



COG Meeting Minutes
January 28, 2022

Members present: Commissioner Mahar

Members present by phone/Zoom: Commissioner Sauter, Commissioner Cothren, Commissioner Mortensen

Members absent: none

Alternates present: Councilor Bowerman

Staff present: Mike Reardon, Monty Hansen, Karen Wolfe

Advisory Council member present: Arnie Dyer

Visitors present: Staff members Yen Lu-Ortega and Yelena Karnafel

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

The Pledge of Allegiance was recited

1. Agenda Review: Karen sent one late agenda item earlier this morning; no changes.

2. Review of Minutes: Mike made some corrections to the December 10, 2021 Minutes: under item 12, Mike's salary, should read "Step D to Step F". **Commissioner Sauter moved to approve the corrected December 10, 2021 minutes. Commissioner Mortensen seconded the motion. Motion carried.**

3. Public Comment (3-minute limit): none

4. Anniversary Recognition. Mike Reardon recognized Yen Lu-Ortega for her ten-year AAADSW anniversary and Yelena Karnafel for her fifteen-year AAADSW anniversary. The COG congratulated Yen and Yelena for their anniversaries. Yen has served in Contracts, and now in ADRC. She recently gave a presentation to the Advisory Council. Mike congratulated Yen on her anniversary. Yen has seen the agency grow over the years. She loves what the agency does and is proud to be a part of the agency. Mike introduced Yelena, Medicaid Case Manager. She's very grateful to be part of the agency to serve clients and families. Her kids have grown up while she's worked for the agency. Yelena is happy to be part of the agency.

5. Review of Past Months' Admin Activities: Mike reviewed the contracts - 34 renewals, as to be expected this time of year. Many renew every January. Commissioner Mortensen asked what role the COG plays with the contracts. In his experience usually the Board approves the contracts. Mike explained that he has approval authority for contracts up to a certain dollar amount. Monty explained that it was set up years ago that the Executive Director has approval authority. Most of the contracts we are reporting on are subcontractor contracts that we have had for years. If a contract is a larger revenue contract then the COG chair would approve and sign the contract. Mike explained the

report is for information only – but all contracts are available for review and questions. Monty noted all contracts are vetted by the State Auditor’s Office. Commissioner Mortensen is concerned what the taxpayer dollars are going for. Mike elaborated that if Commissioner Mortensen is interested in the obligations of the contracts we are happy to review them. Commissioner Mortensen has concerns about the growth of the agency. Mike state he believes we are the best and most efficient agency to run these programs. Mike also noted that the numbers of seniors with issues for which the agency provides services is growing year over year. Councilor Bowerman asked about the MIPPA contract renewal. How is that money spent? Mike explained the contract is to conduct outreach to hard to reach individuals that are eligible for Medicare supplemental programs and low-income individuals, and for rural contractors in Skamania and Klickitat, to help eligible individuals to enroll in programs. Councilor Bowerman asked if the assumption is that these folks don’t know about the programs available to them. Commissioner Mortensen asked why the agency is going out and looking for people to sign up for the programs. Mike stated this program is offered to individuals and they have the option to participate or not participate. Commissioner Mortensen stated in his opinion we need to have a traceback to an RCW and a code to measure success of the programs. Commissioner Sauter commented that sometimes there are policy reasons for a program that are not related to an RCW.

Mike reviewed the management team calendar – Sam Waldbauer attended a leadership institute in Washington DC in December. Mike noted the Grief Counselor was here at the Vancouver office recently due to one of our longtime staff passing away. Mike highlighted his meetings with State Representatives Vick, Hoff, Cory, McEntire, and Senators Braun, and Jeff Wilson to share the W4a’s legislative priorities for 2022.

Mike reported on the updated Communications Log on the Columbian article about the shortage of caregivers in facilities as well as for the in-home clients that we serve. CDM is 16 weeks out from providing a caregiver for clients coming out of the hospital. Some of the shortage is due to the pandemic; it’s a national issue. Mike is on a state committee looking at solutions. AAADSW also recently agreed to help with the Hospital surge. Patients are still in the hospital when they could be released, but they can’t get the caregiving assistance they need to transition safely out of the hospital. Councilor Bowerman asked if we coordinate with WorkSource SW WA. Mike responded that we don’t directly but we encourage the providers to work with WorkSource. There is a push from the State to establish programs for seniors in high schools to train prospective caregivers. Councilor Bowerman will send Mike some contact information.

6. Advisory Council: Arnie reported on the December 15, 2021 and the January 19, 2022 Advisory Council meetings. Arnie reported on the Council’s December 15, 2021 vote to approve the work plan for 2022. They also presented a recorded message of appreciation to the Staff at the All Staff meeting. The council elected Gavin Carmichael to join the Advisory Council, representing Klickitat County, effective January 1, 2022. Arnie detailed Gavin’s military and hospital CEO background. At the January meeting Yen Lu Ortega presented to the council on the ADRC functions and activities. The Council also worked on plans for a virtual Senior Lobby Day again this year.

Commissioner Sauter moved to approve Gavin Carmichael to join the Advisory Council representing Klickitat County, effective January 1, 2022. Commissioner Cothren seconded the motion. Motion carried.

7. Review of Financials. Monty Hansen reviewed the November and December 2021 expenditures of \$1,549,176.48 and \$2,312,956.97 respectively. November was low again this time. Rent for Vancouver got paid in the next month. December expenditures had a lot of November bills, plus two months of rent for the Vancouver office, due to timing issues. There were some one-time annual expenses: software license, computers purchased, and outreach functions.

Councilor Bowerman moved to approve the November and December 2021 expenditures of \$1,549,176.48 and \$2,312,956.97 respectively. Commissioner Sauter seconded the motion. Motion carried. Commissioner Mortensen abstained. He explained that he does not have the confidence to say he approved the expenses. Monty noted that the State Auditor's rules requires that the Board approve the expenditures the Agency makes. Mike asked if Commissioner Mortensen wants a change in practice of how we approve expenditures. Commissioner Mortensen responded he just wants to understand what he's approving. Mike suggested we could discuss this at the next COG meeting. Commissioner Sauter asked if Commissioner Mortensen is looking for more detail or less? Commissioner Mortensen stated he sees expenses and doesn't know exactly what the program is that the expense was for. Commissioner Mortensen feels that the expenditures reports are too detailed in one way and not detailed enough to answer questions of the voters. Mike responded we provide the detail to be transparent and forthcoming. He hears from Commissioner Mortensen that he wants a 30k ft. view without all the detail. Commissioner Mahar suggested Commissioner Mortensen may want to consider preparing a recommendation of how we could streamline expense reports/fiscal.

Monty reviewed the October financial statement. Monty reviewed the November financial statement which includes a \$1,891,479.81 surplus. It appears that the fund balance policy is working.

Monty reviewed the November dashboard. Monty noted we have had a lot of clients passing away this year and our client load has dipped below 5,000. Commissioner Mortensen asked about wages and Benefits/Taxes – is overhead about 50%? Monty explained our indirect, administrative costs are about 14%, one of the lowest in the State.

8. GASB Report. Monty gave the annual GASB report. For 2021 there was nothing that affects us directly as of now. GASB 93 could affect us if we got a new lease, to use the new rules. GASB 95 doesn't really affect us. For 2022 GASB 96 and 97 may affect us slightly regarding leases, but overall nothing material. Future concerns regarding how governmental accounting and reporting are changed. It is most likely several years out, but before 2030. GASB board is a nationwide entity that controls the rules, connected to the IRS on how governments can do their accounting. Commissioner Mortensen asked if we need anything from the COG right now? Monty noted that as of now, no, but we could in the future require different accounting software.

9. SOPPADA # 2022-1 To Change The Fund Balance Policy And To Set The 2021 Fund Balance Limit. Monty explained that this is tied to GASB 54 that our Board approve a Fund Balance Policy. We currently need to change the policy to increase the fund balance limit - we're already over and we still have one month to go. The policy change will increase the limit. Monty explained the three components of the Fund Balance: Compensation/Replacement, Contingency, and Usage. Monty projects the Fund Balance will be about \$10 Million by next month. He proposes the three components remain the same and increase as follows: #1 would go from \$825k to \$1.5M; #2 would change the calculation method to use the full budget without removing the fund balance;

#3 would leave in the fund balance portion of the budget. The overall fund balance limit result would be \$10,177,851.

Commissioner Mortensen asked where the extra funds come from. Monty responded it comes from the surplus, most of which comes from the Medicaid Title XIX program.

Commissioner Mortensen moved to approve SOPPADA # 2022-1 To Change The Fund Balance Policy to now include the component changes defined in the SOPPADA and approve a final 2021 Fund Balance Limit of \$10,177,851. Commissioner Sauter seconded. Motion carried.

10. Resolution #2022-1, Banking updates. Monty noted we have a need to approve changes to our bank accounts with regards to check signers. This resolution would add Whitney Oswald as a check signer. Commissioner Mortensen asked if a check is signed by just one signer. Monty reported yes, but each signer may have different limits to approve.

Commissioner Sauter moved to approve Resolution #2022-1 regarding banking updates. Commissioner Mortensen seconded. Motion carried.

11. Mike presented the 2022 Strategic Plan. Mike reviewed the annual Strategic Planning process in October, when the Management Team reviews the agency's strengths, weaknesses, opportunities, and threats. There are 82 total goals for 2022's Strategic Plan. Each department manager develops goals for their departments. Mike highlighted goal 1.1 of the Title XIX program, restructuring of IP staffing to align with CDWA. Rather than the AAAs managing those workers, they will now all be managed by CDWA. A couple current positions with the agency will be eliminated and we are working on transitioning those staff to other roles where possible. Administrative Goal 2.0, Professional Development, encourages managers to develop their skills. Will be continuing the Messages from Mike. In December we will report on how we did with the Strategic Plan goals.

12. Good of the order.

13. Adjourn. There being no further business, Commissioner Sauter moved to adjourn the meeting. Commissioner Cothren seconded. Motion carried. The meeting was adjourned at 2:32 p.m.