1,956,811. Commissioner Mortensen asked if the union contract for COLA increases the salaries. Mike reported we did a salary survey of TXIX Case Managers. We were slightly below the average of the AAAs we surveyed. For 2023 and 2024 we negotiated a floor and ceiling for the COLA increases – 2.5% is the low and 4.5% is the high. Commissioner Mortensen suggested we may want to look at COLA in a different way. He also noted that he abstained on the last two votes. Mike noted we do want to pay our staff at the market rate and be competitive with salaries and benefits and maintain the agency as an employer of choice. Commissioner Cothren noted it's hard to separate AAADSW in the counties with respect to the COLA – they got a three year union contract. It makes it hard for the County to hire people back if they have to make cuts. Monty noted we've acted the same in the past where we had to cut back on the budget. Mike added that as part of the negotiation of the union contract we negotiated 15% as the employee's share of the benefit costs. Commissioner Sauter asked what was the CPI? Mike reported it was 6.1% for June of 2020 to June of 2021. Commissioner Sauter reminded his colleagues that COLAs are just that – a cost of living adjustment and people aren't getting a raise but rather staying even with the increases to cost of living. He also agreed that we need a competitive wage to retain good staff. What the market will bear has to be a factor as well. Commissioner Mortensen noted that he understands the issues – and asked what market is used for the CPI – Mike reported it's the Portland Metro Area since over 75% of our staff work in the Vancouver office. Commissioner Mahar shared that he appreciated the discussion.

Commissioner Cothren moved to approve the 2022 Internal Operating Budget of \$28,142,075 and increase FTE to 205.5. Councilor Lentz seconded the motion. Motion carried. Commissioner Mortensen abstained.

9. 2020-2023 Area Plan 2-Year Update. Monty and Christina presented the 2020-2023 Area Plan 2-Year Update and the updated Area Plan Budget. Monty presented the budget portion of the Area Plan. The Area Plan approval will include the Area Plan budget. Monty noted the Humana program is not included in the Area Plan so there is a different budget amount and FTE. The Area Plan budget is \$27,487,353.00, with FTE of 201.34, and Fund Balance of \$766,361.

Christina reported on what is new to the Area Plan: SHIBA, Social isolation programs, and interactive learning. Commissioner Sauter noted that congregate meals funding decreased in 2022, is that because of COVID? Monty noted we shifted to home delivery. Commissioner Sauter noted that a home delivery meal is fine but he is hopeful we can get back to congregate meals for more socializing and in-person interaction. He hopes the funding will be there when we can get back to congregate meals. Christina added that social isolation is a big issue.

Commissioner Sauter moved to approve and accept the 2020-2023 Area Plan 2-Year Update and the updated Area Plan Budget of \$27,487,353, FTE of 201.34 and Fund Balance of \$766,361. Commissioner Cothren seconded. Motion carried. Commissioner Mortensen abstained.

10. Proposing the COG Meeting Schedule for 2022. Mike presented the proposed 2022 COG Meeting schedule for approval.

Commissioner Cothren moved to approve the 2022 COG Meeting Schedule as presented. Councilor Lentz seconded. Motion carried. Karen will send the calendar to the COG members.

11. Executive Session. The COG adjourned at 2:20 p.m. to Executive Session to discuss the Executive Director's performance evaluation.

The COG resumed the regular meeting at 2:50 p.m.

Commissioner Maher reported the COG is in agreement with Mike's self assessment.

12. Commissioner Sauter moved to approve that effective December 16, 2021, the Executive Director's monthly salary be increased from Step D to Step F, resulting in a monthly salary increase of 5% to \$10,290.00. Commissioner Cothren seconded. Motion carried.

13. Good of the order. none

14. Adjourn. There being no further business, Commissioner Cothren moved to adjourn the meeting. Commissioner Sauter seconded. Motion carried. The meeting was adjourned at 2:55 p.m.