



COG Meeting Minutes
May 31, 2024

Members present: Commissioner Mahar, Commissioner Mortensen, Councilor Marshall

Members present by phone/Zoom: Commissioner Cothren

Members absent:

Members Excused: Commissioner Zoller

Alternates present:

Staff present: Mike Reardon, Claire Steiner, Karen Wolfe

Advisory Council member present: none

Visitors present: Staff members Shelley Peters, JaNiece Michael, Christina Marnieris

The meeting was called to order at 1:07 p.m. by Commissioner Mahar.

The Pledge of Allegiance was recited.

1. Agenda Review: no changes

2. Review of Minutes: Councilor Marshall moved to approve the March 22, 2024 minutes. Commissioners Mortensen and Cothren seconded the motion. Karen made two grammar edits as previously requested by the Commissioner Mortensen. Motion carried.

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

4. Anniversary Recognition. Mike Reardon recognized JaNiece Micheal and Barb Dunlap for their five-year AAADSW anniversaries. Mike recognized Karen Wolfe for her ten-year AAADSW anniversary. Mike recognized Christina Marnieris for her 15 year anniversary. Mike recognized Shelley Peters for her thirty-year AAADSW anniversary. Barb is a fitness instructor and works in the community keeping seniors healthy and fit. Mike introduced Janiece. She thanked the COG for supporting our work. Mike introduced Karen Wolfe, who expressed her gratitude for her experience at the agency. She is thankful every day to work for an organization that is making a difference in people's lives. Mike introduced Christina. She related her background prior to starting with AAADSW and her subsequent career growth with the agency. Christina expressed her appreciation to the COG for their support and the opportunities for growth.

Mike introduced Shelley Peters, who celebrates her 30 years with the agency. Mike appreciates all her efforts supporting our clients. Shelley related when she started with AAADSW she was 34 years old and she was one of 5 case managers. She has experienced office moves and program changes. She especially enjoys the teamwork with nurses and supervisors. She has stayed in large part because of the growth of her clients. One had lots of anxiety and needed knee surgery. Has dropped his A1C from 13 to 6 and hopefully will get his surgery soon. Another DDA client who has

progressed and inspired Shelley. She has 83 clients, 6 are mothers of young children, 5 amputees, youngest are 20 and 21, the oldest is 95. Several have intensive skilled nursing care. 12-14 were previously homeless. 19 are DDA, 3 have dementia. Shelley thanked the COG for her recognition.

5. Director's report: Good news moment: letter from a landlord in Cowlitz county; we assisted a previous client with a ramp and the new tenant also uses the ramp. He appreciates the support we give to our clients and our communities.

Update on the high school home care aide program: Working with Career Connect (ESD112). They plan to offer the program to rural counties in the Spring of 2025. Mike noted it is one way the effort is gaining traction. Mike will send an email to the COG with the details. The Longview School district superintendent is working on approval from the State to offer the program next year. Washington is one of 14 states to join the direct care workforce learning collaborative to maintain and grow the workforce. Commissioner Mortensen asked if there is hands-on training. Mike explained it's a 90-hour training remote, plus hands-on skills development. Then passing a test is required to become certified. There has also been interest in bringing the students to facilities for more hands-on training.

W4a meetings: working on contract language for Medicaid services and nursing services to get another increase in the unit rate. The increase will come in July at about 1.6%. This is the largest part of the agency's revenue.

W4a and Catholic Community Services is piloting a remote caregiving program, similar to telehealth, where a camera is installed in the client's home to remotely remind or cue clients of tasks. This could be a way for caregivers that can no longer do the physical work to still remain in the workforce. May be in partnership with a direct caregiver with more physical tasks. Mike is discussing with our insurance company Enduris about risk assessment. Commissioner Mahar asked what sort of increased risk might need to be considered. The goal is to get 200 clients in the pilot program. Determining who would be a good candidate for the remote caregiving service. Councilor Marshall asked what the client would have to do, how easy it is will it be for the client to access the technology.

Mike reported another Washington AAA was sued for several millions of dollars because there weren't eyes on the client frequently enough.

Mike reported on two employee appreciation events in the previous months. We are recruiting a new HR manager as Shari Moore left on the 17th. It was a big loss and disappointment to Mike. She handled a lot of sticky situations while she was here. Mike and our law firm are handling HR decisions at the moment. She left on good terms. Karen added that we have an HR Generalist, Shelly Worden, handling a lot of the day-to-day work.

Congrats to Claire for submitting our annual report to the State before the deadline.

Contracts review: nothing unusual. Only one contract was terminated but they provided multiple services. They were bought out of that contract so there was very little disruption of services. We had to get an exception from the State since the new contractor is in Oregon. Contracts team did a great job handling the transition.

Communications: Mike gave kudos to Patti Atkins as our new communications coordinator for bringing more information on the agency and our services to the communities we serve. Commissioner Mortensen asked how much of the media coverage we pay for. Christina Marnieris noted that most of the media coverage Patti sends out is free media via the Senior Messenger. A few times we do paid media. The Columbian and The Reflector are usually free media. Patti leverages that into our social media as well. Mike said our communications goal is to provide public service information.

6. Advisory Council: Mike asked Christina to report on the April and May Meetings. In April we had lots of guests. Mike and ESD 112 presented on the Home Care Aide program. One newer council member has been doing advocacy around mobile home parks. Also made some revisions to the Advisory Council by-laws. Guests were also in attendance as potential council members.

Mike reported on one new Advisory Council member, Norma Pickett, who was approved by the Council at their April meeting, and was elected by the Advisory Council. This will give Skamania two members with one more in the recruitment process

Councilor Marshall moved to approve Norma Pickett to join the Advisory Council representing Skamania County, effective May 1, 2024. Commissioners Mortensen and Cothren seconded the motion. Motion carried.

7. Review of Financials. Claire reviewed the March and April 2024 expenditures of \$2,731,818 and \$1,903,198 respectively. The March increase was due to more subcontractor invoices that were paid out. Commissioner Mortensen asked if we conduct spot checks on invoices – Claire stated they go through multiple checks for legitimacy. Purchase orders are approved before the expenditure is made and checks are run after the expenditure is approved. If more employees submitted more travel reimbursement requests that would also add to the increase. April expenditures decreased due to the timing of insurance benefits payments. Claire reviewed the March 2024 dashboard on 12-month rolling cash payments by type to illustrate the cash going out the door. Commissioner Mortensen asked for definitions on the type of meals that MOWP provides. They bill us actual expenses for home delivered meals, excluding mileage. Mike explained that they will divide their annual contract amount by 12 to bill us evenly each month. Commissioner Mortensen asked about the expenditure for Northwest Justice – they are a subcontractor providing legal services to citizens in our counties. Mike stated they handle eviction notices, renters rights, legal advice; basically non-criminal legal matters to eligible seniors, required and prescribed by the Older Americans Act funding. Councilor Marshall added that there are income eligibility requirements related to the program.

Councilor Marshall moved to approve the March and April 2024 expenditures of \$2,731,818 and \$1,903,198 respectively. Commissioner Mortensen seconded the motion. Motion carried.

Claire reviewed the January 2024 financial statement and balance sheet. End of January we had a cash position of over \$300k; investment portfolio was over \$15M; assets exceed liabilities. Strong balance sheet position. January statement of revenue. Budget target was 8.33%.

Claire reviewed the February 2024 financial statement and balance sheet. No real change in the balance sheet overall. Strong position assets far exceeding liabilities, Net surplus (cumulative) was \$381K. Revenues exceeded budget target and total expenditures were under budget.

Claire noted we allocate 100% of administrative costs to the budget. Next COG meeting Claire will reallocate the administrative budget to the programs. Includes IT and other personnel wages, plus rent, utilities, office supplies.

Claire reviewed the March 2024 financial statement and balance sheet. End of March we had two contracts pending amendments which yielded an increase in receivables that had not been paid yet. Total assets still exceed liabilities. Under budget for total expenditures. Commissioner Mortensen asked about administration item of \$1,092 – Claire will look into it. Expects it to be zero.

Claire reviewed the March 2024 dashboard. Updated the dashboards to be one chart per page for easier viewing. First chart: YTD revenue and expenditures by type. 2nd chart – excess of revenue over expenditures. We have a good net income. 3rd chart – caseloads by type. March Community Services is missing one component. 4th chart – YTD expenditures by type. Wages is #1, subcontractors is #2. Chart #5 12-month rolling cash payments by type. Far right column shows the rolling average over 12 months.

8. Resolution # 2024-2, Bank Account updates. Claire explained the updates to the bank account validators to remove Shari Moore as a check signer on the US Bank accounts.

Commissioner Mortensen moved to approve Resolution # 2024-2, Bank Account updates. Commissioner Cothren seconded. Motion carried.

9. SOPPADA #2024-2 to move AAADSW's Cowlitz County offices to a new location. Mike explained the situation at our current location. No early termination penalty at our current space. Mike has been looking for about a year and a half. Previously looked at the vacant Pier One retail space in Kelso but it is not suitable due to higher ceilings and little natural light. We're paying about \$11,200 per month for about 8,000 square feet. Mike shared the map and illustration of the prospective space we would like to move to. Would give us about 9,100 square feet to accommodate for growth. It is on the ground floor for easier accessibility with a large well-lit parking lot. There is lots of activity in the retail businesses. Onsite security. Owner will build to suit. Owner pays and we reimburse. Prevailing wage is avoided by having the owner pay the buildout costs. Estimate is \$850,000 to build out to our needs and move. Claire explained the cost analysis tables. Mike is looking for approval to move with these soft numbers with the caveat that any significant changes that come up we will revisit with the COG. Costs per square foot are pretty similar. CAM charges will increase for more SF, with better parking, and lighting. Commissioner Mortensen feels the landlord should be trying to sweeten the deal to get us to move. Councilor Marshall would like to see a comparison of what is included in the charges where we are now vs. what is included in where we want to move. Commissioner Mortensen would like to see more detail on the CAM charges. Mike noted our current landlord adjusts our CAM annually based on property tax changes. Mike also noted that some suites are no longer available. Mike has also reached out to our attorneys for recommendation of a real estate agent to work with. Buildout will take about 9 months. Mike will be tough in the negotiations. Will ask for COG approval for the final decision.

Councilor Marshall moved to approve SOPPADA # 2024-2, to move AAADSW's Cowlitz County offices to a new location. Commissioner Mortensen seconded. Motion carried.

10. Good of the order. None.

11. Adjourn. There being no further business, Councilor Marshall moved and Commissioner Cothren seconded to adjourn. The meeting was adjourned at 2:58 p.m.