



COG Meeting Minutes
July 28, 2023

Members present: Commissioner Mahar, Councilor Marshall, Commissioner Mortensen

Members present by phone/Zoom:

Members absent:

Alternates present: Commissioner Gene Strong, Wahkiakum County; Sharon Carter, Klickitat County

Staff present: Mike Reardon, Claire Steiner, Karen Wolfe, Shari Moore

Advisory Council member present: Arnie Dyer, Chair

Visitors present: AAADSW Staff member Sarah Libby. April Fredrickson and Mike Porter of Miller Nash.

The meeting was called to order at 1:01 p.m. by Commissioner Mahar.

The Pledge of Allegiance was recited.

1. Agenda Review: no changes

2. Review of Minutes: Commissioner Mortensen moved to approve the June 2, 2023 minutes. Councilor Marshall seconded the motion. Motion carried.

3. Public Comment (3-minute limit): none

4. Anniversary Recognition

Mike introduced the anniversary celebrants this month.

- Kevin Kuper, 5 years, Longview Care Coordinator, Alicia Taylor's team. Kevin is currently on family leave.
- Sarah Libby, 5 years, Longview Medicaid Case Manager, Trisha Hilton-Orth's team. Sarah stated she has really enjoyed working for AAADSW and it's been a pleasure. She added she has learned so much from everyone at AAADSW.
- Mark Scott, 15 years, Vancouver Medicaid Case Manager, Markie Oomittuk's team. Mark is currently on vacation.

5. Director's report:

- USAging – Mike reported on attending the USAging annual conference in Salt Lake City. He presented on AAADSW's transition from Information & Assistance to Aging & Disability Resource Center (ADRC). He also attended a session on partnering with MCOs that offer Medicare Advantage Plans. Another hot topic was the growing issue of

Seniors and Housing; seniors being priced out of rentals, mobile home parks being closed, etc.

- W4a discussed case transfer protocol at their last meeting. There is a long lag between authorization for a caregiver and actually getting caregivers into the clients' homes, due to the caregiver shortage. The AAAs are willing to take them on and the State is resistant. A workgroup has been formed to adjust the protocols to avoid such long delays. Commissioner Mortensen asked if there is any progress on getting seniors in to seeing their doctors in a more timely manner. It seems like there is a structural problem with the system. Mike noted the issue came up at the conference with respect to rural communities where there is no medical care or care providers. Councilor Marshall asked if it is a side effect of COVID and providers leaving the medical field. Shari noted it is easier for nurses to come from other countries but emigrating doctors have to repeat medical school. The big impact is in mental health. Commissioner Mortensen noted people also left the healthcare workforce due to vaccine mandates. Sharon Carter mentioned that the caregiver shortage is also due to regulation changes and training requirements, and the burden on rural providers to travel to meet the training requirements. She feels we had more available training when the community colleges could provide it. Mike concurred with Sharon's comments and explained a bit more detail about the training process when it was more user-friendly to the rural providers and caregivers. Councilor Marshall asked if it was due to legislation and will it take legislation to fix it. Mike said it was a DSHS decision WRT to the caregivers, to minimize risk. Sharon added the shift to CDWA also impacted the home care agencies. Commissioner Mortensen added that the recent lawsuit judgements against DSHS also play into it.
- 4-Year Area Plan Public Meetings - the meetings are going to be rescheduled for October and we will send out new invitations with dates and times. Mike described how the public meetings are managed; the public is invited by AAADSW, the COG members will be invited as well.
- Contracts - Mike noted we have a new Home Care agency in Clark and Cowlitz, First Choice. There is some concern that workers are being poached from other agencies but it's an open procurement through Medicaid and anyone who meets the minimum requirements can apply.
- Management team calendar - Mike gave some highlights of the EMT meetings. High School Home Care Aide program is a partnership with the Office of the Superintendent of Public Instruction (OSPI) and AL TSA to increase the caregiver workforce by bringing in standardized home care aide training to Juniors and Seniors in High Schools. Has met with the superintendent of schools in Wahkiakum, who was very enthusiastic about the program. Councilor Marshall asked how about the duration of the training. It's 90 hours, which amounts to two full weeks of training. Commissioner Mortensen stated he is happy to support this program in Cowlitz County and is willing to come along with Mike for the meetings with the superintendent of schools. Mike is in contact with the superintendent in Stevenson/Carson school district and plans to meet with her in August. Commissioner Mahar offered to sit on the meeting. Mike added one of the challenges is getting enough students to sign up to make the course cost effective in the smaller school districts, and he is proposing a hybrid system of virtual and live training. Mike asked if the COG would be in support of putting money toward a training program. Mike and Claire will look into the feasibility of using some Fund Balance dollars.

Mike reports he has had multiple meetings about assisted living in Trout Lake. The population doesn't make it feasible. Another alternative would be if we could get an Adult Family home in Klickitat County, or lobbying the Adult Family Home Association. Sharon Carter confirmed that the Assisted Living project in White Salmon did not get the funding to close the gaps. The KCSS Advisory Board is looking into other options to utilize the land that the County purchased. Sharon noted the workforce training changes also impacted the Adult Family Home situation in Klickitat.

Mike congratulated Arnie Dyer on being awarded the 2023 Clark County Community Hero award at the recent Senior Heroes Awards, for his work with AAADSW, Mens' Shed and Habitat for Humanity.

Out State Audit is winding down and all looks good. Claire reported there are currently no findings, no recommendations and no best practices.

Yesterday we had two exit conferences for the TXIX Medicaid Case Management & MAC/TSOA audits – again with great results. We had high marks and lots of praise from the State on our efficiencies. We're planning a celebration in September to honor the staff for a job well done.

6. Advisory Council: The Council does not meet in July. Arnie reported on the June 2023 Advisory Council meeting. Samantha Waldbauer presented on the Humana Healthy and Happy at Home program. He noted it's an example of how the agency is always looking for ways to serve more clients. One of the goals is to better educate health care providers on options and community partners. Former Advisory Council member Sandy Bacus of Skamania also presented on the caregiver shortage in her area. The August Advisory Council meeting is planned to have a presentation from the deaf community to enhance our knowledge of the disability community. The AC is also anticipating the Area Plan public hearings.

7. Review of Financials. Fiscal Manager Claire Steiner reviewed the May and June 2023 expenditures of \$1,881,737 and \$2,447,235 respectively. Commissioner Mortensen asked if the data can be sorted by dollar amount. Claire will provide an excel file so it can be sorted. Karen will continue to include it in the pdf format by date paid, but will include the Excel file for sorting. Claire's goal is to provide high level information so the board can make effective spending decisions. June was higher to due receipt of invoices in June than in May.

Councilor Marshall moved to approve May and June 2023 expenditures of \$1,881,737 and \$2,447,235 respectively. Commissioner Mortensen seconded the motion. Motion carried.

Claire reviewed the April 2023 financial statement. On target for recognized revenues through April. Expenditures are about 6% under budget. We're making progress on Fund Balance spending. April balance sheet, year over year. We are in a very strong position, assets are double liabilities and fund balance continues to grow. Claire explained assets are anything over \$5000 value.

Claire reviewed the May 2023 financial statement. Slightly above target for revenue. till making progress on our fund balance expenditures. We have a very strong balance sheet for May. Commissioner Mortensen asked if we have an internal auditor. No, but Claire explained that her team are the watchdogs on daily transactions and implement our internal controls, i.e. proper authorizations and proper distribution of the items purchased. Our policy for items coming into the

agency that are purchased are tracked. Commissioner Mortensen asked if we spot check. Mike elaborated that staff does go out and checks on project completion with our approved subcontractor. Our Medicaid management also randomly calls clients on a weekly basis to confirm case manager visits, etc.

Claire reviewed the May 2023 Fiscal dashboards. Claire added a new page of dashboard data, including trends over the current and past two years. Our expenditures have improved over 2021, but are close to 2022 trends. Commissioner Mortensen suggested tracking the trends by quarter or annually. Claire stated she is happy to make tweaks to the dashboard snapshots. Councilor Marshall asked if we could see a revenue overlay but Claire responded she didn't think it would be helpful. Mike asked Claire if the expenditures might level out as we implement a hard date for invoices to be submitted. Claire thinks there will still be one-off payments that could skew the results.

8. SOPPADA #2023-4, Revised 2023 Fund Balance Policy. Claire explained she would like to think about the Fund Balance buckets differently, in terms of what they are named versus what they are used for. #1 "Compensation/Replacement" component proposed to rename "Liability Reserves for compensated absences", with \$1.2M. #2 "Contingency Component" proposed to rename to "Current and Future Capital Needs Reserve", with \$300k. #3 The "Usage Component" proposed to rename to "Contingency Reserve", increased to 6 months of expenses to \$16.2M. The three components total \$17.7M for the 2023 Fund Balance limit. The approved budget included planned spend-down of Fund Balance to \$3,411,814. Claire wants to make sure we have reserves in case of fire, earthquake, government shutdown.

Commissioner Mortensen moved to approve SOPPADA #2023-4, Revised 2023 Fund Balance Policy. Councilor Marshall seconded. Motion carried.

9. Executive Session. The COG adjourned at 2:17 p.m. to Executive Session to discuss a major incident.

The COG resumed the regular meeting at 3:02 p.m.

10. SOPPADA #2023-5, Personnel Policy Updates, Section 5.0, Leave and Holidays. Shari described the changes to the Leave and Holidays section, updating due to new legislation. Supervisors are often unclear due to the policies not being clearly spelled out. The goal is to provide consistent application and better understanding leading to fewer misconceptions regarding fairness. At Commissioner Mortensen's request, Shari reviewed the revisions by importance.

Shari first reviewed the sick leave policy revisions WRT to excessive absences, unapproved absences, or unapproved absences beyond the authorized period. Excessive absences will be defined as more than 4 occurrences in the past rolling 6 months, or more than 6 occurrences in the past rolling 12 months. Failure to notify the supervisor is defined as no later than 1 hour before the employee's scheduled start time. This would be proposed for both sick time or vacation time. Shari clarified that the door will then be opened for discipline of the employee but doesn't necessarily mean we will take action.

Shari next reviewed the annual leave policy revisions. It is now the employee's responsibility to verify they have sufficient annual leave to utilize before making a request to use it. Payroll specialists will no longer notify employees of their balances.

Shari noted we have added language regarding excessive unplanned absences. Commissioner Mortensen commented on ways to improve the revision process.

Next Shari explained the revisions to the Shared Leave program, defining it as the leave of last resort. The revised policy implements a shared leave bank of donated time. Shari explained that the shared leave bank was decided by the management team, versus donating to a specific employee. Councilor Marshall is supportive of the revision, making it more fair for all to receive shared leave if approved. Commissioner Mahar and Commissioner Mortensen are in favor of offering an option for employees to donate to a specific employee. Shari notes it's a HIPAA violation to require an employee to divulge their medical situation. Councilor Marshall is concerned that WPFL is a significant cut, since they only receive 60% of their pay.

Commissioner Mahar tabled the discussion to the September meeting. Shari asked that the COG provide comments 2 weeks prior to the next meeting.

11. Good of the order. None.

12. Adjourn. There being no further business, the meeting was adjourned at 3:31 p.m.