



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

March 26, 2020

**Members Present:** Commissioner Sharon Trask, Mason County; and Commissioner Gary Stamper, Lewis County (via phone)

**Members Absent:** Commissioner Gary Edwards, Thurston County

**Staff Present:** Nicole Kiddoo, Executive Director; Dan Speigle, Fiscal Director (via phone); Juno Whittaker, Community Supports Director; and Charyl Warriner, Executive Assistant

**Guests Present:** Lynn Ford, Advisory Council Chair; and Glenn Harper, Advisory Council Co-Chair & Socialization & Engagement Committee Chair

### **Opening/Introductions**

Commissioner Trask called the meeting to order at 2:02 p.m.

**Approval of Minutes:** Commissioner Trask made a motion to approve the draft minutes from the January 23, 2020 meeting, as well as the draft agenda for the March 26, 2020 meeting as presented. Commissioner Stamper seconded the motion. The motion passed unanimously.

**Approval of Vouchers:** Based on the recommendation of the Executive Director, Commissioner Trask moved to approve the vouchers as shown on the December 15, 2019 through March 15, 2020 Vouchers listing, beginning with voucher number 1363737, and ending with voucher number 1391882, non-contiguous, comprising 357 vouchers in the combined amount of \$704,738.07. Commissioner Stamper seconded the motion. The motion passed unanimously.

### ***Executive Director's Report:***

Due to the rapid changing of COVID-19, Nicole Kiddoo did not have a formal presentation.

Nicole Kiddoo shared her praise for the LMTAAA staff with prompt collaboration on our Contingency Plan. We have an Emergency Response Plan outlined in our Area Plan, and we've learned a lot very quickly as to what might need revision, in case of a pandemic. Part of how the agency is responding to COVID-19 is in terms of setting up our staff for teleworking, and ways to continue serving our clients.

The LMTAAA offices are currently closed to the public; however, we continue to take phone calls and provide telephonic/teleconferencing assessments for clients. We have also added a COVID-19 page on our website that lists services being impacted with points of contact and additional resources.

Our Executive Leadership Team has been working with our staff regarding flexibility of work schedules due to school closures and a new Family First Coronavirus Response Act, which will take effect April 1, 2020.

The agency continues to meet with our Nutrition Providers weekly and have found a solution to bring meals to those who normally would be visiting our Senior Centers for congregate meals. In addition, we are monitoring those that are considered high risk to include their medication and food requirements.

Nicole Kiddoo shared with the Commissioners that as part of our Contingency Plan, she has requested that Jemma Williamson, our Case Management Director, step in to handle agency business, should Nicole's health not allow her to work on behalf of LMTAAA. As such, Jemma Williamson has been added to our Contract Signature Authorization list, as well as our Invoice Voucher Signature Authorization list.

### ***Additional OAA Funds (Nutrition Providers)***

Nutrition Providers are pleased to hear that we have received additional Older Americans Act (OAA) funds from the state in response to COVID-19. LMTAAA has received the first allocation of funds from the state; this will aid greatly in continuing to serve meals to our clients.

### ***Additional Support Programs***

In support of our medical professionals and our communities, we have begun working a *Hospital Surge Program*, which helps move patients out of hospitals and into their homes, freeing up space for those who are higher risk. In addition, we are also standing up a new *Reassurance Program*, where we are telephonically checking on clients to see if they need additional support. These programs are assisting us in prioritizing unmet needs and services for our clients.

### **COVID-19 Emergency Response**

Summary: During the documented COVID-19 Pandemic Crisis, we would like to grant the Executive Director more authority to execute budgets and contracts, based on the recent nationwide changes to ensure timely responses to our partners and more efficient business practices. From those discussions, we were able to determine appropriate language and parameters to allow for this while still maintaining the highest level of stewardship and accountability.

The motion is to officially note the following:

***Recommended Motion Language: Based on the recommendation of the Fiscal Director, Commissioner Trask moved to give the Executive Director full authority to allocate funds, approve contracts and budgets in relation to any emergency funding related to the COVID-19 Pandemic. Commissioner Stamper seconded the motion. The motion carried unanimously.***

***Fiscal Report:*** Dan Speigle, Fiscal Director, gave an agency financial update to the Council. A summary of cash, receivables and payables as of March 19, 2020 was provided.

### ***Fiscal Policies/Capital Assets***

Staff proposes to increase the capitalization limit on equipment from the current \$2,500 to \$5,000, effective for presentation in the 2019 Financial Statements. The \$5,000 is in line with current federal grant guidelines, as well as Chapter 9 (Fiscal Operations) of the AAA Policy and Procedures Manual promulgated by the Aging and Long-Term Support Administration (AL TSA). In addition, the \$5,000 capitalization limit would also apply to Leasehold Improvements; we would only capitalize attached leased building improvements with a combined cost (per building in a given year) of \$5,000 or more. Equipment or Leasehold Improvements costing under \$5,000 would be expensed. Equipment costing under \$5,000 but over \$300 that is “attractive” (easily portable and prone to loss; typically PC’s, laptops, and smart phones) would continue to be tracked, but not capitalized.

### ***Sub-recipient Monitoring***

Staff also proposes establishing a policy on Sub-recipient Monitoring as follows: “Sub-recipient Monitoring: The Lewis-Mason-Thurston Area Agency on Aging (LMTAAA) will establish and maintain procedures and processes to ensure that sub-recipients are complying with applicable laws, regulations, contract or grant agreement provisions, and that performance goals are being achieved. LMTAAA will also ensure that applicable audit requirements of the sub-recipients are met and that any audit findings are reviewed for timely correction.”

***Based on the recommendation of the Executive Director, Commissioner Trask moved that the Lewis Mason Thurston Area Agency on Aging adopt Resolution #20-01 – Fiscal Policies: Capital Assets and Sub-Recipient Monitoring. Commissioner Stamper seconded the motion. The motion carried unanimously.***

**Fiscal Procedures:**

In addition to the two policies above, staff have implemented several authoritative fiscal procedures. These do not require CoG approval but are listed for your information:

1. Capital Assets (procedures to support the policy)
2. Fiscal Monitoring (relates to the Sub-recipient Monitoring policy)
3. Accounts Payable
4. Review of Executive Director's timesheet, personnel activity report and travel vouchers.

The LMTAAA Accounting Manual also contains instructions, checklists, guidelines and other guidance.

Staff are planning additional authoritative fiscal policies and procedures in the upcoming months.

***Resolution 20-01 - Fiscal Policies: Capital Assets and Sub-Recipient Monitoring  
The Lewis-Mason-Thurston Area Agency on Aging adopts the following two fiscal policies.***

***Capital Assets Policy***

*“Capital assets are defined by the LMTAAA as tangible property with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. For Leasehold Improvements, the cost of attached improvements made in a single year for a given leased building is combined to determine the \$5,000 capitalization threshold. Capital Assets are capitalized and depreciated over the useful life and will be recorded in the property records of the agency.*

*Attractive assets are tangible assets costing less than \$5,000 but more than \$300 that are particularly vulnerable to loss, such as electronic devices. These items will be expensed but will be tracked in the property records of the agency.*

*A physical inventory of Capital and Attractive assets will be conducted annually. The Capital Assets Policy is effective for 2019 Financial Statement presentation.”*

***Sub-Recipient Monitoring Policy***

*“The Lewis-Mason-Thurston Area Agency on Aging (LMTAAA) will establish and maintain procedures and processes to ensure that sub-recipients are complying with applicable laws, regulations, contract or grant agreement provisions, and that performance goals are being achieved. LMTAAA will also ensure that applicable audit requirements of the sub-recipients are met and that any audit findings are reviewed for timely correction.”*

Resolution 20-01 adopted at the March 26, 2020 regularly scheduled meeting of the Lewis-Mason-Thurston Area Agency on Aging Council of Governments meeting.

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Chair, Lewis-Mason-Thurston Area Agency on Aging

**Public Comments: N/A**

**Adjournment:** Commissioner Trask made a motion to adjourn the meeting; Commissioner Stamper seconded the motion. The meeting was adjourned at 3:07 p.m. The next regular meeting of the CoG is scheduled for in the Olympia LMTAAA office on Friday, May 15, 2020 at 2 p.m.

**Approved:**

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**Submitted by:**

Charyl Warriner 04/15/2020

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