



Lewis-Mason-Thurston Area Agency on Aging

2404 Heritage Court SW • Suite A
Olympia, WA 98502-2539

Area Agency on Aging

Phone: (360) 664-2168 • Fax: (360) 664-0791 • www.LMTAAA.org

Lewis-Mason-Thurston Area Agency on Aging

Council of Governments

Meeting Minutes

July 26, 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; Dan Speigle, Fiscal Director (Fiscal Report Only);
Rebecca Holmes, Contracted Administrative Support Secretary

Guests Present

Ida Sevier, Mason County, LMTAAA Advisory Council Vice-Chair

Opening and Introductions

Commissioner Drexler called the meeting to order at 2:02 pm.

Approval of Minutes & Agenda

Commissioner Edwards moved to approve the minutes from the June 28, 2018, meeting and to approve the agenda for July 26, 2018, with the following amendment:

Remove item IV: Contracted Services Director's report.

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 147 vouchers totaling \$305,769.88:

Batch of 6/26/2018, beginning with 1193132 and ending with 1193136, consisting of 4 voucher(s), non-contiguous, in the amount of \$33,855.70;

Batch of 6/27/2018, beginning with 1193489 and ending with 1193560, consisting of 2 voucher(s), non-contiguous, in the amount of \$19,101.66;

Batch of 6/26/2018, beginning with 1193490 and ending with 1193495, consisting of 6 voucher(s), contiguous, in the amount of \$60,654.60;

Batch of 7/9/2018, beginning with 1197443 and ending with 1197448, consisting of 6 voucher(s), contiguous, in the amount of \$1,904.71;

Batch of 7/10/2018, beginning with 1197449 and ending with 1197527, consisting of 29 voucher(s), non-contiguous, in the amount of \$23,894.85;

Batch of 7/10/2018, beginning with 1197530 and ending with 1197530, consisting of 1 voucher(s), contiguous, in the amount of \$8,562.63;

Batch of 7/10/2018, beginning with 1197577 and ending with 1197604, consisting of 19 voucher(s), non-contiguous, in the amount of \$2,435.68;

Batch of 7/10/2018, beginning with 1197605 and ending with 1197848, consisting of 19 voucher(s), non-contiguous, in the amount of \$2,684.05;

Batch of 7/16/2018, beginning with 1199508 and ending with 1199508, consisting of 1 voucher(s), contiguous, in the amount of \$15,974.39;

Batch of 7/17/2018, beginning with 1199539 and ending with 1199552, consisting of 15 voucher(s), non-contiguous, in the amount of \$6,403.15;

Batch of 7/17/2018, beginning with 1199765 and ending with 1199792, consisting of 17 voucher(s), non-contiguous, in the amount of \$3,588.57;

Batch of 7/17/2018, beginning with 1199806 and ending with 1199811, consisting of 6 voucher(s), contiguous, in the amount of \$1,004.90;

Batch of 7/17/2018, beginning with 1199824 and ending with 1199856, consisting of 13 voucher(s), non-contiguous, in the amount of \$82,966.87;

Batch of 7/23/2018, beginning with 1201366 and ending with 1201369 consisting of 3 voucher(s), non-contiguous, in the amount of \$1,139.39;

Batch of 7/23/2018, beginning with 1201420 and ending with 1201422, consisting of 2 voucher(s), non-contiguous, in the amount of \$7,743.03;

Batch of 7/26/2018, beginning with 1202635 and ending with 1202640, consisting of 4 voucher(s), non-contiguous, in the amount of \$33,855.70

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

Advisory Council Report

Ida Sevier, Advisory Council Vice-Chair, reported that there was no meeting last month. She addressed the topic of transportation, juxtaposing it with the push for seniors to have some of their needs met digitally (e.g.: online grocery ordering and delivery, etc.) and how this can lead to isolation. The Advisory Council has identified transportation as a top priority issue.

Ida will not be able to attend CoG next month and will try to find a replacement.

Fiscal Director's Report

Fiscal Director, Dan Speigle, gave an agency financial update to the CoG. He identified a necessary change in accounting policy to allow LMTAAA to recognize revenue 90 days after year end instead of 60 days, as it fits better with how LMT does business, specifically for the Medicaid and OAA contracted services. He asked the CoG for approval to change this policy, stating that he had already received approval from the State Auditors. Executive Director Nicole Kiddoo concurred, weighing in with her experience regarding this matter.

MOTION: Based on the recommendation of the Fiscal Director, Commissioner Edwards moved that the LMTAAA change its accounting policy regarding the timing of revenue recognition from 60 days after year end to 90 days after year end, effective with 2017 revenues.

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

Fiscal Director Speigle gave the CoG an update on the Designation of Fund Balance classifications, as required by GASB 54, and requested a motion for approval:

MOTION: Based on the recommendation of the Fiscal Director, Commissioner Edwards moved that the following Fund Balance designations be approved for the year ended December 31, 2017:

- **Non-Spendable: Prepaid Expense – \$70,179**
- **Restricted: Restricted: TXIX (Title 19) Medicaid/Aging Network – \$283,205; Restricted: Medicaid Transf. Demo. (MAC/TSOA) – \$127,598**
- **Committed: Alternate Leave – \$182,858**

- **Assigned: Contingency Reserve – \$950,000; Assigned: Area Plan Support - \$27,000; Assigned: Website Development - \$20,000**

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

Lastly, he requested a cancellation for an outstanding warrant:

MOTION: Based on the recommendation of this Fiscal Director, Commissioner Edwards moved to approve resolution #2018-01 which cancels warrant #1445585, dated 02-15-17, for \$66.66, to Molly Noble.

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

Executive Director's Report

Executive Director, Nicole Kiddoo, gave the CoG her new business cards, which include her new mobile number. She also gave the Commissioners flyers for the all-staff meeting on August 17, 2018, at Priest Point Park in Olympia. The day will consist of team-building, agency updates, team updates, and lunch, and the Commissioners were invited to attend. Commissioner Edwards asked that an agenda be sent to his assistant, once it is available.

Executive Director Kiddoo reported on the Janus v. AFSCME decision as it impacts LMTAAA, and stated that staff are consulting with agency legal counsel regarding this, prior to meeting with the union. Commissioner Drexler will send a link to a webinar that she found helpful in navigating this issue; Commissioner Edwards weighed in with possible concerns.

Executive Director Kiddoo gave an update on her first three and a half months at the agency and what she has learned thus far. She identified strategic initiatives that she is looking forward to, which will begin in the fall. She gave the Commissioners a flyer about a facilitated management training that will occur in the fall and will support leadership, teamwork, collaboration, and communication. Establishing a strategic plan for LMTAAA, including core values and vision, will be one area of work and development. She wants to position the agency for the future and knows that streamlining internal systems first to create a strong, efficient, and effective team infrastructure is a necessity. Commissioner Edwards stated that the County just recently did the same thing, and he recommended that Nicole reach out to Thurston County's HR Director, Katie Girard, to see what they have done. Staff leadership opportunities were discussed; Commissioner Drexler asked if consideration had been given to this being a budget item in the future. Nicole responded that currently, the staff needs support; on an ongoing basis, they will need opportunities for in-house or external trainings. There is also a need to invest more in professional development to ready staff for the changing service demographic and other funding changes that the agency will be facing in the future.

She also reported on the upcoming W4A State-wide Advisory Council meeting and the WA Senior Lobby's Fall Conference, stating that she will email more information to the Commissioners when it becomes available.

Commissioner Drexler asked if there was any contact from the Yelm Senior Center after representatives attended the last COG meeting. Executive Director Kiddoo stated that there had not been any additional contact from them, but staff will follow-up.

Public Comments

There were no public comments.

Adjournment

The meeting was adjourned at 3:08 pm. The next regular meeting of the CoG is scheduled for Thursday, August 23, 2018, at 2pm in the Olympia LMTAAA office.

Approved:

Submitted by:

Rebecca Holmes
