



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
December 19, 2018

Members Present

Commissioner Terri Drexler, Mason County; Commissioner Gary Edwards, Thurston County

Members Absent

Commissioner Gary Stamper, Lewis County

Staff Present

Nicole Kiddoo, Executive Director; Joy McBride, Contracted Services Director; Dan Speigle, Fiscal Director; Manfay Chan, Case Management Supervisor; Brandon Humphries, Family Caregiver Resource Manager; Mikle Yow, Administrative Secretary

Guests Present

Ida Sevier, Advisory Council Vice-Chair

Opening and Introductions

Commissioner Drexler called the meeting to order at 8:35am.

Approval of Minutes & Agenda

Commissioner Edwards moved to approve the minutes from the October 25, 2018, meeting and the December 19, 2018, agenda. Commissioner Drexler seconded the motion, motion passed 2-0.

Approval of Vouchers

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve 233 vouchers totaling \$480,944.80.

Batch of 10/19/2018, beginning with 1229421 and ending with 1229421, consisting of 1 voucher(s), contiguous, in the amount of \$10,373.39

Batch of 10/19/2018, beginning with 1229468 and ending with 1229546,

consisting of 15 voucher(s), non-contiguous, in the amount of \$10,280.19

Batch of 10/19/2018, beginning with 1229550 and ending with 1229552, consisting of 3 voucher(s), contiguous, in the amount of \$25,215.81

Batch of 10/19/2018, beginning with 1229556 and ending with 1229566, consisting of 11 voucher(s), contiguous, in the amount of \$49,343.39

Batch of 10/25/2018, beginning with 1230803 and ending with 1230806, consisting of 4 voucher(s), contiguous, in the amount of \$34,193.58

Batch of 10/26/2018, beginning with 1231962 and ending with 1231962, consisting of 1 voucher(s), contiguous, in the amount of \$35.77

Batch of 11/1/2018, beginning with 1234667 and ending with 1234681, consisting of 11 voucher(s), non-contiguous, in the amount of \$3,117.96

Batch of 10/27/2018, beginning with 1232474 and ending with 1232475, consisting of 2 voucher(s), contiguous, in the amount of \$6,972.10

Batch of 11/1/2018, beginning with 1234645 and ending with 1234652, consisting of 7 voucher(s), non-contiguous, in the amount of \$22,967.43

Batch of 11/1/2018, beginning with 1234656 and ending with 1234663, consisting of 5 voucher(s), non-contiguous, in the amount of \$61,810.85

Batch of 11/1/2018, beginning with 1234664 and ending with 1234666, consisting of 3 voucher(s), contiguous, in the amount of \$615.45

Batch of 11/15/2018, beginning with 1239153 and ending with 1239270, consisting of 11 voucher(s), non-contiguous, in the amount of \$2,223.88

Batch of 11/14/2018, beginning with 1239168 and ending with 1239174, consisting of 4 voucher(s), non-contiguous, in the amount of \$358.71

Batch of 11/15/2018, beginning with 1239203 and ending with 1239266, consisting of 23 voucher(s), non-contiguous, in the amount of \$3,029.52

Batch of 11/15/2018, beginning with 1239246 and ending with 1239604, consisting of 10 voucher(s), non-contiguous, in the amount of \$2,069.65

Batch of 11/21/2018, beginning with 1241229 and ending with 1241229, consisting of 1 voucher(s), contiguous, in the amount of \$8,612.82

Batch of 11/21/2018, beginning with 1241241 and ending with 1241280, consisting of 23 voucher(s), non-contiguous, in the amount of \$6,552.29

Batch of 11/21/2018, beginning with 1241289 and ending with 1241293, consisting of 3 voucher(s), non-contiguous, in the amount of \$525.80

Batch of 11/21/2018, beginning with 1241294 and ending with 1241302, consisting of 9 voucher(s), contiguous, in the amount of \$28,030.17

Batch of 11/26/2018, beginning with 1241787 and ending with 1241792, consisting of 4 voucher(s), non-contiguous, in the amount of \$34,193.58

Batch of 11/27/2018, beginning with 1242797 and ending with 1242829, consisting of 20 voucher(s), non-contiguous, in the amount of \$103,717.19

Batch of 11/27/2018, beginning with 1242994 and ending with 1243002, consisting of 9 voucher(s), contiguous, in the amount of \$54,660.50

Batch of 9/28/2018, beginning with 1222084 and ending with 1224567, consisting of 2 voucher(s), non-contiguous, in the amount of \$3,932.90

Batch of 12/17/2018, beginning with 1249235 and ending with 1279275, consisting of 25 voucher(s), non-contiguous, in the amount of \$2,882.63

Batch of 12/17/2018, beginning with 1249283 and ending with 1249431, consisting of 26 voucher(s), non-contiguous, in the amount of \$5,229.24

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:

Department of Social and Health Services – Older Americans Act Amendment #3

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve Department of Social and Health Services Older Americans Act Contract #1869-21046, Amendment #3, in the amount of \$2,251,963. This amendment increases the ceiling award by \$2,601, for the period January 1, 2018, through December 31, 2018. Commissioner Drexler seconded the motion, motion passed 2-0.

Department of Social and Health Services – Medicare Improvements for Patients and Provider Act Contract

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve Department of Social and Health Services Medicare Improvements for Patients and Providers Act Outreach and Assistance Contract #1869-42136, in the amount of \$16,902, for the period September 29, 2018, through December 20, 2020. Commissioner Drexler seconded the motion, motion passed 2-0.

Catholic Community Services of Western Washington – Transportation Amendment

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our Transportation Contract with Catholic Community Services of Western Washington, in order to extend the period of performance for an additional year, from January 1, 2019, through December 31, 2019. The ceiling award remains unchanged at \$57,400. Commissioner Drexler seconded the motion, motion passed 2-0.

Mason Transit Authority – Transportation Amendment

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our Transportation Contract with Mason Transit Authority, in order to extend the period of performance for an additional year from January 1, 2019, through December 31, 2019. The ceiling award remains unchanged at \$38,685. Commissioner Drexler seconded the motion, motion passed 2-0.

Senior Services for South Sound – Transportation Amendments

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our contract for Transportation Services with South Sound Senior Services, in an amount not to exceed \$54,410. The amendment redistributes funds between Contractor and Subcontractors for the period November 1, 2018, through December 31, 2018. Commissioner Drexler seconded the motion, motion passed 2-0.

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our Transportation Contract with South Sound Senior Services, in order to extend the period of performance for an additional year from January 1, 2019, through December 31, 2019. The ceiling award remains unchanged at \$54,410. Commissioner Drexler seconded the motion, motion passed 2-0.

Senior Services for South Sound – Adult Day Care Amendment

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our Adult Day Care contract with Senior Services for South Sound, in order to extend the period of performance for an additional year from January 1, 2019, through December 31, 2019. The ceiling award remains unchanged at \$61,300. Commissioner Drexler seconded the motion, motion passed 2-0.

Northwest Justice Project – Legal Services Amendment

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our Legal Services contract with Northwest Justice Project in order to extend the period of performance for an additional year from January 1, 2019, through December 31, 2019. The ceiling award remains unchanged at \$55,000. Commissioner Drexler seconded the motion, motion passed 2-0.

United Way of Thurston County/RSVP – Volunteer Retention Support Contract

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve a contract for Volunteer Retention Support with United Way of Thurston County, Retired Senior Volunteer Program, in an amount not to exceed \$5,000, for the period January 1, 2019, through December 31, 2019. Commissioner Drexler seconded the motion, motion passed 2-0.

Mason General Hospital – A Matter of Balance Contract

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve a contract for A Matter of Balance with Mason General Hospital & Family of Clinics, in an amount not to exceed \$5,337, for the period December 1, 2018, through December 31, 2019. Commissioner Drexler seconded the motion, motion passed 2-0.

Mason County Senior Activities Association – A Matter of Balance Contract

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve a contract for A Matter of Balance with Mason County Senior Activities Association, in an amount not to exceed \$1,020, for the period January 1, 2019 through December 31, 2019. Commissioner Drexler seconded the motion, motion passed 2-0.

ResCare Home Care – Home Care Amendment

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our Home Care contract with ResCare HomeCare, in order to revise the Statement of Work and General Terms and Conditions, effective January 1, 2019. Commissioner Drexler seconded the motion, motion passed 2-0.

Korean Women’s Association – Home Care Amendment

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our Home Care contract with Korean Women’s Association, in order to revise the Statement of Work and General Terms and Conditions, effective January 1, 2019. Commissioner Drexler seconded the motion, motion passed 2-0.

Catholic Community Services of Western Washington – Home Care Amendment

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our Home Care contract with Catholic Community Services, in order to revise the Statement of Work and General Terms and Conditions, effective January 1, 2019. Commissioner Drexler seconded the motion, motion passed 2-0.

Senior Services for South Sound – Congregate and Home Delivered Meals Nutrition Program Amendment

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our Congregate Nutrition contract with Senior Services for South Sound in order to increase the ceiling award for the Older Americans Act (OAA) funding for a one-time equipment purchase effective December 1, 2018,

through December 31, 2018. The amendment adds \$10,200 to Congregate Meals for a new OAA ceiling award of \$206,850. Commissioner Drexler seconded the motion, motion passed 2-0.

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our Congregate Nutrition and Home Delivered Nutrition Services contract with Senior Services for South Sound, to extend the period of performance for an additional year from January 1, 2019, through December 31, 2019, in an amount not to exceed \$227,525 for Congregate Nutrition, and \$244,112 for Home Delivered Nutrition Services. Commissioner Drexler seconded the motion, motion passed 2-0.

Lewis County Seniors – Congregate Meals Nutrition Program

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our Congregate Nutrition Services contract with Lewis County Seniors, to extend the period of performance for an additional year from January 1, 2019, through December 31, 2019, in an amount not to exceed \$164,859. Commissioner Drexler seconded the motion, motion passed 2-0.

Catholic Community Services – Home Delivered Meals Nutrition Program Amendment

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our Home Delivered Nutrition Services contract with Catholic Community Services, to extend the period of performance for an additional year from January 1, 2019, through December 31, 2019, in an amount not to exceed \$98,452. Commissioner Drexler seconded the motion, motion passed 2-0.

Fiscal Director's Report

This item was taken out of order. Fiscal Director, Dan Speigle, gave an agency financial update, and reported that Case Management clinical ratios are currently being met. He also reported on the Area Plan Budget for 2019 and materials were shared with the Commissioners to review explaining the differences between the 2018 and expected 2019 costs.

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve the Lewis Mason Thurston Area Agency on Aging 2019 Area Plan Budget, showing total AL TSA funding of \$9,138,253 and total budgeted and non-budgeted funding (including provider match) of \$10,034,272. Commissioner Drexler seconded the motion, motion passed 2-0.

Advisory Council Report

This item was taken out of order. Advisory Council Vice-Chair Ida Sevier reported on the December Advisory Council meeting. The Council selected a Chair and Vice-Chair for 2019; Cindy Mund of Lewis County was re-elected as Chair and Ida Sevier of Mason County was re-elected as Vice-Chair. She reported that the Council reflected on their 2018 accomplishments and are focusing on refining and accomplishing their goals for 2019. Ida shared that the Council presented an award to Commissioner Drexler in

appreciation of all her hard work and dedication to the Advisory Council in her time serving on the LMTAAA Council of Governments.

Website Committee Report

The LMTAAA Website Committee gave a PowerPoint presentation about the procurement process that was used to identify a suitable website developer. It was recommended that Hemisphere be selected as the company to develop and complete the agency's new website. The team gave an overview of the features and total cost, and explained why the company was chosen over the other potential choices.

Commissioner Edwards moved to approve authority for Executive Director, Nicole Kiddoo, to execute a contract with Hemisphere for a cost of \$30,000, not to exceed a 15% variance in cost. Commissioner Drexler seconded the motion, motion passed 2-0.

Commissioner Drexler recommended that the committee utilize the Advisory Council to assist in ensuring the new website is easy to navigate and is user-friendly.

Meeting Structure Recommendation

Executive Director, Nicole Kiddoo, described a proposal to restructure the CoG meetings and increase the authority of the Executive Director to approve some contracts and contract amendments. The Commissioners agreed to change the CoG meeting schedule from monthly to every other month moving forward.

Discussion ensued about the current by-laws for the Council in regard to the potential change to the contract approval process and how the approvals would be routed through the agency to ensure adequate internal review. It was determined that there would need to be a change to the current by-law language before final authority is granted.

Local 618-A of the Washington State Council of County and City Employees, AFSME, AFL-CIO - Collective Bargaining Agreement Approval

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve the July 1, 2018 through June 30, 2021, Collective Bargaining Agreement with Local 618-A of the Washington State Council of County and City Employees, AFSCME, AFL-CIO. Commissioner Drexler seconded the motion, motion passed 2-0.

Executive Director's Report

Executive Director, Nicole Kiddoo, presented an award to Commissioner Drexler in appreciation of her leadership and dedication to the agency in her time serving on the Council of Governments. Contracted Services Director, Joy McBride, expressed her gratitude to Commissioner Drexler as well.

Executive Session

The Council entered into Executive Session at 10:40am in regards to performance review of Executive Director, Nicole Kiddoo, citing RCW 42.30.110(g), for 10 minutes. No action was taken during Executive Session.

Executive Director, Nicole Kiddoo, gave a brief self-evaluation of her last eight months with the agency. Some of the highlights she shared with the Council were team building and cohesiveness within the agency, increasing morale, success of the website committee's efforts, increased staff reporting to the CoG, strengthening of the agency internally, and evaluating the needs of the agency and the clientele being served. She is delighted to be a part of the agency and is looking forward to an ambitious coming year.

The Commissioners expressed their gratitude to Contracted Services Director, Joy McBride, for her great work and assistance in the transition with Nicole as the agency's new Executive Director.

The Commissioners also thanked Executive Director Kiddoo for the great job she is doing. Commissioner Edwards made a motion to increase the salary of Executive Director, Nicole Kiddoo, by \$7000 annually, effective January 1, 2019, which will be the top agency salary at \$102,000 annually. Commissioner Drexler seconded the motion, motion passed 2-0. The Commissioners agreed to make no changes to the salary of Contracted Services Director, Joy McBride.

Adjournment

The meeting was adjourned at 10:55am. The next regular meeting of the CoG is scheduled for January 24, 2019, at 2pm in the Olympia LMTAAA office.

Approved:

Submitted by:
