



COG Meeting Minutes
December 2, 2022

Members present: Commissioner Richard Mahar, Chair, Commissioner Arne Mortensen
Members present by phone/Zoom: Commissioner Dan Cothren, Commissioner Dave Sauter
Members absent: Councilor Richard Rylander
Alternates present: none

Staff present: Mike Reardon, Monty Hansen, Karen Wolfe, Shari Moore, Lisa Sadoski, Mary Noyes, Bonnie McQueen, Shelly Worden

Advisory Council member present: Arnie Dyer, Chair
Visitors present:

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 Mortensen moved to approve the September 23, 2022 minutes. Commissioner Sauter seconded the motion. Motion carried.

3. Anniversary recognition: Mike announced one five-year anniversary: Bonnie McQueen; two ten-year anniversaries: Lisa Sadoski and Shelly Worden; and one thirty-year anniversary, Mary Noyes. Bonnie is glad to be here, it's gone by fast. Thanked the COG. Shelly said her ten years went really fast. Monty noted that Shelly brought payroll in-house years ago. Lisa thanked the COG. This job changed her whole life. It's an amazing place to work and she looks forward to continuing her work with the Agency. Mary noted she has been a supervisor since 2008, before that a Case Manager, before that a unit secretary and before that a transportation specialist. Mary says she has found her niche, the org is supportive and the COG is astounding. The COG congratulated the anniversary celebrants.

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

5. Executive Director's report:

Mike thanked all for being here for the last meeting of the year. It's Commissioner Sauter's last meeting as a COG member.

- Longview Office Security - there continue to be incidents in the building. Staff has been advised to call 911 if they have any trouble. Mike spoke with Tim Deisher of Longview PD, they will be doing sweeps in the morning between 7-8 and again in the evening between 5-6. They also will check in with our office. We've met with our attorney and our insurance company regarding our risk and how we should communicate to staff. Made some other recommendations as well including lighting

and cameras. Mike, Monty, and Shari met with the property managers a couple weeks ago. We asked about unarmed security, which they are considering. It's a cost that would be shared by all the tenants. Mike feels like we have done everything we can to minimize the risk and protect our clients and staff. Commissioner Mahar asked if the other tenants are having the same problems; Mike responded they are not to the same degree. We are the largest tenant and most vocal. Two action items: letter to Longview City Council and we are looking at alternate sites, Pier 1 building and another location in Kelso. Commissioner Mahar asked if there is still the cost issue of getting out of our current lease. Yes, it's \$275k to break the lease. Mike considering the costs of breaking the lease, costs of building out a new space, moving costs, etc. Commissioner Mortensen asked if otherwise the current space is acceptable. Mike noted the second biggest issue is parking. There are 35 unreserved spaces and over 150 parking tabs have been issued. Street parking is limited to 2 hours. Mike looked into purchasing additional parking permits from the city. The cost is \$120 per quarter and the closest lots are 3 blocks away. The building owner has written to the City recommending building a 4 story parking garage. Commissioner Mortensen asked how long we have been in that building – Monty reported since 2015. Our real estate agent has suggested we could negotiate a lower payout or find a sublessor. Monty said the difference for unarmed vs armed security is \$8 per hour.

- Vancouver Office buildout – we've run into a snag. Thought we would be done by now. The new owner has an attorney making all sorts of demands far more restrictive and putting all the risk on us. Probably another three months before we can get started.
- W4A – caregiver workforce shortage. This is impacting statewide and across the country. It was a problem before the pandemic, now it's a crisis. Affecting all aspects of health care. Some clients are waiting 8-12 months for a caregiver. Clients have to stay in the hospital or nursing facility longer. Discussion if vaccinations are still required. Mike didn't think so, it's up to the employer. Another issue W4a is discussing is the length of time for the application and approval process for Medicaid service – it can take up to 4 months in some cases.
- Contracts report – we have a new home care agency, Serengeti. Three contracts were terminated for convenience.
- Communications report – The Senior Messenger has been giving us good coverage.
- Mike noted we were the WSCOA excellence in Action winner for the Primary Care Liaison program.

6. Advisory Council: Arnie reported on the October 19 & 20 Fall Senior Conference and the November 16, 2022 meeting. One of the issues that came up is around affordable housing for seniors. The number of homeless seniors in WA has doubled in the last 5 years.

Commissioner Mortensen asked if that trend is expected to continue. Mike thinks so. Mike gave examples of how we are helping people stay in their homes. Commissioner Sauter noted they have a similar HOME program in Klickitat and Skamania Counties for home improvements for folks to stay in their homes. The program is generally focused on the elderly. It's a no interest loan and doesn't have to be repaid as long as the owner lives in the home. He noted it's undersubscribed and there is a struggle getting people to apply. Commissioner Mortensen noted in Cowlitz County they did something similar but the funding got abused so they discontinued it. He also stated that rental subsidy programs are hurting prices. They awarded

\$750K to Campus Towers. Arnie noted that the conference had a slide of senior population by county. Klickitat and Wahkiakum have growing percentages of seniors – 25%-44%.

2023 Advisory Council officers were elected at November meeting. Arnie noted the previous Advisory Council appreciation event in the past. Arnie will be attending the December 6th All Staff meeting. Arnie thanked the COG for their support of the agency.

7. Review of Financials. Monty Hansen reviewed the September 2022 and October 2022 expenditures of \$1,985,384.69 and \$1,924,422.26 respectively. September was very normal, with some subcontractor expenses. October expenses were pretty normal too. Subcontractor expenses went down. Expects average month going forward will be around \$2M.

Commissioner Sauter moved to approve the September 2022 and October 2022 expenditures of \$1,985,384.69 and \$1,924,422.26. Commissioner Mortensen seconded the motion. Motion carried.

Monty reviewed the August and September 2022 financial statements. Monty noted August was good due to TXIX increase. Commissioner Mahar asked if Monty could prepare a financial statement by year for the last 10 years. Commissioner Mahar will think about it some more and get back to Monty.

Monty reviewed the September 2022 Fiscal dashboard. We are right on revenue and expenditures run well below. Commissioner Mortensen called out some discrepancies on the dashboard, which Monty will correct.

8. 2023 Internal Operations Budget. Monty presented the 2023 Internal Operating Budget. Monty noted this is the 3rd year in a row where the budget has increased by \$1M or so, due to TXIX increased payments. Monty shared some highlights from the narrative. Staffing increase request is for Community Services, which is growing with new funding sources. Monty notes this doesn't mean we will hire all those positions – only if we get the funding. The significant change is in Fund Balance, with a \$1.5M increase. In the past we haven't had to use fund balance to backfill for lack of funding. The request for 2023 takes into account the Fund Balance plan the COG approved in September. Commissioner Sauter asked if we anticipated if the \$700k COVID money replacement was a one-time expense, or will it go into multiple years? Monty recollected that we want the flexibility to use it in multiple years, we anticipate using it later in the year and may not use it all.

Commissioner Sauter moved to approve the 2023 Internal Operating Budget of \$32,491,477 including staffing of 214.3 FTE and use of \$3,411,814 in Fund Balance. Commissioner Mortensen seconded the motion. Motion carried.

9. 2023 Area Plan Budget. Monty presented the 2023 Area Plan Budget. Monty explained this budget is just for how we will spend the activities that are in the Area Plan. Some smaller programs are not in the Area Plan. This is not an operations budget or an expenditure budget, it is just for us to tell the State how we plan to spend the money. Commissioner Mahar asked if we have to give a report at the end of the year as to what we spent? Monty explained the State

does all the tabulating throughout the year. This budget has no revenue included. We also have to add the match that is provided.

Commissioner Cothren moved to approve the 2023 Area Plan Budget of \$32,184,745, including staffing up to 207.91 FTE and use of \$1,483,544 in Fund Balance.

Commissioner Sauter seconded the motion. Motion carried.

10. Resolution #2022-4. Monty presented Resolution #2022-4, appointing Mike Reardon and Monty Hansen as investing officer signatories for transfers of funds between AAADSW's operation and investment accounts at US Bank. Monty explained the need for this resolution for our investment accounts. This is a new requirement from Cowlitz County.

Commissioner Mortensen moved to approve Resolution #2022-4 appointing Mike Reardon and Monty Hansen as investing officer signatories for transfers of funds between AAADSW's operation and investment accounts at US Bank. Commissioner Sauter seconded the motion. Motion carried.

11. 2023 COG Activities. Mike presented the proposed 2023 COG Meeting schedule for approval.

Commissioner Sauter moved to approve the proposed 2023 COG Meeting Schedule as presented. Commissioner Cothren seconded. Motion carried. Karen will send the calendar to the COG members.

12. Executive Session. The COG adjourned at 2:29 p.m. to Executive Session to discuss the Executive Director's performance evaluation.

The COG resumed the regular meeting at 2:40 p.m.

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

13. Commissioner Sauter moved to approve that effective December 16, 2022, the Executive Director's monthly salary be increased from Step F to Step G resulting in a monthly salary increase of 2.5% to \$11,461.00. Commissioner Mortensen seconded. Motion carried.

14. Good of the order. Mike thanked Commissioner Sauter and Councilor Rylander for their service on the COG and presented them with polar fleece vests embroidered with the AAADSW logo and their names. Karen will mail the vests to them. Commissioner Sauter said it has been a rewarding experience. He thinks Commissioner replacement will probably be his replacement on the COG as well. Mike will ask Councilor Rylander to advocate for representation at the first of the year.

15. Adjourn. There being no further business, Commissioner Mortensen moved to adjourn the meeting. Commissioner Sauter seconded. Motion carried. The meeting was adjourned at 2:45 p.m.