



Lewis-Mason-Thurston Area Agency on Aging

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Lewis-Mason-Thurston Area Agency on Aging **Council of Governments**

Meeting Minutes via ZOOM Teleconference

<https://zoom.us/j/96939275234?pwd=dUdKWWhYWjl2WGkvUGJubXBLYy92dz09>

May 26, 2022 at 3:00 p.m.

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

Members Absent: N/A

Staff Present: Nicole Kiddoo, Executive Director; Dan Speigle, Chief Financial Officer; Jemma Williamson, Deputy Executive Director; Mary Beth Mercer, HR Director; Jessica Hodges, Executive Assistant

Guests Present Glenn Harper Advisory Council Vice-Chair; Joyce Wilmes, Senior News

Opening/Introductions

Commissioner Trask called the meeting to order at 3:02 p.m.

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

Approval of Vouchers: Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve the vouchers as shown October 2021 through January 2022 beginning with voucher number 1541484 and ending in voucher number 1500949, non-contiguous, comprising of 482 vouchers in the combined amount of \$517,578.30. Commissioner Swope seconded the motion. The motion passed unanimously.

Based on the recommendation of the Executive Director, Commissioner Edwards moved to approve the vouchers as shown on the Jan 14, 2022 through May 4 2022 vouchers listing beginning with voucher number 1563763 and ending with voucher number 1594627 non-contiguous comprising 539 vouchers in the combined amount of \$1,291,406.54. Seconded by Commissioner Sean Swope. The motion carried unanimously.

Public Comment: Joyce Wilmes with Senior News presented concern with the detriment of Senior News as they have funds to continue 2 additional months, only if ad spend provides sufficient income. Senior News reaches 17,500 Seniors directly throughout Mason, Lewis and

Thurston counties. Questions regarding difference between Senior News and Senior Dynamics, non-profit status, and budgeting were discussed.

Commissioner Edwards moved that LMTAAA find a way through Executive Director to fund \$25,000 to Senior News so we can continue with that publication. Seconded by Commissioner Sean Swope. No Further discussion. The motion carried unanimously.

Executive Director's Report – Nicole Kiddoo

Nicole Kiddoo brought to the attention of the Commissioners an overview of the overall budget funding increase for Case Management to accommodate a 75:1 caseload ratio, which will result in the addition of 1.5 FTE's. Questions regarding acute hospital work, current caseload ratio, and time commitment per case were discussed. The Agency is being recognized nationally by USAging with their Innovation Award for the Leadership Academy provided to staff.

Deputy Executive Director's Report – Jemma Williamson

Jemma Williamson shared information regarding safety with emphasis on the reengagement of the Safety Committee, return to office and the installation of security systems.

Community Supports Director's Report – Donna Feddern

Donna Feddern reported the continuation of in person outreach, with emphasis on the Falls Prevention Coalition.

Contracts Director's Report – Carrie Petit

Carrie Petit reported efforts to disperse emergency funding. She reported Mason County secured a contracted provider for Senior Services for South Sound with United Methodist Church in Shelton. Carrie is hoping OAA meals will be offered there by June.

Case Management Director's Report – Kristine Kane

Kristine reported the commencement of the Health Homes program which is designed to support those most vulnerable in the community. Kristine reported there are systems in place to determine who meets the eligibility criteria for said program. Kristine brought a motion forward and requested approval:

Commissioner Swope moved to approve the Coordinator Care position based upon the recommendation of the Executive Director. Seconded by Commissioner Edwards. Motion was carried unanimously.

HR Director's Report – Mary Beth Mercer

Mary Beth brought forward a proposal for approval. The proposal is to approve and alternative work policy, allowing employees flexibility to encourage a better work life balance which allows staff to permanently flex their schedule. This new policy may alleviate recruitment and retention issues. Questions regarding implementation strategies, and management of schedules were discussed.

Based upon the recommendation of the Executive Director, Commissioner Edwards moved to approve the request to establish the Alternative Work Schedule Policy, effective June 1, 2022. The motion was seconded by Commissioner Swope. The motion was carried unanimously.

Chief Financial Officer's Report – Dan Speigle

Dan Speigle shared cash balance details, receivables, and business lines.

Executive Session at 4:30 p.m. for a period of 25 minutes, under RCW 42.30.110 (1) (g).

Commissioner Edwards made a motion, based upon the recommendation of the Executive Director, to approve the proposed MOU bargained between Lewis-Mason-Thurston Area Agency on Aging and the Local 618-A of the Washington State Council of County and City Employees with the provisions to be applied to all agency employees effective May 1, 2022. The motion was seconded by Commissioner Swope. The motion was carried unanimously.

Commissioner Swope motioned, in addition to any agency-wide wage increases approved for all LMTAAA staff, that the Executive Director's salary be increased by an additional 6% effective June 1, 2022. The motion was carried unanimously.

Adjournment

The meeting was adjourned at 4:02 PM. The next regular meeting of the CoG is scheduled for July 22, 2021, at 2:00 p.m. via Zoom.

Submitted by:
