



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

April 26, 2018

Members Present

Commissioner Gary Edwards, Thurston County; Commissioner Gary Stamper, Lewis County

Members Absent

Commissioner Terri Drexler, Mason County

Staff Present

Mikle Yow, Administrative Secretary; Nicole Kiddoo, Executive Director; Joy McBride, Contracted Services Director; Dan Speigle, Fiscal Director (Fiscal Report Only)

Guests Present

Eileen MckenzieSullivan, Senior Services for South Sound Executive Director

Opening and Introductions

Commissioner Stamper called the meeting to order at 2:21pm.

Approval of Minutes & Agenda

Commissioner Edwards moved to approve the minutes from the February 22, 2018 meeting. Commissioner Stamper seconded the motion, motion passed 2-0.

Commissioner Edwards moved to approve the meeting agenda for April 26, 2018 with the following changes to item V- Contracts and Amendments; to add consideration of the following:

- Department of Social & Health Services - State Federal Contract Amendment #3
- Family Education and Support Services - Kinship Caregivers Support Program Contract Amendment
- Family Education and Support Services - Kinship Navigator Program Contract Amendment

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

Appointment of Executive Director

Commissioner Edwards made a motion to appoint Nicole Kiddoo to the position of Executive Director of the Lewis-Mason-Thurston Area Agency on Aging, effective April 4, 2018. Her salary is \$95,000 per year, with a review of compensation in six months, based on an evaluation of performance. Commissioner Stamper seconded the motion, motion passed 2-0.

Approval of Vouchers

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve 296 vouchers totaling \$601,704.80:

Batch of 2/27/2018, beginning with 1154214 and ending with 1154219, consisting of 4 voucher(s), non-contiguous, in the amount of \$33,855.70

Batch of 2/27/2018, beginning with 1154234 and ending with 1154243, consisting of 7 voucher(s), non-contiguous, in the amount of \$65,486.24

Batch of 2/27/2018, beginning with 1154250 and ending with 1154252, consisting of 3 voucher(s), contiguous, in the amount of \$30,365.64

Batch of 2/27/2018, beginning with 1154491 and ending with 1154496, consisting of 6 voucher(s), contiguous, in the amount of \$943.40

Batch of 2/27/2018, beginning with 1154504 and ending with 1154665, consisting of 10 voucher(s), non-contiguous, in the amount of \$1,115.83

Batch of 2/27/2018, beginning with 1154532 and ending with 1154542, consisting of 5 voucher(s), non-contiguous, in the amount of \$595.10

Batch of 3/2/2018, beginning with 1154255 and ending with 1154260, consisting of 4 voucher(s), non-contiguous, in the amount of \$6,474.34

Batch of 3/7/2018, beginning with 1156813 and ending with 1156820, consisting of 3 voucher(s), non-contiguous, in the amount of \$1,915.00

Batch of 3/7/2018, beginning with 1156874 and ending with 1156874, consisting of 1 voucher(s), contiguous, in the amount of \$8,712.66

Batch of 3/6/2018, beginning with 1157073 and ending with 1157087, consisting of 9 voucher(s), non-contiguous, in the amount of \$5,181.53

Batch of 3/6/2018, beginning with 1157095 and ending with 1157112, consisting of 16 voucher(s), non-contiguous, in the amount of \$4,617.00

Batch of 3/6/2018, beginning with 1157115 and ending with 1157134, consisting of 17 voucher(s), non-contiguous, in the amount of \$1,835.56

Batch of 3/19/2018, beginning with 1161087 and ending with 1161105, consisting of 17 voucher(s), non-contiguous, in the amount of \$2,201.11

Batch of 3/19/2018, beginning with 1161136 and ending with 1161147, consisting of 11 voucher(s), non-contiguous, in the amount of \$2,705.40

Batch of 3/19/2018, beginning with 1161165 and ending with 1161164, consisting of 1 voucher(s), contiguous, in the amount of \$2,394.63

Batch of 3/19/2018, beginning with 1161172 and ending with 1161201, consisting of 18 voucher(s), non-contiguous, in the amount of \$96,239.26

Batch of 3/19/2018, beginning with 1161207 and ending with 1161218, consisting of 7 voucher(s), non-contiguous, in the amount of \$21,619.84

Batch of 3/19/2018, beginning with 1161229 and ending with 1161234, consisting of 6 voucher(s), contiguous, in the amount of \$22,529.43

Batch of 3/19/2018, beginning with 1161265 and ending with 1161285, consisting of 15 voucher(s), non-contiguous, in the amount of \$12,726.21

Batch of 3/26/2018, beginning with 1163217 and ending with 1163217, consisting of 1 voucher(s), contiguous, in the amount of \$789.87

Batch of 3/29/2018, beginning with 1164548 and ending with 1164548, consisting of 1 voucher(s), contiguous, in the amount of \$16,652.58

Batch of 3/29/2018, beginning with 1164549 and ending with 1164552, consisting of 4 voucher(s), contiguous, in the amount of \$33,855.70

Batch of 4/6/2018, beginning with 1167464 and ending with 1167464, consisting of 1 voucher(s), contiguous, in the amount of \$498.32

Batch of 4/12/2018, beginning with 1169607 and ending with 1169632, consisting of 26 voucher(s), contiguous, in the amount of \$3,861.55

Batch of 4/12/2018, beginning with 1169637 and ending with 1169760, consisting of 22 voucher(s), non-contiguous, in the amount of \$3,038.40

Batch of 4/12/2018, beginning with 1169780 and ending with 1169782, consisting of 3 voucher(s), contiguous, in the amount of \$7,371.28

Batch of 4/13/2018, beginning with 1169948 and ending with 1169978, consisting of 24 voucher(s), non-contiguous, in the amount of \$13,839.72

Batch of 4/13/2018, beginning with 1170003 and ending with 1170005,

consisting of 3 voucher(s), contiguous, in the amount of \$1,868.19

Batch of 4/13/2018, beginning with 1170426 and ending with 1170439, consisting of 12 voucher(s), non-contiguous, in the amount of \$3,926.32

Batch of 4/16/2018, beginning with 1170629 and ending with 1170684, consisting of 4 voucher(s), non-contiguous, in the amount of \$16,198.34

Batch of 4/24/2018, beginning with 1172445 and ending with 1172445, consisting of 1 voucher(s), contiguous, in the amount of \$8,562.66

Batch of 4/25/2018, beginning with 1172756 and ending with 1172757, consisting of 2 voucher(s), contiguous, in the amount of \$7,305.09

Batch of 4/25/2018, beginning with 1172760 and ending with 1172763, consisting of 4 voucher(s), contiguous, in the amount of \$33,855.70

Batch of 4/25/2018, beginning with 1172805 and ending with 1172817, consisting of 11 voucher(s), non-contiguous, in the amount of \$74,602.50

Batch of 4/25/2018, beginning with 1172825 and ending with 1172835, consisting of 11 voucher(s), contiguous, in the amount of \$55,332.75

Batch of 4/25/2018, beginning with 1173007 and ending with 1173012, consisting of 6 voucher(s), contiguous, in the amount of \$1,601.95

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

Contracts & Amendments

The commissioners approved the following contracts:

Department of Social and Health Services - State Federal Contract Amendment #2

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve Department of Social and Health Services State Federal Contract #1769-93483, Amendment #2, increasing the ceiling award by \$23,800, for a total of \$6,064,622, for the period July 1, 2017 through June 30, 2018. Commissioner Stamper seconded the motion, motion passed 2-0.

Senior Services for South Sound - Senior Farmer's Market Nutrition Program Contract

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve a contract for the Senior Farmer's Market Nutrition Program with Senior Services for South Sound in an amount not to exceed \$54,461, for the period April 1, 2018, through December 31, 2018. Commissioner Stamper seconded the motion, motion passed 2-0.

Lewis County Seniors - Senior Farmer's Market Nutrition Program Contract

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve a contract for the Senior Farmer's Market Nutrition Program with Lewis County Seniors in an amount not to exceed \$19,154, for the period April 1, 2018, through December 31, 2018. Commissioner Stamper seconded the motion, motion passed 2-0.

Department of Social and Health Services - State Federal Contract Amendment #3

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve Department of Social and Health Services State Federal Contract #1769-93483, Amendment #3, decreasing the ceiling award by \$12,444, for a total of \$6,052,178, for the period July 1, 2017, through June 30, 2018. Commissioner Stamper seconded the motion, motion passed 2-0.

Family Education and Support Services - Kinship Caregivers Support Program Contract Amendment

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our Kinship Caregivers Support Program contract with Family Education and Support Services in order to increase the ceiling award, effective April 1, 2018. The amendment adds \$25,005 for a new ceiling award of \$80,167 for the period July 1, 2017 through June 30, 2018. Commissioner Stamper seconded the motion, motion passed 2-0.

Family Education and Support Services - Kinship Navigator Support Program Contract Amendment

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve an amendment to our Kinship Navigator Program contract with Family Education and Support Services in order to increase the ceiling award, effective April 1, 2018. The amendment adds \$6,734 for a new ceiling award of \$84,600 for the period July 1, 2017 through June 30, 2018. Commissioner Stamper seconded the motion, motion passed 2-0.

Advisory Council Report

There was no report for the Advisory Council.

Executive Director's Report

Executive Director, Nicole Kiddoo, reported on the following variety of topics.

Vision and Goals for the Executive Director- As LMTAAA's new Executive Director, Nicole shared her goals and vision for the agency. She expressed that her focus as of now is internal functions of the office and learning more about the different programs and services the agency offers to the community. She is working closely with the management team and directors to understand where improvement can be made. The Council was encouraged to give feedback on how she can best serve the agency. Both Commissioners expressed their gratitude to Joy for her hard work as Interim Executive Director and are looking forward to learning with Nicole how to best lead as a team.

Current Agency Projects- The following updates were given to the Council on current projects within the agency:

The agency is currently in the process of negotiations for the Bargaining Agreement which was discussed further during Executive Session.

Meetings with local tribes are still being scheduled as the agency is working on their 7.01 plan. It will need to be submitted to the state by October 1, 2018.

A committee has been formed within the agency to focus on improving the LMTAAA website and other areas of outreach. The team will be utilizing their skillsets to best get the word out to our local communities about what services the agency offers.

Additional working space in the building next to LMTAAA is being looked at as a potential new work space for the office that is currently in Tumwater. The directors are currently comparing the benefits to be sure it is worth the expense before moving forward with any final decision. The Council will be given another report once more information is received and details about cost are in hand.

Fiscal Report- Fiscal Director, Dan Speigle, gave an update to the Council on the agency's current funds and spending. Discussion ensued on the importance of the Council receiving an update monthly so they are informed on current affairs.

Advisement of Concerns or Challenges- Concerns were expressed to the Council in regards to one of the current members of the Advisory Council. It was unclear if there may be a conflict of interest with this member serving on the Council as she is also a board member of one of the agency's contracted services. After further discussion, the Commissioners recommended she not be a member of the Advisory Council. It was agreed upon that she can still attend the meetings as a guest and provide feedback from her local community, but would not be able to vote as a member of the Council.

Another area of concern that was shared with the Council was potential findings from the previous audit. All the information has been turned in and the agency is waiting for the final report. Based on internal controls that were in place during the time frame of the audit, it is expected that there will be findings and areas that need to be improved. Executive Director Nicole Kiddoo is working closely with Fiscal Director, Dan Speigle, to correct deficiencies. The Council will receive an update once the analysis is complete.

Granting New Executive Director DSHS Signatory Authority- The Commissioners granted Executive Director, Nicole Kiddoo the authority to sign state contracts and invoices. Copies of the signature authorization forms will be filed with the state.

Preparing Presentation for Future Council Meetings- The Council was encouraged to share any information they may want to see at future meetings. Executive Director, Nicole Kiddoo shared that she is looking forward to working closely with the Council and will be glad to hear feedback from the Commissioners moving forward.

Public Comments

Eileen MckenzieSullivan, Senior Services for South Sound Executive Director, was present to extend an invitation for the Commissioners to attend one of their Lewis County sites to see the work they do for seniors in the community. She encouraged any feedback on ways they could improve and expressed her gratitude to Joy for her hard work in the time she was Interim Executive Director for LMTAAA.

Executive Session

The council entered into Executive Session at 3:35pm, citing RCW 42.30.110; 42.30.140(4)(a), for 35 minutes. No action was taken during Executive Session.

Adjournment

The meeting was adjourned at 4:15 pm. The next regular meeting of the CoG is scheduled for Thursday, May 24, 2018, at 2pm in the Olympia LMTAAA office.

Approved:

Submitted by:
