



# Lewis-Mason-Thurston Area Agency on Aging

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Area Agency on Aging

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Lewis-Mason-Thurston Area Agency on Aging

## **Council of Governments**

Meeting Minutes  
October 25, 2018

### **Members Present**

Commissioner Terri Drexler, Mason County; Commissioner Gary Stamper, Lewis County

### **Members Absent**

Commissioner Gary Edwards, Thurston County

### **Staff Present**

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

### **Guests Present**

Ida Sevier, Advisory Council Vice-Chair

### **Opening and Introductions**

Commissioner Drexler called the meeting to order at 1:56 pm.

### **Approval of Minutes & Agenda**

Commissioner Stamper moved to approve the minutes from the August 23, 2018, meeting, and the September 19, 2018, special meeting. Commissioner Drexler seconded the motion, motion passed 2-0.

Commissioner Stamper moved to amend the agenda for October 25, 2018, with the following changes to:

Item IV- Contracts and Amendments; add consideration of the following:

- United Way of Thurston County Retired and Senior Volunteer Program (RSVP) Contract Amendment
- Department of Social & Health Services – State Federal Contract Amendment #1

Change item V. to add Advisory Council Report.

Remove Area Plan Budget from the Fiscal Director's Report.

Commissioner Drexler seconded the motion, motion passed 2-0.

## **Approval of Vouchers**

Based on the recommendation of the Executive Director, Commissioner Stamper moved to approve 243 vouchers totaling \$396,401.27.

Batch of 8/15/2018, beginning with 1208939 and ending with 1208939, consisting of 1 voucher(s), contiguous, in the amount of \$7,831.62

Batch of 8/29/2018, beginning with 1212489 and ending with 1212492, consisting of 4 voucher(s), contiguous, in the amount of \$33,855.70

Batch of 8/30/2018, beginning with 1212713 and ending with 1212714, consisting of 3 voucher(s), contiguous, in the amount of \$43,330.55

Batch of 8/30/2018, beginning with 1212721 and ending with 1212725, consisting of 5 voucher(s), contiguous, in the amount of \$2,268.55

Batch of 8/30/2018, beginning with 1212506 and ending with 1212703, consisting of 7 voucher(s), non-contiguous, in the amount of \$4,685.55

Batch of 8/29/2018, beginning with 1212619 and ending with 1212621, consisting of 2 voucher(s), non-contiguous, in the amount of \$4,081.58

Batch of 8/30/2018, beginning with 1212704 and ending with 1212710, consisting of 7 voucher(s), contiguous, in the amount of \$1,932.51

Batch of 8/30/2018, beginning with 1212716 and ending with 1212720, consisting of 5 voucher(s), contiguous, in the amount of \$17,376.86

Batch of 9/19/2018, beginning with 1219061 and ending with 1219080, consisting of 11 voucher(s), non-contiguous, in the amount of \$98,609.59

Batch of 9/19/2018, beginning with 1219090 and ending with 1219090, consisting of 1 voucher(s), contiguous, in the amount of \$2,100.00

Batch of 9/19/2018, beginning with 1219210 and ending with 1219219, consisting of 10 voucher(s), contiguous, in the amount of \$1,541.33

Batch of 9/19/2018, beginning with 1219220 and ending with 121922, consisting of 3 voucher(s), contiguous, in the amount of \$386.62

Batch of 9/19/2018, beginning with 1219224 and ending with 1219254,

consisting of 20 voucher(s), non-contiguous, in the amount of \$2,829.72

Batch of 9/19/2018, beginning with 1219243 and ending with 1219253, consisting of 10 voucher(s), non-contiguous, in the amount of \$2,129.22

Batch of 9/24/2018, beginning with 1220377 and ending with 1220381, consisting of 4 voucher(s), non-contiguous, in the amount of \$34,193.58

Batch of 9/27/2018, beginning with 1221997 and ending with 1221997, consisting of 1 voucher(s), contiguous, in the amount of \$6,137.82

Batch of 9/27/2018, beginning with 1222009 and ending with 1222043, consisting of 23 voucher(s), non-contiguous, in the amount of \$6,550.72

Batch of 9/27/2018, beginning with 1222073 and ending with 1222075, consisting of 3 voucher(s), contiguous, in the amount of \$2,851.69

Batch of 10/4/2018, beginning with 1222084 and ending with 1224567, consisting of 2 voucher(s), non-contiguous, in the amount of \$3,932.90

Batch of 9/27/2018, beginning with 1222086 and ending with 1222092, consisting of 6 voucher(s), non-contiguous, in the amount of \$21,878.61

Batch of 9/27/2018, beginning with 1222101 and ending with 1222115, consisting of 9 voucher(s), non-contiguous, in the amount of \$42,492.76

Batch of 10/2/2018, beginning with 1222458 and ending with 1223815, consisting of 22 voucher(s), non-contiguous, in the amount of \$8,733.26

Batch of 9/28/2018, beginning with 1222491 and ending with 1222497, consisting of 7 voucher(s), contiguous, in the amount of \$15,915.43

Batch of 10/18/2018, beginning with 1228796 and ending with 1228804, consisting of 9 voucher(s), contiguous, in the amount of \$1,081.75

Batch of 10/18/2018, beginning with 1228812 and ending with 1228986, consisting of 22 voucher(s), non-contiguous, in the amount of \$2,686.43

Batch of 10/18/2018, beginning with 1229084 and ending with 1229088, consisting of 4 voucher(s), non-contiguous, in the amount of \$520.60

Batch of 10/18/2018, beginning with 1229090 and ending with 1229098, consisting of 9 voucher(s), contiguous, in the amount of \$2,003.10

Batch of 10/18/2018, beginning with 1229101 and ending with 1229105, consisting of 5 voucher(s), contiguous, in the amount of \$1,231.13

Batch of 10/19/2018, beginning with 1229132 and ending with 1229418, consisting of 28 voucher(s), non-contiguous, in the amount of \$23,232.09

Commissioner Drexler seconded the motion, motion passed 2-0.

## **Contracts & Amendments**

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

### **Multi-Service Center – Long Term Care Ombudsman Program Contract Amendment**

Based on the recommendation of the Executive Director, Commissioner Stamper moved to approve the Multi-Service Center Amendment #2, for the Long Term Care Ombudsman Program, in the amount of \$80,976, for the period July 1, 2018 through June 30, 2019. Commissioner Drexler seconded the motion, motion passed 2-0.

### **Paul Tosch – Regional Long Term Care Ombudsman Contract Amendment**

Based on the recommendation of the Executive Director, Commissioner Stamper moved to approve an amendment to the Long Term Care Ombudsman contract with Paul Tosch in order to increase the ceiling award, effective October 1, 2018. The amendment adds \$27,474 for a new ceiling award of \$80,259 for the period July 1, 2018 through June 30, 2019. Commissioner Drexler seconded the motion, motion passed 2-0.

### **United Way of Thurston County Retired and Senior Volunteer Program (RSVP) Contract Amendment**

Based on the recommendation of the Executive Director, Commissioner Stamper moved to approve an amendment to the Volunteer Retention Support contract with The United Way of Thurston County Retired and Senior Volunteer Program, in order to move \$1,000 from volunteer recognition to volunteer mileage reimbursement, effective October 1, 2018. The ceiling award remains the same. Commissioner Drexler seconded the motion, motion passed 2-0.

### **Department of Social and Health Services – State/Fed Contract Amendment #1**

Based on the recommendation of the Executive Director, Commissioner Stamper moved to approve Department of Social and Health Services Contract #1869-31853, Amendment #1, increasing the ceiling award by \$879, for a total maximum award of \$6,560,690, for the period July 1, 2018, through June 30, 2019. Commissioner Drexler seconded the motion, motion passed 2-0.

## **Area Plan 7.01 Tribal Plan Updates**

Contracted Services Director McBride gave an overview of the 7.01 tribal planning process and 7.01 Area Plan progress report, which is due next month. She reviewed the updated goals and objectives in the plans that were developed through meetings with each tribe.

## **Advisory Council Report**

Advisory Council Vice-Chair Ida Sevier reported on Advisory Council goals and activities related to how Council members can share information about the Agency with their contacts and other members of the public. The Council will be developing flyers, business cards with talking points, and an “elevator speech,” that members can use to introduce people to our Agency and the services we provide. She also reported that the Council will be selecting a Chair and Vice-Chair for 2019, and that Mason and Lewis Counties each has two openings on the Council.

## **Fiscal Director’s Report**

Fiscal Director, Dan Speigle, reported that the Agency 2016 State Audit has been completed and included an expected finding, and stated that the 2017 State Audit is not yet complete. He also gave an agency financial update, and reported that Case Management clinical ratios should be able to be met going forward.

## **Case Management Director’s Report**

Case Management Director, Jemma Williamson, provided a description of her background and history with the agency. She also gave an overview of the Case Management unit, as well as the Home Care Referral Registry, along with staffing and client statistics.

## **Executive Director’s Report**

Executive Director, Nicole Kiddoo, described a proposal to restructure the Fiscal unit by adding a Fiscal Technician position, and increasing the responsibilities and salary of the current Accounting Specialist position by 8%, in order to allow the Fiscal Director to focus on higher level fiscal and management duties. Commissioner Stamper made a motion to add the Fiscal Technician position and upgrade the Accounting Specialist position. Commissioner Drexler seconded the motion, motion passed 2-0.

Executive Director Kiddoo proposed changing the COG meeting schedule from monthly to every other month, and increasing the contracts and/or contract amendments that could be approved by the Executive Director. After some discussion, it was decided that a formal proposal would be presented at a future meeting with all Commissioners present.

There was also a discussion with the Commissioners about their preferences with regard to the format in which information and data about the work of the Agency will be presented to them going forward. There was an interest in providing data that would help them better understand their county demographics and constituencies. It was also decided that it was not necessary to record future meetings, since the minutes are the official record of the meetings.

Executive Director Kiddoo reported on the two-day all-staff training that was held the week prior. In this training, staff worked together to establish the agency shared vision statement, which was added to the values that were identified at the collective management training in September.

The next meeting of the COG falls on Thanksgiving, so after some discussion, it was decided that there not be a November meeting, and the next meeting will be on December 11, 2018.

### **Executive Session**

The Council entered into Executive Session at 3:25 pm, for a discussion of union negotiation positions to be taken, citing RCW 42.30.110(g), for 15 minutes. No action was taken during Executive Session.

### **Adjournment**

The meeting was adjourned at 3:40 pm. The next regular meeting of the CoG is scheduled for December 11, 2018, at 2pm in the Olympia LMTAAA office.

**Approved:**

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**Submitted by:**

*Joy McBride*

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