



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
February 22, 2018

Members Present

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

Members Absent

None

Staff Present

Mikle Yow, Administrative Secretary; Joy McBride, Interim Executive Director

Guests Present

Ida Sevier, Vice-Chair, LMTAAA Advisory Council; Aaron Cole, AFSCME; Cathy Visser, Senior Services for South Sound; Marissa Karras; Karras Consulting

Opening and Introductions

Commissioner Drexler called the meeting to order at 2:09pm.

Approval of Minutes & Agenda

Commissioner Edwards moved to approve the change in the meeting agenda for February 22, 2018 to move item VIII- Public Comments to item III so any guest comments could be addressed immediately after approval of the agenda and minutes.

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

Commissioner Edwards moved to approve the minutes from the December 20, 2017 meeting. Commissioner Drexler seconded the motion, motion passed 2-0.

Public Comments

Aaron Cole, AFSCME Representative, was present to follow up on a letter that he sent to the COG, in which he shared staff concerns with regard to a recent investigation, as well as concerns that originated more than three years ago, before his involvement with the agency. He stated that he had not received the written response from COG that was sent the week before, so that will be forwarded to him electronically today. Speaking on

behalf of union members, he discussed the importance of staff feeling comfortable reporting any concerns that may arise in the office, without fear of retaliation. Commissioner Drexler provided clarification about the reason for the recent investigation involving allegations of harassment via office gossip, and stressed the importance of reporting concerns through the proper channels. Aaron expressed a desire for open conversation and a willingness to move on and work together to improve communication, and that he will continue to advise staff to follow proper channels. It was agreed that the recent Labor-Management meeting is helping to improve communication.

Executive Session

The council entered into Executive Session at 2:28pm, citing RCW 42.30.110 (g), for 27 minutes. No action was taken during Executive Session.

Executive Director Search

Commissioner Drexler shared that there were a series of 5 interviews conducted for the Executive Director position. Out of those individuals, 3 were selected as the top candidates and extensive background checks were processed on those 3 individuals. After discussion between the Council members, they are prepared to offer the position to the top candidate based on the interviews and background check results.

Commissioner Edwards made a motion to instruct Karras Consulting to offer the position and negotiate conditions of employment with the top candidate. Commissioner Stamper seconded the motion, motion passed 3-0.

Commissioner Edwards shared that he would like the Council to consider keeping Interim Executive Director, Joy McBride, at the same salary she currently has when the new Executive Director is hired, to assist with the transition. This can be reviewed again in June. The Council agreed and requested that Joy discuss with Fiscal Director, Dan Speigle, if the agency budget would allow for this.

Approval of Vouchers

Based on the recommendation of the Interim Executive Director, Commissioner Stamper moved to approve 315 vouchers totaling \$610,424.93:

Batch of 12/19/2017, beginning with 1128416 and ending with 1128426, consisting of 9 voucher(s), non-contiguous, in the amount of \$808.72

Batch of 12/19/2017, beginning with 1128433 and ending with 1128463, consisting of 21 voucher(s), non-contiguous, in the amount of \$135,229.21

Batch of 12/20/2017, beginning with 1128619 and ending with 1128670, consisting of 29 voucher(s), non-contiguous, in the amount of \$24,051.58

Batch of 12/21/2017, beginning with 1129317 and ending with 1129347, consisting of voucher(s), non-contiguous, in the amount of \$119,873.21

Batch of 12/21/2017, beginning with 1129384 and ending with 1129387, consisting of 2 voucher(s), non-contiguous, in the amount of \$418.04

Batch of 12/21/2017, beginning with 1129389 and ending with 1129398, consisting of 8 voucher(s), non-contiguous, in the amount of \$2,129.14

Batch of 12/21/2017, beginning with 1129399 and ending with 1129403, consisting of 4 voucher(s), contiguous, in the amount of \$33,595.35

Batch of 12/27/2017, beginning with 1130619 and ending with 1130620, consisting of 2 voucher(s), contiguous, in the amount of \$7,173.01

Batch of 1/5/2018, beginning with 1134728 and ending with 1134728, consisting of 1 voucher(s), contiguous, in the amount of \$4,964.95

Batch of 1/5/2018, beginning with 1134740 and ending with 1134740, consisting of 1 voucher(s), contiguous, in the amount of \$1,203.05

Batch of 1/8/2018, beginning with 1134751 and ending with 1134751, consisting of 1 voucher(s), contiguous, in the amount of \$210.96

Batch of 1/11/2018, beginning with 1134992 and ending with 1135030, consisting of 7 voucher(s), non-contiguous, in the amount of \$36,673.11

Batch of 1/8/2018, beginning with 1135034 and ending with 1135092, consisting of 21 voucher(s), non-contiguous, in the amount of \$3,264.10

Batch of 1/8/2017, beginning with 1135379 and ending with 1135410, consisting of 9 voucher(s), non-contiguous, in the amount of \$22,169.02

Batch of 1/10/2018, beginning with 1135934 and ending with 1135934, consisting of 1 voucher(s), contiguous, in the amount of \$53.36

Batch of 1/9/2018, beginning with 1135936 and ending with 1135936, consisting of 1 voucher(s), contiguous, in the amount of \$56.70

Batch of 1/11/2018, beginning with 1136814 and ending with 1136828, consisting of 9 voucher(s), non-contiguous, in the amount of \$956.22

Batch of 1/11/2018, beginning with 1136830 and ending with 1136834, consisting of 5 voucher(s), contiguous, in the amount of \$816.83

Batch of 1/11/2018, beginning with 1136884 and ending with 1136956, consisting of 7 voucher(s), non-contiguous, in the amount of \$11,639.65

Batch of 1/11/2018, beginning with 1136869 and ending with 1136881, consisting of 4 voucher(s), non-contiguous, in the amount of \$1,007.15

Batch of 1/18/2018, beginning with 1138513 and ending with 1138829, consisting of 24 voucher(s), non-contiguous, in the amount of \$2,779.87

Batch of 1/18/2018, beginning with 1138984 and ending with 1138984, consisting of 1 voucher(s), contiguous, in the amount of \$63.67

Batch of 1/18/2018, beginning with 1138992 and ending with 1139009, consisting of 11 voucher(s), non-contiguous, in the amount of \$1,588.49

Batch of 1/18/2018, beginning with 1139016 and ending with 1139029, consisting of 11 voucher(s), non-contiguous, in the amount of \$1,396.98

Batch of 1/18/2018, beginning with 1139034 and ending with 1139034, consisting of 1 voucher(s), contiguous, in the amount of \$524.42

Batch of 1/26/2018, beginning with 1142683 and ending with 1142683, consisting of 1 voucher(s), contiguous, in the amount of \$502.50

Batch of 1/26/2018, beginning with 1142689 and ending with 1142698, consisting of 9 voucher(s), non-contiguous, in the amount of \$2,801.84

Batch of 1/29/2018, beginning with 1142748 and ending with 1142750, consisting of 2 voucher(s), non-contiguous, in the amount of \$6,551.61

Batch of 1/29/2018, beginning with 1142821 and ending with 1142834, consisting of 4 voucher(s), non-contiguous, in the amount of \$33,855.70

Batch of 1/29/2018, beginning with 1143035 and ending with 1143036, consisting of 2 voucher(s), contiguous, in the amount of \$4,537.14

Batch of 1/31/2018, beginning with 1143040 and ending with 1143048, consisting of 8 voucher(s), non-contiguous, in the amount of \$2,840.46

Batch of 1/29/2018, beginning with 1143077 and ending with 1143111, consisting of 13 voucher(s), non-contiguous, in the amount of \$83,176.05

Batch of 2/13/2018, beginning with 1150560 and ending with 1150686, consisting of 23 voucher(s), non-contiguous, in the amount of \$6,359.97

Batch of 2/14/2018, beginning with 1150827 and ending with 1150838, consisting of 9 voucher(s), non-contiguous, in the amount of \$18,106.44

Batch of 2/14/2018, beginning with 1150881 and ending with 1150913, consisting of 24 voucher(s), non-contiguous, in the amount of \$3,672.64

Batch of 2/14/2018, beginning with 1150938 and ending with 1150952,

consisting of 19 voucher(s), non-contiguous, in the amount of \$2,905.31

Batch of 2/14/2018, beginning with 1150965 and ending with 1150972, consisting of 6 voucher(s), non-contiguous, in the amount of \$15,097.52

Batch of 2/14/2018, beginning with 1150976 and ending with 1150981, consisting of 5 voucher(s), non-contiguous, in the amount of \$17,370.96

Commissioner Edwards seconded the motion, motion passed 3-0.

Contracts & Amendments

The commissioners approved the following contracts:

Department of Social and Health Services - Older Americans Act Interlocal Agreement

Based on the recommendation of the Interim Executive Director, Commissioner Stamper moved to approve the 2018 Older Americans Act contract with the Department of Social and Health Services, Contract #1869-21046, at an 80% funding amount of \$1,288,753, for the period January 1, 2018, through December 31, 2018.

Commissioner Edwards seconded the motion, motion passed 3-0.

Paul Tosch - Regional Long Term Care Ombudsman Program Contract Amendment

Based on the recommendation of the Interim Executive Director, Commissioner Stamper moved to approve an amendment to our Regional Long Term Care Ombudsman contract with Paul Tosch in order to increase the ceiling award, effective January 1, 2018. The amendment adds \$21,224 for a new ceiling award of \$73,080 for the period July 1, 2017 through June 30, 2018. Commissioner Edwards seconded the motion, motion passed 3-0.

Senior Services for South Sound - Congregate and Home-Delivered Nutrition Services Contract Amendment

Based on the recommendation of the Interim Executive Director, Commissioner Stamper moved to approve an amendment to our Congregate Nutrition Contract with Senior Services for South Sound in order to increase the proposed units of service from 48,000 units to 49,320 units and to decrease the unit rate from \$3.56 per meal to \$3.47 per meal, effective February 1, 2018. The contract ceiling award remains unchanged at \$201,875. Commissioner Edwards seconded the motion, motion passed 3-0.

Senior Services for South Sound - Respite Adult Day Care Contract Amendment

Based on the recommendation of the Interim Executive Director, Commissioner Stamper moved to approve an amendment to our Respite Adult Day Care contract with Senior Services for South Sound, in order to increase the hourly vendor rate to \$50 per day, effective April 1, 2018. Commissioner Edwards seconded the motion, motion passed 3-0.

Sophia Risorto - A Matter of Balance Contract

Based on the recommendation of the Interim Executive Director, Commissioner Stamper moved to approve a contract for the A Matter of Balance falls prevention program with Sophia Risorto, in an amount not to exceed \$8,500, for the period March 1, 2018 through December 31, 2018. Commissioner Edwards seconded the motion, motion passed 3-0.

Interim Executive Director's Report

Interim Executive Director Joy McBride reported on the following variety of topics.

Legislative Advocacy- Updates were given on the status of the top priorities that were addressed with the legislators at the Washington Association of Area Agencies on Aging (W4A) Lobby Day on January 31, 2018 and the Washington State Senior Citizen's Lobby Day on February 22, 2018. The response from the Senate and House seems to be positive so far and results are expected to be in the agency's favor. With opposition from AARP, the only bill that was not supported and will no longer be pursued in this session was the Long Term Care Trust Act.

Advisory Council Update- Ida Sevier, Vice-Chair, shared that she and Council Chair, Cindy Mund, are working closely together to review the Advisory Council By-Laws to be sure they are doing what is expected of them as members. Their goal is to encourage the Council members to come to meetings prepared to discuss and communicate with each other and soon they will make time in the meetings for each County to be able to discuss with other members from their same County about local issues and events.

Twin Star Credit Union - Responsible Party- The agency has 3 bank accounts with Twin Star Credit Union and there are currently 3 staff members that are designated signers on those accounts. Fiscal Director, Dan Speigle, recommended that he be a Responsible Party on the account to be able to make changes on the accounts as needed instead of a designated signer. The Council agreed and a motion was made.

Based on the recommendation of the Interim Executive Director, Commissioner Stamper moved to approve designating Fiscal Director, Dan Speigle, as the responsible person for the Revolving Account, Special Assistance Fund, and the Flexible Spending Account held at Twin Star Credit Union. Commissioner Edwards seconded the motion, motion passed 3-0.

Fiscal Update- The Council was given an update on the current status of the agency's fund balance. The Commissioners requested that they be given an update on this information every other month. Interim Executive Director, Joy McBride, shared that the agency is currently working at filling additional Case Management positions so the required clinical ratio of staff to clients is at the required level to avoid financial penalties. This is an ongoing challenge, since the agency cannot control caseload growth.

Tribal Meetings- The agency has started the 7.01 meetings with the 5 local tribes in the area. At meeting with the Chehalis Confederated Tribe was held last week, and a meeting with the Cowlitz Indian Tribe is scheduled for next week. The 3 remaining

tribes will be scheduled for meetings soon. These meetings are a great opportunity to discuss how the agency can best communicate with Tribal members. Commissioner Drexler requested that she be included in the meetings with the Squaxin and Skokomish Tribes.

Adjournment

The meeting was adjourned at 3:46 pm. The next regular meeting of the CoG is scheduled for Thursday, March 22, 2018, at 2pm in the Olympia LMTAAA office.

Approved:

Submitted by:
