



COG Meeting Minutes
May 30, 2025

Members present: COG Chair Commissioner Lori Zoller, Commissioner Brian Nichols,
Members present by phone/Zoom: COG Vice Chair Commissioner Dan Cothren

Members absent: Councilor Wil Fuentes

Members Excused: Commissioner Steven Ferrell

Alternates present:

Staff present: Mike Reardon, Claire Steiner, Karen Wolfe, Lois Chauncey, Christina Marneris, Whitney Oswald

Advisory Council member present: none

Visitors present: Laurie Porter, Heather Van Meter of Miller Nash

The meeting was called to order at 1:03 p.m. by Chair Zoller.

The Pledge of Allegiance was recited.

1. Agenda Review: No changes.

2. Review of Minutes: Commissioner Nichols moved to approve the March 28, 2025 minutes. Commissioner Cothren seconded the motion. Motion carried.

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

4. Anniversary Recognition. Claire Thackeray is celebrating her ten-year anniversary with the agency but could not attend today's meeting. Laurie Porter is celebrating her fifteen-year anniversary with the Agency. Mike celebrated Laurie and reminisced about the inception of the Senior EnhanceFitness program. Laurie was the first hire and has led the program ever since. Laurie stated she is grateful for the job and the trust in her. It's good for her physically and she has gained so many relationships and friends with her participants as well as AAADSW staff. Knowing she is helping people lead better lives physically and mentally means a lot to her. It's been a rich and rewarding experience. She's heard so many success stories from clients whose lives and well-being have improved because of the fitness program; "literally saved my life" is a comment she has heard frequently. Clients have developed friends in the class and improved their mental and physical health. It's also helped Laurie to stay fit and she hopes to do it as long as she can. Mike reported we receive about \$5,000-\$6,000 per year in donations to the classes. Laurie conducts her classes in Washougal near City Hall and there are also classes near Lacamas Lake.

5. Advisory Council: Christina Marneris reported on the April and May meetings. Gavin has had to step down as Chair due to caregiving reasons. Apryl Schneider has taken on the role. Kathy Briggs termed off of the Council. Apryl is the AAARP liaison and recently met with Rep. Marie

Gluesenkamp Perez's aide on nutrition funding. Advocacy is ongoing for SNAP and Medicaid preservation as well as mobile home park preservation.

6. Review of Financials. Claire reviewed the March 2025 payments of \$1,797,474 and the April 2025 payments of \$3,644,473. March was lower than average due to lower expenses, benefits and subcontractor billing. April was higher due to subcontractor payments and benefit payments.

Commissioner Nichols moved to approve the March 2025 payments of \$1,797,474, and the April 2025 payments of \$3,644,473. Commissioner Zoller seconded the motion. Motion carried.

Claire mentioned we are finalizing the 2024 financial reports that will flow through on the balance sheets. Those will be restated once final. There will be some write-offs; less than \$20,000 in receivables. Compensated Absences liabilities are being added to the accounting software upgrade that is underway. Claire reviewed the January, February and March 2025 balance sheets and revenues and expenditures. January had more liquid assets than obligations with a net income of \$256,000+. January income statement is ahead of budget on revenues and under budget on expenses. February balance sheet: we were still catching up on the billing process so the Receivables balance will grow for a few months. Total assets are nearly triple our liabilities and total net income is \$441,000+. February income statement is ahead of revenue budget and under on budget expenditures. March Balance Sheet Receivables are about the same, assets exceed liabilities, surplus net income was 391,000+. We had a net loss for March due to 2025 COLA payouts. We are in good shape projecting salary increases going forward for the year. March income statement is over on revenue and under on expenses.

Claire reviewed the March 2025 dashboard page, which recaps the previous financial statements in graphic form. Expenditures by type is pretty average. Cash payments by type was pretty typical as well. Medicaid reporting looks good. Other government revenue etc. are smaller payments. Admin revenue covers core services contract management. We invest our surplus with Cowlitz County and are earning 4%+. Chair Zoller complimented Claire on the dashboards. Claire offered to take suggestions for other dashboards to include.

Claire presented Resolution #2025-4, to update the authorized investing officers for AAADSW's bank accounts. Claire explained the need to add the new Senior Accountant who recently joined the agency named as an authorized investing officer.

Commissioner Nichols moved to approve Resolution #2025 -4, updating the authorized investing officers for AAADSW's bank accounts. Commissioner Cothren seconded the motion. Motion carried.

Claire presented the proposed updates to the Fiscal Policy and Procedures, effective June 1, 2025. Claire reported a major overhaul of the P&Ps. Position specific SOPs and content specific to the P&P was moved. Major updates were to the travel policy, which excludes normal commute. We are now using the standard State rate for reimbursements for travel. Credit card limits were adjusted to account for travel and other expenses. Also increased the purchasing powers of Coordinators to give them more flexibility. A new section was added to address the SAO auditors' comments regarding meetings, coffee and light refreshments. Claire noted this is a living document due to the accounting software change coming later this year. Both Commissioner Nichols and Chair Zoller complimented Claire on the work on the P&P updates.

Commissioner Nichols moved to approve the updated Fiscal Policy and Procedures, effective June 1, 2025. Commissioner Cothren seconded the motion. Motion carried.

7. Director's Report. Mike noted that Heather Van Meter of Miller Nash has joined the meeting to participate in the executive session.

Mike reported on the following topics:

- W4A, Legislative, and USAging advocacy – Long Term Services and Supports were successful in advocacy efforts. A lot of the funding in the budget will be passed through to our subcontractors like Skamania and Klickitat Counties, Meals on Wheels People, etc. Care Transitions was sustained. Health Home program was extended for another year (through Dec. 2026) and Mike thanked the COG for their advocacy. We are still advocating for continued funding for the program. Mike explained how the Health Homes/Care Coordination program works and how the Care Coordinators work with their clients. We got additional funding for WACares, the long term care program. WACares outreach and network building is ramping up for claims to begin July 2026. Our ADRCs will be a focal point for callers to get information on the program and how to navigate the program. Medicaid 1115 Waiver Health Related Social is a new funding source to AAAs for nutrition, environmental updates, and will fund through June 2028. We also received a \$150k increase for our Core Services Contract administration. Medicaid Case Management Nursing services will see about \$350,000 decrease in funding annually.

Commissioner Nichols asked about the House Reconciliation bill and how it will affect AAADSW. Mike feels there will be no direct impact to our core program, unless if the federal government reduces its match funding to states that provide Medicaid services for undocumented residents. If the Medicaid rate changes, the State will have to decide how to manage it. We are also following changes to SNAP program. Our Call Center may receive more calls. Christina noted the Farmers Market Vouchers are all claimed at this point.

OAA as administered by the Administration for Community Living, which has been demolished. CMS is advocating to split those programs to be administered by two different agencies and W4A is advocating to keep the programs all together. There are some small cuts in other titles, and some programs that the State largely funds and that our Fund Balance can absorb as well.

- May is Older Americans Month – Mike reported on the activities this month. This year's theme was "Flip the Script on Aging". Christina reported we received a proclamation from Clark County along with the Commission on Aging.
- Communications Report. Mike highlighted the Goldendale Sentinel article on Health Homes and Care Coordination, featuring AAADSW Care Coordinator Martha Duncan-Perez.
- We recently discovered a hate symbol on a staff member's cubicle which is being investigated.
- We have launched leadership training for managers and supervisors. HR Manager Lois Chauncey described the training, which she is facilitating, through Korn Ferry. Lois is certified as a trainer. Two trainings have been conducted to date with more planned for the future. Chair Zoller asked Lois to share the Korn Ferry info with the COG members.

8. Contracts Report – Whitney Oswald reported on the contracts activity in April and May. Pretty quiet in the last two months. Two contracts were not renewed because the provider wasn't really providing any services in our area. Lots of monitoring – we are required to monitor all contracts every year.

Whitney presented the proposed updates to the Contracts Policy and Procedures, effective June 1, 2025. Whitney presented a brief overview of the P&P updates, including reference to WACares, monitoring timelines to provide a report within 90 days, and updated procurement process for agency business into the policy. Also added guidance about prevailing wage. Enhanced the appendix and definitions.

Commissioner Nichols moved to approve the updated Contracts Policy and Procedures, effective June 1, 2025. Commissioner Cothren seconded the motion. Motion carried.

9. At 2:06 p.m. Chair Zoller announced the COG would go into Executive Session to discuss potential litigation and the COG will return at 2:31 p.m.

At 2:31 p.m. Chair Zoller announced the COG has concluded their Executive Session to discuss potential litigation and the public meeting will resume.

10. Good of the order: none

11. Adjourn. There being no further business, Commissioner Nichols moved, and Commissioner Cothren seconded to adjourn the meeting. Motion carried. The meeting was adjourned at 2:32 p.m.