



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
January 23, 2020

Members Present: Commissioner Gary Edwards, Thurston County; Commissioner Sharon Trask, Mason County; and Commissioner Gary Stamper, Lewis County

Members Absent: N/A

Staff Present: Nicole Kiddoo, Executive Director; Dan Speigle, Fiscal Director; Joy McBride, Contracted Services Director; Jemma Williamson, Case Management Director; Juno Whittaker, Community Supports Director; and Charyl Warriner, Executive Assistant

Guests Present: Lynn Ford, Advisory Council Chair; Glenn Harper, Advisory Council Co-Chair; Ida Sevier, Advisory Council Member; Suzanne Marmella; and Michael Kosanovich (ASL Interpreter)

Opening/Introductions/Pledge of Allegiance

Commissioner Stamper called the meeting to order at 2:07 p.m.

Amended Agenda: Commissioner Edwards moved to amend the draft agenda to include the Election of Officers for 2020 calendar year. Commissioner Stamper seconded the motion. The motion passed unanimously.

Election of Officers: Commissioner Edwards made a motion that Commissioner Trask be the Council of Governments Chair. Commissioner Stamper seconded the motion. The motion passed unanimously. Commissioner Edwards made a motion the Commissioner Stamper be the Council of Governments Vice-Chair. Commissioner Stamper seconded the motion. The motion passed unanimously.

Approval of Minutes: Commissioner Edwards made a motion to approve the draft minutes from the December 16, 2019 meeting. Commissioner Stamper seconded the motion. The motion passed unanimously.

Approval of Vouchers: Based on the recommendation of the Executive Director, Commissioner Stamper moved to approve 216 vouchers, as presented, and totaling \$458,389.48. Commissioner Edwards seconded the motion. The motion passed 2-0.

Batch 7418 of 10/24/19, beginning with 1347214 and ending with batch 8770 of 01/15/2020, ending with 1372278, comprising 216 vouchers, non-contiguous, in the combined amount of \$458,389.48.

Advisory Council Report: Ida and Glenn both reported that during the last meeting, the council reviewed their goals and action plan for 2020. Case Management provided an overview of what they do and their ratio of clients to case managers. This was an incredibly informative presentation. The Council worked on their strategy for the upcoming Legislative Day at the Capitol, on January 30, 2020.

Executive Director's Report:

General Update

The agency will be monitored by the State Department of Social and Health Services (DSHS), Aging and Long Term Support Administration (AL TSA). The preparation has begun for their onsite visit on February 25-27. This is a requirement of our contract to ensure compliance with program and fiscal requirements and is performed every 2 years. For this monitoring cycle, the state will review and monitor the following areas or programs for Area Agencies on Aging:

- *Contract Management*
- *Coordination*
- *Legal Assistance*
- *Nutrition Services*
- *Access Services*
- *Fiscal Operations (on programs listed above)*
- *Corrective Action Plan Review of 2016-2018*

As a follow up, the agency is continuing to assess current policies and procedures to ensure they support our current and future operations, they align and comply with current laws/regulations and to minimize liability and risk. The last update to the manual was in 2005. The agency will collaborate with our partner, the Union, where applicable and will also exercise our management rights as specified in the current bargaining agreement to develop and implement agency policy. We are prioritizing the policies we would like to add or change and throughout the year we will make our recommendations to the COG.

Strategic Plan & Executive Director's Work Plan Update

As reported last month, the agency worked with facilitator, Julie Lancaster in the fall of 2019 to develop a draft of our first Strategic Plan. We are in the final stages of finalizing the strategic plan and are looking forward to presenting the final draft at our March COG meeting.

Nicole is currently reviewing and assessing her 2019 work plan and also is in the process of strategizing and developing her 2020 work plan. To ensure alignment with both plans, she will present this at our March COG meeting.

Agency Recognition

The agency is the proud recipient of the ***Cultivating Leadership Business Award***. This is a great tribute to the dedication and hard work the staff has been doing over the past couple of years to strategize and establish our vision, define and live our values and to cultivate our leadership skills in support of our clients and communities we serve. Please join me in congratulating our team.

2020-2023 Area Plan

The staff's hard work and time put into the 2020-2023 Area Plan development has paid off as the state has approved our plan. Staff have already begun work on planning and implementing the action items set forth in the plan. The final draft of the plan is available via our website www.lmtaaa.org or a hard copy may be requested through Charyl Warriner, Executive Assistant charyl.warriner@dshs.wa.gov

Washington Association of Area Agencies on Aging (W4A)

Advocacy Day

The LMTAAA Advisory Council members will join Nicole and staff to help lead our discussions with our state legislators at our Capitol Campus for our Washington Association of Area Agencies on Aging (W4A) Advocacy Day on January 30, 2020. We will be supporting legislative priorities around Case Management and the need for additional funding to support our clients in home care needs. The focus will be on the 3700+ people in the state that are living with a serious mental illness and possibly a disability that are in our care or qualify for our services.

Joint Leadership Team (JLT)

Nicole has been asked to join the W4A Joint Leadership Team (JLT). This team is comprised of the W4A executive board and those appointed and the AL TSA leadership. The purpose of this team is to help the W4A board and AL TSA discuss issues identified by either partner, to clarify policy issues, to strategize on initiatives and report back to the larger bodies of each team.

National Association of Area Agencies on Aging (n4a)

December Board Meetings Update

Last month, Nicole attended the n4a Board meetings in Alexandria, VA. We currently in the process of defining our strategic priorities, along with the 2020 legislative priorities. As a member of the 2020 conference and host committee, we have reviewed the session proposals and strategized on many topics to bring to participants the best possible conference. This year's national conference will be held in Portland, Oregon. We had an opportunity to meet with our other Region X board members (WA, ID, OR) to discuss key challenges and topics. One of the resounding themes within our discussion was Senior Housing and Homelessness challenges. We also had an opportunity to hear

from and network with the Assistant Secretary for Aging and Administration for Community Living (ACL) Administrator, Lance Robertson and his key staff.

Policy Briefing & Capitol Hill Day

Nicole will be gearing up to head to DC in March to attend the n4a Board Meetings, as well as the Policy Briefing and will walk the steps of Capitol Hill along with many of our advocates across the county to push the n4a policy priorities and the importance of the Area Agencies on Aging work with our federal legislators.

LMTAAA Advisory Council

Election of New Officers

The Advisory Council has elected its new slate of officers. I, along with the staff are appreciative of their commitment and look forward to working with them in the coming years.

- *From Lewis County - Lynn Ford, Chair*
- *From Mason County - Glenn Harper, Vice Chair*

As Vice Chair, Glenn Harper will now be presenting on the COG/AC reporting and Ida Sevier will continue to support our Advisory Council by being a backup COG/AC reporter and we are happy she will continue to be present at the COG meetings.

We are currently seeking members for the following county:

- Thurston (2)

Also, please be advised in an effort to be in compliance with the state requirements for Advisory Councils, we are seeking an elected official member for the council. We appreciate your assistance in helping us fill our vacancies.

Contracted Services Report: N/A

Case Management Report:

Staffing Update:

As of 1/2/20 the Case Management department is fully staffed in all 3 counties.

Legislative Advocacy efforts:

- CM Director participated on a panel at October Senior Lobby Conference regarding *How clients with Mental Health Challenges impact Case Management*.
- Presentation to Advisory Council - *How clients with Mental Health Challenges impact Case Management*, including stories from Case Managers.
- Preparing for Advocacy Day at the Capitol on 1/30/20.

Community Supports Report:

Seasonal Giving: LMTAAA completed its annual seasonal giving activity. This program allows Case Managers to identify clients in need of both material goods as well as holiday cheer. In a partnership with local newspapers, community members choose to meet the needs of folks in their communities. This year we served 15 people in Mason County, 48 people in Thurston County and 69 people in Lewis County, totaling 132

people served. Generous community members donated gift cards, funds and items such as pet food, winter coats, and household goods. Successful implementation of this activity depends on staff from all parts of LMTAAA contributing their hearts and time to the people we serve. This year the process included a successful quality improvement cycle to address the appropriate flow of gifts through the accounting process.

Staff: The Community Supports Team is almost complete! Our most recent addition is Laurie Lembke in the role of Family Caregiver Resource Manager in Thurston County. Laurie hails from Mason County. She has been providing case management services to families and individuals in the South Sound area for many years. We are currently recruiting for an additional Resource Manager for the Thurston County site and will be interviewing in late January.

Thematic Outreach: In 2020, the Community Supports Team will be implementing thematic outreach in our regularly scheduled outreach activities. We begin with Oral Health Month in January- February. In partnership with Willamette Dental, staff will be distributing toothbrushes and toothpaste in senior centers and other locations in the three county area and chatting about the relationship of oral health to overall health. Other themes throughout the year include malnutrition, falls prevention and social isolation as well as others.

Fiscal Report: Dan Speigle, Fiscal Director, gave an agency financial update to the Council. A summary of cash, receivables and payables as of December 31, 2019 was provided. Dan expressed that the fiscal department is taking longer time for billing, as they have much in receivables.

Public Comments:

Guest, Suzanne Marmella thanked the Commissioners and LMTAAA Staff for the open invitation. Suzy is a student at Evergreen and appreciated being able to attend this meeting. She learned a lot.

Adjournment: Commissioner Edwards made a motion to adjourn the meeting; Commissioner Stamper seconded the motion. The meeting was adjourned at 3:08 p.m. The next regular meeting of the CoG is scheduled for in the Olympia LMTAAA office on Thursday, March 26, 2020 at 2 p.m.

Approved:

Submitted by:

Charyl Warriner 03/01/2020
