



COG Meeting Minutes
January 27, 2023

Members present: Commissioner Mahar, Commissioner Zoller, Commissioner Mortensen, Councilor Marshall

Members present by phone/Zoom: Commissioner Cothren

Members absent: none

Alternates present: none

Staff present: Mike Reardon, Monty Hansen, Karen Wolfe, Shari Moore

Advisory Council member present: Arnie Dyer

Visitors present: Staff member Missy Moriarty

The meeting was called to order at 1:01 p.m. by Commissioner Mahar.

The Pledge of Allegiance was recited.

Introductions were made. Councilor Sue Marshall is newly elected to the Clark County Council. She and her husband have a family farm of 27 acres of hazelnut orchard near Ridgefield. She also serves on the COG boards for the Commission on Aging and the Health Department. Councilor Marshall was a family caregiver for her mom for a year and utilized AAADSW's services.

Commissioner Arne Mortensen introduced himself. He has been a Cowlitz County commissioner for 6+ years. He grew up overseas and worked in telecom Research and Development for Qualcomm. Skamania County Commissioner Richard Mahar grew up in Gladstone and had a career in retail grocery. Commissioner Lori Zoller has been in Klickitat County politics for thirty years. She grew up in the timber and cattle ranching business. She has previously served on the Gorge commission, Watershed planning for Klickitat County, and then County Planning Commission. Commissioner Sauter recruited her to run for his position. Commissioner Dan Cothren has been in the timber industry all his life. He has been a Wahkiakum County commissioner since 2000. Ongoing issues with timber concerns in the County keep him involved on the Commission. His tree-felling business was virtually eliminated due to mechanization. He now does forest security.

1. Agenda Review: Commissioner Cothren moved to approve the agenda. Councilor Marshall seconded the motion. Motion carried. [note – action not needed]

2. Review of Minutes: Commissioner Cothren moved to approve the corrected December 2, 2022 minutes. Commissioner Zoller seconded the motion. Motion carried.

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

4. Anniversary Recognition. Mike explained we recognize 5-year incremental anniversaries of staff. Mike Reardon recognized Missy Moriarty for her five-year AAADSW anniversary. Mike

thanked Missy for her service. Missy stated it's a pleasure working for AAADSW and she appreciates her supervisor and her Care Coordination team.

5. Director's report:

Mike reported that January 30-February 2nd is AAA advocacy week, meeting with legislators from 14th, 17, 18, 19, 20th and 49th. Our Advisory Council member constituents will be joining Mike and other staff to advocate for issues. Mike noted that Karen has done a great job organizing the meetings. SB5183 and HB1128 are on our advocacy radar for an increase to the Personal Needs Allowance (PNA) for Medicaid clients in residential facilities, Assisted Living, Skilled nursing facilities, and Adult Family homes. Currently they are allowed to keep \$75 monthly. If the bills pass it will increase PNA to \$100, will become effective July 1st and will affect over 27,000 clients. In 2024 it will affect 28,500 clients. Mike noted the PNA has increased only slightly since in the 25 years he has worked for AAADSW. It also will be indexed with Social Security benefit annual increases. Mike elaborated these clients have already qualified for Medicaid. They are allowed to keep \$75 each month, the rest of their income (Social Security, etc.) goes to the facility to offset their cost of care; the fed/state make up the difference. Why is legislation required to change it? The amount is set in statute and the agreement with the federal government and each state as to the amount of participation. Mike added that clients go through annual recertification that they qualify for Medicaid.

The second legislative ask will be a vendor rate increase of \$3.6M from the State General Fund for the Health Home program. Clients are dually eligible for both Medicare and Medicaid and are high volume users of services. The program savings are split between CMS and the states. The services are extensive case management. Washington State has received \$122M since 2014, with \$244M in total savings. The money goes into the state General Fund. Monty noted it's been a very successful program for AAADSW's clients and for the agency. He reported that initially we funded the program with Fund Balance. At about year 3 it was starting to break even. Then the rates weren't keeping up with costs. Eventually the rates were increased. He reported that currently we're a bit in the red again. We are one of the most successful Health Home providers in the State. Mike explained more about the dual eligibility – at age 65 folks are eligible for Medicare and may be low income enough to qualify for Medicaid as well. W4a is still looking for a sponsor for the bill. If COG members care to, Mike asks that they lobby their legislators to sponsor the bill.

Contracts report – nothing out of the ordinary. Lots of renewals. A few amendments due to changes to allocations or changes to unit rate.

Communications report – A client sent an email to her case manager regarding the success of the footcare equipment. Her caregivers helped her put up a Christmas tree and decorations. She thanked the agency for the services we provide to our clients in need.

Commissioner Mortensen asked for an update on security problems at the Longview office. Mike gave some background on the issues in the last year or so with staff reporting incidents with homeless/transient people in the downtown core area where our office is located. The landlord has refused to provide security but has made some improvements in lighting and escorting staff. There is a new owner of the building now. We have not had any incidents reported since November. We are still considering adding security on our own. We have looked at other site options – the Pier One building would cost about \$800k to move. Shari elaborated that the Safety committee is going to offer self defense classes to our staff. We're still talking to the new owner about security. Parking is

improving some, as the police are more actively getting involved. Mike added we have been working with the Longview PD and they are doing morning sweeps between 6-8 a.m. The outdoor smoking area has been removed so that has decreased some of the foot traffic.

6. Advisory Council: Arnie reported on the December 14, 2022 and the January 18, 2023 Advisory Council meetings. Arnie noted to Councilor Marshall that he grew up in Vancouver near Crosley Lanes and they were hazelnut orchards then too. He noted when he first came on the Advisory Council it took a while to learn all the programs and staff. The January 2023 meeting had a staff presentation on the NW Geriatric training program to train UW Med School residents on the services available to clients. 95% of the participants report being better informed to assist their patients. Referrals to the Agency more than doubled since the inception of the GWEC program. Arnie stated he is proud of the advocacy that the Council has done in the past, going to Olympia to meet with their legislators. In January the Council elected Greg Flakus to join the Advisory Council, representing Clark County, effective February 1, 2023. Greg is a long time Vancouver resident and retired business owner in management systems for fairs and major events. He has been an active volunteer with FISH, including capital campaign, and is a active caregiver for his wife.

Councilor Marshall moved to approve Greg Flakus to join the Advisory Council representing Clark County, effective February 1, 2023. Commissioner Cothren seconded the motion. Commissioner Mortensen abstained. Motion carried.

7. Review of Financials. Monty Hansen reviewed the November and December 2022 expenditures of \$2,115,402.32 and \$2,110,024.85 respectively. November was close to average. December had a \$35K one time expenditure for improvements to our IT systems. December closes a bit early so the number is a bit lower than January will be. Monty has added the coding of type of expense that Commissioner Mortensen previously requested. Each line item represents one transaction. Monty explained that the State Auditor's Office (SAO) suggested approving the expenditures after they have been disbursed.

Councilor Marshall moved to approve the November and December 2022 expenditures of \$2,115,402.32 and \$2,110,024.85 respectively. Commissioner Mortensen seconded the motion. Commissioner Mortensen asked about caregiver training expenses from 2021 on the December 2022 expenditures. Monty explained that we repay the facility for the training of their staff. During the Pandemic, SEIU had a software glitch that documented the training costs and we were unable to pay the agencies. The agencies attested to the training and we were finally getting caregiver training invoices for reimbursement. We're still getting invoices. Commissioner Mortensen asked how we audit these expenses. Monty responded our monitoring process is on-site and he looks for the documentation that the vendor actually paid the staff person for the training. Monty looks very closely for fraud and feels confident that our vendors are not committing fraud. Mike added that the Contracts team also does monitoring of our subcontractors. **Motion carried.**

Monty reviewed the October 2022 financial statement. We had a surplus of \$293,042.53. Monty reviewed the 2022 November financial statement. Surplus was \$424,686.21. We were down staff in December which increased our surplus. YTD surplus is \$2,689,399.90. Our goal is to get as much of our surplus out into the community. Monty explained Fund Balance as how we spend our surplus income. Monty explained that there is a GASB rule that requires Fund Balances for governmental agencies.

Monty reviewed the November 2022 dashboard. He reported that revenues are at, or above budget and expenses are at or below budget. Commissioner Mortensen asked and Monty explained why our Medicaid revenue is so much higher than expenses. We run a lean organization and don't pad our staffing or run below the case ratios as some other AAAs do. Councilor Marshall asked if client feedback supports the case ratio. Monty explained that Medicaid doesn't have a formal feedback system from clients. The recent State increase in funding to get to 1:75 case ratio, which we are already at. We feel the ratio is an efficient number without burning out the case managers or keeping them bored. Councilor Marshall would like more explanation at some point. Mike offered to meet with her and also arrange for her to shadow a case manager on a home visit. Commissioner Mortensen asked about the Admin expenses vs. revenue. Monty noted he attributes some Older Americans Act revenue to Admin.

Monty presented the Multi-year Financial Statement with 10 years of financials. Councilor Marshall asked to see it in graph form. Monty will do that next time. Chair Mahar thanked Monty for the work on this. Commissioner Mortensen asked who's responsible for the success since 2012? Monty noted it's a team effort of all the managers and former executive director Dave Kelly. Monty feels he and Dave brought in an entrepreneurial philosophy to the agency. Mike added that a lot of it also has to do with the changeover in 2008 from the non-profit structure to the special local government format, as well as the establishment of the COG structure of the original COG board.

8. SOPPADA # 2023-1, Release of Unused/Unneeded Inventory. Monty explained that usable items will be auctioned on govdeals.com. Expect we may get \$1000.00 in revenue from the auction. Anything that doesn't sell we will donate to other agencies.

Commissioner Mortensen moved to approve SOPPADA # 2023-1, Release of Inventory. Councilor Marshall seconded. Motion carried.

9. SOPPADA #2023-2, Fiscal Policies and Procedures updates. Removing the policy of writing off Accounts Receivables after a specified date on non-payment.

Commissioner Mortensen moved to approve Resolution #2023-2, Fiscal Policies and Procedures updates. Commissioner Zoller seconded. Councilor Marshall asked if there is a possibility of checking with the auditors in advance. Monty stated he has tried that in the past with ambiguous answers. **Motion carried.**

10. GASB Report. Monty gave the annual GASB report. GASB is a national organization – Governmental Accounting Standards Board. The auditor requires this report to the COG every year. 2022 GASB 95, 96, 97, and 99 – none have significant impact on us in 2022 or 2023, one may have impact on us in the future. GASB 96 may impact us in the future. GASB 99 is an omnibus which may impact us on pension reporting in the future. 2023 GASB 100 may have slight impact on us. There is a change in governmental accounting on the future; maybe in 2025. **Motion carried.**

11. Personnel Policy Updates (Action). HR Manager Shari Moore shared the proposed additions/changes to AAADSW Personnel Policies and Procedures Manual:

- Annual Leave

Motion to approve the Annual Leave Policy revisions as presented, increasing the number of hours and days accrued by employees with 5 to 9 years of service from 6.67 hours to 7 hours per pay period, and from 20 total days per year to 21 total

days per year, effective January 1, 2023. Councilor Marshall moved to approve. Commissioner Mortensen seconded. Motion carried.

- AAADSW Telework Policy Requirements for AAADSW Telework.

Motion to approve AAADSW Telework Policy as presented, revising the requirement language from “successful annual performance evaluation” to “successful trial period performance evaluation”. Commissioner Zoller moved to approve. Councilor Marshall seconded. Commissioner Mortensen asked why not extend the trial period to one year instead. Shari explained the thinking that 1 year trial was too long. **Motion carried.**

- AAADSW Core Work Schedule Policy requirements. **Motion to approve AAADSW Core Work Schedule as presented, revising the requirement language from “minimum of one year” to “minimum of six months”.** Councilor Marshall moved to approve. Commissioners Cothren and Zoller seconded. **Motion carried.**

12. Election of COG officers for 2023-2024 (Action)

Action: Elect COG Chair and Vice Chair for 2023-2024

Commissioner Mortensen nominated Commissioner Mahar as Chair. Councilor Marshall moved to close the nominations. A verbal vote was unanimous in favor of Commissioner Mahar to serve as COG Chair for 2023 and 2024.

Commissioner Mortensen nominated Commissioner Zoller as Vice Chair. Councilor Marshall seconded. A verbal vote was unanimous in favor of Commissioner Zoller to serve as Vice Chair for 2023 and 2024.

13. Staffing Change. Monty announced his impending retirement from the Agency. He stated he appreciates all the support of the COG over the years. His success is directly because of the support of management, staff and the COG. He has seen a huge growth in staffing and the budget over the years. Mike remarked that Monty has done a great job and the State Auditors office has always been very complimentary and positive in their audits. We are recruiting and working on a transition plan. Monty has agreed to stay on to train his replacement and consult. Monty’s role has expanded over the years to facilities, contracts, building improvements and IT. He has a tentative April 30th retirement date but will stay longer if needed. Councilor Marshall and Commissioner Zoller both thanked Monty for the information and all his work in getting them up to speed. He makes it easy for them.

14. **Adjourn. There being no further business, Commissioner Mortensen moved to adjourn the meeting. Commissioner Zoller seconded. Motion carried. The meeting was adjourned at 3:10 p.m.**