



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>

December 9, 2022, 9:00 a.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; Jessica Hodges, Executive Assistant; Dan Speigle, Chief Financial Officer; Carrie Petit, Contracts Director; Jemma Williamson, Deputy Executive Director; Donna Feddern, Community Supports Director; Kristine Kane, Case Management Director; Mary Beth Mercer, HR Director

Guests Present: None Present

Call to order: *Commissioner Trask called the meeting to order at 9:04 AM*

Opening/Introductions

Commissioner Trask called the meeting to order at 9:02 AM

Public Comment: Commissioner Trask called for public comment and discussion. None heard.

MOTION for Approval of Minutes: Commissioner Swope made a motion to approve the draft minutes for May 2022 and October 2022 – with amended draft agenda for 12/9/2022, seconded by Sharon Trask. Motion passed unanimously.

MOTION for Approval of Vouchers: Motion to approve made by Commissioner Swope and seconded by Commissioner Trask. A vote was taken, and the motion passed unanimously.

Advisory Council Report: Last meeting discussion included family caregivers report and a guest speaker from the STEPS program that incorporates

intergenerational integration. There are plans for Christmas meeting on December 15th – and it would be great to be hybrid with that group. At the Socialization and Engagement Committee at beginning of pandemic, we distributed GrandPads to a number of people. Everyone who received the devices enjoyed them; although not using as much for communication, but more so for information search and playing games. There have been complications with billing issues, but overall, the recipients have been pleased with the program. Based on these experiences the Advisory Council and the Agency could be better inclined toward online resources. Looking forward to next year's 4-year plan.

Executive Director's Report: Nicole Kiddoo

Annual strategic planning is well underway. Meet annually to discuss the upcoming 18 months, with a strategic focus internally. One goal is related to client experience. Another goal is to become an employer of choice, competing with state staff and other entities. Each goal has focus areas with more details in each area; and the strategic priorities are values-driven.

In focus areas regarding retention, we have been looking at our infrastructure with significant changes in staffing and where we need support. Bringing systems up to date with development in that area. Coming out of the pandemic, focus is key. We want to make sure we are being realistic with these goals. In the last year, we have been working from a priorities list. Plan to bring things back to you in January. If you have feedback at this time, we would appreciate that; and, in January we can return with more solidified information. Commissioner Edwards joined the meeting at 9:18 AM; left meeting at 9:22 AM; and wanted to let us know he was double-booked.

As we look at some goals in January, more focused on expansion for a few programs in particular. Community Supports will experience some evolution. WA AAA legislative priorities, currently in draft form, including Case Management Parity, Dementia Resource Catalyst, and Health Home Rate Increase. Dementia Resource Catalyst program has been launched by other AAAs with dedicated staff and training supporting families for those experiencing challenges in those areas.

Commissioner Swope asked about increased revenue for senior services on the legislative side. NK: this is on the federal side; just returned from the board meeting with priorities for services falling under the 3b category, transportation, family caregivers. It is being discussed; we will have a report prepared at next COG with more information on the OAA we are working on. Swope asked about accessibility of certain nonprofit funds. NK: When it comes from federal to state, it can be accessed through different agencies or nonprofits. OAA is specifically for AAAs, and nonprofits can gain access through procurement. Access to the funds must be through a procurement process depending on the amount of money we are talking about. Request for addition of the following item to January's COG Agenda: Retain sales tax for senior centers/services.

Important events in the Agency: end of year celebration is scheduled for next week for our first in person event. Excellence in Leadership Academy is gearing up for spring of 2023.

Contracts Director's Report: Carrie Petit

Carrie reported a summary of the emergency support funding provided in the community, including funding we've received through OAA funds, plus emergency funding through CARES and ARPA. Some may include one-time purchases in nutrition sites, in equipment, etc., also increase several contracts to offset rising costs in inflation. See table in memorandum outlining funding requests and increases. Contracts Managers are working on contract amendments for 2023, OAA contracts for nutrition transportation; adult daycare amended and increasing funding with increased costs anticipated. It is also important to be aware of the number of people coming to senior centers.

Senior Services for South Sound is working diligently to get congregate meals in Shelton – and a remodel to the kitchen with new equipment ready by end of January. They are also working with the HUB in Belfair.

Note: the dollar amount in the memo represents the increases, and not total contract.

Community Supports Report: Donna Feddern

Donna reported we received funding in July for Hospital Care Transitions program allowing us to employ a care coordinator embedded in hospital to be discharged and safely return home and follow up thereafter. In addition to regular supports, behavior supports to help people maintain health in such a way that they aren't having constant readmissions. Working with Providence and hiring for that position in early 2023. Expanding in the future if we can make it a successful program. Hired a new FCG Specialist in June. Stable staffing in community supports this year. Outreach events returned to in person in all 3 counties. Falls Prevention Coalition, which we head, was participating in 3 events – and partnered with YMCA, Twin Cities Senior Center. Participated in the 'Living Well, Living Long' event to provide falls risk assessments.

Farmers Market program vouchers doubled this year for low-income seniors. We saw an increase of 36% in applications returned. We plan to continue building this program, and we are looking for ways to reach more clients.

Jessica will send out Hemisphere video to COG.

Case Management Director's Report: Kristine Kane

Hiring diligently for 75:1 ratio. While continuing to hire, we are 2 case managers away from reaching that ratio. Expect new hires in January filling current vacancies. Great relief to CMs. With July budget approval, approved to expand positions to better absorb turnover and alleviate burnout. Hired 3rd RN – after a 1-year vacancy; and we are excited to be fully staffed there. For clients, we know the struggles we have had is starting to wear on CMs. We are working hard on alternatives to

caregivers and what we can do to support clients. Providers have a backlog of people waiting to be served. W4A pushes through issues we are having. Health Homes: we are doing excellent in getting this cued up; hired a supervisor and Care Coordinator internally with that internal transition.

Potential expansion to bring back to COG in January, with relationship with managed care organizations with different clientele being served – dually eligible clients to be supported. Molina reached out for help from us.

MOTION to approve a change in the bylaws, as per brief discussion from HR Director: to utilize the resources we have, sometimes we must move things around with positions, specifically in this period of expansion. Often as growth happens, some aspects of job descriptions become outdated. To be timely, we request to give NK the authority to be able to create this change. Commissioner Swope voted to approve the amendment as stated. Seconded by Commissioner Trask. A vote was taken and carried unanimously.

HR Director's Report: Mary Beth Mercer

MOTION to approve the LMTAAA 2022 Employee Handbook. Updated employee handbook. The handbook is attached with updated state and federal laws. Sign off sheets to legally guard us for risk management issues. No questions heard. Based on recommendation from Executive Director, Commissioner Swope moved to approve. Seconded by Commissioner Trask. A vote was taken and carried unanimously.

Deputy Executive Director: Jemma Williamson

MOTION to reclass a position to Administrative Coordinator. Questions regarding out of class pay for out of class work. This falls under the previously approved notion to allow ED authority. Upon the recommendation of the Executive Director, Comm Swope moved to approve the reclassification of one Administrative Assistant position to a new Lewis Mason Thurston Area Agency titled position of Administrative Coordinator along with increased salary range due to increased duties and responsibilities. Commissioner Trask seconded the motion. A vote was taken and carried unanimously.

Fiscal Director Report: Dan Speigle

Dan reported an updated version of the report sent in the original packet. DSHS has undergone staffing changes just as we have. Difficulties integrating the new systems just as we have. We didn't receive many payments in November. We are still fine financially; last report was May. Billed 2.4m to DSHS that has not been paid.

Running at a negative cash flow by about \$107K, without DSHS's impending payments. Comfortable that we are doing okay – last time we started getting low on funds, called to their lead bill payer and devoted resources to getting our bills paid promptly. In about a month and a half if they haven't paid us any, I will call again.

It has taken time to integrate funding sources into billing systems through OAAPS and it slowed us down, and the state. DSHS experienced staffing turnover and they are working through those and getting back on track. Questions: None

MOTION for cancellation of warrants with a shelf life of 1 year. County is pushing us to get these things off the books. Employees can reclaim these funds with an appropriate affidavit. Motion to approve resolution 2022-01 made by Commissioner Swope seconded by Commissioner Trask. A vote was taken and carried unanimously.

Carrie will provide updated cost per meal or whether it has been increased. NK: in 2023 we will be launching into new area plan development. Part of the work Carrie will be charged with will be rates for meals. We should look at the census-based American Community Survey to review and decipher the percentage needed in each county; the percentage of agency funds going into each county. We have a funding formula discussion to have, and we will spend time preparing for that. Preview to share with you in the January meeting. We are aware that the skyrocketing costs include ingredients meal programs are using as well.

Adjournment

Motion to adjourn was made by Commissioner Swope seconded by Commissioner Trask. The meeting was adjourned at 10:14 AM. The next regular meeting of the CoG is scheduled for January 26th, 2023.

Submitted by:
