



COG Meeting Minutes  
March 22, 2024

**Members present:** Commissioner Mahar, Commissioner Mortensen

**Members present by phone/Zoom:** Commissioner Cothren, Commissioner Zoller

**Members absent:**

**Members Excused:** Sue Marshall

**Alternates present:** none

**Staff present:** Mike Reardon, Claire Steiner, Karen Wolfe

**Advisory Council member present:** Gavin Carmichael, Advisory Council Chair

**Visitors present:** Staff members Christina Marnieris, Paige Krassow

The meeting was called to order at 1:06 p.m. by Commissioner Mahar.

**The Pledge of Allegiance** was recited.

**1. Agenda Review:** no changes

**2. Review of Minutes:** Commissioner Zoller moved to approve the January 26, 2024 minutes. Commissioner Cothren seconded the motion. Karen made two grammar edits as requested by the COG Chair. Motion carried.

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

**4. Anniversary Recognition.** Mike Reardon recognized Paige Krassow for her five-year AAADSW anniversary. Mike recognized Christina Marnieris for her fifteen-year AAADSW anniversary. Paige started as a Medicaid Case Aide and then transitioned to Community Services Case Management. Paige is thankful for the opportunity to transition to serving a community that is in need. It's very rewarding to help them. She appreciates the care that the agency puts into the community with resources and services. Mike introduced Christina. She was one of the first team members he hired and is very thankful for their partnership. Christina considers it a privilege and an honor to do work that matters. She appreciates the clients and their families and our community partners.

**5. Director's report:** Mike reported on the end of the 2024 legislative session. W4a was awarded \$12M for nutrition funding for seniors, beginning July 1<sup>st</sup> for the next fiscal year. This funding will ameliorate the discontinuation of some of the previous COVID funding. It may make more of an impact in 2025 and 2026. Capital budget approved \$3M for the West Klickitat Assisted Living project. Mike asked Commissioner Zoller if she has any updates on the escalated costs. She thanked Mike and W4a for their advocacy. They are still down \$2.5M and hope to make that up. She appreciates having the legislators' ears on this issue. Mike reported on Initiative 2124, which goes to the voters

in the fall with an opt-in feature to WACares. Passage of 2124 will impact our business due to reduced calls and funding. Mike met in Washington D.C. last week with Senator Maria Cantwell, Representative Marie Gluesenkamp Perez, and Senator Patty Murray's staff. Reauthorization of the Older Americans Act (OAA) is up this year. One of the main issues is around nutrition funding, to continue to allow flexibility between home delivered and congregate meals. There is a push by National Council on Aging (NCOA) for creation of a new OAA title, with sponsorship by Senator Sanders, to carve out funding for senior centers. W4A is opposed because AAAs already have involvement in senior centers to hold programs and to directly fund them. Mike also reported on recent recognition of a 30-year SHIBA volunteer, Clarence, who is a retired schoolteacher. Follow up on major incident – the detective notified Mike a few weeks ago that they were ready to make an arrest. Still hasn't happened. It's with the prosecuting attorney's office now.

Mike reviewed the Contracts summary and reports. One contract termination for convenience. Mike reported on the Management team calendar. Communications Log: Mike gave kudos for our new communications coordinator and her work in highlighting the SHIBA program and the LTCOP program.

Lori mentioned the legislative redistricting as a current issue. Mike learned about it earlier this week. Directly affects Klickitat County by splitting districts 14 and 17. They have lost both Reps Mosbrucker and Corry. They are sorting out what it means for Klickitat County.

**6. Advisory Council:** Advisory Council Chair Gavin Carmichael reported on the February and March Meetings. The March meeting this week has a good discussion about mobile home park issues.

Gavin reported on one new Advisory Council member, Kevin Callahan, who was approved by the Council at their February meeting. He is very engaged and articulate and interested in improving lives. Gavin asked for the COG to approve this new member.

**Commissioner Zoller moved to approve Kevin Callahan to join the Advisory Council representing Clark County, effective March 20, 2024. Commissioner Mortensen seconded the motion. Motion carried.**

**7. Review of Financials.** Claire reviewed the January and February 2024 expenditures of \$1,797,147 and \$2,669,168 respectively. January was a bit lower than usual due to lack of subcontractor invoices.

**Commissioner Mortensen moved to approve the January and February expenditures of \$1,797,147 and \$2,669,168 respectively. Commissioner Zoller seconded the motion. Motion carried.**

Claire reviewed the December 2023 financial statement and balance sheet. Assets increased by \$3M and liabilities were comparable to 2022. Year end surplus was just over \$3M. Total revenue was 99.9% of budget; expenditures were 80% of budget. This is the first month showing a reclassification of program spending from admin to the specific programs, so we get a better picture of what it costs to run each program. Claire explained that admin costs for each program are apportioned to each program, and pure admin costs stay as admin. Mike added that he and Claire will be meeting with each program manager to review the financials and make decisions about the programs. Some of the program costs changed and the pure admin costs were lower.

Commissioner Mortensen stated he thought this was a good idea to make this change so we have a better picture of what each program costs. Pure admin costs are payroll-related for the non-program departments. Question: does the IT expense for computers get spread between the programs? Answer: it would depend on the allocations. Program or department specific software it would be attributed to that program if it only is used by that department. IT payroll goes in the larger admin bucket. Claire reported we were just shy of \$200k of Fund Balance in December.

Claire reviewed the December 2023 dashboard. She switched out the Fund Balance table for the Excess of Revenue Over Expenses table. This is using the accrual-basis account. She noted there was a lowering of Community Services caseloads in the caseload table due to missing reporting from one subcontractor. YTD expenditures by type: wages were 66%, subcontractors were 25% and all others were 9%. Claire noted she added a dashboard chart by monthly cash outlays and the 12-month average. Will be a rolling 12 months of coverage. Commissioner Mortensen asked what happened in October that wage-related expenditures were smaller. Claire will double-check and thinks it has to do with a payment that fell to November instead. Claire offered to add an actual YTD table to the dashboard. The average will be based on the most previous rolling 12 months. Also discussed the formatting on the pages. Fund Balance table was moved to page 2 of the dashboard.

**8. Resolution # 2024-1, Bank Account updates.** Claire explained the updates to the bank account validators to remove Matt Gustofson (former AP Specialist) and add Kimberli Smith (new AP Specialist).

**Commissioner Zoller moved to approve Resolution # 2024-1, Bank Account updates. Commissioner Cothren seconded. Motion carried.**

**9. Good of the order.** Lori thanked the Agency for helping Sharon Carter out with the costs of training.

**11. Adjourn.** There being no further business, Commissioner Mortensen moved and Commissioner Zoller seconded to adjourn. The meeting was adjourned at 2:04 p.m.