



COG Meeting Minutes
January 26, 2024

Members present: Commissioner Mortensen, Commissioner Mahar, Commissioner Zoller, Councilor Marshall

Members present by phone/Zoom: none

Members absent: Commissioner Cothren

Alternates present: none

Staff present: Mike Reardon, Claire Steiner, Karen Wolfe

Advisory Council member present: none

Visitors present: Staff members Whitney Oswald, Kathleen Carson

The meeting was called to order at 1:03 p.m. by Commissioner Mahar.

The Pledge of Allegiance was recited.

1. Agenda Review: Mike will be giving the Advisory Council update.

2. Review of Minutes: Commissioner Mortensen moved to approve the December 1, 2023 minutes. Commissioner Zoller seconded the motion. Motion carried.

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

4. Anniversary Recognition. Mike Reardon recognized Kathleen Carson and Taylor Hull for their five-year AAADSW anniversaries. Mike recognized Whitney Oswald for her ten-year AAADSW anniversary. Whitney has been the Contracts Manager for three years now. She has done a great job. Whitney reported she's been working since she was 15 and when she moved here from Indiana she had a hard time finding a job. She finally got an interview with AAADSW and a job offer. She stated she has always enjoyed working here and appreciates the Agency.

5. Director's report: Mike reported on legislative advocacy efforts these past few weeks. Met with Klickitat House and Senate members and Joel Madsen from Columbia Housing Authority to lobby for a capital budget request for the Assisted Living facility in White Salmon. He will be meeting with Rep. Mosbrucker next Wednesday to keep the momentum going. Also meeting with all the other House and Senate members in our service area to advocate for our legislative priorities. We have six legislative districts that comprise the Service Area. Our main advocacy is focused on Nutrition additional funding, and HB 1859 for residents of facilities to appeal discharges. Commissioner Mortensen stated he thinks HB1859 is a bad idea; in his view it is legislating fairness, especially with respect to to privately-owned facilities and who they can allow to be a tenant. Mike also shared advocacy efforts on HB 1702 and Senate Bill 5686 which would give back 1/10th of 1% of sales tax

to the rural counties for Senior programs. Commissioner Mortensen asked what would be the impact to AAADSW. Mike believes it would affect all counties other than Clark in our service area and would go toward Housing, transportation, general services, and other work that would keep people in their homes. Commissioner Mortensen suggested to think creatively about the public transportation. Mike notes that our transportation programs provide assistance door-through-door, rather than door-to-door. Commissioner Zoller thought it would be good to offer a handicapped Uber option. In March Mike will be attending the Aging Policy Briefing in Washington DC to meet with Senators Cantwell and Murray, and Congresswoman Gluesenkamp Perez.

Mike reviewed the Contracts summary and reported there are lots of renewals and monitoring. Commissioner Mortensen asked to see a summary by County of all subcontractors. Mike will request that to Whitney.

Mike reviewed the Communications report. He shared some background on the Senior Heroes Awards. In early January Mike and AAADSW Community Services Manager Christina Marneris travelled to Wahkiakum County to present the 2023 Cowlitz/Wahkiakum Senior Heroes awards. Kelly Patterson of Cathlamet received the Caregiver of the Year award and the American Legion post 111 in Rosburg received the Community Hero award. Mike was extremely impressed with the community mindedness of the group, all the things they do for veterans and seniors. Mike noted that in contrast to the Wahkiakum/Cowlitz “prize patrol”, the Clark County Senior Heroes event is a large event with hundreds of attendees.

6. Advisory Council: Mike reported in December the council elected officers for 2024. Gavin Carmichael is the new chair for 2024, Diane Craft is the 2024 Vice Chair, and Marianne Burkholder was elected Secretary. In January they reviewed the legislative advocacy plans.

Mike reported on two new Advisory Council members, Shelly Baxter and Mary Repar, that were approved by the Council at their January meeting and asked for the COG to approve these new members.

Commissioner Zoller moved to approve Shelly Baxter to join the Advisory Council representing Klickitat County, effective February 1, 2024. Councilor Marshall seconded the motion. Motion carried.

Commissioner Zoller moved to approve Mary Repar to join the Advisory Council representing Skamania County, effective February 1, 2024. Councilor Marshall seconded the motion. Motion carried.

7. Review of Financials. Claire reviewed the November and December 2023 expenditures of \$2,661,837 and \$1,615,681 respectively. Commissioner Mahar thanked Claire for the spreadsheet. Claire reported there was nothing out of the ordinary for November. Mike noted we’ve been using Robert Half recruiting for some management positions. Mike clarified that our contract is not exclusive to them. Applicants can apply without going through the recruiter. Commissioner Zoller asked about the 11/8/23 expense for “Clark PUD water van”. Claire explained that is for the Vancouver office water bill. December expenses – Commissioner Mortensen asked how they compares to the previous year. Claire stated it can vary depending on when subcontractors bill us. We are still accepting November invoices. Commissioner Mortensen would like to see a rolling average for the last twelve months, year by year. Claire will categorize by contacts, employee

related expenses, and everything else. Commissioner Mahar noted their county expenditures run similarly.

Councilor Marshall moved to approve the November and December 2023 expenditures of \$2,661,837 and \$1,615,681 respectively. Commissioner Mortensen seconded the motion. Motion carried.

Claire reviewed the October 2023 financial statements and balance sheets. October showed a steady increase in cash and investment balances, while accounts receivable are improved over last year. Total liabilities remains comparable to 2022. Revenues are right on target in October, expenditures were under budget. Open staff positions are included in our budgeted expenditures. Commissioner Mortensen asked if there are services we are unable to provide due to lack of staffing. Claire stated we take into consideration full capacity. Commissioner Mortensen asked in a worst-case scenario, fully staffed with no turnover, what would the expenditure be? Mike thinks it's a great question. Some people are not getting served. Commissioner Zoller noted that when someone leaves other employees fill in the gaps and work extra hours. Councilor Marshall asked at what percentage of staffing we normally run. Mike stated approximately 95%. We currently have about 8 openings with a staff of 175 employees. He noted we are developing some lead Case Manager positions to encourage opportunities.

Claire then reviewed the November 2023 balance sheet and financial statements. Revenues exceed liabilities, fund balance continues to grow. We are on target for revenue and still under budget for expenditures. Mike noted the biggest impact is due to revenue of the Medicaid TXIX program based on the per unit rate. Claire is working on profit and loss statements for every program we run. Mike will then meet with the program managers to understand the program-specific P&L statements.

Claire reviewed the November 2023 dashboard, which is a more visual representation of the data we just reviewed. November Community Services data is behind and Claire will provide it next meeting. Commissioner Mortensen asked what the float is. Claire stated currently at the end of November we had \$14M in the bank. Our target is six months of reserve, currently the cash in the bank is fairly close to that. Claire will include that data in the dashboard for next time. Councilor Marshall asked what the average per month is for expenditures? Claire will provide that next meeting. Mike thinks it's about \$2.2M-\$2.4 M on average.

8. SOPPADA # 2024-1, Increase Payroll Account Holding Balance from \$500,000 to \$550,000.

With the COLA increase in 2024 our payroll expenses have gone up. Claire would like to increase the payroll account holding balance. She confirmed it would impact the 6 months reserve total. She prefers not to put more money in the payroll account than necessary, due to loss of interest earnings. Overdraft fees would be high, but not enough to offset the loss of interest earning. Claire does real time cash flow monitoring so she can adjust if needed. Commissioners Mortensen and Mahar stated as long as it's not a burden to monitor it, they would prefer we keep earning the interest.

Councilor Marshall moved to approve SOPPADA # 2024-1, Increase Payroll Account Holding Balance from \$500,000 to \$550,000. Commissioner Zoller seconded. Commissioner Mahar appreciates the discussion. Motion carried.

9. Draft 2024 Internal Operating Budget. Decrease in COVID funding accounts for the majority of the decrease in the federal funding. State/federal increase is due to Medicaid TXIX. State decrease is due to an accounting error for Home Health Lead revenue being reported at gross revenue and expense when it should have been at net revenue and expense. Our budget is going down by about \$2.8 Million, net deficit is about \$500,000 less.

Commissioner Mortensen moved to approve the DRAFT 2024 Internal Operating Budget. Councilor Marshall seconded. Motion carried.

10. Good of the order. Claire followed up on two questions from the December meeting. The first was about the White Salmon Office rent on October expenditures. Claire is close to an answer. The second question was about the dollar threshold for dual signatures. Claire stated we don't do dual signatures as our internal controls are strong.

11. Adjourn. There being no further business, Councilor Marhsall moved and Commissioner Zoller seconded to adjourn. The meeting was adjourned at 2:30 p.m.