



Area Agency on Aging

Lewis-Mason-Thurston Area Agency on Aging

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Lewis-Mason-Thurston Area Agency on Aging

Council of Governments

Meeting Minutes
January 24, 2019

Members Present

Commissioner Gary Stamper, Lewis County; Gary Edwards, Thurston County
Commissioner Sharon Trask, Mason County

Members Absent

None

Staff Present

Nicole Kiddoo, Executive Director; Joy McBride, Contracted Services Director; Dan Speigle, Fiscal Director; Jemma Williamson, Case Management Director; Mickle Yow, Administrative Secretary

Guests Present

Ida Sevier, Advisory Council Vice-Chair

Opening and Introductions

Commissioner Stamper called the meeting to order at 2:10pm.

Election of Officers

Commissioner Edwards moved to appoint Commissioner Stamper to Council Chair and himself as Vice-Chair. Commissioner Trask seconded the motion, motion passed unanimously.

Approval of Minutes & Agenda

Commissioner Edwards moved to approve the minutes from the December 19, 2018 meeting. Commissioner Trask seconded the motion, motion passed unanimously.

Commissioner Edwards moved to approve the meeting agenda for January 24, 2019 with the correction of the date from 2018 to 2019 and the addition of item IX – Approval of New Staff Positions.

Commissioner Stamper seconded the motion, motion passed unanimously.

Approval of Vouchers

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve 102 vouchers totaling \$364,741.25.

Batch of 12/20/2018, beginning with 1250738 and ending with 1250751, consisting of 4 voucher(s), contiguous, in the amount of \$2,730.93

Batch of 12/27/2018, beginning with 1252501 and ending with 1252509, consisting of 6 voucher(s), non-contiguous, in the amount of \$129,232.58

Batch of 12/27/2018, beginning with 1252524 and ending with 1252548, consisting of 20 voucher(s), contiguous, in the amount of \$9,476.53

Batch of 12/17/2018, beginning with 1252553 and ending with 1252584, consisting of 15 voucher(s), non-contiguous, in the amount of \$7,378.18

Batch of 12/27/2018, beginning with 1252588 and ending with 1252596, consisting of 7 voucher(s), non-contiguous, in the amount of \$28,366.27

Batch of 1/3/2019, beginning with 1254849 and ending with 1254849, consisting of 1 voucher(s), contiguous, in the amount of \$9,156.07

Batch of 1/3/2019, beginning with 1254920 and ending with 1254942, consisting of 20 voucher(s), non-contiguous, in the amount of \$6,935.71

Batch of 1/7/2019, beginning with 1255502 and ending with 1255516, consisting of 15 voucher(s), contiguous, in the amount of \$107,297.33

Batch of 1/7/2019, beginning with 1255647 and ending with 1255659, consisting of 12 voucher(s), non-contiguous, in the amount of \$50,317.65

Batch of 1/7/2019, beginning with 1255680 and ending with 1255680, consisting of 1 voucher(s), contiguous, in the amount of \$13,275.00

Batch of 1/15/2019, beginning with 1258122 and ending with 1258122, consisting of 1 voucher(s), contiguous, in the amount of \$575.00

Commissioner Trask seconded the motion, motion passed unanimously.

Advisory Council Report

Advisory Council Vice-Chair Ida Sevier reported on the January Advisory Council meeting. The Council is focusing on refining and accomplishing their goals for 2019. Ida shared that the Council is focusing on issues such as senior homelessness, adult day care and transportation. One goal of the Council is to improve communication by bringing LMTAAA materials to areas in each local community to spread the word of what services are available. Discussion ensued on current issues within each County.

Executive Director's Report

Executive Director, Nicole Kiddoo, reported on a variety of topics.

➤ **Strategic Planning Update**

The agency's Executive Leadership Team and Collective Management Team have executed preliminary strategic planning discussions and brainstorming sessions. From those discussions, the agency has made some immediate changes within the fiscal unit with the addition of the new Fiscal Technician position. LMTAAA's Executive Leadership Team and Collective Management Team started with a SWOT Exercise and are in the process of defining the key goals and priorities. From this, the team is hoping to set goals to develop their strategic plan and action plans. Concurrently, they have been analyzing the agency's organizational structure and are beginning to finalize their thoughts and recommendations for implementation of Phase II of this process.

➤ **Lewis Mason Thurston Area Agency on Aging Leadership Academy**

The Lewis Mason Thurston Area Agency on Aging Excellence in Leadership Academy inaugural class of 2019 is set to kick off March 4, 2019. The agency has received a lot of interest and excitement from the staff. The final participant list will be announced later this month. The Commissioners were invited to participate in the graduation ceremony on Friday, May 3, 2019 if they are willing and able to attend.

➤ **W4A Updates and Legislative Priorities**

The Washington Association of Area Agencies on Aging (W4A) is a member organization that consists 13 Area Agencies on Aging. Each Area Agency represents a part of Washington State. The organization seeks to enhance the effectiveness of each AAA through a strong agenda of information, debate, advocacy and education. For 2019, the association is focusing on the following legislative priorities:

- \$9.9 million GFS Case Management/Clients with Mental Illness
- Pass the Long-Term Care Trust Act- HB 1087
- \$10.9 million GFS to increase Personal Needs Allowance for in-home clients
- 5.4 million GFS to address Alzheimer's disease and other dementias

Approval of New Staff Positions

Executive Director, Nicole Kiddoo, gave an overview of the potential new staff positions she is recommending the Council approve to be implemented in the near future. She explained the activities related to staffing and the supports needed in order to develop a strong infrastructure and become a more effective organization. Leadership's plan is to recruit and implement the positions strategically based on need and the timing of the goals, and as budget and training resources allow throughout the year. After some discussion, the Council requested additional information for further discussion prior to a motion to approve. A special meeting will be scheduled as soon as possible to focus specifically on this matter.

Bylaw Update

As discussed at the December CoG meeting, new language was written for the Council Bylaws and brought to the Council for approval. Based on the recommendation of the

Executive Director, Commissioner Edwards moved to approve an amendment to the Council of Governments Bylaws to add language in: Article I, Role, Section D - to grant the Executive Director the authority to approve and sign contracts, amendments and approve budgets consistent with the Area Plan Budget and to edit the language in: Article IV, Conduct of Meetings, Section C, Location - to give the Council of Governments more flexibility in scheduling the meetings. Commissioner Trask seconded the motion, motion passed unanimously. The new Bylaw language reads as follows:

Article I, Role, Section D, #2 (new number):

Upon COG approval of the Area Plan Budget, the COG grants the Executive Director the authority to approve and sign contracts, amendments, and approve budgets consistent with the Area Plan and the Area Plan Budget:

- *Up to a 15% variance of the total Area Plan Budget; and*
- *For new money/new programs not anticipated within the Area Plan Budget, up to \$150,000; and*
- *For DSHS Medicaid contracts/amendments, where LMTAAA is not a party to the contract.*

Article IV, Conduct of Meetings, Section C, Location:

- COG meeting locations are at the discretion of the COG, and may rotate among the three participating counties (Lewis, Mason and Thurston), with specific meeting place to be indicated in the meeting notice (ie. address, building, room).

Contracted Services Director's Report

Contracted Services Director, Joy McBride, gave a description of the following contract presented to the CoG for approval:

Department of Social and Health Services – 2019 Older Americans Act Contract

This is a new award for 2019, and is 80% of our final 2018 allocation, with the exception of Nutrition Services Incentive Program (NSIP) funding, which is 75% of final previous funding. Once federal funding amounts are known, the total award will be adjusted. The new period of performance will start January 1, 2019, and run for 21 months, through September of 2020. Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve the Department of Social and Health Services Older Americans Act Contract #1969-41465, in the amount of \$1,336,607, for the period January 1, 2019, through September 30, 2020. Commissioner Trask seconded the motion, motion passed unanimously.

Commissioner Stamper had to depart from the meeting at 3:35pm, but the meeting continued as there was still a quorum.

Case Management Director's Report

Case Management Director, Jemma Williamson, gave a brief overview of the Case Management and Home Care Referral Registry programs offered by the agency. The LMTAAA Case Management program supports approximately 2,300 clients receiving in-home services paid through Title XIX funds (Medicaid). LMTAAA supports clients who choose to live as independently as possible in private homes. Services may include; personal care, home-delivered meals, personal emergency response systems, environmental modifications, specialized medical equipment, etc.

Fiscal Director's Report

Fiscal Director, Dan Speigle, gave an agency financial update to the Council.

Adjournment

The meeting was adjourned at 3:49pm. The next regular meeting of the CoG is scheduled for March 28, 2019, at 2pm in the Olympia LMTAAA office.

Approved:

Submitted by:
