



Area Agency on Aging

Lewis-Mason-Thurston Area Agency on Aging

2404 Heritage Court SW
Olympia, WA 98502-2539

Phone: (360) 664-2168 • Fax: (360) 664-0791 • www.LMTAAA.org

Lewis-Mason-Thurston Area Agency on Aging

Council of Governments

Meeting Minutes

Zoom

January 27, 2022, at 2pm

Members Present: Mason County Commissioner Sharon Trask; Lewis County Commissioner Sean Swope; and Thurston County Commissioner Gary Edwards

Members Absent: None

Staff Present: Nicole Kiddoo, Executive Director; Dan Speigle, Chief Financial Officer; Carrie Petit, Contracts Director; Donna Feddern, Community Supports Director; Jemma Williamson, Deputy Executive Director; Kristine Kane, Case Management Director; Mary Beth Mercer, Human Resources Manager; Jodie Kohler, Interim Executive Assistant; Rebecca Holmes, COVID Vaccine Coordinator (filling in as secretary for vacant EA position)

Guests Present: Glenn Harper, Advisory Council Vice Chair

Opening/Pledge of Allegiance/Welcome & Introductions

Commissioner Trask called the meeting to order at 2:01pm and introductions were made. At Commissioner Edwards' request Glenn Harper led the group in the Pledge of Allegiance.

Public Comments: N/A

Election of Officers

Commissioner Swope made a motion to appoint Sharon Trask as Council of Governments Chair for 2022. Commissioner Edwards seconded the motion. Discussion took place about rules regarding the Open Public Meetings Act. Commissioner Trask called for the vote; motion passed unanimously.

Commissioner Swope made a motion to appoint Commissioner Edwards as Vice-chair. Commissioner Trask seconded the motion; motion passed unanimously.

Approval of Minutes: Commissioner Swope made a motion to approve the draft December 2021 minutes and the January 2022 draft agenda as presented. Commissioner Edwards seconded the motion. Motion passed unanimously.

Approval of Vouchers: Based on the recommendation of the Executive Director, Commissioner Swope moved to approve the vouchers as shown on the May 18, 2021, through August 20, 2021, vouchers list, beginning with voucher number 7934, and ending with voucher number 9695, non-contiguous, comprising 482 vouchers in the combined amount of \$517,578.30. Commissioner Edwards seconded the motion. Motion passed unanimously.

Executive Director's Report – Nicole Kiddoo

Nicole Kiddoo brought to the Commissioners her recommendation of the reclassification of the HR Manager position to HR Director, drawing their attention to the document included in the packet. Commissioner Swope asked if this new proposal includes a COLA for this year; Nicole showed in the packet where it does, and Dan Speigle shared additional details.

HR MANAGER RECLASSIFICATION: Commissioner Swope made a motion to approve the reclassification of the HR Manager position effective February 1, 2022. Commissioner Edwards seconded the motion. Motion passed unanimously.

Advisory Council Report – Glenn Harper

(This item was taken out of order) Glenn Harper shared that the Advisory Council has a community housing committee that is in need of a chair, and there is a potential Council member from Thurston County who would be an ideal candidate for this position. He requested that Commissioner Edwards assist in her appointment. Commissioner Edwards said that her appointment will be on the docket for the Thurston County Commissioners meeting on February 8, 2022. Glenn shared that there is an additional vacant seat from Thurston County, and two open seats from Mason County. He asked that Commissioner Trask review the applications for these positions in Mason County and approve two new appointments.

Glenn shared that the Council also has a proposal to create a non-profit similar to the Timberland Regional Library 'Friends of the Library' group. This non-profit would target social isolation and housing, as was identified as the number one area of need across the state at the Washington Association of Area Agencies on Aging meeting.

Last, Glenn noted that before Lori Thom left there was supposed to be a meeting to address additional funding for nutrition in the Mason County area. Commissioner Trask will follow up on getting this scheduled.

Chief Financial Officers' Report & Financial Report- Dan Speigle

Dan Speigle shared details regarding the GASB 54 fund balance designations. He asked for approval of Resolution 22-02.

RESOLUTION 22-02: Based on the recommendation of the Executive Director, Commissioner Swope made a motion that the Lewis Mason Thurston Council of Governments / Area Agency on Aging pass and approve Resolution 22-02, which designates and classifies Agency fund balances at December 31, 2020 (as detailed in the Memorandum). Commissioner Edwards seconded the motion. Motion passed unanimously.

Dan also shared details from a second Memorandum regarding the 2021 Cash Basis Fiscal Summary from the agency's main account.

Deputy Executive Director's Report – Jemma Williamson

Jemma Williamson brought two motions forward and requested approval:

RESOLUTION 22-01: Based upon the recommendation of the Executive Director, Commissioner Swope moved to approve Resolution 22-01 (Amendment of Resolution 02-01). Resolution 22-01 allows for back-up signers to certify and approve vouchers in the absence of the Chief Financial Officer and/or Executive Director. Commissioner Edwards seconded the motion. Motion passed unanimously.

IT POSITION Approval: Based upon the recommendation of the Executive Director, Commissioner Swope moved to approve the creation of a new Lewis Mason Thurston Area Agency position – IT Manager. Reasons for the proposed new position:

- Provides the agency with high level IT support
- Provides the agency back-up capacity for IT support in combination with the Computer System Specialist position
- Improve succession planning and additional staff development

Additional cost for salary of benefits for 2022 for IT Manager and Part-Time Computer Systems Specialist - \$37,520.

Discussion: Commissioner Edwards asked a question about volume of work on LMTAAA's IT Specialist due to the nature of remote work. Jemma highlighted some recent changes and discussion ensued. Commissioner Trask called for the vote; motion passed unanimously.

Jemma reported that the date for staff to return to fieldwork has been postponed until February 14, 2022. Training of fieldwork staff has been completed.

HR Manager's Report – Mary Beth Mercer

Mary Beth Mercer brought two proposals forward and requested approval. The first is a proposal to approve the hybrid work policy. Commissioner Edwards asked about the work site portion of the policy and why the option to work out of state if the need arises only applies for 30 days. Discussion took place. Commissioner Swope brought up the issue of sensitive information being vulnerable to access depending on work location. This will be discussed in more detail at a later time.

HYBRID REMOTE WORK POLICY: Based upon the recommendation of the Executive Director, Commissioner Swope moved to approve the Hybrid Remote Work Policy. Commissioner Edwards seconded the motion. Motion passed unanimously.

The second proposal was regarding approval of an FSLA Exempt Employee Status of the Executive Leadership Team. Mary Beth shared details of the proposal. Commissioner Swope asked about the calculations based on overtime used last year. Mary Beth and Dan Speigle shared details. Commissioner Edwards asked if they thought the proposed three days were enough and Commissioner Swope echoed the same concerns. Discussion took place. Nicole Kiddo stated that this will not be the last time that market rate adjustments are brought before the COG this year. They are currently collecting some data from across the state and will be having a closer look before bringing it back to the COG. Commissioner Edwards inquired what the total number of LMTAAA employees are currently, which is 74. He asked if he could have his HR person call Mary Beth to discuss remote work details.

EXECUTIVE LEADERSHIP FSLA-EXEMPT EMPLOYEE STATUS: Based upon the recommendation of the Executive Director, Commissioner Swope moved to approve establishing the Executive Leadership as FSLA-Exempt employees;

AND

made a motion to approve the creation of a Management Leave Policy, which will set forth pay and leave practices to be followed for LMTAAA employees in a bona fide executive, administrative, or professional capacity;

AND

made a motion to approve the request of a one-time wage increase for the Executive Leadership board of 1.5% to offset the ability to no longer collect overtime. This increase will cost \$11,753.00 across all exempt employees for 2022. This wage increase will also provide additional support for retention as we move through the 6.81% inflation rate, which is the highest our economy has experienced in 40 years; these policies will go into effect February 1, 2022. Commissioner Edwards seconded the motion. Motion passed unanimously.

Contracts Director – Carrie Petit

Carrie Petit gave an update on the Contracts Team's work with subcontractors to finalize budgets and develop Older Americans Act contracts for the 2022 calendar year, referencing the memorandum provided in the COG packet. Commissioner Edwards thanked her for the clean and concise layout of her written report.

Community Supports Director – Donna Feddern

Donna Feddern gave an update on a new hire in the Family Caregiver Support Program team and upcoming work to restart the Falls Prevention Coalition.

Case Management Director Report – Kristine Kane

Kristine Kane shared several updates. Regarding staffing ratios, she reported on two recent hires to support reaching the agency's target caseload ratio of 1:81. The expansion caseloads will be created soon and at that point LMTAAA's Case Management program caseload ratio should be in the mid-80s for Case Managers in

each of the three counties. She highlighted that staff are looking forward to this reduction in caseloads so case managers will have more time for person-centered work and to incorporate field visits, which will resume mid-February. She also reported on the continuing work of the department's Consumer Directed Employer (CDE) Independent Provider (IP) transition as well as their work on Health Homes and implementation of the Hybrid Model.

Adjournment: Commissioner Edwards made a motion to adjourn the meeting; Commissioner Trask seconded the motion. The meeting was adjourned at 3:19pm. The next regular meeting of the COG is scheduled for March 24, 2022.

Approved:

Submitted by:

Rebecca Holmes (for vacant EA position), 1/27/2022
