



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 via ZOOM Teleconference

July 23, 2020 at 2:00 p.m.

Members Present: Commissioner Sharon Trask, Mason County; Commissioner Gary Stamper, Lewis County; and Commissioner Gary Edwards, Thurston 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; 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 2:00 p.m., and shared with the Council that there was a conflict with the Governor's Press Conference and the need to attend; therefore, the CoG meeting would be approximately 30 minutes to allow the Commissioners in all three counties to join the meeting.

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

Approval of Vouchers: Based on the recommendation of the Executive Director, Commissioner Stamper moved to approve the vouchers as shown on the February 27, 2020 through July 7, 2020 vouchers listing, beginning with voucher number 1386391, and ending with voucher number 1422816, non-contiguous, comprising 493 vouchers in the combined amount of \$1,240,159.01. Commissioner Edwards seconded the motion. The motion passed unanimously.

Advisory Council Committee Report: Proposed Revision to By-Laws:

Background: The current set of Advisory Council By-Laws, as previously revised, was adopted in 2003. As the agency focuses more on outreach and advocacy, the Advisory Council created an Ad Hoc committee, the By-Laws Committee, with the sole purpose of reviewing the current set of By-Laws, and comparing those with other Area Agencies on Aging, and the requirements of Washington State's Policies and Procedures regarding Advisory Councils. Based on multiple reviews, comparisons, edits and input from the Advisory Council members, as well as LMTAAA Staff, the Advisory Council is seeking COG approval of a revised Advisory Council By-Laws document.

Motion:

Based on the recommendation of the Executive Director and the Chair of the Lewis-Mason-Thurston Area Agency on Aging Advisory Council, I, Commissioner Gary Stamper, move to approve the revised Advisory Council By-Laws, effective July 23, 2020. Seconded by Commissioner Gary Edwards. The motion passed unanimously.

Fiscal Director Report: Fiscal Director, Dan Speigle provided information on the Government Accounting Standards Board issued Statement #54 in 2009 regarding governmental fund type definitions. It set out five categories of fund balance designations: Nonspendable, Restricted, Committed, Assigned, and Unassigned. Governments are required to classify and report amounts in the appropriate fund balance classifications. This is to designate the December 31, 2019 amounts and designations other than Unreserved, which is still being computed. This designation is required before the 2019 Financial Statements can be completed.

The most significant changes from 2018's designations include:

- A large (almost \$560K) increase in the amount of the restricted fund balance for Title 19 Medicaid & Aging Network. This is the excess ("profit") of our Medicaid unit-rate reimbursements less actual Medicaid costs and other costs charged to this restricted fund balance.
- An increase of \$98K in the amount of the restricted fund balance for the Medicaid Transformation Demonstration (MTD) project in year 3, due to having additional funding available to subsidize MTD in 2019.
- An increase of almost \$90K in DSHS' Working Capital Advance Reserved Fund Balance for additional advances received in 2019 (for SFY 2020).
- An increase of \$85K in the Assigned Contingency Fund to set aside the target 17% of Committed and Assigned Fund Balance over increasing annual expenditures, and
- An increase of \$53K of Assigned Area Plan Support funding to correlate closely with the locally funded portion of our 2020 Area Plan Budget.

Motion: I, Commissioner Gary Stamper move that upon the recommendation of the Executive Director, the Lewis Mason Thurston Area Agency on Aging designate the following amounts and designations of fund balance at December 31, 2019:

Nonspendable - Prepaid Lease	39,689
Nonspendable - Prepaid Insurance	36,775
Nonspendable - Prepaid HRA	78,320
Restricted - Title 19 & Aging Network	2,219,653
Restricted - Medicaid Transformation Demonstration	159,221
Restricted - Working Capital Advance from DSHS	1,328,471
Committed - Leave Balance	237,590
Assigned – Contingency	1,035,000 and
Assigned - Area Plan Support	175,503

The Motion was seconded by Commissioner Gary Edwards. The motion passed unanimously

Executive Director’s Report: the report was not revisited during this meeting, however details are available via request to C. Warriner at 360-664-3162 x 108. The topics prepared for discussion were related to: Advisory Council work; LMTAAA Excellence in Leadership Academy; COVID-19 Relief Funding; and Department of Social and Health Services (DSHS), Aging and Long Term Support Administration (AL TSA) Budget Reduction Exercise.

Socialization & Engagement Committee Report: the report was not revisited during this meeting, however details are available via request to C. Warriner at 360-664-3162 x 108. The topic prepared for discussion was related to: Survey/flyer combination sent to those through their meal deliveries.

Contracted Services Director Report: the report was not revisited during this meeting, however details are available via request to C. Warriner at 360-664-3162 x 108. The topics prepared for discussion were related to: COVID-19 Impacts on Provider Contracts (Service Delivery Challenge); Funding through the Families First Coronavirus Response Act (FFCRA); the Coronavirus Aid, Relief, and Economic Security (CARES) Act; contract Procurement; and Contract Monitoring.

Case Management Director Report: *the report was not revisited during this meeting, however details are available via request to C. Warriner at 360-664-3162 x 108.* The topics prepared for discussion were related to: the Hospital Surge Project; and Consumer Directed Employer of Washington (CDWA).

Public Comments: *N/A*

Adjournment: Commissioner Edwards made a motion to adjourn the meeting; Commissioner Stamper seconded the motion. The meeting was adjourned at 2:30 p.m. The next regular meeting of the CoG is scheduled via ZOOM on September 24, 2020 at 2 p.m.

Approved:

Submitted by:

Charyl Warriner 08/11/2020
