



# 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

December 16, 2019

**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; and Charyl Warriner, Executive Assistant

**Guests Present:** Ida Sevier

### **Opening and Introductions**

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

**Approval of Minutes & Agenda:** Commissioner Trask moved to approve the minutes from the July 25, 2019 meeting; the October 17<sup>th</sup> Special Meeting minutes as well as the draft Agenda for the December 16, 2019 meeting. Commissioner Edwards seconded the motion; the motion passed unanimously.

**Approval of Vouchers:** Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve 667 vouchers, as presented, totaling \$1,696,474.84. Commissioner Trask seconded the motion. The motion passed 3-0.

Batch 5525 of 07/17/19, beginning with 1316189 and ending with 1316820, consisting of 2 voucher(s), contiguous, in the amount of \$1360.00.

Batch 5529 of 07/17/19, beginning with 1316846 and ending with 1316860, consisting of 9 voucher(s), non-contiguous, in the amount of \$4,597.03.

Batch 5532 of 07/18/19, beginning with 1316865 and ending with 1316876, consisting of 10 voucher(s), non-contiguous, in the amount of \$50,741.30.

Batch 5642 of 07/22/19, beginning with 1317969 and ending with 1317972, consisting of 2 voucher(s), non-contiguous, in the amount of \$7,488.96.

Batch 5649 of 07/22/19, beginning with 1318015 and ending with 1318028, consisting of 6 voucher(s), non-contiguous, in the amount of \$1,782.80.

Batch 5656 of 07/22/19, beginning with 1318053 and ending with 1318063, consisting of 6 voucher(s), non-contiguous, in the amount of \$12,343.39.

Batch 5717 of 07/24/19, beginning with 1318714 and ending with 1318723, consisting of 5 voucher(s), non-contiguous, in the amount of \$89,355.58.

Batch 5788 of 07/29/19, beginning with 1319810 and ending with 1319810, consisting of 1 voucher(s), contiguous, in the amount of \$67,408.11.

Batch 5821 of 07/31/19, beginning with 1320007 and ending with 1320825, consisting of 15 voucher(s), non-contiguous, in the amount of \$100,224.02.

Batch 5828 of 07/30/19, beginning with 1320031 and ending with 1320035, consisting of 4 voucher(s), non-contiguous, in the amount of \$19,820.47.

Batch 5831 of 07/30/19, beginning with 1320052 and ending with 1320765, consisting of 2 voucher(s), non-contiguous, in the amount of \$820.00.

Batch 5876 of 08/01/19, beginning with 1321481 and ending with 1321481, consisting of 1 voucher(s), contiguous, in the amount of \$960.00.

Batch 5878 of 08/02/19, beginning with 1321495 and ending with 1321505, consisting of 8 voucher(s), non-contiguous, in the amount of \$2,268.68.

Batch 5985 of 08/08/19, beginning with 1323071 and ending with 1323372, consisting of 38 voucher(s), non-contiguous, in the amount of \$6,805.86.

Batch 5991 of 08/08/19, beginning with 1323228 and ending with 1323230, consisting of 2 voucher(s), non-contiguous, in the amount of \$676.06.

Batch 5993 of 08/08/19, beginning with 1323234 and ending with 1323248, consisting of 9 voucher(s), non-contiguous, in the amount of \$2,907.28.

Batch 5997 of 08/09/19, beginning with 1323255 and ending with 1323264, consisting of 8 voucher(s), non-contiguous, in the amount of \$1,027.43.

Batch 6063 of 08/12/19, beginning with 1324562 and ending with 1324631, consisting of 2 voucher(s), non-contiguous, in the amount of \$5,314.35.

Batch 6096 of 08/13/19, beginning with 1325332 and ending with 1325332, consisting of 1 voucher(s), contiguous, in the amount of \$8,478.22.

Batch 6103 of 08/14/19, beginning with 1325391 and ending with 1325394, consisting of 2 voucher(s), non-contiguous, in the amount of \$1,162.50.

Batch 6128 of 08/15/19, beginning with 1325895 and ending with 1325899, consisting of 4 voucher(s), contiguous, in the amount of \$7,672.45.

Batch 6151 of 08/16/19, beginning with 1326339 and ending with 1326393, consisting of 9 voucher(s), non-contiguous, in the amount of \$20,921.92.

Batch 6155 of 08/16/19, beginning with 1326352 and ending with 1326357, consisting of 5 voucher(s), non-contiguous, in the amount of \$7,820.62.

Batch 6159 of 08/16/19, beginning with 1326377 and ending with 1326385, consisting of 7 voucher(s), non-contiguous, in the amount of \$38,609.21.

Batch 6169 of 08/19/19, beginning with 1326454 and ending with 1326469, consisting of 11 voucher(s), non-contiguous, in the amount of \$2,273.12.

Batch 6223 of 08/20/19, beginning with 1327030 and ending with 1327048, consisting of 14 voucher(s), non-contiguous, in the amount of \$2,446.24.

Batch 6274 of 08/22/19, beginning with 1327718 and ending with 1327725, consisting of 4 voucher(s), non-contiguous, in the amount of \$53,119.22.

Batch 6318 of 08/23/19, beginning with 1328173 and ending with 1328182, consisting of 8 voucher(s), non-contiguous, in the amount of \$54,222.18.

Batch 6335 of 08/26/19, beginning with 1328245 and ending with 1328252, consisting of 4 voucher(s), non-contiguous, in the amount of \$34,193.58.

Batch 6366 of 08/27/19, beginning with 1328963 and ending with 1328963, consisting of 1 voucher(s), contiguous, in the amount of \$70,285.41.

Batch 6394 of 08/29/19, beginning with 1329452 and ending with 1329455, consisting of 3 voucher(s), non-contiguous, in the amount of \$2,009.42.

Batch 6433 of 09/03/19, beginning with 1330230 and ending with 1330231, consisting of 2 voucher(s), contiguous, in the amount of \$3,337.12.

Batch 6477 of 09/09/19, beginning with 1331860 and ending with 1332257, consisting of 13 voucher(s), non-contiguous, in the amount of \$4,238.57.

Batch 6514 of 09/09/19, beginning with 1332191 and ending with 1332298, consisting of 20 voucher(s), non-contiguous, in the amount of \$3,643.93.

Batch 6546 of 09/10/19, beginning with 1332673 and ending with 1332682, consisting of 10 voucher(s), contiguous, in the amount of \$1,550.61.

Batch 6547 of 09/10/19, beginning with 1332686 and ending with 1332701, consisting of 13 voucher(s), non-contiguous, in the amount of \$2,384.15.

Batch 6477 of 09/09/19, beginning with 1331860 and ending with 1332257, consisting of 13 voucher(s), non-contiguous, in the amount of \$4,238.57.

Batch 6541 of 09/11/19, beginning with 1332641 and ending with 1333022, consisting of 6 voucher(s), non-contiguous, in the amount of \$2,436.50.

Batch 6435 of 09/13/19, beginning with 1330321 and ending with 1330324, consisting of 3 voucher(s), non-contiguous, in the amount of \$922.00.

Batch 6613 of 09/12/19, beginning with 1333805 and ending with 1333812, consisting of 6 voucher(s), non-contiguous, in the amount of \$6,286.31.

Batch 6616 of 09/13/19, beginning with 1333815 and ending with 1333827, consisting of 13 voucher(s), non-contiguous, in the amount of \$2,519.43.

Batch 6655 of 09/16/19, beginning with 1334582 and ending with 1334588, consisting of 4 voucher(s), non-contiguous, in the amount of \$1,017.34.

Batch 6674 of 09/17/19, beginning with 1334762 and ending with 1334775, consisting of 8 voucher(s), non-contiguous, in the amount of \$26,326.78.

Batch 6677 of 09/17/19, beginning with 1334788 and ending with 1334794, consisting of 6 voucher(s), non-contiguous, in the amount of \$59,570.57.

Batch 6796 of 09/20/19, beginning with 1336146 and ending with 1336165, consisting of 8 voucher(s), non-contiguous, in the amount of \$1,805.49.

Batch 6880 of 09/25/19, beginning with 1337306 and ending with 1337309, consisting of 4 voucher(s), contiguous, in the amount of \$2,181.71.

Batch 6851 of 09/24/19, beginning with 1336868 and ending with 1336869, consisting of 2 voucher(s), contiguous, in the amount of \$3,367.77.

Batch 6871 of 09/25/19, beginning with 1337250 and ending with 1337261, consisting of 5 voucher(s), non-contiguous, in the amount of \$4,100.27.

Batch 6875 of 09/25/19, beginning with 1337283 and ending with 1337283, consisting of 1 voucher(s), contiguous, in the amount of \$7,939.42.

Batch 6884 of 09/25/19, beginning with 1337656 and ending with 1337681, consisting of 7 voucher(s), non-contiguous, in the amount of \$11,313.18.

Batch 6889 of 09/27/19, beginning with 1337872 and ending with 1337872, consisting of 1 voucher(s), contiguous, in the amount of \$70,450.47.

Batch 6902 of 09/26/19, beginning with 1337958 and ending with 1337961, consisting of 4 voucher(s), contiguous, in the amount of \$54,329.66.

Batch 6909 of 09/26/19, beginning with 1338062 and ending with 1338066, consisting of 3 voucher(s), non-contiguous, in the amount of \$39,688.89.

Batch 6941 of 09/30/19, beginning with 1338869 and ending with 1338872, consisting of 2 voucher(s), non-contiguous, in the amount of \$7,112.48.

Batch 6959 of 09/30/19, beginning with 1339031 and ending with 1339035, consisting of 4 voucher(s), non-contiguous, in the amount of \$1,751.87.

Batch 6992 of 10/02/19, beginning with 1340782 and ending with 1340812, consisting of 9 voucher(s), non-contiguous, in the amount of \$72,367.12.

Batch 7034 of 10/04/19, beginning with 1341523 and ending with 1341549, consisting of 15 voucher(s), non-contiguous, in the amount of \$2,723.27.

Batch 7067 of 10/08/19, beginning with 1341972 and ending with 1341995, consisting of 14 voucher(s), non-contiguous, in the amount of \$4,724.76.

Batch 7071 of 10/08/19, beginning with 1342010 and ending with 1342019, consisting of 5 voucher(s), non-contiguous, in the amount of \$1,148.42.

Batch 7074 of 10/08/19, beginning with 1342038 and ending with 1342052, consisting of 9 voucher(s), non-contiguous, in the amount of \$7,593.92.

Batch 7097 of 10/09/19, beginning with 1342447 and ending with 1342448, consisting of 2 voucher(s), contiguous, in the amount of \$6,495.55.

Batch 7105 of 10/09/19, beginning with 1342496 and ending with 1342521, consisting of 25 voucher(s), non-contiguous, in the amount of \$4,163.56.

Batch 7173 of 10/14/19, beginning with 1343746 and ending with 1343759, consisting of 10 voucher(s), non-contiguous, in the amount of \$1,131.43.

Batch 7248 of 10/17/19, beginning with 1344965 and ending with 1344977, consisting of 5 voucher(s), non-contiguous, in the amount of \$6,386.93.

Batch 7262 of 10/17/19, beginning with 1345070 and ending with 1345132, consisting of 9 voucher(s), non-contiguous, in the amount of \$59,109.65.

Batch 7269 of 10/24/19, beginning with 1345147 and ending with 1347591 consisting of 14 voucher(s), non-contiguous, in the amount of \$13,155.56.

Batch 7277 of 10/17/19, beginning with 1345264 and ending with 1345293, consisting of 13 voucher(s), non-contiguous, in the amount of \$2,401.93.

Batch 7358 of 10/23/19, beginning with 1346523 and ending with 1347011, consisting of 8 voucher(s), non-contiguous, in the amount of \$22,278.59.

Batch 7412 of 10/24/19, beginning with 1347192 and ending with 1347192, consisting of 1 voucher(s), contiguous, in the amount of \$11,794.05.

Batch 7416 of 10/24/19, beginning with 1347203 and ending with 1347207, consisting of 2 voucher(s), non-contiguous, in the amount of \$7,758.90.

Batch 7418 of 10/24/19, beginning with 1347214 and ending with 1347557, consisting of 3 voucher(s), non-contiguous, in the amount of \$36,688.89.

Batch 7474 of 10/29/19, beginning with 1348417 and ending with 1348682, consisting of 5 voucher(s), non-contiguous, in the amount of \$2,235.25.

Batch 7476 of 10/29/19, beginning with 1348426 and ending with 1348469, consisting of 4 voucher(s), non-contiguous, in the amount of \$17,358.95.

Batch 7491 of 10/29/19, beginning with 1348542 and ending with 1348542, consisting of 1 voucher(s), contiguous, in the amount of \$69,364.88.

Batch 7564 of 11/05/19, beginning with 1351083 and ending with 1351126, consisting of 5 voucher(s), non-contiguous, in the amount of \$44,589.97.

Batch 7569 of 11/05/19, beginning with 1351099 and ending with 1341108, consisting of 7 voucher(s), non-contiguous, in the amount of \$2,495.97.

Batch 7610 of 11/07/19, beginning with 1351868 and ending with 1351884, consisting of 14 voucher(s), non-contiguous, in the amount of \$1,375.84.

Batch 7630 of 11/07/19, beginning with 1352452 and ending with 1352514, consisting of 36 voucher(s), non-contiguous, in the amount of \$8,065.33.

Batch 7694 of 11/13/19, beginning with 1353866 and ending with 1353869, consisting of 2 voucher(s), non-contiguous, in the amount of \$6,766.29.

Batch 7717 of 11/15/19, beginning with 1354202 and ending with 1354245, consisting of 13 voucher(s), non-contiguous, in the amount of \$6,252.97.

Batch 7729 of 11/15/19, beginning with 1354339 and ending with 1354347, consisting of 5 voucher(s), non-contiguous, in the amount of \$829.64.

Batch 7700 of 11/17/19, beginning with 1353946 and ending with 1354525, consisting of 17 voucher(s), non-contiguous, in the amount of \$4,039.90.

Batch 7734 of 11/17/19, beginning with 1354529 and ending with 1354538, consisting of 8 voucher(s), non-contiguous, in the amount of \$1,775.14.

Batch 7792 of 11/19/19, beginning with 1355386 and ending with 1355386, consisting of 1 voucher(s), contiguous, in the amount of \$10,984.97.

Batch 7859 of 11/21/19, beginning with 1356374 and ending with 1356379, consisting of 5 voucher(s), non-contiguous, in the amount of \$56,207.63.

Batch 7871 of 11/21/19, beginning with 1356580 and ending with 1356592, consisting of 9 voucher(s), non-contiguous, in the amount of \$43,289.40.

Batch 7893 of 11/22/19, beginning with 1356690 and ending with 1356697, consisting of 3 voucher(s), non-contiguous, in the amount of \$39,688.89.

Batch 7942 of 11/25/19, beginning with 1357841 and ending with 1357841, consisting of 1 voucher(s), contiguous, in the amount of \$70,594.69.

Batch 7953 of 11/26/19, beginning with 1357957 and ending with 1357990, consisting of 8 voucher(s), non-contiguous, in the amount of \$2,713.46.

Batch 7988 of 12/02/19, beginning with 1358860 and ending with 1358864, consisting of 3 voucher(s), non-contiguous, in the amount of \$2,280.00.

Batch 7991 of 12/02/19, beginning with 1358898 and ending with 1358905, consisting of 5 voucher(s), non-contiguous, in the amount of \$41,708.00.

Batch 8024 of 12/04/19, beginning with 1360275 and ending with 1360301, consisting of 10 voucher(s), non-contiguous, in the amount of \$2,306.64.

**Advisory Council Report:** Ida reported that the Advisory Council has welcomed a new council member, Judy Stratton, from Thurston County. During our December 4<sup>th</sup>, 2019 meeting, elections were held, and beginning 2020, Lynn Ford will be our new Chair, and Glenn Harper, our Vice-Chair. We discussed the January 1<sup>st</sup> scheduled meeting, and voted to move it to the 8<sup>th</sup> of January, due to the holiday.

**Executive Report:** Nicole Kiddoo reported to the CoG that she would be meeting with our newly elected Advisory Council Chair and Co-Chair, and that they may have Glenn Harper, as Vice-Chair, be the Council Representative during future CoG meetings. In addition, we have two seats on Thurston County that are open, and while completing our 2020-2023 Area Plan, it was brought to our attention that we are missing an elected official on our Advisory Council. We will be looking to fill some of our empty seats including someone who satisfies this requirement.

## **AGENCY OPERATIONS & ACTIVITIES UPDATE:**

### **2020-2023 Area Plan**

As you are aware, the agency drafted its 2020-2023 Area Plan. Since your approval of the draft plan in October, the draft has since been submitted to our partners at Department of Social and Health Services, Home and Community Services and the Aging and Long Term Care Administration. We have heard back from ALTSA who requested clarification on a few items. We will provide those updates to them. The current draft of the plan is located on the agency's website at [www.lmtaaa.org](http://www.lmtaaa.org). Once the final draft has been approved, you will be notified and the website will be updated. We are expecting an approval letter by January 1, 2020.

### **2020 Strategic Plan & Management Training**

In October, the agency's Collective Management Team participated in a two day training. The Collective Management Team consists of all supervisors, program directors and the executive director. Julie Lancaster who is our known and trusted facilitator came once again to help us continue our professional development and to draft a strategic plan for the agency.

The Area Plan is a federal/state mandate and is externally and more programmatically focused covering the next four (4) years. The strategic plan is meant to compliment the agency's Area Plan and will have an internal agency focus which will allow us to be more strategic, to look at priorities and to be more effective with how we spend our time. The strategic plan has a timeframe of 15 months – 2 years.

The professional development portion of the training had a theme of "*Strategically Creating our Future*" and focused several key areas:

- Reflection and Celebrating Success
- Building a Strength Based Organization, Leading with our Values
- Building Trust
- Accountability
- Communication

### **All Staff Development Day**

In October, all agency staff came together to attend our annual all staff development events. The day consisted of:

- Equity, Diversity and Inclusion Presentation
- Team Building –
  - Case scenario exercises to foster deeper communication and collaboration
  - Review of True Colors exercise, communication awareness traits of yourself and others
- Building our Culture



## **2020 LMTAAA Excellence in Leadership Academy**

Back by popular demand, the agency will be offering the Lewis Mason Thurston Area Agency on Aging Excellence in Leadership Academy in the spring. This will be led by facilitator, Julie Lancaster. Staff will have the opportunity to foster and develop their leadership skills along with other soft skills to support their growth, the agency's culture and future!

## **W4A & SCOA Fall Conference**

In October, the Washington Association of Area Agencies on Aging and the State Council on Aging hosted a statewide event in support of all of our Advisory Council members that support the 13 Area Agencies on Aging in Washington State. This event provides training and networking opportunities as well as recognition for the amazing work our advocates do.

This year, our keynote speaker was Bob Blancato who is one of our close colleagues and is a strong national advocate. He wears many hats such as the Executive Director for the National Association of Nutrition and Aging Services Programs, National Elder Justice Coordinator for the Elder Justice Coalition, AARP board member and the list continues. He gave us the national perspective on what's happening in Washington DC and how that affects the work we do in our local communities. The breakout sessions included Social Isolation, Dementia Action Collaborative with closing sessions that included a candid discussion about challenges within Case Management that featured one of our own, Jemma Williamson, followed up by an address by the Assistant Secretary for Aging and Long Term Support Administration (AL TSA).

## **Legislative Priorities**

### **W4A**

- The Washington Association of Area Agencies on Aging legislative priorities include:
  - Case Management Funding Focus
  - Care Transitions

### **OAA**

- The Older Americans Act (OAA) hit the House floor at the end of October and passed with a unanimous voice vote. The Older Americans Act is a fund source to many of our subcontracted programs including: Home Delivered Meals; Congregate Meals; Transportation; and Ombudsman, including some of our direct service programs like the Family Caregiver Supports Program and Information and Assistance program. Advocates across the country are urging the Senate to pass the act. The agency along with other partners are advocating to support the passing of the OAA and are supporting the reauthorization House funding amount recommendations.

## **Senior Housing Summit**

The Thurston Thrives, Senior Housing Team is hosting a summit to bring awareness and focus to this growing issue. The topics will be focused on affordable housing. There will be five (5) follow up workshops in 2020. The agency will be a panel presenter at the summit and will be a convener of one of the workshops.

## **n4a & Board of Directors Update**

My three year term on the National Association of Area Agencies on Aging (n4a) Board as an alternate, representing WA, ID, OR began earlier this year in July. Since beginning my term, I have had the opportunity to join a committee and do some work in support of our network at the national level. Our next in person board meeting takes place in December, where I look forward to reporting on our activities.

- Strategizing the 2020 Legislative Priorities
- Strategizing the 2020 Association Priorities
- 2020 Conference Planning (Portland, OR)
- Hearing from Assistant Secretary for Aging & Administration for Community Living Administrator, Lance Robertson and other key advocates and administrators

**Contracted Services Report:** Joy McBride, updated the Council on various items.

## **Staffing Update**

Contracts Manager, Alice Cunningham Kane, resigned her position as Contracts Manager in September, to take a part-time position with our agency's Home Care Referral Registry. There was internal interest in her position, and one of our Case Management Case Aides, Hayden Ayers, was hired to fill her position, starting on November 12<sup>th</sup>.

## **Contracts Update**

Contracts staff are working on amendments to calendar year contracts funded by the Older Americans Act, as well as any new OAA funded contracts. The attached charts compares 2019 and 2020 funding levels. The following are some highlights.

- **Nutrition**

Senior Services for South Sound received an increase of \$17,500 for Home Delivered Meals. They experienced an increased demand for meals in Thurston and Mason County this year, resulting in a short-fall of \$17,500. We added this amount to their 2019 contract, in order to help avoid a waiting list. This amount will also be added to their 2020 contract, since they expect demand to continue next year.

The allocation for Nutrition Services Incentive Program (USDA) Home Delivered Meals funding was adjusted to move \$925 from Catholic Community Services to Senior Services for South Sound, based on meal counts.

- **Transportation**

Senior Services for South Sound received an increase of \$7,200 in the second half of 2019, due to increased demand for transportation in Thurston County. This will be continued in 2020.

- **Health Promotion**

We have increased funding for the A Matter of Balance project at the Shelton Senior Activities Association to add a lay coach training and another class (for a total of 5) for 2020. As part of our plan to expand this program, we are also starting a new contract with Faith in Action (the HUB in Belfair) in 2020 to provide a lay coach training, and then three classes at the HUB.

We are also amending contracts with the Multi Service Center and Paul Tosch, for the Long Term Care Ombudsman program, and with Family Education and Support Services, for kinship services. The attached chart compares 2019 and 2020 funding levels. The following are some highlights.

- **Long Term Care Ombudsman**

We recently received our initial funding for this program from the Multi-Service Center, for State Fiscal Year 2020. Since July we've been operating based on a letter of intent to fund, which happens most years due to a lag in final funding determination. Our Regional Ombudsman, Paul Tosch, was awarded 72% of anticipated funding effective in July, so that the program would continue uninterrupted. Our total State General Fund allocation increased slightly, and we are now able to subcontract the fully funded amount with Paul Tosch.

- **Kinship Caregiver Support Program**

We received a significant increase (\$35,464) to our initial SFY 2020 allocation for the Kinship Caregiver Support Program provided by Family Education and Support Services. The Legislature increased funding state-wide, and the funding formula used to allocate funding among the AAAs was adjusted to provide more weight to the number of grandparents raising grandchildren who are living in poverty.

Effective January 1, 2020, we will be adding a fourth home care agency for the provision of Medicaid in-home Personal Care, Respite, Housework and Errands, and Veterans Directed Home Services. Coastal Community Action submitted a Medicaid provider application, which was reviewed by contracts staff, who determined the agency to be a qualified provider. Since this is a vendor contract, no funding award will be provided.

**Fiscal Report:** Dan Speigle, gave an agency financial update to the Council. A summary of cash, receivables and payables as of December 9, 2019 was provided.

**2018 Audit complete**

On Sept. 12, 2019 we held our Exit Conference at the end of audit fieldwork with Washington State Auditor's Office staff, and on Sept 23, 2019 they published Financial Statement/Federal Single 2018 and Accountability for 2017-18 Audit Reports. We received clean ("unmodified") opinions on our 2018 Financial Statements, our 2018 compliance with federal major program compliance and for most areas tested in the 2017-18 accountability audit.

The auditors noted a weakness in our internal controls relating to our financial presentation of our fiduciary funds (Special Assistance Fund) and issued a management letter regarding problems with documentation and tracking of gift cards donated and disbursed in the Special Assistance Fund. They also informally discussed with us other recommendations ("Exit items") for management's consideration. We have already begun to address and correct the weaknesses noted.

The Single Audit was submitted to the federal audit clearinghouse before the September 30 deadline. As required by contracts, we provided copies of the Single Audit report and Management Letter to our granting agencies.

The audit reports are available on SAO's website and we will have printed copies of the audit summary / exit conference notes, audit reports and draft management letter for your review.

**Case Management Report:** N/A

**Community Supports Report:** N/A

**Public Comments:** N/A

**Executive Session:**

The Council entered into Executive Session at 2:45 p.m. citing RCW 42.30.110(g), for 20 minutes. Commission Stamper so moved, Commissioner Edwards seconded. The motion passed unanimously. The Council returned to regular session at 3:15 p.m. No action was taken during Executive Session.

The Council entered into Executive Session at 3:20 p.m., citing RCW 42.30.140(4)(a)(b)(g), for 45 minutes. Commission Stamper so moved, Commissioner Edwards seconded. The motion passed unanimously. The Council returned to regular session at 4:05 p.m. No action was taken during Executive Session.

### **Collective Bargaining Agreement Compensation**

Based on the recommendation of the Executive Director, Commissioner Trask moved to approve a 2.1% COLA for represented staff, effective January 1, 2020. Specific positions identified in the salary survey as being lower than market comparables will receive an additional increase equal to 40.9% of comparable salaries, effective January 1, 2020. COLA and market survey salary increases for non-represented staff will be applied in the same manner. Commissioner Edwards seconded the motion, motion passed 3-0.

### **Executive Director Salary**

Commissioner Edwards made a motion to increase the salary of Executive Director, Nicole Kiddoo, by 9.3%, effective January 1, 2020, which brings her annual salary to \$113,676. Commissioner Trask seconded the motion, motion passed 3-0.

**Adjournment:** Commissioner Edwards made a motion to adjourn the meeting; Commissioner Trask seconded the motion. The meeting was adjourned at 4:15 p.m. The next regular meeting of the CoG is scheduled for in the Olympia LMTAAA office on Thursday, January 23, 2020 at 2 p.m.

### **Approved:**

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### **Submitted by:**

Charyl Warriner 01/03/2020

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