

AREA AGENCY ON
Aging & Disabilities
OF SOUTHWEST WASHINGTON

COG Meeting Minutes
December 5, 2025

Members present: COG Chair Commissioner Lori Zoller, Commissioner Brian Nichols
Members present by phone/Zoom: Commissioner Ferrell; Commissioner Cothren joined the meeting at 2:11 p.m.

Members absent: Councilor Fuentes

Members Excused:

Alternates present:

Staff present: Mike Reardon, Claire Steiner, Karen Wolfe, Christina Marneris, Lois Chauncey

Advisory Council member present:

Visitors present: Commissioner Rob Faris, Skamania County; AAADSW staff members Sarah Revord, Julian Phan, Kim King, Cathy Dobbin, and Samantha Waldbauer.

The meeting was called to order at 1:01 p.m. p.m. by COG Chair Zoller.

The Pledge of Allegiance was recited.

1. Agenda Review: The Agenda for today's meeting was reviewed. No changes were needed.

Commissioner Nichols moved to approve the agenda. Commissioner Ferrell seconded the motion. Motion carried.

2. Minutes. **Commissioner Nichols moved to approve the September 26, 2025 minutes.**
Commissioner Ferrell seconded the motion. Motion carried.

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

4. Anniversary Recognition.

10-year anniversaries Mike congratulated Sarah Revord, Julian Phan, Kim King, and Cathy Dobbin. Sarah, Julian, Kim, and Cathy all shared memories of their time at AAADSW. They all have enjoyed the work and the benefits.

25- year anniversary Mike congratulated Samantha Waldbauer. Samantha is part of the Executive Leadership team and has done a fantastic job at the Agency. She shared some memories of her time at AAADSW.

5. Advisory Council:

Christina reported on the October W4A/ACOA and Fall Conference. The Council has begun planning for their 2026 legislative advocacy. The Council recently elected Rich Seekins as the

representative to the State Council on Aging (SCOA). Christina requested approval of new Advisory Council member, Eileen Stearns-Raff representing Wahkiakum County, to join the Advisory Council effective December 1, 2025.

Commissioner Nichols moved to approve Eileen Stearns-Raff, representing Wahkiakum County, to join the Advisory Council effective December 1, 2025. Commissioner Ferrell seconded the motion. Motion Carried.

6. Review of Financials. Claire reviewed the September 2025 payments of \$2,835,160. October 2025 payments were \$3,206,552. September expenditures included the 4th deposit for the buildout. October includes the 5th installment payment of the buildout.

Commissioner Nichols moved to approve the September 2025 payments of \$2,835,160 and the October 2025 payments of \$3,206,552 respectively. Commissioner Ferrell seconded the motion. Motion carried.

Claire reviewed the August and September Fiscal reports and the September 2025 Fiscal dashboard pages. Assets continue to be greater than our liabilities with a strong cash position. Slightly under budget for expenditures in September. The net income for August was \$73,485 and September was \$160,206 for total of \$233,691. Claire reviewed the Fiscal dashboard. Next year there will be a format change for the dashboard to align with our revenue documentation. Claire reviewed the remaining dashboards. Mike noted there was no net change overall of revenue over expenditures. Caseloads by type remain consistent or trending upwards. YTD Expenditures by Type is stable. Cash Payments by Type were typical.

7. Claire presented the DRAFT 2026 Internal Operating Budget, explaining changes from 2025. **Commissioner Nichols moved to approve the draft 2026 Internal Operating Budget. Chair Zoller seconded the motion. Motion carried.**

8. Resolution #2025-5 to establish a new US Bank account for the purpose of transacting ACH payments to AAADSW vendors (Action required)

Commissioner Nichols moved to approve Resolution #2025-5 to establish a new US Bank account for the purpose of transacting ACH payments to AAADSW vendors. Commissioner Ferrell seconded the motion. Motion carried.

9. State Auditor's Office (SAO) audit of AAADSW's 2024 Financials. Claire reported we had a finding-free audit.

Commissioner Nichols moved to approve the State Auditores office Audit of AAADSW's 2024 Financials. Commissioner Ferrell seconded the motion. Motion carried.

10. GASB Report. Claire reported that GASB 102 will apply to AAADSW. She shared the description of the GASB and noted we are awaiting guidance from the SAO for implementation. Claire also provided information on upcoming GASBs that are currently being developed.

11. Director's Report.

Mike reported on the following topics:

- Fund Balance Report to the State – Mike shared the history of the issues with the State around the AAAs' fund balances. The State has asked for a spending plan of how AAAs will spend the fund balance. The AAAs will instead send a report. Mike shared the letter attached to the report AAADSW provided. Mike also shared the report we sent. He believes we have solid footing for our arguments. Mike confirmed for Commissioner Nichols that we still have about \$7M Fund balance to earn to reach our annual commitments previously approved by the COG.
- MAC/TSOA Programs – Mike reported on significant changes in the programs. Begun in 2017, they have been very successful programs for clients not eligible for Medicaid or other services. Effective 12/1/25 it was announced that there would be a statewide waitlist for more participants. Christina's team is working to assess the impact and find solutions for this current development.
- Government Shutdown – Mike reported that SNAP is funded through 9/30/26. Advisory Council members had asked how many folks in our service area were impacted; about 25,000 are on SNAP benefits.
- Longview Office – Our new Longview office opened to the public on October 21st. The Longview Chamber of Commerce held a ribbon-cutting at the new space last month. In January Mike hopes to give a report of the funds spent for the buildout. Mike is proud of the staff accepting the changes in office configuration of shared workspaces.
- Contracts Report – Mike shared that our Contracts team does a phenomenal job establishing good rapport with the providers.
- Communications Report - Mike reported that Evelyn Hallett, featured in the communication log, just recently passed away.

12. Agency Policy and Procedures Updates. Lois presented the P&P updates. Mike gave kudos to Lois for updating the document. Lois shared the highlights of the changes. She reported working with our legal counsel on the updates. Lots of language was outdated and/or missing legal disclaimers. The goal with the updates was to be better organized and updated to consistent language. Any areas with rapidly changing language were put it into an appendix with more recently updated language based on current law and used consistent terminology. Lois summarized the content that was updated. She also shared a full copy of the Policy to review.

Commissioner Nichols moved to approve the proposed Policy and Procedures updates. Commissioner Ferrell seconded the motion. Motion carried.

13. 2026 COG Activities. Mike presented the proposed 2026 COG meeting schedule for the COG's approval. **Commissioner Nichols moved to approve the proposed 2026 COG meeting schedule. Commissioner Ferrell seconded the motion. Motion carried.**

14. 2026 Cost of Living Adjustment (COLA). Mike presented the proposed 2026 COLA for the COG's approval. Mike provided background for the COLA request. COLA is applied equally across union and non-union staff for same COLA adjustment. Our union contract calls for a minimum of 2.5% and maximum of 4.5%. Commissioner Ferrell asked if there any other

increases staff gets on an annual basis. Mike explained the annual step increases for which staff are eligible.

Commissioner Nichols moved to approve the proposed 2026 COLA of 2.75%. Chair Zoller seconded the motion. Discussion followed. Commissioner Cothren joined the meeting via Zoom to discuss the motion, providing a 4th member of the COG at the meeting. Mike noted that the 2026 Budget calls for 3% COLA. Chair Zoller called the question. Commissioner Nichols, Chair Zoller, and Commissioner Cothren voted aye. Commissioner Ferrell voted nay. Motion carried.

15. Executive Session. At 2:16 p.m. Chair Zoller announced 1) the meeting was closed to the public in accordance with [RCW 42.30.140\(4\)\(a\)](#); and 2) the COG would go into Executive Session to discuss the Executive Director's annual performance review; the COG will return from Executive Session at 2:31 p.m.

At 2:31 p.m. Chair Zoller announced the COG had concluded their Executive Session to discuss the Executive Director's annual performance evaluation and the public meeting would now resume.

Commissioner Nichols moved to approve Executive Director Mike Reardon's performance review, sustaining Step I and approving the 2026 COLA increase, effective December 16, 2025. Commissioner Ferrell seconded. Motion passed.

16. Leadership Update - Mike announced to the COG that he is retiring from AAADSW on July 1, 2026. Mike appreciates the trust in the leadership of AAADSW. He has prepared a transition plan for the first half of 2026. The COG Chair, Advisory Council Chair, an Executive Director from another AAA, and the Executive Director of W4A will comprise the interview panel with an expected date of April, with training in May and June. Commissioner Nichols expressed his regret and wished Mike the best.

17. Good of the order: none

18. Adjourn. There being no further business, **Commissioner Nichols moved, and Commissioner Ferrell seconded to adjourn the meeting. Motion carried.** The meeting was adjourned at 2:37 p.m.