



WACO Board of Trustees Regular Meeting  
March 10-11, 2015  
Washington Counties Building  
Olympia, WA

**Final Minutes**

Tuesday March 10, 2015 starting at 10:58 a.m.

**Board Members Present:**

Carolyn Weikel	President	Snohomish	Auditor
Tim Davidson	Vice-President	Cowlitz	Coroner
Tammie Ownbey	2 <sup>nd</sup> Vice-President	Pend Oreille	Clerk
Ilene Thomson	Secretary/Treasurer	Yakima	Treasurer
Keith Wilnauer	Immediate Past-President	Whatcom	Assessor
Debbie Adelstein	Auditors Trustee	Whatcom	Auditor
Peggy Semprimoznik	Clerks Trustee	Lincoln	Clerk
Dan Blasdel	Coroners Trustee	Franklin	Coroner
Jonathan Meyer	Prosecuting Attorneys Trustee	Lewis	Prosecuting Attorney
Alan Botzheim	Sheriffs Trustee	Pend Oreille	Sheriff
Ron Strabbing	Treasurers Trustee	Grays Harbor	Treasurer
Barb Miner	Trustee at Large Position 1	King	Clerk
Dave Cook	Trustee at Large Position 3	Yakima	Assessor
Lisa Frazier	Trustee at Large Position 4	Mason	Treasurer
	Trustee at Large Position 5	Kittitas	Auditor
Milene Henley	Trustee at Large Position 6	San Juan	Auditor

**Staff Present:**

Scott Blonien	Executive Director
Monty Cobb	Policy Director & General Counsel
Timothy Grisham	Director of Member Services – Communications
Michell Allert	Finance

Christe Smith

Administrative Services – Events  
Coordinator

**Absent:**

Terry McLaughlin	Assessors Trustee	Cowlitz	Assessor
Ty Trenary	Trustee at Large Position	Snohomish	Sheriff
	2	County	
Randy Gaylord	Past President	San Juan County	Prosecutor/Coroner
Jerry Pettit	Trustee at Large Position	Kittitas County	Auditor
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**Guests:**

Anna Bukowski, Social Media Manager, Office of Governor Jay Inslee  
Eric Johnson, Executive Director, WSAC  
Karlyn Shannon, Director Finance and Administration, WSAC

**1) Call to Order**

**Carolyn Weikel, President called the meeting to order at 10:58 a.m.**

**2) Welcome**

President Weikel gave meeting parameters before beginning introductions. Scott Blonien, Executive Director gave opening remarks and recognized staff in meeting preparation. Mr. Blonien introduced Timothy Grisham, Director of Member Services – Communications and Mike Shaw, Contract Lobbyist. Mr. Blonien then introduced Christe Smith, Administrative Services – Events, who announced she is stepping down from WACO staff to take an opportunity at Results, WA. Mr. Blonien then introduced Michell Allert, Finance and noted she would be giving a financial report later in the day.

**3) Roll Call of Attending Members**

President Weikel called for a roll call noting the absences of Terry McLaughlin, Ty Trenary, and Randy Gaylord.

**4) Changes to Agenda**

Tim Davidson, Vice-President **MOVED** to add a Strategic Plan Committee report to agenda item number 8. Barb Miner, Trustee at Large **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Vice-President Davidson **MOVED** to add a Personnel Committee report to agenda item number 8. Jonathan Meyer, Prosecutors Attorney Trustee **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Vice-President Davidson **MOVED** to adopt the agenda as amended. Ron Strabbing, Treasurers Trustee **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**5) Approval of Minutes**

Debbie Adelstein, Auditors Trustee **MOVED** to adopt December 3, 2015 Special Meeting, December 9, 2014 Regular Meeting, and December 30, 2015 Special Meeting, minutes. Vice-President Davidson **SECONDED** the motion. The **MOTION CARRIED** unanimously. Jonathan Meyer asked for a correction to be made to the December 9<sup>th</sup> minutes. He noted that the minutes indicated that he was both present and absent from the meeting. He was absent. Minutes were approved with correction.

**6) Financial Report**

Michell Allert gave the financial report regarding:

- a. December 2014 and Year End Report**
- b. January 2015 Report**

Mr. Meyer, Trustee asked if training contracts were pass-throughs. Monty Cobb, Policy Director & General Council confirmed that they were.

Ilene Thomson, Secretary/Treasurer noted that there was a calculation or typographical error on the budget percentage column of the January 2015 report.

Dave Cook, Trustee at Large asked if Kitsap County had paid their dues. Monty Cobb confirmed that they had. A billing error in August 2014 had been corrected and the county is now up-to-date with their dues.

Mr. Blonien asked the board on what basis would they like to have financial reporting; for example a monthly basis, and what they would like to see during a meeting. The board discussed possible reporting scenarios including procedures. Lisa Frazier, Trustee at Large stated that current procedure came as the result of an audit of records following a fraud investigation. President Weikel stated that prior to the fraud info was limited and documentation was difficult to find. Debbie Adelstein asked if the reports could go to the Audit Committee prior to adoption. Mr. Cobb explained that prior to August 2014 reports went straight to the Board to accept and adopt. This changed and currently reports are sent to the Audit Committee who then reports to the Board. A broader conversation was had on the timing of Audit Committee review prior to Board meetings.

President Weikel will ask for a quarterly review of financials by the Audit Committee with a report back to the Board. Milene Henley, Trustee at Large **MOVED** to have a quarterly review of financials then present the report to the Board. Tim Davidson **SECOND**. Discussion: Tammie Ownbey raised a concern that she would not want to take from the work of the Secretary/Treasurer. It was clarified that this would not, and the

Secretary/Treasurer would still review the financials prior to potential Board adoption. The **MOTION CARRIED** unanimously.

There was discussion about the possibility of posting the financials on the website and letting the Board know they are available for review. The financials would only be available to the Board until the Audit Committee completed their review.

## **7) Executive Director's Report**

Mr. Blonien presented an overview of the Executive Directors report.

**a. Travel Reimbursement Policy.** Scott Blonien discussed the desire to have more definition in the policy and presented a draft policy proposal to get more guidance.

Ms. Henley stated that she opposes using a per diem system because it pays for meals that individuals do not eat. She stated that you can add a limit "up to per diem" as potential wording. Keith Wilnauer, Immediate Past-President suggested that the Board could use the GSA per diem schedule as a guideline. Mr. Meyer stated that a policy should be across the board.

Scott Blonien will draft a new policy and submit it to the Board.

*The Board took a break at 12:15 p.m. and reconvened at 12:45 p.m.*

**b. 2015 Conference.** The Board discussed potential opportunities for conference sponsorship. Discussed was the need for access to be in proportion to the amount paid for a sponsorship. That it is useful to help let the market set the rates, but not to the point where different vendors are paying the same prices for similar levels of sponsorships. A discussion of prioritization of sponsor money spending was had with no action items or Board decisions made.

The Board also discussed payment scheduling for the conference. Mr. Blonien expressed the desire to have the discretion to base fees on access and services covered.

The Board discussed the possibility, and scenarios to cut a day out of the conference agenda. Some of the feedback that Mr. Blonien received was that the conference went on too long. No action items or Board decisions made.

*The Board received a presentation from Anna Bukowski, Social Media Manager, Office of the Governor Jay Inslee. This was moved from agenda item 7) f. to accommodate the*

*speaker.* Ms. Bukowski discussed the Office of the Governor’s use of social media, best practices, policy development, and lessons learned.

***The Board took a break at 2:05 p.m. and reconvened at 2:25 p.m.***

**c. Reimbursement Statements.** Mr. Blonien led a discussion on reimbursement statements. Mr. Blonien asked whether WACO should use monthly, quarterly, semi-annual or annual billing statements for counties. The Board discussed the difference between dues and reimbursement. Mr. Cobb clarified that we are a reimbursement organization and not a dues organization – although the term has been incorrectly used interchangeably. The Board tasked WACO staff to provide counties with option on what schedule to pay for reimbursements.

**d. 2017 WACO/WSAC Joint Conference.** Mr. Blonien discussed potential dates for the 2017 joint conference, as well as asked for feedback regarding a desire to make it a regular event. Trustee Henley asked whether the Boards of each organization could hold a joint meeting prior. This idea will be explored. Dan Blasdel, Coroners Trustee expressed that in the past joint conferences were not advantageous but perhaps a change in staff and Board membership could change this. He also noted that joint legislative initiatives have been a good idea.

The Board directed staff to look into the week of September 18-22; September 25, 26, 27; and the week of October 2-6 as potential dates for the joint conference. The Board also stated that they would like to explore the possibility to do this every four years.

**e. Legislative Plan.** Scott Blonien presented a draft legislative advocacy strategic plan with the goal to get affiliates, WACO, and partners on a unified legislative footing. Mr. Wilnauer stated that the current process is a mess, but creating a procedure has to work for the affiliates. Trustee Henley asked what current barriers exist that prevents this from happening currently. Mr. Blonien explained that there doesn’t appear to be clearly delineated point people in each organization and that staff needs a clear expectation. He continued that the draft proposal is what he believes WACO staff should do, but would like to see if this works for the affiliates. Ms. Ownbey stated that the proposal should be brought to the affiliate presidents and legislative chairs. Mr. Blonien stated that he is currently in the process of scheduling a meeting with each president and legislative chair to work on a plan that suits the affiliate needs.

**f. Communications Plan.** Timothy Grisham, Director of Member Services – Communications presented the 2015 WACO communications plan. He submitted a draft

Social Media Policy, as well as procedures for logo use and publications. Mr. Grisham also discussed social media usage, as well as action steps for the plan.

***The Board adjourned for the evening at 4:00 p.m.***

***The Board reconvened at 9:00 a.m.***

Discussion continued regarding the proposed social media policy. Trustee Henley asked to move two procedure statements to the policy statement. Trustee Adlestein **MOVED** to approve the social media policy with the suggested modifications. Trustee Meyer **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**g. Legislative Update and Report.** Monty Cobb provided a legislative update on priority bills, fiscal sustainability bills, other policy bills, and bills of interest. Ms. Henley had a procedural question regarding responding to individual member's legislative requests. Mr. Blonien explained how he prioritizes resources. Monty Cobb further explained the importance of checking in with the affiliate legislative staff prior to action.

*The Board moved to agenda item 7) i. to accommodated guests Eric Johnson, Executive Director, WSAC and Karlyn Shannon, Director of Finance and Administration, WSAC.*

**i. Shared Services.** Mr. Blonien stated that WACO needs to be smarter with its money. He stated that a financial system change is one possibility to be more productive with our resources. Ms. Allert discussed the current Quickbooks system, stating that it is time-consuming and slightly unwieldy due to the nature of how it was started and the current office needs. Ms. Allert stated that she had discussed with WSAC their fiscal tracking system MIP and had used it in the past.

Karlyn Shannon from WSAC discussed the MIP software system (Abila). She stated that it was a robust system without the limitations of Quickbooks. That unlike Quickbooks you cannot delete entries so there is a level of controls in places that make it more secure. It has the ability to allow users to view information in a number of ways. The system has payroll, employee leave accounting (web based), and benefits wrapped into a single package. Scott Blonien thanked Ms. Shannon for the presentation and talked about the need for a nimble system for future needs.

Eric Johnson, WSAC stated that there is a need to find efficiencies between WSAC and WACO while maintaining services for the affiliates. That shared services should not come at the cost of either organization's ability to provide services to its members. Mr. Blonien stated that his prime objective was to make more efficient moves forward, but that the organization has to be careful and thoughtful.

Trustee Henley asked for clarification on Mr. Blonien's proposal. Mr. Blonien stated that he is asking for information on 1) where the board stands on the concept of "shared services" 2) to be able to move forward with getting a proposal from WSAC on financial service sharing and 3) approval for discretion on determining what is best to keep in house and what to contract.

Trustee Henley asked who would be conducting the legislative work in Mr. Blonien's vision of staffing. Scott Blonien replied that capability currently exists and will be shared by the policy, communications, and executive directors along with the contract lobbyist to deliver services. Mr. Blonien stated that his vision is that individuals are Swiss Army Knives of skills in order to build in redundancies and skill sharing. He provided an example of Timothy Grisham's background with legislative activities for state agencies. Mr. Blonien also stated the need for an administrative support person.

Trustee Frazier stated that it is prudent to consider shared services that make sense. Ilene Thomson, Secretary/Treasurer said that she would want to know the particulars of the agreements and not be willing to "write a blank check". Trustee Meyer shared similar optimism as Trustee Frazier for going forward, but like Secretary/Treasurer Thomson would need to have a final package vetted by the Board. 2<sup>nd</sup> Vice-President Ownbey would like to wait until the July meeting before bringing the issue up to a vote.

***The Board took a break at 10:06 a.m. and reconvened at 10:25 a.m.***

President Weikel led a discussion of updates vs. action items and how to present them. She stated that many of the Executive Directors agenda items were progress reports on ideas or avenues that she had asked Mr. Blonien to explore and that they are not all actionable items at this point, that they may be in the future, but she felt that more information on what he was doing was beneficial to the board.

**h. Personnel Policy (over-time exempt).** Scott Blonien explained that there is a need to change the overtime exempt policy to align with federal law. Mr. Cobb provided background information that talks had happened in the past that the need to be compliant exists.

**j. By-laws Change/Emergency Meetings and Electronic Voting.** Mr. Blonien led a discussion on changes to bylaws to give more clarity to allow for emergency and electronic meetings. After the discussion it was determined that there is currently enough language in the bylaws to allow such meetings.



**k. Reserve Policy.** Scott Blonien discussed that the reserve account has been talked about and used for several years, but there never has been a stated policy for such purposes. Mr. Blonien had sent a draft policy to the Audit Committee for review. The discussion that followed centered on the length of time (funding) to have in the account, as well as whether or not to co-mingle the funds or not.

2<sup>nd</sup> Vice-President Ownbey **MOVED** to adopt a 9 to 12 month buffer and remove comingled accounts. Vice-President Davidson **SECONDED** the motion. During discussion Trustee Strabbing noted that you must make sure that the accounts are insured accounts. There was further discussion of the nature of private vs. public funds. **MOTION CARRIED. NAYS -** Ilene Thomson, Lisa Frazier **OBSTAIN –** Debbie Adelstein.

**l. Vision for the Future.** Was dropped from the agenda as the topic intertwined in earlier agenda items.

#### **8) WACO Board Business**

**a. Standing Committee Report.** Standing committees provided the following reports.

**i. Legislative Committee.** Monty Cobb provided info during his legislative update.

*(not listed on agenda)* **Personnel Committee.** Position description for joint financial/admin position sent to committee, but no formal meeting held.

**ii. Audit Committee.** Membership stabilizing, Meetings are being planned.

**iii. Budget Committee.** Has not met.

**iv. Education committee.** Ms. Ownbey provided an update on the final statistics from the Education Survey that was sent out in February. The committee has met twice and is on the way to making decisions on conference education opportunities to present to the Board.

**v. Nominating Committee.** Has not officially met.

**vi. Travel Committee.** Chair appointed, and has started a review of the travel policy for reimbursement requests.

*(not listed on agenda)* **Strategic Plan Committee.** A shorter version of the plan has been drafted and will be available.

**a. Outside Boards/Commission Reports.** Provided the following reports.

**i. State Auditor's Local Government Advisory Committee.** The committee has added term limits to have more rotation in its membership. The committee is still pitching the financial intelligence tool.

**ii. State Auditor's Local Government Performance Center Leadership & Technical Experts Working Group.** Copies of the Working Group's minutes will be available on



request. They are currently working on a strategic plan for the Local Government Performance Center.

**iii. Department of Retirement Systems Advisory Committee.** Information on the committee was provided in the board member packets.

**iv. Department of Archeology & Historic Preservation Heritage Barn Advisory Committee** - No reporting

**v. State Treasurer's Local Option Capital Asset Lending Advisory Committee** - No reporting

**vi. State Parks and Recreation Commission Boating Safety.** - No reporting

**vii. Public Disclosure Commission Work Group.** No report, but working on proposed legislation.

9) **Trustee Reports.** The following trustee reports were presented.

**Auditors.** The auditors cannot provide their own convention support, and will need WACO help. Further interests are focused on legislative policy development.

**Clerks.** The clerks are working on a new case management system. Lewis County will be the first pilot county for the system, launching June 15. It is hard to educate people that clerks are independently elected officials and have expressed coordination of education opportunities.

**Coroners.** The coroners are working on training and request legislation. Invitations to their conference will be going out to sheriffs, prosecutors, and police chiefs.

**Prosecutors.** The prosecutors are busy working on the justice reinvestment bill. The bill would lower the prosecuting scores for property offenders, meaning counties would take a larger financial burden, there is an offset supervision fund to help, but may not meet needs. Mr. Blonien stated that the original version of the bill was not a cost savings measure but a cost avoidance, as the funding was never put in place.

**Sheriffs.** The sheriffs have similar concerns with the justice reinvestment bill, as well as concerns with the liquor control board having a bill out granting general authority.

**Treasurers.** Most of the treasurers current efforts are focused on the legislative session.

President Weikel announced that the next meeting would be July 15, 9:30 a.m. in Seatac.

**The meeting Adjourned at 12:00 p.m.**