



Area Agency on Aging

# Lewis-Mason-Thurston Area Agency on Aging

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## Council of Governments

Meeting Minutes

July 25, 2019

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

**Members Absent:** N/A

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

**Guests Present:** Ida Sevier, Advisory Council Vice-Chair.

### Opening and Introductions

Commissioner Stamper called the meeting to order at 2:01 p.m.

**Approval of Minutes & Agenda:** Commissioner Trask moved to approve the minutes from the May 23, 2019 meeting, as well as the Draft Agenda for the July 25, 2019 meeting. Commissioner Edwards seconded the motion; the motion passed unanimously.

**Advisory Council Report:** (This report was taken out of order) Advisory Council Vice-Chair, Ida Sevier, had nothing to report, as there was no Advisory Council meeting in July due to the holiday. The next scheduled meeting will be on August 14<sup>th</sup>. Thanks were extended to Ida and the Council for their participation.

**Approval of Vouchers:** Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve 278 vouchers totaling \$698,768.40; the vouchers were presented in a new format on the Memorandum.

Batch 4620 of 05/22/19, beginning with 1298679 and ending with 1298706, consisting of 6 voucher(s), non-contiguous, in the amount of \$934.60

Batch 4623 of 05/23/19, beginning with 1298723 and ending with 1299184, consisting of 4 voucher(s), non-contiguous, in the amount of \$933.28

Batch 4649 of 05/23/19, beginning with 1299191 and ending with 1299191, consisting of 1 voucher, contiguous, in the amount of \$11,265.83

Batch 4695 of 05/28/19, beginning with 1299757 and ending with 1299767, consisting of 5 voucher(s), non-contiguous, in the amount of \$42,354.58

Batch 4699 of 05/28/19, beginning with 1299788 and ending with 1299799, consisting of 3 voucher(s), non-contiguous, in the amount of \$1,280.15

Batch 4703 of 05/29/19, beginning with 1299816 and ending with 1300287, consisting of 14 voucher(s), non-contiguous, in the amount of \$25,256.66

Batch 4725 of 05/29/19, beginning with 1300292 and ending with 1300297, consisting of 6 voucher(s), non-contiguous, in the amount of \$50,612.93

Batch 4727 of 05/29/19, beginning with 1300305 and ending with 1300305, consisting of 1 voucher, contiguous, in the amount of \$67,183.01

Batch 4733 of 05/29/19, beginning with 1300329 and ending with 1300337, consisting of 5 voucher(s), non-contiguous, in the amount of \$5,652.87

Batch 4764 of 06/04/19, beginning with 1301042 and ending with 1303144, consisting of 5 voucher(s), non-contiguous, in the amount of \$10,510.98

Batch 4769 of 05/31/19, beginning with 1301935 and ending with 1301951, consisting of 17 voucher(s), non-contiguous, in the amount of \$108,403.46

Batch 4843 of 06/06/19, beginning with 1303604 and ending with 1303606, consisting of 3 voucher(s), non-contiguous, in the amount of \$641.51

Batch 4846 of 06/06/19, beginning with 1303648 and ending with 1303658, consisting of 8 voucher(s), non-contiguous, in the amount of \$1,754.57

Batch 4856 of 06/06/19, beginning with 1303724 and ending with 1303724, consisting of 1 voucher, contiguous, in the amount of \$110.24

Batch 4887 of 06/10/19, beginning with 1304300 and ending with 1304305, consisting of 6 voucher(s), non-contiguous, in the amount of \$673.26

Batch 4891 of 06/10/19, beginning with 1304310 and ending with 1304342, consisting of 28 voucher(s), non-contiguous, in the amount of \$5,236.21

Batch 4914 of 06/12/19, beginning with 1304698 and ending with 1304698, consisting of 1 voucher, contiguous, in the amount of \$434.93

Batch 5026 of 06/19/19, beginning with 1306463 and ending with 1306832, consisting of 12 voucher(s), non-contiguous, in the amount of \$2,045.35

Batch 5039 of 06/19/19, beginning with 1306809 and ending with 1306913, consisting of 21 voucher(s), non-contiguous, in the amount of \$5,404.42

Batch 5054 of 06/19/19, beginning with 1307185 and ending with 1307192, consisting of 6 voucher(s), non-contiguous, in the amount of \$2,415.53

Batch 5097 of 06/20/19, beginning with 1307867 and ending with 1307881, consisting of 9 voucher(s), non-contiguous, in the amount of \$935.09

Batch 5108 of 06/21/19, beginning with 1307950 and ending with 1307957 consisting of 4 voucher(s), non-contiguous, in the amount of \$509.34

Batch 5181 of 06/25/19, beginning with 1308996 and ending with 1309009, consisting of 10 voucher(s), non-contiguous, in the amount of \$54,169.04

Batch 5204 of 06/29/19, beginning with 1309384 and ending with 1309384, consisting of 1 voucher, contiguous, in the amount of \$66,796.72

Batch 5229 of 06/27/19, beginning with 1309895 and ending with 1309899, consisting of 5 voucher(s), non-contiguous, in the amount of \$42,354.58

Batch 5252 of 06/28/19, beginning with 1310206 and ending with 1310226, consisting of 16 voucher(s), non-contiguous, in the amount of \$107,021.08

Batch 5267 of 07/01/19, beginning with 1311219 and ending with 1311219, consisting of 1 voucher, contiguous, in the amount of \$14,691.91

Batch 5269 of 07/01/19, beginning with 1311275 and ending with 1311279, consisting of 2 voucher(s), non-contiguous, in the amount of \$888.16

Batch 5333 of 07/05/19, beginning with 1313351 and ending with 1313354, consisting of 4 voucher(s), non-contiguous, in the amount of \$16,968.09

Batch 5406 of 07/10/19, beginning with 1314832 and ending with 1314832, consisting of 1 voucher, contiguous, in the amount of \$8,150.30

Batch 5407 of 07/10/19, beginning with 1314841 and ending with 1315115, consisting of 6 voucher(s), non-contiguous, in the amount of \$811.54

Batch 5410 of 07/10/19, beginning with 1314871 and ending with 1314875, consisting of 4 voucher(s), non-contiguous, in the amount of \$221.10

Batch 5412 of 07/10/19, beginning with 1315040 and ending with 1315113, consisting of 37 voucher(s), non-contiguous, in the amount of \$6,628.14

Batch 5427 of 07/11/19, beginning with 1315192 and ending with 1315198, consisting of 4 voucher(s), non-contiguous, in the amount of \$1,387.05

Batch 5429 of 07/11/19, beginning with 1315214 and ending with 1315215, consisting of 2 voucher(s), non-contiguous, in the amount of \$343.02

Batch 5441 of 07/11/19, beginning with 1315357 and ending with 1315480, consisting of 20 voucher(s), non-contiguous, in the amount of \$24,289.78

Batch 5429 of 07/11/19, beginning with 1315214 and ending with 1315215, consisting of 2 voucher(s), non-contiguous, in the amount of \$343.02

Batch 2181 of 01/03/19, beginning with 1254849 and ending with 1254849, consisting of 1 voucher, contiguous, in the amount of \$9,156.07

Commissioner Trask seconded the motion, motion passed unanimously.

**Executive Report:** Executive Director, Nicole Kiddoo, reported on a variety of topics.

**AGENCY OPERATIONS & ACTIVITIES UPDATE:** The agency and staff are busy with the 2020-2023 Area Plan development activities. We are concluding our public input phase and will be moving into the development of goals and objectives.

The organization restructure is also underway. We have hired 3 of 4 of the new staff positions and are focusing efforts on training and implementation. Concurrently, we are working on systems development. The next phases will include assessment of current activities and what needs exist for the agency's programs and operations. This is an important and exciting time for the agency as we work to build capacity and effectiveness.

In an effort to support our growth, work more effectively and efficiently and to comply with mandates from the state, we are working on two office moves.

- Thurston County – we will be commandeering the 3rd floor of our current Olympia building and moving the Tumwater staff into the building. The move will take place in September.
- Mason County – we have had challenges with our current Shelton building and compliance standards for our server room that need to be met that we were not able to overcome. We will be moving to 2008 Olympic Hwy North. The move will take place also in September.

It is a pleasure to work with our Advisory Council members as they have been making great strides in focusing their attention on outreach and advocacy. We have been working diligently on our messaging and providing training on grassroots advocacy and a federal legislative overview from the Director of Public Policy of the National Association of Area Agencies on Aging. They have also been contributing to our work around the Area Plan and our website development project.

The auditors will join us to conduct our 2018 audit this month. An update will be provided once the entrance and exit interviews area scheduled.

Nicole was elected to the Board of Directors for the National Association of Area Agencies on Aging (n4a). In service to Region X (ID, OR, WA) her 3-year term will begin this July with her first board meeting commencing while at the national conference on July 31st.

#### **LEGISLATIVE PRIORITIES:**

- *STATE/LOCAL:* The Washington Association of Area Agencies on Aging (W4A) is in the process of setting their legislative priorities. The last session's priorities focused on Case Management, The Long Term Care Trust Act, and Dementia.
- This coming year, we will focus energy around Case Management, as our initial ask was somewhat unsuccessful in getting the funding that we need to support this program; clients are coming to us with a higher level of acuity and mental health challenges.
- *NATIONAL:* In conjunction with the National Association of Area Agencies on Aging (n4a), the agency is focusing some of its attention around the Older Americans Act Reauthorization. W4A had an opportunity to provide feedback to Senator Murray's staff on the draft act last month.

**AREA PLAN UPDATE:** For our upcoming Area Plan, the agency is utilizing several different modalities to gain input from the public. The agency is hosting (5) community forums and (1) focus group. Those activities will conclude on August 6, 2019. In addition, the agency is collecting information via a survey that members of the community can access on our website and at various community events and activities. From the input received thus far, there are a few commonalities that have been discussed within the counties in regards to service needs or unmet needs. They are: transportation; outreach; lack of/limited long term services in the more rural communities; senior homelessness & affordable housing; lack of access to medical facilities in the more rural areas; caregiver needs & funding.

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

**CONTRACTS – Dept. of Social and Health Services –  
State/Federal Contract #1969-53057**

Our initial award of State/Federal dollars for State Fiscal Year (SFY) in 2020. The new award of \$6,550,493, represents an increase of \$17,586 over our final SFY 2019 award. Motion: Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve Department of Social and Health Services Contract #1969-53057, in the amount of \$6,550,493, for the period July 1, 2019, through June 30, 2020. Commissioner Trask seconded the motion, motion passed unanimously.

We had 43 State Fiscal Year (SFY) contracts that were either renewed for two additional years (Medicaid contracts), or amended for one additional year, (State-funded contracts). In addition, we had one new Medicaid contract for Music Therapy.

**A Matter of Balance Falls Prevention Program update (Mason County):** we began this program in February 2019, with the certification of two Mason General Hospital staff as Master Trainers. This evidence-based program was designed to address the fear of falling and teach fall prevention strategies to people age 60+, who live in private homes. The Master Trainers trained volunteer lay trainers in March. From April to June, there were 12 participants at the Shelton Sr. Center. This group had a 75% completion rate. Classes are held for two hours, once a week, for 8 weeks. There was a very positive response from the participants, and a second class started this month, with a full registration. A third class is scheduled for October, and is full. There are plans for another training session in September, and hope to expand the program to the North Mason area in 2020, by providing classes at the HUB in Belfair. Eventually would like to expand the program to Lewis and Thurston Counties.

**Fiscal Report:** Fiscal Director, Dan Speigle, gave an agency financial update to the Council. A summary of cash, receivables and payables as of July 18, 2019 was provided.

The State Auditor's Office is scheduled to be on site to start the 2018 audit on July 25. They were originally planning to come on July 18, but we weren't quite ready by then. We anticipate them to be onsite for three weeks, with some follow up into September. This audit will include both the Single Audit for 2018 and a Legal Compliance audit for 2017 and 2018. The goal is to have the Single Audit completed and filed with the federal clearinghouse by Sept. 30.

**Case Management Report:** Case Management Director, Jemma Williamson, reported on various items.

DSHS is working on establishing a contract with a private entity to become the Consumer Directed Employer (CDE). This entity will serve as the employer for Individual Providers of in-home personal care and respite in Washington State. Once a contract goes into effect, they will manage credentialing, payroll and other employer responsibilities. Status Update: There are 2 potential bidders, and the state is determining whether to contract with one or both. Their goal is to implement July 1st, 2021. The Impact for LMTAAA is that the CDE will absorb work currently completed by our Home Care Referral Registry and Case Management Case Aides.

**Community Supports Report:** Community Supports Director, Juno Whittaker reported on various topics.

We will be moving from our current office space in Mason County (Shelton area) the latter part of August. This will be to a more centralized location for our clients. With this, we anticipate approximately 2-3 days of closure. During this time each building will be posted with contact numbers to continue business. Staff will be temporarily housed in the Olympia office and will continue community based assessments and scheduled outreach in the county. Initially upon occupancy of the new building, staff will access network functionality via VPN until the network is fully transitioned/tested. An open house will be scheduled when move in dates are finalized.

**DSHS Quality Assurance:** ALTSA staff concluded the MAC/TSOA review portion of the QA process with an exit interview July 3, 2019. The review team views the process as an opportunity to provide technical assistance and clarifications as both the QA process and many of the procedures and quality markers were not defined until the demonstration was well under way. The review itself includes: billing, authorization and chart compliance.

LMTAAA received good results from the audit as was expected with minimal individual or systems corrective actions which will occur in a 60 day Performance Improvement Plan. Family Resource Case Managers viewed the process as an opportunity to both improve individual processes as well as improving systems processes.

**Staffing:** Interviews for the open Family Resource Case Manager (FCRM) have been completed with an offer to be extended and work to commence mid-August. This position will be stationed in Lewis County. In addition, interviews for the Case Aide position have begun with a proposed start date of September. The position will be stationed in Mason County. At this time the Lead Case Manager position is under review with a planned start date of early January 2020.

**Training and Support:** Our Dementia Study Group continues to meet monthly in each county. Groups are on-going and continue to be well attended, however there is room

for more participants in each group. We are happy to report that the Squaxin Island Tribe Introduction to Dementia Training is scheduled for July 17, 2019.

**Upcoming Training:** Person to person training is scheduled for July 29-30, where at our Olympia location. This training is designed for professionals and others who help older adults and persons of all ages with disabilities. The focus is practical, person centered tools and skills needed to help people have more choice, direction and control in their lives.

**Outreach and Events:** Our Information and Assistance staff provide three to five regularly scheduled outreach activities in each county monthly: including senior centers, provider meetings, senior networks and tribal elders' lunches. They will continue to support by providing outreach at: Lake Fair, Allyn Days, Senior Games and the County Fairs.

**Adjournment:** Commissioner Edwards made a motion to adjourn the meeting; Commissioner Trask seconded the motion. The motion passed 3-0. The meeting was adjourned at 3:30 p.m. The next regular meeting of the CoG is scheduled for September 26, 2019, at 2 p.m. in the Olympia LMTAAA office.

**Approved:**

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**Submitted by:**

Charyl Warriner 07/25/2019

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